



LWML

Lutheran Women *in Mission*



# 2017 Handbook

**Lutheran Women's Missionary League**

*Serve the Lord with gladness (Psalm 100:2).*

# THE LWML HANDBOOK

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# INTRODUCTION

## WHAT IS THE LUTHERAN WOMEN'S MISSIONARY LEAGUE?

- The Lutheran Women's Missionary League (LWML) is the official women's auxiliary of The Lutheran Church—Missouri Synod (LCMS).
- It has at its “mission heart” thousands of volunteers who are daily dedicating their lives to making a difference in this world.
- It is also “Lutheran Women in Mission,” a phrase that reflects the object of the LWML, adopted by the Board of Directors in January 1998.
- It is women who are finding avenues to use their God-given talents as they meet the challenge to share the Gospel message.
- It is composed of individual women and women's groups within congregations of The Lutheran Church—Missouri Synod, on campuses, in residence homes, or in other settings.
- It provides individual membership to women in LCMS congregations with or without a society affiliated with the LWML. Women may have an interest in the mission and ministry of the LWML – and wish to be part of the organization – but cannot, for a variety of reasons, be part of a local group. Individual membership is designed for these women.
- It seeks to develop and maintain a greater mission consciousness among the women of the Synod through education, inspiration, and service.
- It places a major emphasis on the support of mission and ministry throughout the world by means of Mite Box offerings. These Mite Box offerings have funded over 100 million dollars in mission grants since the organization's inception in 1942.

## THE MITE BOX



Based on the Biblical account of the widow's mite (Luke 21:1-4), the Mite Box is intended for regular contributions of “mites” – offerings above and beyond the support given to the congregation and the Synod. Mite Box contributions amount to millions of dollars that fund district and national mission grants and implement the LWML program.

Mite Boxes are available from the district, zone, through the LWML *Catalog*, and/or online. They are distributed to every woman in a society, and often to each member of the congregation. Mite Boxes ideally will be located in a prominent place where all who see them will be reminded to contribute regularly and pray for the grant recipients. Some congregations display a large version of the Mite Box so those who do not attend LWML events may contribute their mites.

Mite Box offerings should be gathered at LWML functions, preferably with a prayer or a Mite Box devotion. Refer to the LWML *Catalog* or the “Shop” tab at [www.lwml.org](http://www.lwml.org) to order printed copies of devotions, songs, poems, etc. Some resources are available as free downloads at [www.lwml.org](http://www.lwml.org). Societies remit Mite Box contributions regularly to a designated district financial officer; individuals may send their mites to that same district financial officer.

## THE LWML MISSION STATEMENT

The mission of the Lutheran Women’s Missionary League is to assist each woman of The Lutheran Church—Missouri Synod in affirming her relationship with the Triune God so that she is enabled to use her gifts in ministry to the people of the world.

—Adopted October 1988

## THE LWML VISION STATEMENT

The LWML is the leading group for LCMS women where each woman is welcomed and encouraged to use her unique God-given gifts as she supports global missions and serves the Lord with gladness.

—Adopted June 2015, revised February 2016

**OBJECT** Mission Education, Mission Inspiration, Mission Service  
Financial grants for mission needs

**MOTTO** *Serve the Lord with gladness (Psalm 100:2).*

**COLORS** Purple and gold

### SEAL



*Designed by Mrs. Quinn Dennis, Huron, SD  
Adopted in Convention 1947, Chicago, IL*

### FIRST LOGO



*Adopted June 1991*

### CURRENT LOGO



*Adopted June 2017*

### OFFICIAL MEMBERSHIP PIN



The LWML Official Membership pin is composed of interlocking elements representing the past, present, and future. The different textures on each of the interlocking elements symbolize the diverse cultures of the women of LWML. The triangle, representing the Triune God above, connects with the circles which stand for the world and eternity. The point where all intersect is marked with the cross, Christ, as the center of our lives.

*Adopted July 2001*



## YOUNG WOMAN REPRESENTATIVE PIN



The double links represent LWML women of all ages who are joyfully united in spirit and purpose. While each member is different, in Christ all are linked together, complementing one another's gifts, talents, and strengths.

*Adopted June 1997*

(Districts are encouraged to send a Young Woman Representative (YWR) to each national convention. A smaller version of the pin is available for YWRs to district conventions.)

## LEAGUE PLEDGE

In fervent gratitude for the Savior's dying love and His blood-bought gift of redemption, we dedicate ourselves to Him with all that we are and have; and in obedience to His call for workers in the harvest fields, we pledge Him our willing service wherever and whenever He has need of us. We consecrate to our Savior our hands to work for Him, our feet to go on His errands, our voice to sing His praises, our lips to proclaim His redeeming love, our silver and our gold to extend His kingdom, our will to do His will, and every power of our life to the great task of bringing the lost and the erring into eternal fellowship with Him. Amen.

*Written by Rev. Harry Fricke  
Adopted by LWML in 1955*

## OFFICIAL PUBLICATION

The *Lutheran Woman's Quarterly*, published four times a year, is the official publication of the Lutheran Women's Missionary League. The purpose of the publication is to inform women of the activities of the organization and to provide topics for study and discussion that promote the object of LWML. Bible studies, including one in Spanish, are found in each issue of the *Quarterly*, as is a column for young women. An issue prior to the biennial convention contains registration procedures, convention information, and business to be brought before the voting assembly.

Local groups are encouraged to order at least one subscription per member, while many order extra subscriptions so copies may be distributed to all women of the congregation. The magazine is sent via bulk mail to the congregation, but individual subscriptions may be ordered through the LWML Office or online.

The district is billed for magazines that are sent to its local units. Some districts pay for the subscriptions from the district's share of mite offerings. However, districts are encouraged to ask societies for contributions to pay for the magazine.

Each year societies are asked to notify their zone or district regarding the number of subscriptions needed; decreases may be made at this time. Increases in the number of subscriptions per congregation may be made at any time by contacting the LWML Office. Address changes may also be made directly through the LWML Office.

The *Quarterly* is also available as an electronic subscription; go to [www.lwml.org](http://www.lwml.org) to subscribe to the eQuarterly.

## **LWML CATALOG**

The LWML Catalog features products and resources produced by LWML office staff, departments, committees, and individuals. Items in the LWML Catalog focus on LWML’s mission and include Bible studies, devotions, and inspirational materials; leadership, planning, and organizational resources; and materials for outreach. A wide array of clothing, jewelry, professional, household, and personal items are also available. Catalogs may be obtained from the LWML Office or viewed online. LWML has partnered with Concordia Publishing House (CPH) for ordering and shipping. Orders may be placed by telephone (1-800-325-3040) or online through the “Shop” button on the website.

## **BRIEF HISTORY**

In response to resolutions from two district groups, the 1938 LCMS convention established a committee to study “the problem” (of establishing a synodwide women’s organization). The committee’s 1941 report was favorable, and the Synod not only approved, but encouraged the creation of a general organization of women. Five pastors were appointed to arrange a meeting of representatives from interested districts.

At that meeting, held July 7-8, 1942, at St. Stephen Lutheran Church, Chicago, Illinois, the Lutheran Women’s Missionary League was founded by delegates from 15 districts. Today it is active in every district of The Lutheran Church – Missouri Synod. LWML has set a pattern for similar organizations in other countries where there are LCMS partner churches.

## **LWML OFFICE AND PERSONNEL**

The Lutheran Women’s Missionary League Office is located at 3558 South Jefferson Avenue, Second Floor, St. Louis, Missouri 63118. Thousands of volunteers at the national, district, zone, and local levels serve the Lord with gladness in elective or appointive positions.

## **ADDRESSES**

Lutheran Women’s Missionary League  
3558 S. Jefferson Avenue  
St. Louis, MO 63118

Telephone	800-252-LWML (5965)
Email	<a href="mailto:lwml@lwml.org">lwml@lwml.org</a>
Website	<a href="http://www.lwml.org">www.lwml.org</a>
Facebook	<a href="https://facebook.com/TheLWML">facebook.com/TheLWML</a>
YouTube	<a href="https://youtube.com/TheLWML">youtube.com/TheLWML</a>
Twitter	<a href="https://twitter.com/TheLWML">twitter.com/TheLWML</a>
Pinterest	<a href="https://pinterest.com/TheLWML">pinterest.com/TheLWML</a>
Google+	<a href="https://plus.google.com/+LWMLorg">plus.google.com/+LWMLorg</a>

# LWML SOCIETIES (LOCAL ORGANIZATIONS) AND INDIVIDUAL MEMBERS

Societies and individual members are the foundation upon which the Lutheran Women's Missionary League is built. The entire LWML program begins with participants at the congregational level.

## PURPOSE

A woman's involvement in LWML usually begins through the local organization. Local groups:

- help each woman draw closer to the Lord;
- encourage and equip women to use their God-given talents in sharing God's love; and
- provide opportunities for service within the congregation and for outreach to the community and world.

## MEMBERSHIP

Membership is available to any woman who is a communicant member of a congregation in The Lutheran Church—Missouri Synod. Application, in accordance with the district bylaws for both individual and society membership, is made to the LWML district in which the person or society is located.

## SOCIETY

Women who are members of a society affiliated with the Lutheran Women's Missionary League are members of the LWML. Members of a society may hold elective office and are entitled to full voting privileges at the zone and district levels in accordance with the bylaws of the subordinate organization.

## INDIVIDUAL

Women in a congregation, with or without a society, who wish to support the mission and ministry of LWML, but cannot, for a variety of reasons, attend society meetings, may become individual members. *Individual Membership Guidelines* are available as a free download at [www.lwml.org](http://www.lwml.org). LWML district presidents may be contacted for more information. Individual members have the same rights and privileges as members of societies, may serve on committees, and hold elective office at the zone, district, and LWML levels.

## ORGANIZATION/STRUCTURE

The structure taken by an LWML society depends upon the needs of the women involved. A society may adopt, but is not restricted to, one of the following patterns as its framework:

- A separate group formed especially for the purpose of supporting the object of the LWML and participating in LWML programs. Such groups ordinarily have officers (elected and/or appointed), bylaws, and regularly scheduled meetings.
- Part of a women’s group formed for another purpose (such as Bible study, social/fellowship, exercise, mother’s club, etc.) but committed to the object of LWML. Such groups frequently devote at least one meeting each quarter to the study of missions and to LWML business.
- A women’s ministry program organized according to a circle plan (see below for more details). A circle plan unites the women of the congregation in one general LWML society, with smaller groups (circles) working separately in their areas of interest (e.g. altar care, Bible study, missions, nursery, quilting, etc.). Societies using a circle plan usually have quarterly meetings which bring all the circles together for a special program.
- Flexible in structure, with members participating in the object of LWML individually or as a group, but having none or some of the following: schedule of meetings, officers, bylaws. However, members of such groups are invited and encouraged to attend zone, district, and LWML events when possible.
- A group of LCMS members from different congregations who live in the same environment (college dorm, nursing home, etc.) or work at the same facility (office, factory, hospital, etc.) and form an LWML society to meet at a convenient time and location. Such groups should apply to their LWML district for recognition as a society and placement within a zone so that they are included in zone activities and communication.
- Members of two small churches, geographically close to one another, who unite to form one LWML society.
- An e-society holding “meetings” electronically. (See *Guidelines for an E-Society* at [www.lwml.org](http://www.lwml.org).)

More information on various organizational structures can be found in the PowerPoint *LWML 104—Your LWML Designed 4 U*, found on the website [www.lwml.org](http://www.lwml.org).

When two or more LWML groups exist within one congregation or other single setting, they are considered a single unit for purposes of representation at the LWML convention. Representation at zone and district functions is determined according to zone and district bylaws.

### **THE CIRCLE PLAN**

A circle is a group within the LWML society (core group) that meets regularly to accomplish a specific purpose.

- The core group holds regular meetings or general assemblies monthly or quarterly with an LWML emphasis and gathering of mites. All women in the church are encouraged to take part in these meetings. The core groups choose leaders who meet regularly as an executive board to take care of business that does not need to be brought before the general assembly and to coordinate circle activities.
- The number of small groups or circles is determined by the goals adopted. Circle chairmen may be appointed by the executive board or be selected by circle members. Circle chairmen serve as members of the executive board. Circles choose their

leaders/officers, meeting frequency, time, place, and special projects or service activities. “Participation,” rather than “membership,” is to be emphasized.

- Suggestions for implementing the circle plan:
  - Meetings – A coordinated schedule of meetings should establish monthly circle meetings, monthly executive board meetings, and general assemblies.
  - Membership – Circle membership may be determined by interest groups or special service areas such as altar guild, quilting, visiting shut-ins, mother’s morning out, convenience of meeting times, geographical location, etc.
  - Leadership – The circle chairman should prepare an agenda and preside at circle meetings, appoint topic and devotional leaders, represent the circle on the executive board, report board activities at circle meetings, and report circle activities at general meetings.
- Some successful groups with circles suggest women should have the option of being part of the core group without being a member of a circle. They also have women who want to contribute mites and receive copies of the district and LWML official publications, but do not want to come to meetings. These members are counted as associate members or members-at-large. A large Mite Box in the church narthex on predetermined regular Sundays can allow all women, men, and children of the congregation to contribute.

## **PROGRAM**

An LWML society will:

- support the aims of the LWML;
- fulfill the LWML Mission Statement;
- promote the Object of the LWML;
- encourage use of the official LWML publication, the *Lutheran Woman’s Quarterly*;
- distribute Mite Boxes and gather funds for support of district and LWML mission grants; and
- be an open, welcoming group that encourages participation and new ideas from all women of the congregation.

The LWML Mission Statement, Object, and other information can be found in the Introduction section of the *LWML Handbook*.

## **OFFICERS**

To carry out a program effectively, most societies have a chairman, a secretary, and a treasurer who have specific assigned duties. Some groups may decide to work with coordinators instead of officers. Larger societies may have other officers, such as a vice president, a program chairman, or standing committee chairmen who are elected or appointed. An executive committee (officers and committee chairmen) may serve by planning and evaluating the society program.

For small societies or groups in the early stages of LWML affiliation, a chairman or contact person (or mite collector) may be the only officer. This person’s responsibilities include keeping members informed of, and encouraging participation in, LWML activities and submitting mite offerings to the designated LWML district financial officer.

## **FINANCES**

LWML mission grants and programs are supported by voluntary offerings, generally contributed through Mite Boxes available from the zone or district, usually at no charge to the society. Mite Boxes also may be ordered free for the cost of postage by calling the LWML Store or ordering through the “Shop” tab on the LWML website. Mission grants to be funded by LWML are selected by voting delegates to the district and LWML conventions. It is essential that the members at all levels of the organization be united in their efforts to meet the commitments made to fund the adopted mission grants.

Each society may choose its own methods of raising funds for other purposes.

## **THE SOCIETY AND THE ZONE**

The society relates directly to the zone. Zones offer opportunities for participants from different congregations and settings to meet for:

- spiritual development;
- Christian fellowship;
- mutual encouragement;
- leader training; and
- sharing information and ideas.

Societies may keep their link in the organizational chain strong by attending zone functions, communicating with zone officers, and hosting zone activities when possible.

## **THE INDIVIDUAL MEMBER AND THE ZONE**

Individual members hold the same rights and privileges in relation to the zone that members of societies have, including eligibility to serve as zone officers and as delegates/alternates to district and LWML conventions. When the district welcomes an individual member, information regarding the new member should be sent to the zone so that the member can be included in zone communication and be invited to participate in zone activities. *Individual Membership Guidelines* are available as a free download at [www.lwml.org](http://www.lwml.org).

## **THE SOCIETY AND THE DISTRICT**

Through its delegate(s) to district conventions, the society has voice and vote in all decisions of the convention. All LCMS women are encouraged to participate in district workshops, retreats, and other programs as additional opportunities for spiritual development, Christian fellowship, mutual encouragement, and leader training.

## **THE INDIVIDUAL MEMBER AND THE DISTRICT**

Individual membership is processed through the LWML district in which the member resides. The district provides the new member with a Mite Box and pertinent information about the district and national organization. The individual member should be included in district mailings and be encouraged to participate at district conventions, meetings, and events. The member has

the same eligibility as any other district member to hold office at the district level. *Individual Membership Guidelines* are available as a free download at [www.lwml.org](http://www.lwml.org).

### **THE SOCIETY AND THE LWML**

The society has voice and vote at the LWML convention through the delegate(s) chosen from its respective zone. The LWML offers outstanding opportunities for Christian growth and service. The LWML relates directly to the society through communication with each congregation. The society should designate an individual to receive the communication and disseminate the information to members.

### **THE INDIVIDUAL MEMBER AND THE LWML**

Individual members are encouraged to attend LWML conventions, to use LWML materials and to participate in events and programs sponsored by LWML. An individual member who is active in the zone has the same eligibility as other zone members to serve as a delegate/alternate to LWML conventions. The member is also eligible to serve on LWML committees and to be nominated for LWML offices. *Individual Membership Guidelines* are available as a free download at [www.lwml.org](http://www.lwml.org).

### **FORMING A NEW LWML SOCIETY AND THE MEMBERSHIP CERTIFICATE**

A new society begins when a group of women in a congregation of The Lutheran Church—Missouri Synod, or in various other settings where groups of LCMS women live or work, wish to share their delight in serving the Lord through the LWML with others. Often a good way to start a new group is with a Bible study, using material from the *Lutheran Woman's Quarterly*, free downloadable studies from the LWML website, purchased through the *LWML Catalog*, or in the online LWML Store.

The mission and ministry of the LWML can gradually be introduced, relating the purpose of the LWML to the Great Commission. Mission grants (both in the district and LWML) can be introduced, with a Mite Box given to each participant, encouraging both prayer and monetary support. Developing personal relationships among the women is also important, to mentor and assist one another along life's path. Free downloadable resources, including devotions, Bible studies, leader helps, PowerPoints on LWML basics, ideas for programming, and why LWML women do what they do, can be found on the website on the "Service" and "Group Resources" tabs. The *LWML Starter Kit*, available as a free download, outlines the specific steps to take to become a formally-chartered group of the LWML.

The sequence of steps to officially form a new society include:

- The prospective new local group contacts their district LWML president and informs her that a new group wishes to be affiliated with the LWML.
- The district president sends the district's new society form (if available; otherwise the form in the *Starter Kit* can be used) to the new local leader; the leader of the new society fills it out and submits it to the district president.
- The district president completes the LWML New Society Report Form (found in the *LWML Leaders Manual*). She mails, scans, or faxes the form to the LWML president.

- The LWML president sends (through the LWML Office) the new society a letter of welcome and a gift box of various LWML resources.
- The society is now added to the *Lutheran Woman's Quarterly* mailing list and becomes a part of the LWML family.
- Membership certificates give identity and recognition of name to new societies and relate them to the national organization. Blank membership certificates can be found in the *LWML Catalog* and in the online LWML Store for a small fee. A free, downloadable certificate can be obtained by district presidents from the secure login portion of the website. The certificate may be placed in a frame, if desired, before presenting it to the new society. Presentations are often made by the district president at zone rallies; the new group is then announced and recognized at the next LWML district convention.

## BYLAWS

Organizations differ and each society should write basic bylaws that best describe its structure and method of transacting business. The person responsible for drafting the society's bylaws may contact the zone or district bylaws chairman for help and information as needed. Below are sample bylaws which societies may adapt to fit their particular situations. Articles on object, membership, and parliamentary authority must conform to national bylaws.

## SAMPLE SOCIETY BYLAWS BYLAWS

*(name of the organization)*

### ARTICLE I – NAME

The name of this organization shall be \_\_\_\_\_ of \_\_\_\_\_ Church, *(City), (State)*. This organization shall be affiliated with the Lutheran Women's Missionary League (hereinafter referred to as LWML).

### ARTICLE II – OBJECT

The object of this organization shall be:

- to develop and maintain a greater mission awareness among the women of *(congregation name)*;
- to provide opportunities for spiritual growth and Christian fellowship among the women of the *(congregation name)*;
- to gather funds for mission grants;
- to assist *(congregation name)* in its ministry to build the Kingdom of God; and
- to foster and support the program of the LWML.

### ARTICLE III – MEMBERS

Any woman who is a communicant member of *(congregation name)*, who expresses a desire to join and has made the object of the organization her own, is eligible for membership.



## **ARTICLE IV – CONVENTIONS**

Delegates and alternates shall be selected to represent the organization at (*district name*) District LWML conventions.

[LWML units using alternative structures such as the circle plan should insert a different “Article IV – Structure” at this point and describe the organizational plan, then renumber the subsequent articles (i.e. “Article V – Conventions,” “Article VI – Officers,” etc.)]

## **ARTICLE V – OFFICERS AND ELECTIONS**

### **SECTION 1**

The elected officers shall be: President (*or Coordinator, or Director, or Chairman, or other title*), Secretary (*or Recorder, or other title*), Treasurer (*may be combined with office of Secretary as Secretary-Treasurer*).

### **SECTION 2**

These officers shall be elected by ballot at the (*season or month*) meeting to serve for a term of one (1) year (*or two years, or three, etc.*) or until their successors are elected, and shall be eligible for reelection. If there is only one (1) candidate per office, a voice vote may be taken. A majority vote shall elect.

### **SECTION 3**

Newly-elected officers shall assume their duties at the close of the meeting at which they are elected (*or insert date*).

## **ARTICLE VI – DUTIES OF OFFICERS**

### **SECTION 1**

The President shall:

- a. preside at all regular and special meetings, or arrange for someone to do so;
- b. be authorized to sign checks in the event of an emergency; and
- c. perform such other duties as the organization may prescribe.

### **SECTION 2**

The Secretary shall:

- a. keep minutes of all regular and special meetings of the organization;
- b. conduct needed correspondence;
- c. keep records of current bylaws and standing rules; and
- d. perform such other duties as the organization may prescribe.

### **SECTION 3**

The Treasurer shall:

- a. receive all moneys and deposit them in a financial institution approved by the members;
- b. keep an itemized account of all receipts and disbursements;

- c. make all authorized disbursements;
- d. regularly remit Mite Box offerings to the designated district LWML financial officer;
- e. submit regular financial reports to the organization;
- f. submit records for financial review at the close of each fiscal year and with the change of officer; and
- g. perform such other duties as the organization may prescribe.

**ARTICLE VII – MEETINGS**

Meetings shall be held as specified by the members. Special meetings may be called by the President or at the request of (*insert number*) members. The members present at any duly called meeting shall constitute a quorum.

**ARTICLE VIII – FINANCES**

**SECTION 1**

There shall be no dues, but voluntary offerings will be accepted at each regular meeting.

**SECTION 2**

Mite Box offerings shall be gathered at each regular meeting and submitted to the designated district financial officer.

**ARTICLE IX – FISCAL YEAR**

The fiscal year shall be from (*month, day*) to (*month, day*), inclusive.

[If a society wishes to cite a parliamentary authority, that article should be inserted here; the authority must be the current edition of *Robert’s Rules of Order Newly Revised* to be in compliance with LWML, district, and zone bylaws.]

**ARTICLE X – AMENDMENTS**

These bylaws may be amended by a two-thirds (2/3) vote of the members present and voting at a regular meeting.

Date organization became an LWML society \_\_\_\_\_

Date of original bylaws \_\_\_\_\_

Date of last amendments/revision to bylaws \_\_\_\_\_

## LWML RESOURCES FOR SOCIETIES AND INDIVIDUAL MEMBERS

The LWML offers a variety of resources to assist local groups and to enable individual women to grow in their Christian walk, including:

- Mite Boxes and mission grant informational materials;
- *LWML Starter Kit*—document for use by groups wishing to become formally affiliated with the LWML (available as a free download from the LWML website [www.lwml.org](http://www.lwml.org));
- Free downloadable resources, including *Just a Cup of Coffee*; *LWML 101—The Basics*; *LWML 102—What to Do? What to Do!*; *LWML 103—The Heart of LWML*; and *LWML 104—Your LWML Designed 4 U* which are PowerPoint presentations with scripts to encourage more LCMS women to participate in the mission and ministry of the LWML;
- Officer and committee handbooks;
- Individual membership guidelines;
- Society Membership Certificates (available through the *LWML Catalog* or as a free download available to district presidents from the login area of the website);
- Ideas for program planning;
- Leader training material;
- Bible studies;
- Devotions;
- Short dramas and sketches;
- Mission service/human care suggestions;
- Personal development aids;
- Audio and video resources;
- Ethnic resources;
- Inspirational books;
- Mission motivation resources;
- Greeting cards;
- LWML logo apparel;
- Jewelry; and
- Other resources as they become available.

Many LWML resources are available online as free downloads at [www.lwml.org](http://www.lwml.org). Contact the LWML Office if you have questions:

Lutheran Women's Missionary League  
3558 S. Jefferson Avenue  
St. Louis, MO 63118

1-800-252-LWML (5965)  
Fax: 314-268-1532  
[lwml@lwml.org](mailto:lwml@lwml.org)  
[www.lwml.org](http://www.lwml.org)

# LWML ZONES

A zone is a group of societies and individual members in the same geographic area united to promote the object of the Lutheran Women's Missionary League – mission education, mission inspiration, mission service, and mission grants.

## PURPOSE

As women are affirmed in their relationship to God and develop a heart for mission, zones open an additional avenue for service and involvement by:

- forging a link in the relationship of the society to the district and LWML;
- serving as a forum for disseminating information regarding LWML grants, resources, and programs;
- providing opportunity for spiritual development and leader training;
- offering Christian fellowship and mutual encouragement;
- providing opportunity for sharing ideas among the societies;
- offering programs through which women may participate in servant events and Gospel outreach activities; and
- supplying voting representation to LWML conventions.

## ORGANIZATION/STRUCTURE

LWML districts organize member societies into zones that conform to LCMS circuit lines as much as possible. (See *Lutheran Women's Missionary League Bylaws*, Article III, Section 1.)

Zones structure themselves:

- to best meet the needs of the societies they serve;
- in accordance with the limitations imposed by their geographic boundaries (non-geographic districts may have non-geographic zones);
- to conform to the directives of their districts; and
- to effectively promote the object of LWML – mission education, mission inspiration, mission service, and mission grants.

## PROGRAM

At least one zone event shall be held each year to conduct the business of the zone, provide opportunities for sharing ideas among members, and promote Christian fellowship.

- All members of affiliated societies and individual members are invited to attend (guests are also encouraged to attend).
- Voting privileges are determined by zone bylaws.
- Zones are encouraged to grant voting privilege to individual members.
- Each member society has the privilege of hosting a rally or other zone meeting.
- Programs are planned and conducted by zone officers and a host society or as directed by the district board.

- Retreats, workshops, servant events, mission service opportunities, Gospel outreach activities, and other programs may also be arranged.

## **OFFICERS**

Zones generally have the following officers:

- President
- Vice President
- Secretary
- Treasurer
- Pastoral Counselor

Additional officers should be elected or appointed to enable the zone to implement the programs dictated by its bylaws and the programs and object of the district and the LWML.

## **NOMINATIONS**

Unless the bylaws specify differently, the Nominating Committee should make every effort to secure as many qualified candidates for each office as possible. This allows the voting delegates the opportunity to select from a slate of capable individuals for each office, thus providing the best leadership for the organization.

## **FINANCES**

Zones do not adopt mission grant projects (with the exception of the English and SELC districts as indicated in Standing Rule 1 of the LWML Bylaws). Through their voting delegates to district and LWML conventions, zones select the mission grants to be funded by LWML for the biennium. Therefore, the efforts of members at all levels of the organization must be concentrated on meeting the commitments made to fund the various mission grants adopted in conventions.

Zones may collect registration fees and accept voluntary offerings at rallies or other zone functions to cover zone expenses such as:

- convention costs for delegates;
- honorariums for speakers, rental of audio-visual equipment, etc. for zone events;
- printing, postage;
- district assessments; and
- reimbursement of expenses to officers and committee members, as permitted in the zone bylaws.

When hosting special events such as prayer services, retreats, servant events, etc., zones may gather offerings for designated purposes. The zone Pastoral Counselor should be included in the selection of the recipient of such offerings or Gifts from the Heart (ingatherings) to insure that the beneficiary is not in conflict with the tenants and beliefs of The Lutheran Church—Missouri Synod.

## THE ZONE AND THE DISTRICT

The zone serves as a vital link in the organizational chain of LWML. Zones help members of societies, individual members, and participants relate to the district by providing opportunities for:

- a forum on issues such as elections, mission grants, bylaw amendments, and other business for district conventions;
- selection of Young Woman Representatives to district conventions;
- planning zone implementation of, and participation in, district and LWML activities and programs; and
- encouraging support for district and LWML mission grants.

## THE ZONE AND LWML

Through its delegate(s) to LWML conventions, the zone has voice and vote in all decisions of the convention. Zones may wish to caucus for consensus voting on elections, mission grants, and other business before LWML conventions.

Zones having ten (10) or fewer units may send one (1) certified delegate to LWML conventions. Larger zones may send one (1) certified delegate for each additional ten (10) units or major fraction thereof as of January 1 preceding the convention. (Note: All societies in one congregation or setting are considered as one member unit for the purpose of representation at LWML conventions.) For example:

- A zone with 16 – 25 member units would be eligible to send two (2) delegates.
- Zones with 26 – 35 member units could send three (3) delegates.
- (Note: Large zones are not encouraged. In order to be effective, zones should strive to mirror the makeup of the district circuits.)

Names of zone delegates are sent to the LWML District President as designated by the district, and the District President forwards the names of the delegates to the LWML Recording Secretary in accordance with the LWML Bylaws.

## BYLAWS

Districts organize zones in different ways, and each zone should write basic bylaws that best describe its structure and method of transacting business. The person responsible for drafting the zone bylaws should study the district bylaws to determine the parameters set by the district. If help is needed, the Structure Committee Chairman should contact the district Structure Committee Chairman for guidance. **Articles and sections on name, object, membership, representation at LWML conventions, and parliamentary authority must conform to LWML bylaws.** Following are sample bylaws which zones may use as a guideline for writing zone bylaws. The sample is only a guideline for zones amending or revising their bylaws. If the zone combines some positions (such as Secretary-Treasurer) or assigns appointive positions to elected officers (such as assigning the Vice President the duties of Archivist-Historian), then the Structure Committee Chairman should combine the duties under the job description of one officer and eliminate unneeded sections from the following example.

# SAMPLE ZONE BYLAWS

## Lutheran Women's Missionary League (Name of the district) District (Name of the zone) Zone Bylaws

### ARTICLE I – NAME

The name of this organization shall be Lutheran Women's Missionary League \_\_\_\_\_  
District \_\_\_\_\_ Zone (hereinafter referred to as \_\_\_\_\_). The \_\_\_\_\_  
District (hereinafter referred to as \_\_\_\_\_) is a subordinate organization of the Lutheran  
Women's Missionary League (hereinafter referred to as LWML).

### ARTICLE II – OBJECT

The object of this zone shall be to:

- a. promote the LWML object: mission education, mission inspiration, mission service, and mission grants;
- b. support the programs of the district and the LWML;
- c. provide opportunities for spiritual growth and Christian fellowship among the women of the zone;
- d. provide opportunities for leader training; and
- e. provide representation at LWML conventions in accordance with LWML bylaws.

### ARTICLE III – MEMBERS

#### Section 1

- a. The zone shall be composed of LWML societies in congregations of The Lutheran Church—Missouri Synod (hereinafter referred to as LCMS), on college campuses, in resident homes, or in other settings, and individual members within the geographic boundaries of the zone.
- b. If there is more than one (1) society in a congregation or other setting, the societies in a single setting shall be considered one (1) unit for the purpose of representation at LWML conventions. (Districts may set their own guidelines for society representation at district conventions.)

#### Section 2

An individual member:

- a. is not considered a society or unit;
- b. is a woman communicant member of an LCMS congregation who is unable to be affiliated with the society in her congregation for any reason or is a member of an LCMS congregation that does not have a society affiliated with LWML;
- c. may attend zone meetings and conventions;
- d. may have voice and vote at zone meetings (or not as determined by each zone); and
- e. may have voice and vote at district and LWML conventions only if she is a certified delegate.

### **Section 3**

Application for both individual and society membership is made to the LWML district as specified in the district bylaws.

## **ARTICLE IV – CONVENTIONS**

### **Section 1**

(This section on LWML district conventions must conform to district bylaws.)

### **Section 2**

Zone representation at LWML conventions shall be as follows:

- a. One (1) certified delegate is sent from each zone having ten (10) or fewer units and one (1) certified delegate is sent for each additional ten (10) units or major fraction thereof as of January 1 preceding the convention. (Note: All societies in one congregation or setting are considered as one member unit for the purpose of representation at LWML conventions.)
- b. Each certified delegate shall have a certified alternate if possible.
- c. The names of the delegates and the alternates shall be presented to the District President in accordance with the \_\_\_\_\_ District bylaws for certification.
- d. In the event neither the delegate nor the alternate is able to serve, a member of this zone may serve as delegate upon certification in writing by the LWML District President and presentation to the LWML Recording Secretary.

## **ARTICLE V – OFFICERS AND ELECTIONS**

### **Section 1**

The elected officers shall be: President, Vice President, Secretary, and Treasurer. (Other titles may be used for these positions, and if the zone has additional elected officers, they should be added here and in the following sentence.) The President and the Vice President shall be elected in (insert even or odd-numbered) years, and the Secretary and the Treasurer shall be elected in (insert even or odd-numbered) years. (Note: If it is considered desirable that the Vice President follow the President after her tenure as Vice President, then the two officers should be elected in the same year.)

### **Section 2**

Officers shall be elected by ballot at the (season or month) rally to serve for a term of two (2) years or until their successors are elected, and shall be eligible for one (1) reelection. If there is only one (1) candidate per office, a voice vote may be taken. A majority vote shall elect.

### **Section 3**

Newly-elected officers shall assume their duties at the close of the meeting in which they are elected (or insert date).



#### **Section 4**

Each officer shall keep notes and operational material pertinent to the responsibilities of the office and, with the exception of the Treasurer, transfer them to their successors within thirty (30) days following the election. The Treasurer shall transfer all records and materials pertaining to her office within sixty (60) days following the election.

### **ARTICLE VI – DUTIES OF OFFICERS**

(Check district bylaws for additional duties required by the district.)

#### **Section 1**

The President shall:

- a. preside at all zone rallies and other zone meetings and all meetings of the zone Executive Committee (hereinafter referred to as the EC);
- b. attend meetings of the District Board of Directors (hereinafter referred to as the Board) and have voice and vote (this paragraph must conform to district bylaws);
- c. serve as ex officio member of each committee except the Nominating Committee; and
- d. perform such other duties as the EC may prescribe.

#### **Section 2**

The Vice President may perform the duties of the office of President when requested to do so by the President and shall:

- a. fill a permanent vacancy in the office of the President;
- b. (Here and in subsequent sentences, list additional duties the zone requires of the Vice President); and
- c. perform such other duties as the EC may prescribe.

#### **Section 3**

The Secretary shall:

- a. keep minutes of all rallies and meetings of the zone and the EC, or designate another person to substitute if she is unable to attend;
- b. keep an updated list of all zone and society officers and individual members, and furnish same to all zone officers and society presidents;
- c. provide copies of EC minutes to all members of the EC within thirty (30) days of each meeting;
- d. provide one (1) copy of rally or other zone meeting minutes to each society and to each member of the EC within thirty (30) days of such meeting;
- e. conduct needed correspondence;
- f. provide notices of all zone meetings and activities to all societies and individual members (unless the zone has a publicity chairman to handle this responsibility);
- g. provide zone minutes to the district Archivist-Historian as directed in the district bylaws; and
- h. perform such other duties as the EC may prescribe.

## **Section 4**

The Treasurer shall:

- a. receive all monies and deposit them in a financial institution approved by the zone EC;
- b. keep an itemized account of all receipts and disbursements;
- c. make all authorized disbursements;
- d. submit financial reports at each EC meeting and each regularly scheduled zone rally or meeting;
- e. submit records for financial review at the close of each fiscal year and with the change of officer; and
- f. perform such other duties as the EC may prescribe.

## **Section 5**

(If there are additional elected zone officers, their duties should be spelled out in this and subsequent sections.)

## **ARTICLE VII – NOMINATIONS**

### **Section 1**

A Nominating Committee of at least three (3) members shall be elected at the rally preceding elections. (Note: The Nominating Committee is independent of the President and EC and should not be appointed.)

### **Section 2**

The Nominating Committee shall:

- a. solicit from members names of nominees for positions to be filled;
- b. receive from nominees consent to serve if elected; and
- c. prepare printed ballots with the names of candidates printed in alphabetical order by last name for each office to be filled.

### **Section 3**

Nominations of qualified candidates may be made from the floor, provided consent to serve if elected has been obtained from the candidate.

## **ARTICLE VIII – APPOINTED OFFICERS**

### **Section 1**

The appointed officers may be an Archivist-Historian, Parliamentarian, and Public Relations Chairman, and shall:

- a. be appointed by the President with the approval of the EC and serve for a term of two (2) years and be eligible for reappointment;
- b. attend EC meetings in an advisory capacity; and
- c. keep notes and materials pertinent to the office and transfer them to their successors within thirty (30) days after the termination of their appointment.

## **Section 2**

The Archivist-Historian shall:

- a. gather and preserve records and other materials of historical value to the zone;
- b. write an annual history of the zone and send to the district Archivist-Historian; and
- c. send material of historical value to the district Archivist-Historian.

## **Section 3**

The Parliamentarian shall:

- a. attend all zone rallies and meetings and serve as advisor on parliamentary procedure upon request; and
- b. serve as an ex officio member of the Organizational Resources Committee when it amends the bylaws.

## **Section 4**

The Public Relations Chairman shall:

- a. be alert for news from the zone and submit articles and information to the LWML district newsletter as directed in the district bylaws;
- b. be coordinator of publicity for all zone functions;
- c. notify all societies and individual members of zone activities; and
- d. perform other duties as requested by the EC.

## **ARTICLE IX – MEETINGS**

### **Section 1**

The zone shall hold at least two (2) rallies or zone meetings per year in the spring and fall for the purpose of Christian fellowship and conducting the business of the zone. Additional zone activities such as retreats, workshops, servant events, Gospel outreach activities, prayer services, etc. may be held as determined by the EC.

### **Section 2**

All members of societies and individual members in the zone may attend zone functions and have voice and vote. Members present at any rally or zone meeting shall constitute a quorum.

### **Section 3**

(In this section, or in a standing rule, outline the method for selecting rally sites and responsibilities for hosting zone events.)

## **ARTICLE X – EXECUTIVE COMMITTEE**

### **Section 1**

The Executive Committee (EC) shall be composed of the elected officers, standing committee chairmen, and society presidents with the appointed officers and pastoral counselor serving as advisors. A majority of the voting members shall constitute a quorum.

## **Section 2**

The Executive Committee shall:

- a. meet before each rally and at other times at the call of the President;
- b. conduct the business of the zone between rallies and other regularly scheduled zone meetings;
- c. with the President, plan zone activities and functions;
- d. assist the President in implementing zone activities and district and LWML programs;
- e. fill vacancies in elected offices; and
- f. approve the financial institution in which funds are deposited.

## **ARTICLE XI – PASTORAL COUNSELOR**

The Pastoral Counselor shall:

- a. be an LCMS pastor serving a parish within the zone;
- b. be appointed by the President with the approval of the EC, or elected at a zone meeting;
- c. serve a term of two (2) years and be eligible for one (1) reappointment;
- d. attend all zone functions and EC meetings, serving in an advisory capacity;
- e. serve on the Christian Life Committee;
- f. prepare a short Bible study for EC meetings as requested by the President;
- g. attend LWML district conventions, serving in an advisory capacity;
- h. approve recipients for special designated offerings and Gifts from the Heart (ingatherings); and
- i. perform other duties as requested by the President and EC.

## **ARTICLE XII – STANDING COMMITTEES**

### **Section 1**

The Standing Committees shall be Christian Life, Gospel Outreach, Special Focus Ministries, and Organizational Resources. The Committee Chairmen shall be voting members of the EC.

Committees shall:

- a. be composed of a chairman and two (2) members appointed by the EC;
- b. have its members serve a term of two (2) years, permitting reappointment to one (1) additional term;
- c. serve as liaison with their corresponding committees at the district level; and
- d. keep records and materials pertinent to the committee and transfer to their successors within thirty (30) days following the end of term of office.

### **Section 2**

The Christian Life Committee shall:

- a. prepare devotions for zone rallies and other functions when requested to do so by the EC;
- b. with the EC, plan zone retreats and prayer services;
- c. publicize Christian Life materials available from the LWML *Catalog* and on the LWML website;
- d. encourage use of inspirational materials within the societies;

- e. maintain a file of Christian Life materials available for use within societies and the zone; and
- f. perform other duties as requested by the EC.

### **Section 3**

The Gospel Outreach Committee shall:

- a. publicize district and LWML mission grants and report on their progress;
- b. encourage use of the Mite Box and voluntary contributions to the district and LWML mission grants;
- c. plan Gospel Outreach activities for members of the zone such as sharing the Gospel with residents of nursing homes or veterans facilities, conducting inner city Vacation Bible School, etc.;
- d. encourage societies to use Gospel Outreach materials available from the LWML *Catalog* and on the LWML website; and
- e. perform other duties as requested by the EC.

### **Section 4**

The Special Focus Ministries Committee shall:

- a. plan zone servant event activities in which members can reach out in Christian love to those in their community who are hurting and in need;
- b. plan, at zone events, service projects such as Gifts from the Heart (ingatherings) for Lutheran World Relief, food banks, shelters, nursing homes, etc.;
- c. promote Special Focus Ministries projects of the district and the LWML; and
- d. perform other duties as requested by the EC.

### **Section 5**

The Organizational Resources Committee shall:

- a. serve as encouragers to the societies and lead them through the long-range planning process when requested to do so;
- b. plan leader development activities for zone rallies or other functions that help zone members recognize and use their leadership skills;
- c. encourage societies to use Organizational Resource materials available from the LWML *Catalog* and free downloadable resources from [www.lwml.org](http://www.lwml.org);
- d. be responsible for keeping the zone bylaws current, suggesting to the EC amendments it deems necessary;
- e. present all bylaws amendments or revisions to the district Structure Committee for review before presenting to the zone members for approval;
- f. send the required number of copies of zone bylaws to the district Structure Committee Chairman for filing after adoption by the zone members;
- g. review and keep a file of society bylaws and encourage societies to keep their bylaws current; and
- h. Perform other duties as requested by the EC.

## **Section 6**

There may be other standing committees or special committees added as the zone and EC deem necessary.

## **ARTICLE XIII – FINANCES**

### **Section 1**

The zone shall:

- a. adopt no mission grant projects; and
- b. promote use of the Mite Box and voluntary contributions by zone members to the district and the LWML mission goal.

### **Section 2**

The zone may:

- a. collect registration fees or an offering at rallies or other zone functions to cover zone expenses such as:
  - 1) honorarium for speaker, rental of audio-visual equipment, or other program aids;
  - 2) food preparation when a meal is served at zone function;
  - 3) printing, postage, telephone, fax;
  - 4) convention costs for delegates, pastoral counselor, and young woman representative;
  - 5) district assessments; and
  - 6) other costs approved by the EC.
- b. designate a special offering and/or Gifts from the Heart (ingathering) for prayer services, retreats, servant events, etc. and request the zone pastoral counselor's approval of the designated recipients.

### **Section 3**

(Other zone financial policies may be listed in this section and subsequent sections if necessary.)

## **ARTICLE XIV – FISCAL YEAR**

The fiscal year shall be from (month, day) to (month, day) inclusive. (Note: As nearly as possible, the fiscal year should coincide with the Treasurer's term of office so that the books can be closed, reviewed, and transferred to the new officer in a timely manner.)

## **ARTICLE XV – PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the proceedings of the zone in all cases to which they are applicable and in which they are not inconsistent with these bylaws, applicable law, or Christian principles.

## ARTICLE XVI – AMENDMENTS

### Section 1

- a. These bylaws may be amended by a two thirds (2/3) vote of the members present and voting at a regularly scheduled zone meeting. The proposed amendments shall have been approved by the district Structure Committee and then sent to each member society and individual member sixty (60) days prior to the meeting in which they will be considered for adoption.
- b. By unanimous vote a proposed amendment may be presented to a rally or other regularly scheduled zone function without prior notice. A three-fourths (3/4) vote shall be required for adoption.

### Section 2

- a. The required number of copies of these bylaws and all amendments or revisions shall be submitted to the district Structure Committee for review before being presented to the zone membership for adoption.
- b. Upon adoption by the zone, the required number of copies shall be submitted to the district Structure Committee for filing.

Date zone became member of district LWML \_\_\_\_\_

Date of original bylaws \_\_\_\_\_

Date of last amendments to bylaws \_\_\_\_\_

### **(Suggested) STANDING RULES**

1. Method of selecting delegates to district conventions (date of adoption).
2. Method of selecting delegates to LWML conventions (date of adoption).
3. Rotation for hosting zone events (date of adoption).

## PROGRAM HELPS

Check with the LCMS and the LWML district for speakers in the zone's geographic area.

## RESOURCES

Resources are available online (some as free downloads) or from the LWML *Catalog*:

- Bible studies;
- devotions;
- retreat programs with various themes;
- leader training materials;
- servant event suggestions;
- mission service opportunities;
- audio/video materials;
- sketches and skits;
- ethnic resources; and
- PowerPoint presentations.

This LWML *Handbook* offers many helps pertinent for zone leaders; check out the sections on meeting helps and resources.

*Putting ZEST into Your Zone Events*, available as a free, downloadable resource on the LWML website, is helpful for planning zone events.

The LWML *Catalog* and the online LWML Store are also excellent sources for group planning and leader training materials:

- *Guidelines* for officers from A to V (“Archivist-Historian” to “Vice President” and everyone in between);
- tools for implementing growth;
- booklets on learning to serve;
- resources teaching planning and organizational skills; and
- departmental newsletters, PowerPoint presentations, and articles.

The LWML website has free downloadable resources at [www.lwml.org](http://www.lwml.org).



# LWML DISTRICTS

The districts – usually conforming to LCMS district boundaries – link individual members, societies, and zones to the LWML. Districts initiate programs and projects as well as implement those of the LWML.

## **PURPOSE**

Districts provide the necessary link that connects the women in LCMS congregations with the mission, object, and goals of the LWML by:

- their presidents' membership on the LWML Board of Directors;
- educating, equipping, and inspiring the women in their districts to use their gifts in ministry to the people of the world;
- encouraging support for and participation in programs planned by the LWML to implement the objectives and goals;
- gathering funds for mission grants; and
- encouraging use of resources developed by LWML officers and committees.

## **ORGANIZATION/STRUCTURE**

LWML districts usually conform to LCMS district boundaries and are under the guidance of their LCMS district(s). Application for membership as a district is submitted to the LWML Executive Committee for approval and is subject to ratification by the LWML Board of Directors. Districts:

- write their own bylaws, which must conform with LWML Bylaws regarding name, object, members, representation at LWML conventions, and parliamentary authority;
- must submit bylaws and amendments to the LWML Structure Committee for approval before being presented to the district membership for adoption;
- organize their member societies into zones conforming to LCMS circuit lines whenever possible;
- determine their own structure and method of transacting the business of the district, subject to the above restrictions; and
- designate the membership of the executive committee and board of directors and determine the authority between conventions.

## **PROGRAM/CONVENTIONS**

The business of a district is transacted at district conventions.

- Conventions may be held annually or biennially.
- If biennially, district conventions are held in even-numbered years (LWML conventions are held in odd-numbered years).
- Societies send delegates to district conventions as specified in district bylaws.
- District mission grants are adopted in convention as specified in district bylaws and standing rules.

- Districts may request LWML representation at their conventions. Request for such representation is made through the LWML President.
- Any member of the LWML Executive Committee may serve as the representative.
- Districts may sponsor retreats, workshops, servant events, mission service opportunities, Gospel outreach activities, and other programs necessary for achieving the district and LWML objectives and goals.

## **OFFICERS**

Districts determine the number of officers and terms of office. Generally officers are:

- President;
- Vice Presidents, two or more;
- Secretary, one or more;
- Financial officer, one or more, (who, with any other officers authorized to handle funds, are bonded); and
- Pastoral Counselor, one or more, elected or appointed, who serve in an advisory capacity without privilege of vote.

Districts also determine:

- Appointed officers (and whether or not they have the privilege of vote) such as:
  - Editor;
  - Meeting Manager;
  - Strategic Planner; and
  - Public Relations Director.
- Special appointed personnel (and whether or not they have the privilege of vote) such as:
  - Archivist-Historian;
  - Assistant (Secretary) to the President; and
  - Parliamentarian.

## **NOMINATIONS**

The purpose of the Nominating Committee is to select candidates who will provide the best leadership for the group. Unless the bylaws specify differently, the Nominating Committee should make every effort to secure as many qualified candidates for each office as possible. This allows the voting delegates the opportunity to select their leadership for the next administration from a slate of capable individuals for each office, those who will serve the organization well.

## **STANDING COMMITTEES**

Standing committees should be appointed as outlined in the district bylaws, correlate to LWML departments, and be composed of:

- a chairman who correlates to an LWML Vice President; and
- two or more members who may be called coordinators (or directors) and may correlate to LWML committees.

Districts may give their committees the same names as the LWML departments or choose other titles. Suggested standing committees, their makeup, and purposes include:

- **Christian Life Committee** – provides materials and opportunities that nurture members’ spiritual lives and is composed of:
  - Chairman, Vice President of Christian Life;
  - Christian Events Coordinator (Director), correlating to the LWML Christian Life Committee, who plans and organizes Christian nurturing events such as retreats and prayer services and aids zones and societies to do the same; and
  - Christian Materials Coordinator (Director), roughly correlating to the LWML Christian Resources Editors, who informs members of and maintains an inventory of a variety of resources suitable for use by individual members and for use at activities and events.
  
- **Communication Committee** - (Some districts may choose not to have this committee and assign duties to a Public Relations Director and/or newsletter Editor). The committee promotes and publicizes programs and events of the district and is composed of:
  - Chairman, Vice President of Communication;
  - District newsletter Editor, correlating to the Official Publication Staff, who solicits and edits news articles for the district LWML publication; and
  - Website Coordinator (Director), performing one of the duties of the LWML Vice President of Communication and maintains the district website.
  
- **Gospel Outreach Committee** – promotes mission awareness and support for mission opportunities, especially for LWML mission grants, and is composed of:
  - Chairman, Vice President of Gospel Outreach;
  - Gospel Outreach Coordinator (Director), correlating to the LWML Gospel Outreach Committee, who encourages and equips women to become personally involved in sharing the Gospel with all God’s children and coordinates participation by women of the district in Gospel outreach opportunities with existing mission programs sanctioned by the district and synod; and
  - Mission Awareness Coordinator (Director), correlating to the LWML Mission Grants Committee, who promotes mission awareness and support for district and LWML grants, and develops ideas for increasing Mite Box contributions and other offerings; and
  - Mission Servants Coordinator (Director), correlating to the LWML Mission Servants Committee, who encourages sensitivity in women toward those who are hurting and in need, provides resources and encouragement to enable knowledgeable and biblical comfort to themselves and others, is alert to crisis situations, enlists help from members to supply provisions for those with immediate survival needs, and coordinates LWML Gifts from the Heart.
  
- **Organizational Resources Committee** – provides guidance to members of the district that enables them to develop their talents, helps them build viable societies and zones, assists with keeping the bylaws current, and is composed of:
  - Chairman, Vice President of Organizational Resources;
  - Helping Organizations Participate Effectively (HOPE) Coordinator, correlating to the LWML HOPE Committee, who provides resources, ideas, and techniques for encouraging more LCMS women to participate in the mission and ministry of the

- LWML; to develop new LWML groups; and to assist and encourage existing groups and individual women to personally reach out with God’s love to all women;
  - Leader Development Coordinator, correlating to the LWML Leader Development Committee, who identifies women with special abilities and talents to serve in leadership positions in LWML and provides ideas, techniques, and resources which will enrich and encourage gifted individuals to serve in leadership positions; and
  - Structure (Bylaws) Coordinator (Director), correlating to the LWML Structure Committee, who examines and evaluates the district bylaws, proposing amendments deemed necessary; and receives and examines zone bylaws and proposed amendments, approving those not in conflict with LWML district or national bylaws.
- **Special Focus Ministries Committee** – provides support to young women and to women of all ethnicities, encouraging their participation in the district LWML and is composed of:
    - Chairman, Vice President of Special Focus Ministries;
    - Young Women’s Coordinator (Director), correlating to the LWML Committee on Young Women, who intentionally identifies, encourages, and provides opportunities for young women to affirm their faith and develop their gifts in service to the Lord through the LWML; she also promotes the Young Woman Representative (YWR) program at the LWML level; and
    - Heart-to-Heart (H2H) Coordinator (Director), correlating to the LWML Heart-to-Heart Committee, who identifies, develops, supports, and encourages women leaders in ethnic ministries; she also identifies and coordinates cross-cultural opportunities within the district LWML, thus emphasizing the church’s rich diversity.

## FINANCES

Mite offerings from societies are sent to the financial officer designated in the district bylaws.

Subscription costs for the *Lutheran Woman’s Quarterly* are paid by the districts. Districts may ask societies for special contributions to cover the costs.

Districts submit twenty-five (25) percent or more of the mite offerings to LWML. Districts retain seventy-five (75) percent or less for district mission grants and other uses, according to district bylaws and policies.

Costs incurred when district presidents attend LWML Board of Directors meetings are paid by the LWML.

Expenses incurred when a District President attends the LWML convention are paid by the district. Expenses to LWML pre-convention Board of Directors meetings are paid by the LWML and include transportation to and from the meeting, lodging, meals, and incidental expenses for the day(s) of the Board meeting.

## **TAX EXEMPTION**

The Lutheran Women's Missionary League is incorporated with the State of Missouri as a general not-for-profit corporation. A copy of the Articles of Incorporation is in the *LWML Bylaws* (Section E of the *LWML Handbook*). The LWML Office is not required to pay state sales taxes. In many cases, districts, zones, and societies may be exempt from sales taxes. State laws vary in this regard. United States federal tax exemption rulings are applicable only to societies organized and operating in the United States of America.

## **DISTRICT FEDERAL EMPLOYER IDENTIFICATION NUMBER (EIN)**

The Internal Revenue Code requires that each subordinate unit of an exempt central organization must have its own Employer Identification Number (EIN) even if it has no employees. In accordance with this ruling, each LWML district has its own assigned number. This number is to be used by each district LWML and its zones for any and all bank and investment accounts or any reports they may be called upon to complete. It may also be used by societies within the district. Societies may, with permission, use their church's identification number. No unit is ever to use the personal Social Security number of a member. Each LWML district's EIN Number may be obtained from the LWML District President.

If needed, the LWML tax exemption number and the LWML Employer Identification Number are available from the LWML Treasurer. These numbers are also available in the secure portion of the LWML website to those with access. The Lutheran Women's Missionary League is exempt from federal income tax and, as an integrated auxiliary of The Lutheran Church—Missouri Synod, is not required to file annual income tax returns. Districts, as subordinate units of the LWML, are also tax exempt. The group ruling letter from the IRS, dated 1965, is filed in the LWML Office. Each district should have a copy in its files; copies are also available from the LWML Office upon request. If any district LWML has further questions, please contact the LWML Treasurer for clarification.

## **DISTRICT/LWML RELATIONSHIP**

The districts have a part in transacting the business of LWML through their zone delegates to LWML conventions (see LWML Bylaws, Article IV, Section 2-4). The District President is a member of the LWML Board of Directors that transacts the business of the LWML between conventions.

- The Board of Directors meets annually and also immediately prior to the biennial LWML convention.
- If the District President cannot attend an LWML board meeting or convention, an elected officer from the district may attend in her stead and have voice but not vote (see LWML Bylaws, Article X, Section 1b).
- Notification of the substitute's name and address shall be given to the LWML President.

## **BYLAWS**

Districts have different structures, and each district should draft bylaws that best describe its organization and method of transacting business. The person responsible for drafting the district bylaws should study the LWML Bylaws to determine the parameters set by the LWML and use the LWML Bylaws as a guideline. The current edition of *Robert's Rules of Order Newly Revised* may also be used as a source for general information regarding bylaws. If further help is needed, the bylaws chairman should contact the LWML Structure Committee Chairman for guidance. Her name and contact information can be found by contacting the LWML District President.

**Articles and sections on name, object, members, representation at LWML conventions, and parliamentary authority must conform to LWML Bylaws.** Also, when referencing LWML officers, committees, or programs in district bylaws, the correct nomenclature should be used. Likewise, when referring to dates and deadlines required by LWML, care should be taken that these references are correct.

## **SEQUENTIAL STEPS FOR DISTRICT BYLAWS CHANGES**

Extensive amendments or revisions of bylaws should not be rushed. The district Structure Committee should expect major change approvals to take at least one year from starting the process until the changes are presented for approval to district convention delegates. The Committee, working with the district officers, should give members plenty of time to review the changes and involve the membership as much as possible. The following steps should be taken when making proposed changes to the bylaws:

- a. District Structure Committee drafts revisions or amendments.
- b. The Committee presents the proposed changes to members of the district EC and/or the district BOD for input and preliminary approval.
- c. The district Structure Committee Chairman sends one (1) copy (in Microsoft Word via email attachment) of proposed changes as approved by the district EC and/or BOD (including cover letter listing date by which response is needed) to the chairman of the LWML Structure Committee for review. (The Structure Committee Chairman's address can be found by contacting the District President.) Allow at least three (3) months for the LWML Structure Committee members to complete their review and report before the district's convention.
- d. The LWML Structure Committee members review changes:
  - 1) making sure that articles on Name (of LWML organization), Object, Members, Representation at LWML conventions, and Parliamentary Authority conform to the respective articles in the LWML Articles of Incorporation and Bylaws;
  - 2) checking that the proper names and titles of LWML officers, departments, committees, and programs are used when referenced in the district's bylaws; and
  - 3) offering suggestions for changes to enhance the finished product.
- e. The LWML Structure Committee Chairman sends the Committee's comments to the district Structure Committee's Chairman and the District President.
- f. District Structure Committee makes necessary changes.
- g. District EC and/or BOD gives approval to the proposed bylaws changes.

- h. Delegates to district convention vote to adopt, not to adopt, or amend proposed bylaw changes (in their entirety or in part).
- i. District Structure Committee Chairman sends one (1) copy (in Microsoft Word via email attachment) of the adopted bylaw changes to the LWML Structure Committee Chairman as soon as the bylaws are ready for distribution. (If the convention does not approve the changes, the district Structure Committee Chairman sends a courtesy letter to the LWML Structure Committee Chairman apprising her of this fact.)

All district bylaws and amendments must be sent to the LWML Structure Committee at least three (3) months before the district's convention date for approval before presentation to the voting assembly for adoption. Following is an outline of articles and sections that may be used as a guideline when drafting district bylaws. The articles and sections that must comply with LWML Bylaws are written in detail.

## **SAMPLE DISTRICT BYLAWS**

**Lutheran Women's Missionary League**  
**\_\_\_\_\_ District Bylaws**  
**The Lutheran Church – Missouri Synod**

### **ARTICLE I – NAME**

The name of this organization shall be the Lutheran Women's Missionary League \_\_\_\_\_ District (hereinafter referred to as \_\_\_\_\_), a subordinate organization of the Lutheran Women's Missionary league (hereinafter referred to as LWML), which is an integrated auxiliary of The Lutheran Church – Missouri Synod (hereinafter referred to as LCMS).

### **ARTICLE II – OBJECT**

The object of this organization shall be:

- a. to develop and to maintain a greater mission consciousness among the women of the district through mission education, mission inspiration, and mission service;
- b. to gather funds for mission grants either directly sponsored or approved by LCMS boards or LCMS district presidents, especially those for which no adequate provision has been made in LCMS or LCMS district budgets;
- c. to foster and support the program of LWML; and
- d. to take charge of, hold, and manage all property, personal and real, that may at any time or in any manner come to or vest in this organization. (Note: This wording is important if the district has an endowment fund.)

## **ARTICLE III – STRUCTURE**

### **Section 1**

The district is composed of individual women and women’s societies within congregations of the LCMS \_\_\_\_\_ District, on campuses, in resident homes, or in other settings.

### **Section 2**

The district is organized into zones which consist of individual women and women’s societies from LCMS congregations in their geographical areas. Zones shall conform to LCMS circuit lines where possible.

### **Section 3**

(In this section outline the district’s guidelines for zone bylaws.)

### **Section 4**

(In this section delineate the district’s requirements for the zones.)

## **ARTICLE IV – MEMBERS**

- a. A woman who is a communicant member of an LCMS congregation is eligible for membership as an individual or in a society.
- b. Women’s organizations within congregations of the LCMS, on campuses, in resident homes, or in other settings shall be eligible for membership as societies.
- c. One (1) or more societies affiliated with the district from the same congregation, campus, resident home, or other single setting shall be considered one (1) unit for the purpose of representation at LWML conventions.
- d. Societies formed in a setting other than a congregation, a campus, or a resident home by women who hold membership in an LCMS congregation shall make application to the district for recognition as societies.
- e. Individual membership is available to a woman in an LCMS congregation with or without a society affiliated with LWML. Individual membership is not considered a society or a unit, nor does it confer voting privileges at the district or LWML level.
- f. Request for recognition of membership shall be processed by the district \_\_\_\_\_  
(Insert name of district officer responsible for membership records) with approval of the district Executive Committee and/or the Board of Directors.

## **ARTICLE V – CONVENTIONS**

### **Section 1**

(In this section, delineate guidelines for district convention site selection, dates, and official call to convention.)

### **Section 2**

(In this section, outline the makeup of the voting assembly and information about voting such as voting in only one capacity, proxy votes, etc.)



### **Section 3**

(Outline how delegates are certified. Delegates should be certified by the ranking officer at the next highest level of the organization. For example: District Presidents certify zone delegates to the LWML convention, Zone Presidents certify society delegates to district conventions.)

### **Section 4**

A convention for the purpose of transacting the business of the LWML shall be held biennially in the odd-numbered years at a place determined in a prior convention. District representation shall be as follows:

- a. Districts may authorize one (1) certified delegate from each zone having ten (10) or fewer units and one (1) certified delegate for each additional ten (10) units or major fraction thereof as of January 1 preceding the convention.
- b. Delegates may vote in only one (1) capacity and proxy votes are prohibited.
- c. Each certified delegate shall have a certified alternate when possible.
- d. The District President shall send the names of the certified delegates and alternates to the LWML Recording Secretary by the requested date in odd-numbered years.
- e. In the event neither the delegate nor the alternate is able to serve, a member of the same zone may serve as delegate upon certification in writing by the District President and presentation to the LWML Recording Secretary.

## **ARTICLE VI – OFFICERS AND ELECTIONS**

### **Section 1**

The elected officers shall be: (List all elected officers here and in the following sentence. The officers should be listed in this order: President, Vice Presidents in alphabetical order by position, Recording Secretary, Corresponding Secretary, Financial Secretary, and Treasurer; this order should be followed throughout the document.)

### **Section 2**

(Describe terms of office, when officers assume their duties, which officers are elected in which conventions, and time limitations for transfer of records.)

### **Section 3**

(Describe method of filling vacancies, especially a vacancy occurring in the office of President.)

## **ARTICLE VII – DUTIES OF OFFICERS**

(Outlines the responsibilities of each officer, giving each officer its own section as in the following example.)

### **Section 1**

The President shall:

(Outline the responsibilities of the District President.)

## **Section 2**

The Vice President of \_\_\_\_\_ may perform the duties of the office of the President in the absence of, or at the request of, the President and shall: (Note: Please consult the *LCMS Official Stylebook* for the correct punctuation of “may” sentences followed by “and shall.” This style should be used to introduce each Vice President’s responsibilities in subsequent sections. Remember to list Vice Presidents in alphabetical order by position. After the sections on Vice Presidents, provide a section for each of the remaining officers in the order they are listed in Article VI.)

## **ARTICLE VIII – NOMINATIONS**

### **Section 1**

(Outline the method of selecting the Nominating Committee. A Nominating Committee is independent of the President and Executive Committee and should not be appointed.)

### **Section 2**

(Outline the responsibilities of the Nominating Committee.)

### **Section 3**

(Insert information about nominations from the floor.)

## **ARTICLE IX – APPOINTED OFFICERS**

### **Section 1**

(List alphabetically the titles of all appointed officers in the opening sentence; then outline the characteristics and duties that are common to all appointed officers.)

### **Section 2**

(In this and following sections, list alphabetically by position each appointed officer’s responsibilities.)

## **ARTICLE X – SPECIAL APPOINTED PERSONNEL**

### **Section 1**

(Special appointed personnel are persons whose office requires certain skills that are not common to the group as a whole, such as Archivist-Historian and Parliamentarian. This section should list the special appointed personnel in alphabetical order by position and describe the characteristics that are common to all of them.)

### **Section 2**

(In this and subsequent sections, list the special appointed personnel in alphabetical order by position and describe each one’s responsibilities.)

## **ARTICLE XI – BOARD OF DIRECTORS**

### **Section 1**

(Describe the makeup of the board and who has voting privileges and who does not. Also state whether or not substitutes are allowed to attend for absent board members and whether or not the substitutes have a vote.)

### **Section 2**

(Insert information regarding meetings.)

### **Section 3**

(Insert information about a quorum.)

### **Section 4**

(Outline the responsibilities of the board.)

## **ARTICLE XII – EXECUTIVE COMMITTEE**

(Use the same outline as for the Board of Directors.)

## **ARTICLE XIII – PASTORAL COUNSELOR**

### **Section 1**

(Describe the requirements for pastoral counselors.)

### **Section 2**

(Describe the selection procedure.)

### **Section 3**

(Outline the responsibilities of the counselors.)

## **ARTICLE XIV – STANDING COMMITTEES**

### **Section 1**

(In Paragraph a, list names of standing committees in alphabetical order, ending with who serves as chairman with wording such as “with a Vice President serving as chairman of each committee.”)

(In paragraph b, list duties that are common to each committee member as in the following example.)

b. Standing committee members shall:

- 1) be appointed by the President with the approval of the Executive Committee;
- 2) serve as coordinators of continuing programs and activities of the district and correlate to standing committees of the LWML;
- 3) serve as non-voting members of the board;

- 4) prepare a written report for regular meetings of the board;
- 5) present an oral report to the board when requested to do so by the President;
- 6) prepare a written report for the convention manual; and
- 7) serve a term of two (2) years or until their successors are appointed, and shall be eligible for one (1) reappointment.

## **Section 2**

(In this and following sections, with a separate section for each committee, list the responsibilities of each committee and coordinator as in the following example.)

The Christian Life Committee shall include the Vice President of Christian Life as chairman, the Christian Events Coordinator, and the Christian Materials Coordinator. The committee shall provide materials and opportunities that nurture members' spiritual lives.

a. The Christian Events Coordinator shall:

- 1) work with Zone Presidents to prepare and present devotions at board meetings;
- 2) serve as a resource person for zone and society Christian Life chairmen in planning Christian nurturing events; and
- 3) maintain and publicize materials for society and zone activities, promoting use of the products found in the LWML *Catalog* and on the LWML website.

b. The Christian Materials Coordinator shall:

- 1) inform members of a variety of resources suitable for use by individual members and for use at women's activities and events;
- 2) maintain a table display of materials available from the LWML *Catalog*; and
- 3) maintain the audio/visual library for the district and be responsible for its circulation.

## **ARTICLE XV – SPECIAL COMMITTEES**

### **Section 1**

(In this section list alphabetically all special committees such as Convention, Endowment Gift Fund, Finance, etc.)

### **Section 2**

(In this and following sections, list the makeup and responsibilities of each committee with a separate section for each committee.)

## **ARTICLE XVI – OFFICIAL PUBLICATION**

### **Section 1**

[Designate the official publication for the district. If possible, this should be a publication (printed and/or available online) which the LWML district controls, not one published by the LCMS district. This is desirable for times when the district needs to have a special publication to inform members of important items of business such as bylaw amendments, special elections, etc.]

## **Section 2**

(List the purpose of the official publication.)

## **Section 3**

(Should include wording like the following.)

The \_\_\_\_\_ shall be provided to all members of the Board of Directors and to all societies within the district in the second and fourth quarters of the calendar year.

## **ARTICLE XVII – MISSION GRANTS**

### **Section 1**

(Outline who may submit mission grant proposals and guidelines for accepting the proposals, including dates. For example, you may want to set a “must be postmarked by \_\_\_\_\_” date or set a specific date for electronic submissions.)

### **Section 2**

(Outlines the procedure for approving mission grants. Note that proposals for all mission grants, except those submitted by LCMS boards, shall have the approval of the Executive Committee or the Board of Directors of the LWML district in which they originate; and have the approval of the President of the LCMS district or partner church in which the proposed grant recipient is located.)

### **Section 3**

(List any restrictions and method of handling changes in mission grants with wording like the following example.)

- a. Funds voted for a mission grant must be disbursed or put into use within a two (2) year period from the time of the vote or be returned to the treasury for reallocation. The Board shall have the authority to extend the time for two (2) additional years in case of extenuating circumstances.
- b. In the event that changes in mission grant plans occur after the recipients have been selected in convention, the Board shall be authorized to approve the amended grant or reallocate the funds either in session, by mail, or by electronic messaging.

## **ARTICLE XVIII – RESOLUTIONS AND APPEALS**

### **Section 1**

(Outline the procedure for members to bring resolutions to the floor of the convention.)

### **Section 2**

(Outline the procedure for receiving resolutions not received in the proper time so that the district can be flexible in listening to the needs of its constituency.)

## **ARTICLE XIX – FINANCE**

### **Section 1**

(List the title of the officer to whom mites and other offerings are sent. Include wording about sending twenty-five (25) percent of mite offerings to the LWML.)

### **Section 2**

(Outline the district’s other financial policies such as society assessments, percentage of zone rally registrations to be remitted to district, etc.)

### **Section 3**

(List any financial restrictions such as “No disbursements shall be made that necessitate a permanent subsidy from the treasury,” etc.)

### **Section 4**

(Outline allowable expenses for district leaders and functions or include wording similar to the following example.)

Expenses of meetings of the Board of Directors, Executive Committee, committees and other routine administration expenses incurred in the management of the district shall be paid from the treasury of said district.

### **Section 5**

(Include wording similar to the following example.)

The financial records shall be submitted for financial review at the end of each biennium.

## **ARTICLE XX – FISCAL YEAR**

(List the parameters of the fiscal year.)

## **ARTICLE XXI – EMERGENCY ACTION**

### **Section 1**

(List the method the district uses to determine whether or not a state of emergency exists that would prohibit the holding of a convention.)

### **Section 2**

(Outline the procedure for conducting the business of the district in the event a convention cannot be held.)

## **ARTICLE XXII – PARLIAMENTARY AUTHORITY**

(Parliamentary authority is one of the areas in which district bylaws must conform to LWML Bylaws.)

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the proceedings of the district in all cases to which they are applicable and in which they are not inconsistent with these bylaws, applicable law, or Christian principles.

## **ARTICLE XXIII – AMENDMENTS**

### **Section 1**

(Outline the procedure for amending the district bylaws.)

### **Section 2**

(The following wording may be included in this section.)

- a. The required number of copies of these bylaws and all amendments or revisions shall be submitted to the LWML Structure Committee for review [at least three (3) months prior to the district convention] before being presented to the district membership for adoption.
- b. Upon adoption by the convention, the required number of copies shall be submitted to the LWML Structure Committee for filing.

Date district became a member of LWML\_\_\_\_\_

Date of original bylaws\_\_\_\_\_

Date of last amendments to bylaws\_\_\_\_\_

## RESOURCES AND FORMS

Resources are available online (many as free downloads) or from the LWML Store. These and other resources are found in the secure area of the LWML website and available to the District President:

- Bible studies and devotions;
- Retreat programs and PowerPoint presentations;
- Leader training materials;
- Servant event suggestions and mission service opportunities;
- Audio/video materials;
- How to set up a new society;
- Process for making bylaws changes;
- Sketches and skits;
- Ethnic resources;
- LWML Convention inviting procedure;
- Personnel Directory (secure document.)
- *Order of Procession* (Suggestion for order of processions during district conventions);
- *New Society Report Form* (Used by a district president to report a new society in the district);
- *District Convention Information Form* (Used by a district president to supply the LWML President with all necessary information about a district convention);
- *District Convention Information Form for the LWML Representative* (Used by a district president to provide information about a district convention to the convention's LWML representative);
- *Statistical Report of District Mission Grants Form* (Used by a district president to provide information about district mission grants);
- *Sample Welcome Letter* (District presidents may use this form as a template for a welcome letter to new societies or individual members);
- *Participant Acknowledgment and Release Form* (Template to be used for district events);
- *Personnel Resource Profile Form* (Used by all LWML members interested in serving on a national committee. Must be submitted to the LWML President)
- *LWML Code of Ethics* (A statement of the LWML's code of ethics for the Board of Directors, employees, and volunteer leaders);
- *LWML Conflict of Interest Policy* (A statement of the LWML's conflict of interest policy);
- *Society Disbandment Form* (A form for district presidents to use when a society in their district disbands.)



# THE LWML

The Lutheran Women's Missionary League  
is the official women's auxiliary of  
The Lutheran Church—Missouri Synod.

## PURPOSE

The object of the Lutheran Women's Missionary League is to develop and maintain a greater mission consciousness among the women of The Lutheran Church—Missouri Synod through mission education, mission inspiration, and mission service; and to gather funds for mission grants either directly sponsored or approved by LCMS boards or LCMS district presidents, especially those for which no adequate funding provision has been made in LCMS national or district budgets.

The phrase “Lutheran Women in Mission” reflects the purpose of LWML.

## ORGANIZATION/STRUCTURE

The structure of LWML and duties of its officers and committees are detailed in the LWML *Bylaws* section of the *LWML Handbook* (beginning at page E-1).

- The biennial convention, held in odd-numbered years, is the governing body of the organization. Voting delegates are the elected and appointed officers, district presidents, chairmen of standing committees, zone delegates, and past national presidents. Special appointed personnel and Pastoral Counselors serve in an advisory capacity.
- The Board of Directors transacts the business of the organization between conventions. The board is comprised of the elected officers, district presidents, appointed officers, and standing committee chairmen, with the Pastoral Counselors and special appointed personnel serving as advisory members.
- The Executive Committee conducts the routine business of LWML between meetings of the Board of Directors and implements the program of work. The Executive Committee is composed of the elected officers (who have voting privileges) and the appointed officers and Pastoral Counselors (who serve in an advisory capacity).

## PROGRAM

- Departments, in concert with the Executive Committee, develop biennial plans of action.
- Each department is comprised of one or more standing committees whose members implement the program of work for the organization (see *LWML Handbook*, pages D-3, D-4).

## MEMBERS

- Women who are communicant members of an LCMS congregation are eligible for membership as an individual or in a society. Application for either type of membership is processed according to the requirements of the respective district.

- The traditional unit of LWML membership is one or more societies within a congregation of the LCMS. However, women who hold membership in an LCMS congregation may form a society in a setting other than a congregation such as a campus or resident home upon acceptance by the respective district (see LWML *Bylaws*, Article II, Section 1).
- Individual membership is available to a woman in an LCMS congregation with or without a society affiliated with the LWML (see LWML *Bylaws*, Article II, Section 1 e).
- Societies are members of zones with geographic boundaries corresponding to district circuits as much as possible. Zones form the LWML district which correspond to the LCMS districts as much as possible.

## **OFFICERS**

- Officers, elected in alternate conventions to serve a term of four years, are President, five Vice Presidents, Recording Secretary, and Treasurer.
- Two Pastoral Counselors are elected in alternate conventions to serve a term of four years.
- Appointed officers, appointed by the President to serve a term of two years and eligible for reappointment, are Meeting Manager, Strategic Plan Facilitator, and Public Relations Director.
- Special appointed personnel are the Archivist-Historian, Contracts Administrator, Convention Chairman, Convention Manager, and Parliamentarian, appointed by the President for a term of two (2) years and eligible for reappointment.

## **FINANCES**

- LWML mission work is funded through Mite Box offerings and other voluntary means.
- The districts collect mite offerings and retain seventy-five (75) percent or less in the district treasury to fund district grants and programs. The remaining twenty-five (25) percent or more is remitted to the LWML organization to fund the LWML mission grants and programs.

## **DEPARTMENTS AND COMMITTEES**

### **Christian Life Department**

#### Christian Life Committee

- provides materials for spiritual growth to enable women to find guidance and encouragement in their walk with the Lord.

#### Christian Resources Editors

- reviews and updates current program helps;
- solicits authors to produce additional program helps; and
- produces a two-year meeting planner.

#### Mustard Seeds Task Force

- develops and produces Mustard Seed Devotions.

## **Communication Department**

### Information Technology Committee

- encourages the use of the LWML website;
- updates and maintains the LWML website;
- facilitates LWML presence in social networking; and
- assists with technical support and education.

### Official Publication Staff

- produces the official publication of the LWML;
- is a dynamic witness tool for all women;
- promotes the mission of LWML;
- provides topics for study and discussion; and
- informs women of LWML news.

### Graphics Team

- provides graphic design support for the work of the LWML; and
- promotes the professional look of the LWML.

## **Gospel Outreach Department**

### Gospel Outreach Committee

- inspires and equips women to share their faith in Jesus Christ, their loving Savior, with people of their communities and the world.

### Mission Grants Committee

- reviews and selects mission grant proposals for the mission grants ballot; and
- informs, encourages, and motivates women to support mission grant recipients.

### Mission Servants Committee

- provides resources to assist women in caring for the hurting and those in need by sharing their love and the Gospel of Christ; and
- coordinates Gifts from the Heart (ingatherings) for the LWML Convention and for national meetings.

## **Organizational Resources Department**

### Helping Organizations Participate Effectively (HOPE) Committee

- encourages all women to participate in LWML events and activities and in the mission and ministry of the LWML; and
- strengthens current societies and facilitates formation of new LWML groups.

### Leader Development Committee

- supports and encourages present and future leaders.

### Structure Committee

- keeps the Bylaws and related resources flexible while maintaining the legal status of the organization.

## **Special Focus Ministries Department**

### Committee on Young Women

- develops resources for young women, supporting their involvement in the mission of the LWML on the district and national levels; and

- produces and facilitates the Young Woman Representatives program for the LWML Convention.

#### Heart to Heart Sisters Committee

- motivates, equips and ensures opportunities for women of diverse ethnic groups to serve the church and witness to the world; and
- produces and facilitates the Heart to Heart Sisters program for the LWML Convention.

### **Personnel not in a Department**

#### Archivist-Historian

- writes history of LWML activities; and
- preserves records and historical materials of the LWML.

#### Contracts Administrator

- reviews and negotiates all contracts as requested by the President; and
- reports to the Board of Directors as requested by the President.

#### Convention Chairman

- leads the convention Host Committee to supply on-site assistance.

#### Convention Manager

- serves as liaison between the Convention Programming Committee and Convention Host Committee; and
- reports to the Board of Directors as requested by the President.

#### Director of Finance & Administration

- oversees the business operations of the organization, including the LWML Office.

#### Marketing Team

- provides support through intentional promotion of the programs, products, and services of the LWML.

#### Meeting Manager

- develops and administers meeting service support for all LWML events as directed by the President.

#### Nominating Committee

- submits names of at least two (2) candidates, if possible, for each office to be filled at national LWML conventions.

#### Parliamentarian

- advises regarding parliamentary procedure; and
- is an ex officio member of the Structure Committee.

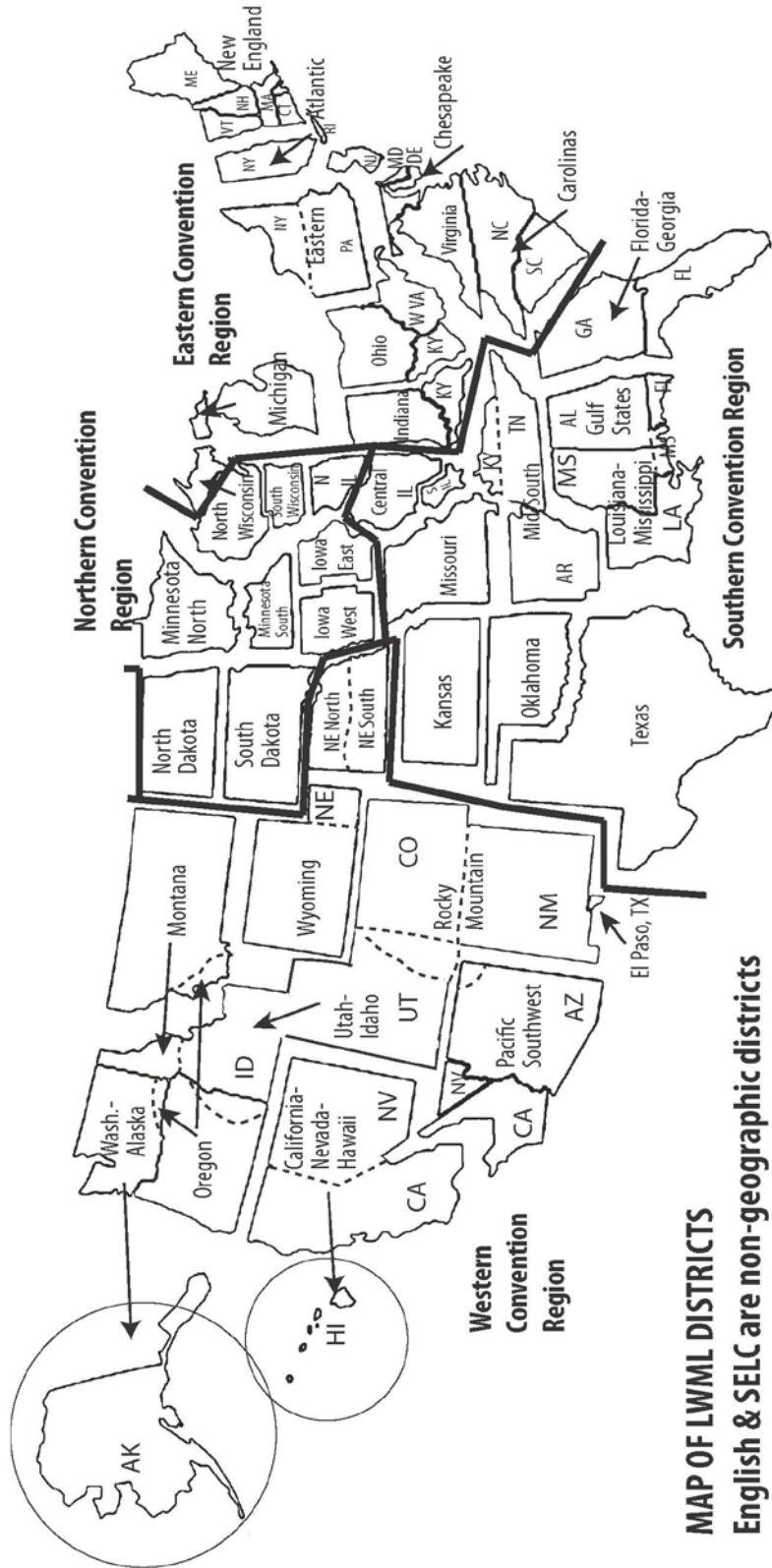
#### Strategic Plan Facilitator

- assists the organization to review the past, assess the present, and prepare for the future;
- focuses the LWML vision through the planning process.

#### Public Relations Director

- informs LCMS entities of the mission and ministry of LWML.
- interacts with the church and the world at large to influence perceptions and attitudes toward Lutheran Women in Mission.
- coordinates convention publicity.

# MAP OF LWML DISTRICTS



**MAP OF LWML DISTRICTS**  
**English & SELC are non-geographic districts**

**English Congregations:**  
 Calif/New/Hawaii;  
 Pacific SW;  
 Missouri;  
 Florida;  
 Indiana;  
 Ohio;  
 Michigan;  
 New Jersey;  
 Eastern;  
 New Jersey;  
 South Wisconsin;  
 Northern Illinois;  
 Minnesota North.

**SELC Congregations:**  
 Missouri;  
 Northern Illinois;  
 South Wisconsin;  
 Indiana;  
 Ohio;  
 Pennsylvania;  
 New Jersey;  
 Virginia;  
 Florida;  
 Maine (New England);  
 Connecticut (New England).

**National convention sites are rotated on a regional basis among the west, south, east and north sections of the country**

# MISSION GRANTS

A primary object of the Lutheran Women’s Missionary League is to gather funds for mission grants, including those directly sponsored or approved by The Lutheran Church—Missouri Synod (LCMS).

## FUNDING

- Mite offerings fund the grants.
- Districts retain seventy-five (75) percent or less of the mite offerings received; twenty-five (25) percent or more is sent to the LWML.
- Major portions of these funds are allocated for district and national mission grants.

## SELECTING GRANT RECIPIENTS

- The Mission Grants Committee reviews and evaluates grant applications before they are placed on the convention ballot, with input from representatives of the LCMS.
- LWML members, through their certified delegates to LWML Conventions, choose the mission grants to be funded.

## CRITERIA FOR LWML GRANT PROPOSALS

Ministries should:

- be mission in emphasis, extending the ministry of the Word;
- fit into plans and projections of the LCMS;
- be current and ready for implementation; and
- be ongoing in nature, with assurance of continuing after the grant moneys have been expended.

Ministries situated in an LCMS district should be approved by that district. Ministries involving a national or partner church should be approved by that body.

## SUBMITTING GRANT PROPOSALS

Proposals may be submitted by LWML members, societies, zones, districts, and LCMS boards, according to guidelines prepared by the Vice President of Gospel Outreach. Please check the LWML website, [www.lwml.org](http://www.lwml.org) (“Missions” tab), for current updates and specifics on submitting proposals each biennium. **Current procedures are generally posted in the spring of even-numbered years.** All proposals are to be submitted electronically. General steps for submitting grant proposals can be found in the LWML *Bylaws*, Article XVII – Mission Grants, found in Section E of the LWML *Handbook*.

For grants submitted by LWML districts, it is necessary to submit the grant proposal to the respective LWML district president no later than August 15th of even-numbered years, so that the LWML district executive committee or board of directors has ample time to review and

approve the grant before it is signed by the LWML district president and the LCMS district president.

For any grants for missions outside of the United States, grant submitters must contact the office of the LCMS Office of International Mission to share the scope of the grant proposal. This consultation must be documented on the Directory of Grant Personnel, by listing the date of the contact and the name of the person with whom the submitter spoke.

It is imperative that grant writers plan ahead before attempting to fill in the electronic forms on the website. **Please check the LWML website for current, specific instructions, as the procedure may vary slightly from biennium to biennium.**

In addition to the electronic copy produced by filling out the online form, nine printed copies of the grant with the required signatures must also be submitted. The hard copies must be mailed to the current LWML Vice President of Gospel Outreach; her mailing address can be obtained through LWML district presidents or by sending a request to [depgo@lwml.org](mailto:depgo@lwml.org). **All printed copies must be postmarked no later than September 30 of the even-numbered years. For questions or additional information, please send an email to [depgo@lwml.org](mailto:depgo@lwml.org).**

## MISSION GRANTS LISTED BY BIENNIUM

Year	Recipient	Amount	Total
1943-45	Christ Chapel/Deaf, Cleveland, OH	\$ 15,000	\$ 15,000
1945-47	Orphans and Orphanages, Postwar Europe: Religious Literature, Equipment, Special Needs	73,262	73,262
1947-49	Santa Cruz, Monterrey, Mexico	30,000	30,000
1949-51	Lutheran Center, Tokyo, Japan	35,000	65,000
	Our Redeemer, Honolulu, HI	<u>30,000</u>	
1951-53	Bethesda Hospital, Ambur, India	70,000	145,000
	True Light Chinese Church, New York City	<u>75,000</u>	
1953-55	Missionary Retreat Homes:		180,000
	Japan	15,000	
	Philippines	15,000	
	Argentina	10,000	
	Brazil	20,000*	
	La Santa Cruz, "Little Mexico," Los Angeles, CA	60,000	
	Deaconess Chapter House, Valparaiso, IN	<u>60,000</u>	
1955-57	University Chapel and Student Center, Toronto, ON, Canada	70,000	145,000
	School, Zacapa, Guatemala	5,000	
	Holy Ghost Chapel, Parsonage and School, Vina del Mar, Chile	20,000	
	Redeemer Church, Havana, Cuba	<u>50,000</u>	
1957-59	Highland School, New Guinea	60,000	200,000
	Rosa Young Dormitory for Girls, Selma, AL	85,000	
	Africa Project, Nigeria:		
	Bible Institutes, Ogoja	25,000	
	Chapels, Ogoja Province	15,000	
	Hospital Chapel, Eket	<u>15,000**</u>	
1959-61	Holy Hope High School, Hanno, Japan	60,000	215,000
	Seminary, Baguio, Philippines	80,000	
	High School, Teofilo Otoni, Brazil	<u>75,000</u>	

\* Funds reallocated to Olive Gruen Memorial, Taiwan.

\*\* \$22,400 balance reassigned to Children's Boarding Home, Jos, Nigeria.



<b>Year</b>	<b>Recipient</b>	<b>Amount</b>	<b>Total</b>
1961-63	Medical Missions – Hospitals: Wandoor, India Yahe, Ogoja, Nigeria Chapels, Ghana, Africa Radio Transceivers, New Guinea Literature for Missions Christ Memorial Church Site, Montreal, QC, Canada	58,000 14,000 20,000 10,800 70,000 <u>67,200</u>	240,000
1963-65	Rural Parish Development, AL Wandoor, India, Hospital, 3rd Unit Foreign Mission Chapel Fund Mission House, St. Louis, MO	75,000 40,000 25,000 <u>125,000</u>	265,000
1965-67	Jeeps, Brazil Modern III Girls School, Nung Udoe, Nigeria Modern Hospital Equipment, Yahe, Nigeria Linguistic Center, Enuga, Nigeria (Wycliffe Bible Translators) Messengers for Christ – Recruitment for Linguistic Training Leprosy Treatment: India, Nigeria, New Guinea	30,000 35,000 30,000 100,000 10,000 <u>85,000</u>	290,000
1967	Thankoffering: Church of the Holy Spirit, Chinatown, San Francisco, CA Venezuela Church Extension Fund	100,000 <u>25,000</u>	125,000
1967-69	Star/North Chapel, Kenai, AK Nurses Homes/Hospital, Ambur, India Chapel/Residence, Tijuana-Mexicali, Mexico Specialty Instruments, Medical Missions Gallaudet College/Deaf, Washington, DC High School Chapel, Hanno, Japan Venezuela Church Extension Fund	85,000 32,000 50,000 8,000 10,000 65,000 <u>50,000</u>	300,000
1969-71	American Indian Ministries Scholarship Fund – Brazil Nigeria Rehabilitation and Emergency Aid Prep School, Obera, Argentina Scholarship Fund, India Lutheran Braille Workers, Inc. Spanish Religious TV Series “Esta Es La Vida” Philippine Scholarship Fund	50,000 50,000 75,000 50,000 40,000 20,000 32,000 <u>10,000</u>	327,000

<b>Year</b>	<b>Recipient</b>	<b>Amount</b>	<b>Total</b>
1971-73	Television Evangelism for Children	35,000	
	LAMP, Canada	40,000	
	St. Stephen Church Renovation, Chicago, IL	50,000	
	Scholarships, St. Paul High School, New Guinea	35,000	
	Chapel and Education Center, Belem, Brazil	25,000	
	Preschool, Day Care, Teen Center, Good Shepherd Church, Honolulu, HI	60,000	
	Sharon Church, Hong Kong	75,000*	
	Captioned Films for Deaf	15,000	
	Lutheran Multi-ministry Center, Seoul, Korea	<u>15,000</u>	350,000
1973-75	New Frontiers, Medical Missions, Nigeria	70,000	
	TV Ministry — “Easter Is”	50,000	
	World Mission Institute	50,000	
	Cristo Rey, Juarez, Mexico (to Lutheran Synod of Mexico for Chapel and Land)	25,000	
	Hispanic American Ministries	40,000	
	St. John Church, Palmer, AK	75,000	
	Lutheran Academy and College, Selma, AL	60,000	
	Scholarships for Minority Students	<u>10,000</u>	380,000
1975	Special Grant – Trilingual Ministry, Bethany, Elmhurst, NY	<u>10,000</u>	10,000
1975-77	Braille Paper, Lutheran Braille Workers	45,000	
	Medical Missions, Malapuram, India	57,000	
	Land for Chapels, Nigeria	50,000	
	Good News for New Readers (ABS)	50,000	
	South Carolina, Mission Frontier	57,000	
	Chicago Uptown Ministry	40,000	
	Lutheran Baja California Mission	50,000	
	HOPE, Philippines (Help Our People Educationally)	<u>51,000</u>	400,000
1977	35th Anniversary Offering Lutheran Television	49,349	
	Concordia School/Deaf, Porto Alegre, Brazil	<u>49,349</u>	98,698

\* Reallocated to Gertrude Simon Lutheran School, Hong Kong.

<b>Year</b>	<b>Recipient</b>	<b>Amount</b>	<b>Total</b>		
1977-79	LAMP, Canada	50,000	410,000		
	Radios, Wabag Church, Papua, New Guinea	20,000			
	Concordia Tract Mission	40,000			
	Lutheran Television – Family “Special”	70,000			
	Community Health Program, Guatemala	50,000			
	Lutheran Hour: Bolivia, Ecuador, Peru	30,000			
	Lutheran Seminary, Obot Idim, Nigeria – Theological Education, Extension and Library	75,000			
	Lutheran College, Selma, AL Library, Student Life Center	40,000			
	Tacoma Seaman’s Center, Tacoma, WA	<u>35,000</u>			
	1978	Special Grant: Trilingual Ministry Bethany, Elmhurst, NY		14,000	130,000
	Lutheran College, Selma, AL	16,000			
	Lutheran World Relief, LCMS	<u>100,000</u>			
1979-81	Concordia College, Edmonton, AB, Canada	35,000	450,000		
	Christ Church, Montreal, QC, Canada	15,000			
	Hispanic Lay Ministry: Concordia College, Austin, TX	50,000			
	Brooklyn, NY	25,000			
	Ongoing Ambassadors for Christ	25,000			
	Micronesian Student Ministry, Concordia College, Seward, NE	28,000			
	Minority, Poverty, Depressed Area Ministry: St. Paul, Cleveland, OH	25,000			
	St. Philip, Chattanooga, TN	25,000			
	Navajo Indian Ministry, Shepherd/Valley, Navajo, NM	60,000			
	Lutheran Church – Hong Kong Synod, Martha Boss Community Center	50,000			
	Concordia Middle School, Chiayi, Taiwan	45,000			
	Ingreja Evangelica Luterana Cristo Rei, Sao Paulo, Brazil	42,000			
	Concordia College, Milwaukee, WI Lay Ministry Program	<u>25,000</u>			
	1980	Special Grant: Mission House, St. Louis, MO		25,000	25,000

<b>Year</b>	<b>Recipient</b>	<b>Amount</b>	<b>Total</b>	
1981-83	Uganda Medical Ministry, Kagando Hospital	50,000		
	El Divine Salvador, Chihuahua, Mexico, Land and Church	40,000		
	Concordia Seminary, St. Catharines, ON, Canada, Library Books and Materials	50,000		
	Ministry to Bahamian Children, The Bahamas	35,000		
	Blind Media Center – LCMS	75,000		
	Project Compassion Movie	60,000		
	Bible Reading Radio Broadcasts, China (ABS)	50,000		
	Planting Hispanic Churches, North American Ministry	50,000		
	Maranao Muslim Scripture Booklets	30,000*		
	Teaching Materials for Asians in United States	30,000		
	Lutheran Church/Risen Christ, Brooklyn, NY	<u>50,000</u>	520,000	
	1983	40th Anniversary Thankoffering: Sierra Leone Mission Field	100,000	
		North American Mission Starts (4)	<u>100,000</u>	200,000
1983	Special Grant: Scholarship Endowment Fund	<u>100,000</u>	100,000	
1983-85	Support for Two Overseas Missionaries	60,000		
	Mission Church, Anchorage, AK	50,000		
	Shirone Church, Japan	50,000		
	Young Adult Ministry, LCMS	45,000		
	Makah Church, Neah Bay, WA	25,000		
	Wartburg Home for the Aging, NY	50,000		
	Church Site, Shin Gal, Korea	42,000		
	Library Books: Hong Kong; Selma, AL	40,000		
	Southwest Hispanic Ministry	50,000		
	Urban Teacher Training	44,000		
	<i>Portals of Prayer</i> Telephone Ministry, St. Louis, MO	35,000		
	Lutheran Outreach, Fort Wayne, IN	40,000		
	International Students, USA and Canada	50,000		
	Lutheran Tape Ministry	<u>24,176</u>	605,176	
1984	Special Grant: Pickup Truck, Kumasi, Ghana	<u>20,000</u>	20,000	
1985	Special Grant: Seminary Dormitory, Shin Gal, Korea	<u>200,000</u>	200,000	

\* \$30,000 reallocated to finish Lutheran Hospital in Abaton, Buguias, Philippines.

<b>Year</b>	<b>Recipient</b>	<b>Amount</b>	<b>Total</b>	
1985-87	Infant Care Program, Ambur, India	32,000		
	American Indian Student Aid, LCMS	50,000		
	Christian Salvation Service, Taiwan	48,000		
	Deaconess Work, India	36,000		
	New Chapel Roofs, Nigeria	30,000		
	Tuticorin Deaf School, India	45,000		
	Concordia Seminary: Books, Library Needs	50,000		
	Elementary Student Education Assistance, St. Paul/Minneapolis, MN	30,000		
	Lutheran Education Center on Aging, Seward, NE	40,000		
	Solar Power Units, African Missions	68,000		
	Servant Events, LCMS, BYS	40,000		
	Latin American Vicarage Training, LCMS	75,000		
	Bibles, Religious Materials, Indonesia	50,000		
	Centro Cristiano de Ysleta, El Paso, TX	50,000		
	Spanish Language <i>Portals of Prayer</i>	<u>21,250</u>	665,250	
	1987	Special Grant: Tuticorin Deaf School, India	7,000	
		Special Grant: LifeLight Bible Study	<u>100,000</u>	107,000
1987-89	New Indian Ministry Starts, MT	42,000		
	Nuestro Salvador Church Expansion, Corpus Christi, TX	75,000		
	Training: Evangelists, Lay Preachers, Nigeria	72,000		
	Laborers for Christ	60,000		
	Holy Cross Resettlement Ministry, Riverdale, GA	60,000		
	MBE New Testament Translation, Nigeria (LCMS)	40,000		
	Sending More Workers to His Harvest (Recruitment)	50,000		
	Mission Education Curriculum Materials: Day Schools, Sunday Schools, VBS	60,000		
	Mission Facility, Moncton, NB, Canada	75,000		
	Youth Ministry in Urban Setting	50,000		
	Christian Education Mission Program for Karen Refugees, Thailand	75,000		
	Spanish Language Hymnal	75,000*		
	Overseas Volunteers Youth Ministry	40,000		
	Gospel Centre, Concordia Middle School, Taiwan	28,185		
	Student Dormitory, Balakbak, Benquet, Philippines	<u>28,185</u>	830,370	

\* \$45,000 reallocated for Chinese Language Hymnal.

<b>Year</b>	<b>Recipient</b>	<b>Amount</b>	<b>Total</b>	
1989-91	Missionary, Evangelistic TV Outreach, Deaf	16,000		
	Computer Production, Braille Materials	75,000		
	Solar Equipment, Missionaries, 35 Preaching Stations	70,000		
	Gospel Centre, Concordia Middle School, Taiwan	100,000		
	Mental Retardation Resources: Colleges, Seminaries, Districts	25,000		
	Evangelistic Outreach through Lutheran Schools	45,000		
	Haitian Ministerial Training	45,000		
	Project Rahab: Thailand – “House of Living Water”	70,000		
	Strengthening Hispanic Mission Outreach	60,000		
	Public Health Component, Integrated Community Project among Uspantecos, Guatemala	50,000		
	Native Student Bursary Fund, Concordia College, Edmonton, AB, Canada	50,000		
	Sunset Extension, Chinese Church/Holy Spirit, San Francisco, CA	50,000		
	LCN Leadership Training Project, Lutheran Church, Nigeria	60,000		
	Miami Caribbean Ministry, Christian Education Center, Bay Shore Church, Florida	100,000		
	Expansion, Youth Ministry Servant Events	<u>7,938</u>	823,938	
	1991-93	Alaska Rural Ministry	100,000	
		Scholarships – Concordia College, Selma, AL	75,000	
Uplifting Pastors’ Families		93,000		
Nurse/Professor – China		40,000		
LLL China Project Cassette Ministry		75,000		
Scholarships – Luther Seminary, Korea		100,000		
English Teachers in China		72,000		
KFUO Satellite Ministry – Jubilee Network		105,000		
West Africa Evangelist Training		100,000		
Assistance for Panama Ministries		65,000		
Renovation of Seminary Buildings, Nigeria		72,000		
Training of Parish Evangelists – “Living the Mission”		<u>21,481</u>	918,481	
1992-93		Special Grants: “The Black Ministry Agenda” – Commission on Black Ministry	10,000	
	Caring Ministry Video Series	60,000		
	“Living the Mission” – BFES	12,000		
	LifeLight Bible Study	<u>4,000</u>	86,000	

<b>Year</b>	<b>Recipient</b>	<b>Amount</b>	<b>Total</b>
1993-95	Circle of Life Lutheran Church, Cheyenne Reservation, MT	100,000	910,788
	Lutheran School in Haiti	26,000	
	English/Second Language Coordinator, Russia	100,000	
	Scholarships – Concordia College, Selma, AL	72,000	
	“Friends in Christ” Lutheran Missions, ID	40,000	
	“The Deaf Bible Study” Series	45,000	
	Hong Kong – Carol Halter Support	100,000	
	New Mission Work – Cote d’Ivoire	110,000	
	Winnebago Youth Mission Project, NE	90,000	
	New Mission Field: “Battery Park,” NY	105,000	
	Lutheran Day Care Church Planting Initiative	100,000	
Apple of His Eye – Los Angeles, CA	<u>22,788</u>		
1995-97	<i>Faith Alive</i> Curriculum for Lutheran Schools in Need	70,000	893,760
	Daily Devotions in the Language of the Deaf	65,000	
	“Woman to Woman” Radio Program	103,120	
	Ministry House in Lodge Grass, MT – Crow Lutheran Mission	20,437.50	
	Sending National Missionaries	125,000	
	CLAIMing Growth of American Indian Ministries	70,000	
	International Friendship Center: East Lansing, MI	125,000	
	People of the Book Lutheran Outreach – Muslim Education, Michigan	95,000	
	Swahili Large-Print Biblical Books	100,000	
	Gaining NGO (Non-Government Organization) Status in Vietnam	50,000	
	English Teachers in China/Mongolia	<u>70,202.50</u>	
1997-99	Adult Braille Christian Literacy Project	125,000	
	Missionary Transportation in Alaska	100,000	
	Bible Class Videos for Deaf Children in Sign Language	55,000	
	Lutheran Bible Translators Training Scholarships	95,220	
	Family Connection	95,000	
	Women Building for the Future	75,000	
	Latvia Seminary Equipment and Repairs	25,000	
	Lutheran Church – Hong Kong Synod Seminary and Lay Training	75,000	
	LCMS Missionary Training Program	100,000	
	Clergy Training – Ghana	75,000	
	Christian Outreach on the Omaha Reservation	62,500	
Support for a Native American Lay Worker	40,000		

<b>Year</b>	<b>Recipient</b>	<b>Amount</b>	<b>Total</b>
	Care for Returning Missionary Children	<u>392.32</u>	923,112.32
1999-01	Children's Ministry in Russia	30,000	
	New Urban Missionaries in the US	100,000	
	New Mission Field in Kyrgyzstan	100,000	
	Inner City Scholarships Project	100,000	
	Teaching Special Needs Children in the Inner City, Minneapolis, MN	104,000	
	Evangelistic Training for Women in West Africa	50,000	
	Rural/Small Town Great Commission Leadership Initiatives	40,000	
	Jewish Missionary Training Center, St. Louis, MO	100,000	
	Zaragoza, Mexico, Jesus Loves You, Too	76,430	
	Training Vietnamese Women in Health Issues	50,000	
	Training Multinational Missionary Teams for Asia	80,000	
	ASSIST'EM (Assisting Students Serving in Short-Term Evangelistic Missions)	50,000	
	International Student Ministry Start-ups	100,000	
	Arab Family Ministry Center	<u>51,792.60</u>	1,032,222.60
2001-03	Lutheran Girls' Home, Ambur, South India	35,000	
	Expansion of Ministry to Native Americans in Alaska	75,000	
	LCMS Prison Ministry Outreach	61,000	
	Mission Outreach to the Navajo Nation	30,000	
	Outreach Ministry to the Children of Kazakhstan	45,000	
	Fortify & Strengthen Black Family Mission and Ministry in LCMS	100,000	
	Health Care for Women and Children in Sudan	50,000	
	Establishing a Training Center for North American Missions	50,000	
	Support of Seminary Students' Families – West Africa	75,000	
	Reaching New Ethnic Groups through Children	75,000	
	Assisting Medical Missions in India with Prosthetic Devices	46,100	
	Interactive, Bilingual Curriculum for Hispanic Institute of Theology	50,000	
	Pre & Postnatal/Well Baby Clinic & Educational Services – Kyrgyzstan	37,000	
	Idaho Circuit Rider Ministry Truck	100,000	
	Messiah Migrant Ministry, Hillsborough County, FL	40,000	



<b>Year</b>	<b>Recipient</b>	<b>Amount</b>	<b>Total</b>
	Evangelistic Outreach in Siberia	75,000	
	Gospel Outreach to Chinese People, Carbondale, IL	40,000	
	St. Matthew's Outreach to Japanese People	50,000	
	Support of National Missionaries in Africa	75,000	
	Ghana Translation, Scripture Use and Literacy Materials	<u>47,161</u>	1,156,261.89
2003-05	Lutheran Adoption Network	75,000	
	Mission to SE Alaska (M/V Christian)	100,000	
	Support for Women and Children in Latvia	60,000	
	Ministry to Impoverished Families in Guatemala City	100,000	
	Resources and Materials for Lutheran Special Education	75,000	
	Heart to Heart Sisters – A Cross-Cultural Gathering for 2005	50,000	
	Responding to New Opportunities in Afghanistan	100,000	
	People of God Seminary in Kazakhstan	60,000	
	Training Pastors in High-Risk Areas – Southern Philippines	70,000	
	Immigrant Afghani Women and Children Ministries	71,000	
	Concordia Day Care Center in Bangkok, Thailand	54,000	
	MOST Ministries NEW Christian Ministries	47,000	
	Ethnic Children with Partners in Mission	100,000	
	Beth El Messianic Congregation Storefront Ministry – NY	<u>20,139.11</u>	982,139.11
2005-07	Shipping Orphan Grain Train Containers to Africa and Russia	30,000	
	Ablaze! Implementation in North America	100,000	
	Responding to HIV/AIDS among Congregations in Kenya	51,000	
	Urban, Ethnic School Expansion – East St. Louis, IL	75,000	
	CAME – Reaching Asian Immigrants	50,000	
	Expanding Ministries to Youth and Adults in Southwest Alaska	75,000	
	Lutheran Blind Mission Outreach Program	32,000	
	Lutheran Teachers in Sierra Leone	84,000	
	LBT National Co-Workers Training Scholarships	44,000	
	Gospel Outreach and Church Planting with Childcare Ministry	70,000	
	Inner City Mission and Ministry – Buffalo, NY	100,000	

<b>Year</b>	<b>Recipient</b>	<b>Amount</b>	<b>Total</b>
	Lutheran Leaders' Training Institute – Pakistan	75,000	
	Kiswahili New Testament – Braille	54,411	
	Expansion of Mission Outreach Training – USA	80,000	
	Concordia Welfare and Education Society – China	100,000	
	Ethnic Immigrant Institute of Theology Deaconess Training	100,000	
	Hispanic Outreach – West Houston, TX (partial payment)	<u>17,089</u>	1,137,500
2007–09	Deaf Lay and Clergy Training – Concordia Seminary, St. Louis MO	50,000	
	Portable Medical Clinics for the Evangelical Lutheran Church of Sudan	70,000	
	Building Ten Churches in India	100,000	
	Female Missionary to Muslim Maninka in Guinea	100,000	
	Lutheran Bible Translators' Transportation	60,000	
	Eight New Lutheran Blind Mission Outreach Centers	40,000	
	Muslim Outreach and Education – Bangladesh	75,000	
	Circuit Rider for Rural Northwest South Dakota	65,000	
	Inner City Children's Ministry – Minneapolis/St. Paul	50,000	
	Female Missionary to Africa for Human Relief Development	100,000	
	HOPE Christian Family Counseling Center – St. Petersburg, Russia	36,000	
	Mission Work in Tanzania, Kenya, Uganda, Sudan, and Ethiopia	104,500	
	Lutheran Campus Ministry at Haskell Indian Nations University – Lawrence, KS	95,000	
	KFUO Radio Internet Streaming	50,000	
	Isaiah 49 Program – Preparing for Service Child Welfare – Concordia University, TX	80,000	
	Outreach Ministry to the Homeless and Addicted – Detroit, MI	49,000	
	St. Matthew's "El Comedor Popular" Soup Kitchen – Chicago, IL	33,000	
	Reaching across Cultures through Urban Children – OH	<u>32,500</u>	1,190,000
2009-2011	Defray the Cost of Shipping Quilts by Lutheran World Relief	80,000	
	Concordia Seminary, St. Louis Food Bank Relocation	50,000	

<b>Year</b>	<b>Recipient</b>	<b>Amount</b>	<b>Total</b>
	The Carpenter's Hands – Youth Refurbish Homes in Florida	26,000	
	Psalm 69:14 Project – Emergency Disaster Aid in Texas, Oklahoma, Louisiana	50,000	
	Digitize Classes for Specific Ministry Pastor Program – Concordia Theological Seminary, Fort Wayne, IN	36,000	
	Ten Chapels, Transportation, and Pastoral Training in Tanzania	88,000	
	Body and Soul Care for Children in India	50,000	
	LCMS Prison Ministry Provides Devotional Materials	50,000	
	Lutheran Braille Workers Provide English Braille Bibles – Africa	100,000	
	Kyrgyzstan Locals Trained for Evangelism	100,000	
	The Hope Center for Refugees and Immigrants – OH	90,000	
	Human Care and Pastoral Ministries Developed in Latvia and Lithuania	87,500	
	Mission Support to Disabled Children – Dominican Republic	50,000	
	Native Leadership Scholarships for Students Enrolled in Ethnic Immigrant Institute of Theology (EIIT)	100,000	
	Humanitarian Care Outreach in Kazakhstan	90,000	
	International Student Ministry Provides Bibles and Christ-Oriented Resources	30,000	
	Earthquake Relief Aid and Church Plants in Peru	100,000	
	Light of Christ Chinese Lutheran Mission, St. Louis, MO	75,000	
	Humanitarian Aid Opens Mission Field in North Korea	<u>82,482</u>	1,334,982
2011-2013	Support for Lutheran Orphanages – Haiti	70,000	
	Lutheran Braille Workers Plate Embossing Device	100,000	
	Lutheran Bible Translators Spread the Word Through Print and Audio	97,344	
	Outreach to At-Risk Children – Detroit, Michigan	15,000*	
	Cancer Care Package Ministry	100,000	
	Crow Indian Ministry – MT	69,999.64	
	Exodus 2:6 Project: Spiritual Care in Disasters – Texas, Louisiana, Oklahoma	50,000	

<b>Year</b>	<b>Recipient</b>	<b>Amount</b>	<b>Total</b>
	Children's Nutrition and Care – Vietnam	72,255	
	Grace Place for LCMS International Missionaries	75,000	
	Pregnancy Center: Newborn Protection – Malaysia, Southeast Asia	54,500	
	The Lutheran Malaria Initiative – Kenya, East Africa	100,000	
	Two Graduate Scholarships for International/Minority Students – Concordia Seminary, St. Louis, MO	50,000	
	Project Joel – Outreach to Youth – Central/South America	75,000	
	Children's Developmental Disabilities Group Home and Rehabilitation Center – Dominican Republic	100,000	
	Missionary Family Care and Education	100,000	
	Gospel Outreach Through Open Arms Childcare	65,000	
	Haskell Indian Nations University Lutheran Campus Ministry Expansion, Lawrence, KS	100,000	
	Financial Support for LCMS Prison and Jail Ministry Conference	27,500	
	Physical and Spiritual Nourishment for the Impoverished – US Mexico Border	<u>27,970.36</u>	1,349,569

\* Funds re-allocated to 2013-2015 mission grants.

2013-2015	Training K-9 Comfort Dogs for LCMS Chaplains	30,000
	Lutheran Children's Books for Southeast Asia	72,000
	Training Indigenous Pastors and Deaconesses – Concordia Theological Seminary, Fort Wayne, Indiana	100,000
	Rebuilding Nord Est Haiti Lutheran School	100,000
	Jesus Our Savior Lutheran Schools – Winnebago Tribe, Nebraska	8,550
	I CAN – Serving At-Risk Children With Learning Needs	99,000
	Bible Story Books in Sign Language and Written Text	100,000
	Native American Outreach Training Center – Fairbanks, Alaska	95,000
	Strengthening and Expanding Campus Ministry	100,000
	Worship for Shut-Ins	80,000

<b>Year</b>	<b>Recipient</b>	<b>Amount</b>	<b>Total</b>
	Preparing Leaders for a Diverse World – Concordia College, Selma, Alabama	50,000	
	Voice of Care Ministry to the Developmentally Challenged	50,600	
	Christ-Centered Tutoring Through Rebecca’s Garden of Hope (RGOH)	100,000	
	Student Scholarships for MOST Ministries Mission Trips	20,000	
	Disaster Response – LCMS	100,000	
	Support for Lutheran Public Radio	40,000	
	Christian Educational Support for Children – India	85,000	
	Mission Outreach at St. Paul Community Lutheran Church – Pontiac, Michigan	<u>67,767.41</u>	1,297,917
2015-2017	Clean Water and Evangelism Ministry	\$50,000	
	Disaster Response Trailers	\$80,000	
	Cancer Care Packages – Phil's Friends	\$50,000	
	Renovation of JEM Seminary Buildings	\$120,000	
	Redeeming Life Maternity Home	\$100,000	
	Hope and Healing to the Navajo People	\$75,000	
	Outreach in Refugee Camps – Lebanon	\$72,000	
	Healthy Families	\$60,000	
	LCMS Global Seminary Initiative	\$100,000	
	Training Teachers and Leaders	\$100,000	
	Opportunities in Uganda	\$100,000	
	“In Their Hands and Upon Their Hearts”	\$50,000	
	“We Are God's Workmanship”	\$32,500	
	Bringing the Gospel to the Lost Sheep of Israel	\$100,000	
	Helping Hands Initiative	\$100,000	
	Deaconess Training	\$90,000	
	LCMS Young Adult Corps	\$25,000	
	Providing Hope for Detroit	\$100,000	
	Rosa Young Academies	<u>\$25,000*</u>	1,429,500

*\*Unused funds from the 2013-2015 biennium were reallocated by the LWML Board of Directors April 2016 to fulfill the full \$25,000 of the proposed grant.*



# Bylaws 2017

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## **Lutheran Women's Missionary League**

# Corporate Documents

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# Articles of Incorporation

## ARTICLE I: NAME, DURATION, REGISTERED OFFICE, AND AGENT

- (a) The name of this corporation shall be LUTHERAN WOMEN'S MISSIONARY LEAGUE (hereinafter referred to as LWML).
- (b) The period of duration of the corporation is perpetual.
- (c) The address of the registered office of the corporation is 3558 South Jefferson Avenue, St. Louis, Missouri 63118-3910.
- (d) The name of the registered agent of this corporation is the president of this corporation.

## ARTICLE II: OBJECT

The object of this corporation, an auxiliary of The Lutheran Church—Missouri Synod, shall be:

- (a) to develop and to maintain a greater mission consciousness among the women of the Synod through MISSION EDUCATION, MISSION INSPIRATION, and MISSION SERVICE;
- (b) to gather funds for mission grants either directly sponsored or approved by LCMS boards or LCMS district presidents, especially those for which no adequate provision has been made in LCMS or LCMS district budgets;
- (c) to take charge of, hold, and manage all property, personal and real, that may at any time or in any manner come to or vest in this corporation for any purpose within the powers granted by the constitution and statutes of the State of Missouri.

## ARTICLE III: MEMBERS

The membership of the corporation shall be composed of individual women and women's groups within congregations of The Lutheran Church—Missouri Synod, on campuses, in resident homes, or in other settings, who have expressed their desire to join, have followed the procedure set forth in the Bylaws, and have made the object of the LWML their own.

## ARTICLE IV: MEETINGS

The corporation shall have general LWML meetings once every two (2) years or as often as may be determined by resolution of the corporation. Special meetings may be called in such manner as may be provided by the Bylaws of this corporation. The meetings shall consist of delegates, the number and qualifications of which are to be provided for in the Bylaws.

## ARTICLE V: OFFICERS

The officers of the LWML shall be as provided in the Bylaws, and shall be elected by ballot at the convention. The corporation shall have power to create or abolish such offices, boards, and committees from time to time as its Bylaws will direct.

## ARTICLE VI: DISSOLUTION

It is expressly declared that this corporation is not organized for business purposes and that no dividend or pecuniary profits shall ever be shared by its members.

In the event of this corporation's dissolution, its assets shall be conveyed to an organization exempt from federal tax under the provisions of Section 501(c) (3) Internal Revenue Code of 1986, as amended.



## ARTICLE VII: AMENDMENTS

These Articles of Incorporation may be amended at any time by the voting members at any duly called regular meeting of the members, upon resolution adopted by the Board of Directors.

MRS. WILLIAM E. (HELEN) MORRIS, *President*  
MRS. THEO. (ELEANORE) ZEILE, *Secretary*  
MRS. ALBERT (LILY) THINGSTAD, *Treasurer*

Approved by  
The Circuit Court of the City of St. Louis  
State of Missouri  
Wednesday, December 17, 1975  
Amended 1999

# BYLAWS

## LUTHERAN WOMEN'S MISSIONARY LEAGUE

### ARTICLE I—STRUCTURE

The Lutheran Women's Missionary League (hereinafter referred to as LWML) is composed of individual women and women's societies within congregations of The Lutheran Church—Missouri Synod (hereinafter referred to as LCMS), on campuses, in resident homes, or in other settings.

The LWML is organized into districts which are organized into zones which consist of individual women and women's societies from LCMS congregations in their geographical areas. Districts and zones shall conform to LCMS district and circuit lines where possible.

### ARTICLE II—MEMBERS

#### Section 1

- a. A woman who is a communicant member of an LCMS congregation is eligible for membership as an individual or in a society.
- b. Women's organizations within congregations of the LCMS, on campuses, in resident homes, or in other settings shall be eligible for membership as societies.
- c. One (1) or more societies affiliated with the LWML from the same congregation, campus, resident home, or other single setting shall be considered one (1) unit.
- d. Societies formed in a setting other than a congregation, a campus, or a resident home by women who hold membership in an LCMS congregation shall be eligible for membership upon acceptance by the respective LWML district.
- e. Individual membership is available to a woman in an LCMS congregation with or without a society affiliated with the LWML. Individual membership is not considered a society or a unit, nor does it confer voting privileges at the national level.
- f. Requests for recognition of membership shall be processed by the LWML district in which the individual or society resides.

#### Section 2

Application for membership as a district shall be made to the LWML Executive Committee for approval and is subject to ratification by the LWML Board of Directors.

#### Section 3

- a. Women's organizations in a church body that is in a partner relationship\* with the LCMS shall have partner status with the LWML upon fulfillment of the following:
  - (1) The women of the organization shall be members of a church in current partner relationship with the LCMS.
  - (2) Application shall be made to the LWML Executive Committee for approval and is subject to ratification by the LWML Board of Directors.
  - (3) The governing rules of the organization shall be in harmony with the object and the basic principles of the LWML, and a copy of these rules shall be submitted to the LWML Executive Committee for approval.

\* A partner church designates a church body that is (i) in confession with the LCMS and (ii) has achieved independent status.

- b. Representation at LWML conventions shall be at the discretion and the expense of the partner women's organization and shall include the privilege of voice.

## ARTICLE III—DISTRICT ORGANIZATION

### Section 1

Each district shall organize into zones its member societies within congregations of the LCMS, on campuses, in resident homes, and those formed in settings other than these. The zones shall:

- a. promote the object of the LWML: Mission Education, Mission Inspiration, and Mission Service;
- b. have their bylaw article on Name (Lutheran Women’s Missionary League \_\_\_\_\_ District \_\_\_\_\_ Zone) conform to the respective article in the district bylaws and in the Articles of Incorporation and Bylaws of the LWML;
- c. elect delegates for the purpose of representation at the biennial convention of the LWML.

### Section 2

Each LWML district shall be under the guidance of its respective LCMS district(s).

### Section 3

- a. Each district shall write its own bylaws.
- b. The articles on Name (Lutheran Women’s Missionary League \_\_\_\_\_ District), Object, Members, Representation (at national conventions), and Parliamentary Authority shall conform to the respective articles in the Articles of Incorporation and Bylaws of the LWML.
- c. When reference is made in district bylaws to national officers, personnel, committees, and programs, the correct official title shall be used.
- d. The bylaws and any subsequent proposed amendments shall be submitted in the required number of copies to the LWML Structure Committee chairman for approval by the LWML Structure Committee before being presented to the district LWML membership for adoption.

### Section 4

The request for LWML representation at district conventions shall be made through the LWML President. Any member of the Executive Committee may serve as the representative.

## ARTICLE IV—CONVENTIONS AND REPRESENTATION

### Section 1

- a. A convention for the purpose of transacting the business of the LWML shall be held biennially in the odd-numbered years at a place determined by the LWML Board of Directors.
- b. Districts shall extend invitations for hosting LWML conventions. Invitations shall be sent to the LWML President by October 15 in the even-numbered years, the number of years prior to the proposed date of the convention designated in the Standing Policies of the LWML Board of Directors.
- c. The Convention Site Committee shall review the invitations from districts and make recommendations to the LWML Executive Committee (Article XIV, Section 2), no later than March 1 of odd-numbered years.
- d. The LWML Executive Committee shall approve the invitations from districts with adequate facilities and personnel to host the convention based upon the recommendations of the Convention Site Committee as set forth in Article XIV, Section 2, “Special Committees.”
- e. The LWML Executive Committee shall present no more than three (3) invitations of approved host sites for the LWML convention to the pre-convention Board of Directors meeting for selection, the number of years prior to the proposed date of the convention designated in the Standing Policies of the LWML Board of Directors. A majority vote shall elect. In the event a

majority vote has not been reached after two (2) ballots have been cast, the site receiving the lowest number of votes shall be removed from each successive ballot.

- f. The LWML Executive Committee shall determine the dates of the convention.
- g. The official call to convention shall appear in the winter issue of the official publication prior to convention.
- h. In the event that the convention site selected by the Board of Directors becomes unfeasible, the Executive Committee shall have the authority to select another site within the same region. A two-thirds (2/3) vote of the Executive Committee shall decide, and vote may be taken by mail or electronic messaging.

## **Section 2**

The voting assembly of the convention shall be:

- a. one (1) certified delegate from each zone having ten (10) or fewer units and one (1) certified delegate for each additional ten (10) units or major fraction thereof,\* as of January 1 preceding the convention;
- b. voting members of the Board of Directors;
- c. chairmen of standing committees;
- d. past presidents of the LWML who are currently members of LWML.

\* A major fraction of ten (10) is defined as six (6) or more.

## **Section 3**

A member of the voting assembly shall vote in one (1) capacity only. Proxy votes are prohibited.

## **Section 4**

- a. Each certified delegate shall have a certified alternate.
- b. The names of the delegates and the alternates shall be presented to their respective district president for certification.
- c. The names of the certified delegates and alternates shall be received by the LWML Recording Secretary prior to the convention.
- d. In the event neither the delegate nor the alternate is able to serve, a member of the same zone may serve as delegate upon certification in writing by her LWML district president and presentation to the LWML Recording Secretary.

## **Section 5**

A majority of the registered voting assembly shall constitute a quorum.

## **ARTICLE V—OFFICERS AND ELECTIONS**

### **Section 1**

The elected officers shall be as follows:

- President
- Vice President of Christian Life
- Vice President of Communication
- Vice President of Gospel Outreach
- Vice President of Organizational Resources

- Vice President of Special Focus Ministries
- Recording Secretary
- Treasurer

## **Section 2**

- a. The elected officers shall be elected by ballot at the convention to serve a term of four (4) years or until their successors are elected and shall not be eligible for reelection to the same office. Newly elected officers shall assume their duties at the close of the convention in which they are elected.
- b. The election of officers shall be as follows:
  - (1) The President, the Vice President of Organizational Resources, the Vice President of Special Focus Ministries, and the Treasurer shall be elected in one convention.
  - (2) The Vice President of Christian Life, the Vice President of Communication, the Vice President of Gospel Outreach, and the Recording Secretary shall be elected in the following convention.
  - (3) A majority vote shall elect.
  - (4) In the event that there are three (3) or more candidates for office and a majority vote has not been reached after two (2) ballots have been cast, the candidate with the lowest number of votes shall be removed from each successive ballot.
- c. The retiring Treasurer shall, within sixty (60) days following the election, transfer to her successor all materials pertaining to the office. All other retiring officers shall, within thirty (30) days following the election, transfer to their successors all material pertaining to their offices.

## **Section 3**

- a. In the event of incapacity or other situation creating a vacancy in the office of President, the Vice President of Organizational Resources shall fill the temporary vacancy until the President is able to resume her duties or until the Board of Directors meets to elect a new President (see Article VI, Section 5a).
- b. The Board of Directors shall fill any permanent vacancy occurring in the office of President (see Article X, Section 4c).
  - (1) The election shall be by ballot vote.
  - (2) The candidates eligible to fill the vacancy shall be the Vice Presidents who are serving in the third or fourth year of their terms of office.
- c. If there is no regularly scheduled meeting of the Board within thirty (30) days of a permanent vacancy in the office of President, a special meeting shall be called by the Vice President of Organizational Resources within thirty (30) days of such vacancy for the express purpose of electing a new President.
- d. In the event a vacancy occurs in any other elective position, such vacancy shall be filled by the Executive Committee (see Article XI, Section 3i).

## **Section 4**

Any officer may be removed from office prior to the expiration of her term of office by the Board of Directors by a vote of three-fourths (3/4) of all members of the Board; provided that the members of the Board (including the individual officer involved) shall be notified at least two (2) days prior to the Board meeting in the event any such action is contemplated and the

individual officer involved shall be afforded the opportunity to be heard at such meeting.\*

\* Missouri law requires that this statement be included in the LWML Bylaws.

## ARTICLE VI—DUTIES OF OFFICERS

### Section 1

The President shall:

- a. preside at conventions of the LWML and at all meetings of the Board of Directors and the Executive Committee;
- b. be responsible for appointing standing committees, appointed officers, special appointed personnel, and special committees, with the approval of the Executive Committee;
- c. be responsible for supervising the Director of Finance & Administration;
- d. receive and approve vouchers for payment of legitimately incurred expenditures and forward vouchers to the Accounting Department for issuance of checks;
- e. be an ex officio member of all departments and committees except the Nominating Committee;
- f. be responsible for the execution of resolutions passed by the convention body, Board of Directors, and Executive Committee;
- g. provide a résumé of Executive Committee meetings to members of the Board of Directors, including cost and source of funding for new programs;
- h. report to the Executive Committee and the Board of Directors;
- i. prepare a report for the convention, including activities of the Board of Directors;
- j. perform other duties as set forth in the Procedures section of the *Leaders Manual*.

### Section 2

The Vice President of Christian Life may perform the duties of the office of the President in the absence of, or at the request of, the President and shall:

- a. be coordinator of the Christian Life Department;
- b. report to the Executive Committee and the Board of Directors;
- c. prepare a report for the convention, including department activities;
- d. perform other duties as set forth in the Procedures section of the *Leaders Manual*, and as requested by the President.

### Section 3

The Vice President of Communication may perform the duties of the office of the President in the absence of, or at the request of, the President and shall:

- a. be coordinator of the Communication Department;
- b. report to the Executive Committee and the Board of Directors;
- c. prepare a report for the convention, including department activities;
- d. perform other duties as set forth in the Procedures section of the *Leaders Manual*, and as requested by the President.

#### **Section 4**

The Vice President of Gospel Outreach may perform the duties of the office of the President in the absence of, or at the request of, the President and shall:

- a. be coordinator of the Gospel Outreach Department;
- b. receive mission grant proposals;
- c. chair the Mission Grants Selection Committee;
- d. present to the Executive Committee for consideration and approval the proposals selected for the mission grants ballot;
- e. prepare the mission grants ballot for the convention;
- f. prepare an impartial presentation of the approved proposed grants for the convention;
- g. requisition and disburse mission grant funds and monitor the progress of each recipient until completion;
- h. report to the Executive Committee and the Board of Directors, including a report on the progress of each adopted mission grant until its completion;
- i. prepare a report for the convention, including department activities;
- j. perform other duties as set forth in the Procedures section of the *Leaders Manual*, and as requested by the President.

#### **Section 5**

The Vice President of Organizational Resources may perform the duties of the office of the President in the absence of, or at the request of, the President and shall:

- a. in the event of an emergency or unexpected vacancy in the office of the President, fill the temporary vacancy until an election is held by the Board of Directors (see Article V, Section 3a);
- b. be coordinator of the Organizational Resources Department;
- c. report to the Executive Committee and the Board of Directors;
- d. prepare a report for the convention, including department activities;
- e. perform other duties as set forth in the Procedures section of the *Leaders Manual*, and as requested by the President.

#### **Section 6**

The Vice President of Special Focus Ministries may perform the duties of the office of the President in the absence of, or at the request of, the President and shall:

- a. be coordinator of the Special Focus Ministries Department;
- b. report to the Executive Committee and the Board of Directors;
- c. prepare a report for the convention, including department activities;
- d. perform other duties as set forth in the Procedures section of the *Leaders Manual*, and as requested by the President.

#### **Section 7**

The Recording Secretary shall:

- a. record the convention proceedings and meetings of the Board of Directors and the Executive Committee;

- b. provide each member of the Board of Directors with a copy of the minutes of its meetings;
- c. provide each member of the Executive Committee with a copy of the minutes of its meetings;
- d. report to the Executive Committee and the Board of Directors;
- e. receive credentials of certified delegates and alternates prior to the convention;
- f. compile the convention manual;
- g. provide a copy of the convention minutes to each member of the Board of Directors and to the LWML Office for distribution upon request;
- h. prepare a report for the convention;
- i. perform other duties as set forth in the Procedures section of the *Leaders Manual*, and as requested by the President.

### **Section 8**

The Treasurer shall:

- a. chair the Finance Committee;
- b. review with the Finance Committee the proposed budgets of the organization as prepared by the Director of Finance & Administration;
- c. review with the Finance Committee the proposed convention budget as prepared by the Convention Manager;
- d. supervise convention finances;
- e. be authorized to sign checks in an emergency;
- f. report to the Executive Committee and the Board of Directors;
- g. prepare a report for the convention;
- h. perform other duties as set forth in the Procedures section of the *Leaders Manual*, and as requested by the President.

## **ARTICLE VII—NOMINATIONS**

### **Section 1**

- a. A Nominating Committee of five (5) members shall be elected by ballot at each convention from a slate of nine (9) candidates from as many districts. A member is not eligible to serve consecutive terms. Plurality vote shall elect.
- b. The candidate receiving the highest number of votes shall be the chairman.
- c. The chairman shall attend Board of Directors meetings at the request of the President.
- d. A vacancy on the committee shall be filled by the candidate receiving the next highest number of votes.

### **Section 2**

The Nominating Committee shall:

- a. submit the names of at least two (2) candidates, if possible, for each elective office to be filled;
- b. with the exception of Pastoral Counselors, select candidates who are members of the LWML and have served on an LWML district Board of Directors;



- c. select candidates for President who have served as a district president or a member of the LWML Executive Committee;
- d. submit nine (9) candidates for the Nominating Committee;
- e. submit two (2) candidates for Pastoral Counselor from the nominees selected by the Board of Directors (see Article XII, Section 2);
- f. obtain written consent of all nominees to serve if elected;
- g. submit report to be published in the official publication prior to convention;
- h. submit for publication in the convention manual a résumé of each nominee;
- i. prepare ballots with the names listed in alphabetical order for each office.

### **Section 3**

- a. Suggestions for nominations for elective office shall be made by submitting completed nomination and consent forms to the chairman of the Nominating Committee by August 15 in the even-numbered years.
- b. Nominations for elected officers may be made from the floor of the convention provided written consent of the nominee has been secured and she meets the stipulated qualifications for office.

### **Section 4**

The Nominating Committee shall present to the President names of qualified persons for appointment.

## **ARTICLE VIII—APPOINTED OFFICERS**

### **Section 1**

The appointed officers shall be Meeting Manager, Strategic Plan Facilitator, and Public Relations Director, appointed by the President, and shall:

- a. be members of the LWML;
- b. serve a term of two (2) years or until their successors are appointed, and be eligible for reappointment;
- c. be advisory members of the Executive Committee;
- d. be voting members of the Board of Directors;
- e. be responsible to the President;
- f. report to each regular meeting of the Executive Committee and Board of Directors;
- g. report to the convention;
- h. perform other duties as set forth in the Procedures section of the *Leaders Manual*, and as requested by the President.

### **Section 2**

The Meeting Manager shall:

- a. develop and administer meeting service support for all LWML events as directed by the President;
- b. serve as chairman of the Convention Site Committee (see Article XIV, Section 2).

### **Section 3**

The Strategic Plan Facilitator shall be responsible for focusing the LWML vision through the planning process.

### **Section 4**

The Public Relations Director shall:

- a. interact with LCMS entities to inform them of the mission and ministry of the LWML and to develop partner relationships;
- b. interact with the church and the world-at-large to influence perceptions and attitudes toward Lutheran women in mission;
- c. be coordinator of convention publicity.

## **ARTICLE IX—SPECIAL APPOINTED PERSONNEL**

### **Section 1**

The special appointed personnel shall be Archivist-Historian, Contracts Administrator, Convention Manager, and Parliamentarian, appointed by the President, and shall:

- a. be members of the LWML;
- b. serve a term of two (2) years or until their successors are appointed, and be eligible for reappointment;
- c. attend meetings as advisory members at the request of the President;
- d. be responsible to the President;
- e. report to the Board of Directors and to the convention;
- f. perform other duties as set forth in the Procedures section of the *Leaders Manual*, and as requested by the President.

### **Section 2**

The Archivist-Historian shall:

- a. write a history of the activities of the LWML for the biennium;
- b. gather and preserve records and other materials of historical significance to the LWML.

### **Section 3**

The Contracts Administrator shall review and negotiate all contracts as requested by the President.

### **Section 4**

The Convention Manager shall:

- a. serve as liaison between the Convention Programming Committee and Convention Host Committee;
- b. assist in the preparation of and review the convention budget with the Director of Finance & Administration.

### **Section 5**

The Parliamentarian shall:

- a. serve as adviser on parliamentary procedure upon request;
- b. be an ex officio member of the Structure Committee (see Article XIII, Section 5c).

## ARTICLE X—BOARD OF DIRECTORS

### Section 1

- a. The Board of Directors shall be composed of the elected officers, appointed officers, and district presidents. A member of the Board shall vote in only one capacity on the Board of Directors. The Pastoral Counselors, special appointed personnel, and Director of Finance & Administration shall be advisory members.
- b. When a district president is unable to attend a Board of Directors meeting or a convention, any elected district officer shall be authorized to attend as the district's representative and shall have voice but not a vote. Such substitutes shall not be considered when determining whether a quorum exists. Notification of the substitute's name and address shall be given to the LWML President.\*

\* Missouri law requires that this statement be included in the LWML Bylaws.

### Section 2

- a. Regular meetings of the Board of Directors shall be held annually.
- b. A preconvention meeting shall be held in the convention city.
- c. Special meetings of the Board of Directors may be called by written request of nine (9) voting members of the Board of Directors. Time and place for holding such meetings shall be determined by the President with the approval of the Executive Committee.
- d. In case of emergency (as defined in the Missouri Nonprofit Corporation Law), action may be taken by mail, by telephone, or by electronic messaging.\*\*

\*\* Missouri law permits a board of directors to act other than in person only (i) by unanimous written consent or (ii) by telephonic means by which all participants can hear each other.

### Section 3

Representation consisting of district presidents from a majority of LWML districts shall constitute a quorum.

### Section 4

The Board of Directors shall:

- a. transact the business of the LWML between conventions;
- b. approve the budget of the LWML;
- c. elect a President in the event a permanent vacancy occurs in that office;
- d. consider and approve proposed bylaw amendments before presentation to the convention;
- e. receive and take action on recommendations, resolutions, and special appeals presented by the Executive Committee, members of the Board of Directors, or the membership for possible presentation to the convention;
- f. carry out the business of the LWML approved in convention;
- g. select convention site;
- h. select six (6) nominees for Pastoral Counselor, if possible, to be submitted to the Nominating Committee (see Article XII, Section 2);
- i. determine the subscription rate of the official publication;
- j. consider and approve programs that require financial support from the districts;
- k. consider and take action on recommendations and resolutions of the Executive Committee;

- l. consider and ratify the membership of new LWML districts and approve partner status with women’s organizations of church bodies in partner relationship with the LCMS;
- m. consider and approve the mission goal for presentation to the convention voting body for consideration and adoption;
- n. approve mission grant proposals for the convention ballot;
- o. consider and approve, either in session or by other means in accord with Missouri law,\*\* changes that occur in mission grant plans after the recipients have been selected in convention (see Article XVII, Section 3b).

\*\* Missouri law permits a board of directors to act other than in person only (i) by unanimous written consent or (ii) by telephonic means by which all participants can hear each other.

### **Section 5**

Any Board member who is present at a meeting of the Board of Directors at which action on any corporate matter is taken shall be presumed to have assented to the action taken unless her/his dissent shall be entered in the minutes of the meeting or unless she/he shall file her/his written dissent to such action with the person acting as the Secretary of the meeting before the adjournment thereof or shall forward such dissent by registered mail to the Secretary immediately after the adjournment of the meeting. Such right to dissent shall not apply to a Board member who voted in favor of such action.\*

\* Missouri law requires that this statement be included in the LWML Bylaws.

### **Section 6**

Any action required by the Revised Statutes of Missouri, with respect to nonprofit corporations, to be taken at a meeting of the Board of Directors, or any action which may be taken at a meeting of the Board of Directors, may be taken without a meeting if consents in writing, setting forth the action so taken, shall be signed by all the Board members. Such consents shall have the same force and effect as a unanimous vote of the Board of Directors at a meeting duly held and may be stated as such in any certificate or document filed under the Revised Statutes of Missouri. The Secretary shall file such consents with the minutes of the meetings of the Board of Directors.\*

\* Missouri law requires that this statement be included in the LWML Bylaws.

## **ARTICLE XI—EXECUTIVE COMMITTEE**

### **Section 1**

The Executive Committee shall be composed of the elected officers. The Pastoral Counselors and the appointed officers shall be advisory members. The Director of Finance & Administration shall attend meetings in an advisory capacity at the request of the President.

### **Section 2**

- a. The Executive Committee shall meet at the call of the President. In case of an emergency, the Executive Committee may take action by mail or electronic messaging.
- b. Special meetings of the Executive Committee may be called by written request of five (5) voting members of the committee.
- c. Five (5) voting members shall constitute a quorum of the Executive Committee.

### **Section 3**

The Executive Committee shall:

- a. transact necessary business between meetings of the Board of Directors;
- b. evaluate, promote, and coordinate the activities of the LWML in relation to its object and initiate programs to meet the needs of the membership;

- c. present to the Board of Directors for consideration and approval all programs requiring financial support from the districts;
- d. plan and supervise the program of the convention and approve the convention budget;
- e. consider and approve the job descriptions of and employ the LWML Office staff;
- f. determine the amounts of bonds of those who are authorized to receive or disburse funds;
- g. approve financial institutions for deposit of funds;
- h. arrange for insurance coverage for the benefit of the organization in such amount as the Executive Committee deems advisable;
- i. fill vacancies occurring in elective offices, except the office of President (see Article V, Section 3b);
- j. approve appointed officers, committee members, and special appointed personnel;
- k. receive and take appropriate action on applications for partner status from women's organizations of church bodies that are in partnership with the LCMS (see Article II, Section 3);
- l. consider and approve mission grant proposals subsequent to approval by the Mission Grants Selection Committee.

## ARTICLE XII—PASTORAL COUNSELORS

### **Section 1**

The Pastoral Counselors shall be two (2) pastors of the LCMS who are serving in the parish ministry and have served as district pastoral counselors. They shall serve a term of four (4) years and be ineligible for reelection. One (1) counselor shall be elected at each convention. A newly elected counselor shall assume his duties at the close of the convention in which he is elected.

### **Section 2**

The Nominating Committee shall:

- a. obtain nominations for pastoral counselors from LWML district presidents by October 31 in the odd-numbered years;
- b. submit names of these nominees to the LCMS President for review;
- c. submit names of approved nominees to the Board of Directors, who shall select six (6), if possible, by plurality vote;
- d. obtain the written consent of the nominees to serve if elected;
- e. select two (2) candidates from the six (6) selected nominees.

### **Section 3**

Pastoral Counselors shall:

- a. serve the LWML in an advisory capacity;
- b. serve as spiritual leaders to the officers and members of LWML;
- c. prepare devotions and worship services as requested;
- d. serve as doctrinal advisers to committees as assigned by the President;
- e. attend LWML conventions and meetings of the Board of Directors and of the Executive Committee as advisory members;

- f. perform other duties as set forth in the Procedures section of the *Leaders Manual*, and as requested by the President.

## ARTICLE XIII—DEPARTMENTS AND STANDING COMMITTEES

### Section 1

- a. The departments shall include Christian Life, Communication, Gospel Outreach, Organizational Resources, and Special Focus Ministries, with a Vice President serving as coordinator of each department. The coordinator shall be an ex officio member of the committees in the department.
- b. The standing committees may include Christian Life, Christian Resources Editors, Information Technology, Official Publication Staff, Gospel Outreach, Mission Grants, Mission Servants, Helping Organizations Participate Effectively (hereinafter referred to as the HOPE Committee), Leader Development, Structure, Young Women, and Heart to Heart Sisters. The President shall assign a Pastoral Counselor to each committee.
- c. Committees shall be appointed by the President with the approval of the Executive Committee.
- d. Standing committee members shall serve a term of two (2) years or until their successors are appointed, and shall be eligible for one (1) reappointment. Exceptions may be made at the discretion of the Executive Committee if special expertise is required.
- e. Standing committee chairmen shall have voice and vote at convention.
- f. The Editor-in-Chief shall serve a term of two (2) years or until her successor is appointed, and shall be eligible for reappointment.

### Section 2

The Christian Life Department may include the Christian Life Committee and the Christian Resources Editors. The Vice President of Christian Life shall be coordinator of the department.

- a. The Christian Life Committee, consisting of three (3) or more members, shall:
  - (1) develop programs and materials to nurture women’s spiritual lives;
  - (2) have its chairman report to each regular meeting of the Board of Directors and to the convention.
- b. The Christian Resources Editors, consisting of three (3) or more members, shall:
  - (1) solicit, edit, and provide for publication a variety of resources suitable for individual members and for use at women’s activities and events;
  - (2) have its chairman report to each regular meeting of the Board of Directors and to the convention.

### Section 3

The Communication Department may include the Information Technology Committee and the Official Publication Staff. The Vice President of Communication shall be coordinator of the department.

- a. The Information Technology Committee, consisting of three (3) or more members, shall:
  - (1) encourage use of the LWML website;
  - (2) maintain the LWML website;

- (3) assist with other technical needs of the organization;
  - (4) have its chairman report to each regular meeting of the Board of Directors and to the convention.
- b. The Official Publication Staff shall consist of the Editor-in-Chief and additional editors as needs of the publication and organization may determine. The Editor-in-Chief shall be the chairman. The Staff shall:
- (1) edit and produce the official LWML publication;
  - (2) have its chairman report to each regular meeting of the Board of Directors and to the convention.

#### **Section 4**

The Gospel Outreach Department may include the Gospel Outreach Committee, the Mission Grants Committee, and the Mission Servants Committee. The Vice President of Gospel Outreach shall be coordinator of the department.

- a. The Gospel Outreach Committee, consisting of three (3) or more members, shall:
- (1) encourage and equip women to share the Gospel with all people;
  - (2) provide materials that will help Christians proclaim the Good News;
  - (3) have its chairman report to each regular meeting of the Board of Directors and to the convention.
- b. The Mission Grants Committee, consisting of three (3) or more members, shall:
- (1) promote mission awareness, participation, and support, especially for LWML mission grants;
  - (2) evaluate and select proposed mission grants for the national convention ballot (see Article XVII, Section 2b);
  - (3) develop and compile a list of worthy grant proposals from which districts may make selections for their convention ballots;
  - (4) have its chairman report to each regular meeting of the Board of Directors and to the convention.
- c. The Mission Servants Committee, consisting of three (3) or more members, shall:
- (1) encourage sensitivity in women toward those who are hurting and in need;
  - (2) provide resources and encouragement to enable knowledgeable and biblical comfort to themselves and others;
  - (3) have its chairman report to each regular meeting of the Board of Directors and to the convention.

#### **Section 5**

The Organizational Resources Department may include the HOPE Committee, the Leader Development Committee, and the Structure Committee. The Vice President of Organizational Resources shall be coordinator of the department.

- a. The HOPE Committee, consisting of three (3) or more members, shall:
- (1) promote programs and consultation resources to help develop new LWML organizations;

- (2) develop resources and training to assist existing societies in designing viable LWML organizations;
  - (3) have its chairman report to each regular meeting of the Board of Directors and to the convention.
- b. The Leader Development Committee, consisting of three (3) or more members, shall:
- (1) identify women with special abilities and talents to serve in leadership positions in the LWML;
  - (2) create and develop ideas, techniques, and resources that will equip and encourage women to serve in leadership positions where God has placed them;
  - (3) have its chairman report to each regular meeting of the Board of Directors and to the convention.
- c. The Structure Committee, consisting of three (3) or more members, plus the Parliamentarian as ex officio member, shall:
- (1) examine and evaluate the Bylaws of the LWML;
  - (2) submit to the Board of Directors for consideration and approval such amendments as it deems advisable;
  - (3) submit approved proposed amendments to the convention;
  - (4) receive and examine district bylaws and proposed amendments and approve those not in conflict with the Bylaws of the LWML;
  - (5) be responsible for keeping the LWML *Handbook* current;
  - (6) have its chairman report to each regular meeting of the Board of Directors and to the convention.

## Section 6

The Special Focus Ministries Department may include the Committee on Young Women and the Heart to Heart Sisters Committee. The Vice President of Special Focus Ministries shall be coordinator of the department.

- a. The Committee on Young Women, consisting of three (3) or more members, shall:
- (1) intentionally identify, encourage, and provide opportunities for young women to affirm their faith and develop their gifts in service to the Lord through learning about and participating in the mission of LWML at every level;
  - (2) seek, develop, and support young women leaders in the LWML;
  - (3) direct and promote the Young Woman Representative program;
  - (4) have its chairman report to each regular meeting of the Board of Directors and to the convention.
- b. The Heart to Heart Sisters Committee, consisting of three (3) or more members, shall:
- (1) identify, develop, support, and encourage women leaders in ethnic ministries, thus celebrating the gifts God has given the church;
  - (2) be intentional about giving these women, through networking, training, support, and resources the opportunity to learn about and participate in the mission of LWML at every level – society, zone, district, national;



- (3) identify and encourage cross-cultural opportunities within LWML, thus emphasizing the church's rich diversity;
- (4) have its chairman report to each regular meeting of the Board of Directors and to the convention.

### **Section 7**

- a. At least one (1) Interdepartmental Meeting shall be held during a biennium.
- b. Department meetings may be called by the coordinator with the approval of the Executive Committee.
- c. Committee meetings may be called by the chairman with the approval of the Executive Committee.

## **ARTICLE XIV—SPECIAL COMMITTEES**

### **Section 1**

The Special Committees shall be Convention Site, Finance, and Mission Grants Selection.

### **Section 2**

The Convention Site Committee, consisting of the Meeting Manager as chairman, the Convention Manager, and one (1) additional member, with a Pastoral Counselor as adviser, shall:

- a. evaluate the facilities and personnel of each district extending an invitation to host LWML convention;
- b. make recommendations to the Executive Committee by March 1 of odd-numbered years.

### **Section 3**

The Finance Committee, consisting of the Treasurer as chairman and three (3) or more additional members, with a Pastoral Counselor and the Director of Finance & Administration as advisers, shall:

- a. review and evaluate the financial practices of the organization;
- b. review and recommend the proposed organizational budgets;
- c. review and recommend the proposed convention budget as prepared by the Director of Finance & Administration;
- d. prepare job descriptions for the LWML Office staff for approval by the Executive Committee.

### **Section 4**

The Mission Grants Selection Committee, consisting of the Vice President of Gospel Outreach as chairman, the members of the Mission Grants Committee, the two Pastoral Counselors, and the President shall select the mission grant proposals, which will appear on the convention ballot subsequent to approval by the Executive Committee and the Board of Directors.

### **Section 5**

There may be additional committees as the Board of Directors, the Executive Committee, or the convention deem necessary to carry on the work of the LWML. The assembly authorizing the committee shall determine the authority and responsibility of the committee.

## **ARTICLE XV—OFFICIAL PUBLICATION**

### **Section 1**

The official publication of the LWML shall be edited and produced by the Official Publication Staff, a standing committee.

## **Section 2**

The purpose of the official publication shall be to:

- a. promote the object of the LWML;
- b. provide information about the programs and activities of the LWML;
- c. provide topics for study and discussion.

## **Section 3**

The Official Publication Staff shall have editorial privileges.

## **Section 4**

The subscription rate shall be determined by the Board of Directors.

## **Section 5**

Districts shall order the desired number of copies of the official publication from the LWML Office. Payment for same shall be remitted to the LWML Office.

## **Section 6**

Individual subscriptions shall be ordered directly from the LWML Office.

## **ARTICLE XVI—LWML OFFICE**

### **Section 1**

A Director of Finance & Administration shall be employed to oversee the business operations of the organization. The job description for the Director of Finance & Administration shall be prepared by the Finance Committee and approved by the Executive Committee. The Director of Finance & Administration shall:

- a. be an employee of the LWML;
- b. be responsible to the President;
- c. prepare monthly reports for the President and submit reports to the Executive Committee and the Board of Directors at each of their called meetings;
- d. prepare the budgets of the organization, with assistance from the Treasurer, Convention Manager, and Finance Committee;
- e. attend meetings of the Executive Committee and the Board of Directors in an advisory capacity at the request of the President.

### **Section 2**

The LWML Office staff shall be employed by the LWML and be responsible to the Director of Finance & Administration. Job descriptions for the Office staff shall be prepared by the Finance Committee for approval by the Executive Committee.

## **ARTICLE XVII—MISSION GRANTS**

### **Section 1**

- a. Mission grant proposals may be submitted by LWML members, societies, zones, districts, and LCMS boards.

- b. The required number of copies of proposals must be submitted.
- c. Proposals for all mission grants shall be submitted to the Vice President of Gospel Outreach by September 30 in the even-numbered years.
- d. Proposals for all mission grants, except those submitted by LCMS boards, shall:
  - (1) have the approval of the Executive Committee or the Board of Directors of the LWML district in which they originate;
  - (2) have the approval of the President of the LCMS district or partner church in which the proposed grant recipient is located.

**Section 2**

- a. The Vice President of Gospel Outreach shall present the mission grant proposals to the President of the LCMS or his representative and to the Executive Directors of LCMS boards for evaluation.
- b. After consultation with LCMS International Center staff, the Mission Grants Selection Committee shall select the mission grant proposals which will appear on the convention ballot subsequent to approval by the Executive Committee and the Board of Directors.

**Section 3**

- a. Funds voted for a mission grant must be disbursed or put into use within two (2) fiscal biennia—the biennium in which they were voted upon and the one following—or be reallocated. The convention may extend the time for one (1) biennium in case of extenuating circumstances.
- b. In the event that changes in mission grant plans occur after the recipients have been selected in convention, the Board of Directors shall be authorized to approve the amended grant or reallocate the funds, either in session or by other means in accord with Missouri law.\*

\* Missouri law permits a board of directors to act other than in person only (i) by unanimous written consent or (ii) by telephonic means by which all participants can hear each other.

**ARTICLE XVIII—RESOLUTIONS**

**Section 1**

Miscellaneous resolutions and appeals by societies, zones, or districts, other than for mission grants, may be presented to a convention upon approval by the Board of Directors. Such resolutions shall be in triplicate form and sent to the LWML President by January 1 of the convention year.

**Section 2**

Resolutions not received in the prescribed time may, by a two-thirds (2/3) vote of the Board of Directors, be presented to the convention for consideration.

**ARTICLE XIX—FINANCES**

**Section 1**

- a. Mite offerings shall be gathered using Mite Boxes or other means.
- b. Mite offerings shall be remitted to the designated district financial officer.
- c. The district financial officer shall remit twenty-five (25) percent or more of the mite offerings to the LWML at least quarterly for funding mission grants and administration of the LWML.
- d. The district shall retain seventy-five (75) percent or less of the mite offerings in its treasury for funding district mission grants and administration of the district LWML.

**Section 2**

Expenses of meetings of the Board of Directors, Executive Committee and departments, and other routine administration expenses incurred in the management of the LWML shall be paid from the LWML treasury.

### Section 3

- a. The financial records shall be kept in accordance with GAAP (Generally Accepted Accounting Principles) standards.
- b. An audit of the financial statements shall be conducted by a certified public accountant at the end of each biennium.

#### ARTICLE XX—FISCAL YEAR

The fiscal year of the LWML shall be from April 1 to March 31 inclusive. The LWML shall adhere to these dates in closing its books.

#### ARTICLE XXI—EMERGENCY ACTION

In the event of any great emergency such as war, epidemic, disaster, or other prevailing conditions making the holding of a convention inadvisable, the Executive Committee shall have the authority to determine whether the convention shall or shall not be held; a two-thirds (2/3) vote of the Executive Committee shall decide, and vote may be taken by mail or electronic messaging. In the event the convention is not held, the Executive Committee shall have the authority to plan procedure for conducting the routine convention business. Such procedure shall have the approval of the Board of Directors.

#### ARTICLE XXII—PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the proceedings of the LWML in all cases to which they are applicable and in which they are not inconsistent with the LWML Bylaws, applicable law, or Christian principles.

#### ARTICLE XXIII—AMENDMENTS

These bylaws may be amended by a two-thirds (2/3) vote at the convention. The proposed amendments shall have been presented for approval to the Board of Directors and published in the official publication in an issue previous to the convention or in a mailing to the delegates postmarked no later than forty-five (45) days prior to the convention. By unanimous vote a proposed amendment may be presented to the convention without prior notice. A three-fourths (3/4) vote shall be required for adoption.

Adopted July 1999  
Amended July 2001  
Amended June 2007  
Amended June 2009  
Amended June 2011  
Amended June 2013  
Amended June 2015  
Amended June 2017

## Standing Rules

1. Since the English and SELC Districts operate within structures different from other districts, it is permissible for the English and SELC Districts to continue with zone grants.
2. The offering received at the convention Communion Service shall be designated as a contribution to the mission goal of the LWML.
3. The LWML shall have a *Procedures Manual* that is maintained by the Vice President of Organizational Resources and reviewed each biennium. The *Manual* shall include guidelines and policies pertaining to the administration of the LWML through its officers and committees.
4. The LWML shall hold its biennial convention on a rotation basis of four (4) geographical regions.
5. If there is a tie vote for the last chosen grant at a convention, the tie shall be broken by the voting assembly of the convention.
6. The LWML shall have a mission statement and related goals and objectives. These goals and objectives shall be frequently measured and evaluated.
7. The meeting to remove any officer from office shall be a closed meeting (see Article V, Section 4).
8. The list of certified delegates and alternates shall be submitted to the LWML Recording Secretary by March 1 of the convention year (see Article IV, Section 4c).

# MEETING HELPS

## INTRODUCTION

IF A MEETING IS HELD, THE EXPECTATION IS THAT IT WILL BE WELL PLANNED AND FOCUSED ON THE GOALS OF THE GROUP.

In recent years a common plea is for “less meeting” and “more mission.” However, when meetings are necessary, members want time to be spent wisely — including time spent working for the Lord. Expectations are that a meeting will:

- be well-planned, focused on the groups goals, and begin promptly;
- begin with prayer and inspiring devotions based on God’s Word;
- be led effectively so that business is transacted smoothly;
- be stimulating, with worthwhile programs;
- provide encouragement through unity and fellowship; and
- adjourn at the time promised.

## HOW CAN THESE AIMS BE ACCOMPLISHED?

On this and the following pages are tools that are designed to help societies, zones, and districts conduct meetings effectively in the shortest time possible.

## SCHEDULE REGULAR MEETINGS

Generally, a schedule of meetings is written into the bylaws so that members know the date of the next meeting (monthly, quarterly, etc.) even though they may not attend regularly. The hour at which meetings are to be held should not be specified in the bylaws, but should be established by a standing rule.

## ESTABLISH A QUORUM

Organizations should decide the minimum number of members who must be present at a meeting to legally transact business. This number is called a quorum. A quorum protects the group from unrepresentative action. The quorum should not be any larger than the number of members who could ordinarily be expected to attend. It should be written as a provision in the bylaws.

WITHOUT THE REQUIREMENT OF A QUORUM, ACTION COULD BE TAKEN IN THE NAME OF THE ORGANIZATION BY A VERY SMALL NUMBER OF MEMBERS IN ATTENDANCE.

## CHOOSE EFFECTIVE LEADERS

A meeting needs a person who will preside and a person who will keep a record of action. While the word "preside" may sound formal and forbidding, parliamentary language is practical and concise. The presiding officer can effectively use parliamentary phrases to move business along quickly, while giving each member a chance to express an opinion and smooth the process of group decision-making. The secretary, or recorder, will keep minutes of what is done (see *LWML Handbook*, pages F-13).

NO GROUP THAT IS SERIOUS ABOUT ITS OBJECT AND PURPOSE WILL LONG SURVIVE WITHOUT A WRITTEN AGREEMENT ABOUT ITS STRUCTURE AND THE RULES IT WILL OBSERVE.

### DEVELOP EFFECTIVE BYLAWS

Bylaws should reflect the group's current thinking and present practice. If the bylaws have not been revised or amended for a year or two, they should be examined and steps taken to bring them up-to-date. It's a good idea for organizations to appoint a Structure Committee who will serve as a standing committee and carry out this function on a continuing basis.

### CHARACTERISTICS OF A GOOD PRESIDENT

KINDNESS AND COURTESY ARE NATURAL CHARACTERISTICS OF PARLIAMENTARY PROCEDURE.

In conducting meetings, the president strives to:

- be fair and impartial;
- be diplomatic;
- give each member the opportunity to speak; and
- maintain order and expedite business efficiently.

An LWML president (society, zone, district, or national) should try to foster an atmosphere of Christian love, grace, tact, and thoughtful personal consideration to all in attendance.

### AT MEETING TIME, THE PRESIDENT WILL:

- Arrive early enough to check on arrangements for the room (tables, chairs, microphone, comfort level, lighting), allowing enough time to take care of the unexpected. (She may have delegated these responsibilities to someone else.)
- Welcome guests with warm hospitality. (She will speak their names clearly or if they are unknown to her, ask someone else to introduce them to the assembly.)
- Establish a quorum. It is the duty of the person who will preside to determine whether there is a quorum before calling the meeting to order. The presiding officer may wait until the required number of members arrives. If a quorum is not reached, the chair calls the meeting to order and declares the lack of a quorum. Then the chair has five options:
  - call for a motion to adjourn;
  - call for a motion to take measures to obtain a quorum;
  - call absent members;
  - call for a motion to continue the meeting at another time; or
  - motion to Fix the Time to which to Adjourn.

BEING CONSISTENT IN PARLIAMENTARY PROCEDURE WILL ENSURE THAT THE PRESIDENT ALSO CONSIDERS AND PROTECTS THE RIGHTS OF THOSE WHO ARE ABSENT.

IF MEMBERS TAKE ACTION WITHOUT A QUORUM (OTHER THAN TAKING ACTION TO SEEK A QUORUM OR FIXING THE TIME TO WHICH TO ADJOURN), THEY DO SO AT THEIR OWN RISK AND HOPE THAT THEIR DECISIONS WILL BE RATIFIED AT A LATER MEETING.

- Open the meeting at the scheduled time (if a quorum is present), knowing that this is only being fair to those who have arrived on time. (Sound a note of joy from the opening tap of the gavel! Serving the Lord with gladness makes each meeting another opportunity for joyful service for all.)
- Work from a prepared, written agenda, giving copies to the secretary, other officers, and possibly the members. (Knowing the order of business helps everyone to be alert to matters that will be discussed.)
- Lead the assembly confidently as she moves through the agenda if she has at each meeting:
  - a copy of the group's bylaws;
  - *Robert's Rules of Order Newly Revised* (the parliamentary authority adopted by LWML);
  - the organization's handbook; and
  - a gavel.

## MEETING AGENDA

Place the date and location of the meeting on the agenda.

1. Call to order
2. Opening devotion and/or Bible study
3. Roll call (optional)
4. Reading of the minutes (if they have not been provided to the assembly before the meeting) and approval of the minutes
5. Financial statement or report
6. Reports of:
  - officers
  - boards
  - standing committees
7. Reports of special committees
8. Special orders (such as elections or business prescribed by the bylaws)
9. Unfinished business and general orders
10. New business
11. Announcements (placed here or after the program)
12. Program (if not presented before the meeting)
13. Adjournment
14. Closing prayer/hymn

*I delight to see how orderly you are, and how firm your faith in Christ is (Colossians 2:5).*



## PARLIAMENTARY PHRASES TO USE WHEN PRESIDING

1. “The meeting will come to order” (one tap of the gavel). (The president stands to say this so that members will become quiet and attentive.)
2. “\_\_\_\_\_ will lead us in opening devotions (or Bible study).”
3. “Thank you, \_\_\_\_\_. The secretary will call the roll” (optional).
4. “The secretary will read the minutes of the previous meeting.” (Often copies of the minutes are sent to members ahead of the meeting. If this is done, minutes need not be read, but corrections must be called for.)
  - “Are there corrections to the minutes?” (pause)  
“If not, they stand approved as read (or as distributed).”  
(If there are corrections to the minutes, the chairman repeats the corrections for the secretary and for the assembly to hear, in case there might be an objection to the correction); then the chair continues
  - “Are there any further corrections to the minutes? If not, they stand approved as corrected.” [Under her signature, the secretary adds “Approved (or approved as corrected) and the date.”]
5. “The treasurer will now read the financial (or treasurer’s) report.”
  - “Are there any questions for the treasurer?” (Any questions are answered.)
  - “The treasurer’s report will be placed on file (or will be filed).” (The chair does not say, “Will be filed for audit” because it is the books that are audited, not the reports.)
6. “The next item of business is officers’ reports, followed by the reports from standing committees.” (Officers and committee chairmen usually report in the order they are listed in the bylaws.)
7. “The next item of business is the reports of special committees.”
8. “The next item is special orders.” (Special orders can be matters required by the bylaws to be considered at a particular meetings, such as nominations, elections, and/or reporting of the audit/review committee. To begin consideration of special orders, the chair asks the secretary to read the provision in the bylaws describing the order.)
9. “The next item listed on the agenda is unfinished business.” (“Unfinished” business is the correct term; it’s never called “old” business. The chair does not ask if there is unfinished business, but rather just brings before the group subjects discussed but not resolved in the previous meeting.)
10. The chairman then introduces new items of business, having been apprised of any new business before the meeting. She also may ask, “Is there any new business?”
11. The chair makes any announcements she has prepared and invites members for others. (If desired, before announcements are given, an “open forum” could be introduced where members offer informal observations on the work of the organization.)
12. Present the program. (Some groups host the program before the meeting, which encourages guests to attend and be uplifted and informed by the speaker or presentation. Then a few minutes are usually scheduled between the end of the program and the

beginning of the meeting to allow time for guests to leave if they wish. However, if the program occurs after the meeting, adjournment is usually delayed until the program is finished in the event the program prompts a desire on the part of the assembly to take action.)

13. The chair states: “If there is no objection, the meeting will adjourn.” (pause)

- “Since there is no objection, the meeting is adjourned”; or
- “Is there any further business?” (pause)

Since there is no further business, the meeting is adjourned (one tap of gavel).

14. Closing prayer/hymn (led by someone appointed ahead of time.)

## **DEFINITIONS OF PARLIAMENTARY TERMS**

**Agenda** — outline of business to be covered at a meeting.

**Assembly** — refers to the members of an organization who have gathered together for the purpose of a meeting.

**Ex Officio** — by virtue of the office. A president is a member of all committees except the Nominating Committee by virtue of the office held.

**Meeting** — gathering of persons of an organization usually for the purpose of conducting business.

**Minutes** — the official records of the proceedings of a deliberative assembly. The secretary records what is done (not what is said) in the meeting.

**Motion** — formal proposal that the assembly take certain action.

- **Main Motion** — introduces a new subject to the assembly when no business is pending.
- **Secondary Motion** — is used when a main motion is pending and then takes precedence for the time being over the main motion. There are three (3) classes of secondary motions:
  - **Subsidiary Motions** — those that can be applied to other motions to aid in perfecting or disposing of the main motion (to postpone, to amend, to commit).
  - **Privileged Motions** — apply to the immediate needs of the assembly, do not relate to the pending business and may interrupt consideration of other questions (to raise a question of privilege).
  - **Incidental Motions** — rise out of the pending motion, rather than the business itself, usually must be decided immediately (point of order, division of a question).

**Parliamentary Law** — consistent set of rules that govern the procedure of all deliberative assemblies.

**Pending** — refers to business before the assembly. The question is said to be pending from the time it is stated by the chair until it is disposed of. The immediately-pending question is the last question stated by the chair.

**Pro tem** — for the time being.

**Question** — motion made by a member, seconded by another, and then stated by the chair after which it is the business of the assembly.

**Quorum** — refers to number of members who must be present in order to transact business legally.

**Resolution** — main motion, usually of such importance and length that it is written and distributed ahead of time. It may contain a preamble that sets forth the reason for the resolution.

**Rules** — the laws governing the transaction of business, the structure of the organization, and its purposes. The various kinds of rules of an organization include the following:

- **Articles of Incorporation** — the organization’s legal instrument.
- **Bylaws**— the basic rules of the group, so important that they cannot be easily changed or suspended.
- **Rules of Order** — written rules of parliamentary procedure widely accepted by ordinary societies. (LWML has adopted the current edition of *Robert’s Rules of Order Newly Revised* as its parliamentary authority.)
- **Standing Rules** — rules related to details of administration that can be adopted or changed as easily as an ordinary motion.

**Session** — series of meetings. A convention is usually a session with a series of meetings.

**Special Orders** — usually matters that are required by the bylaws to be considered at a particular meeting, such as nominations, elections, report of the auditing committee, etc.

**Unfinished Business** — business that is carried over from the previous meeting. Unfinished business is never referred to as “old business.”

**Voting Terms:**

- **Aye and No** — voice votes and the type of vote most often used in deliberative assemblies. In LWML a show of hands is called for also.
- **Division of the Assembly** — always means a standing vote. “Division!” may be called out without obtaining the floor when there is any doubt about the result of a voice vote that has just been taken. The vote does not have to be counted, but the chair may direct that this be done.
- **Majority Vote** — a vote count amounting to more than half of the votes cast.

- **Plurality Vote** — the largest number of votes given one candidate when three or more choices are available. It is used in elections where there are several names or items to be chosen, such as grant proposals or the nominating committee. To decide an election of one person by plurality vote is not in the best interests of a group.
- **Rising Vote** – a vote where the members of the assembly stand to have their vote counted.
- **Two-Thirds Vote** — two-thirds (2/3) of the votes cast. For the motion to pass, the affirmative vote must be at least twice as large as the negative vote. A two-thirds vote should be taken by a rising vote. (Don't combine terms by saying "two-thirds majority" It confuses the issue.)

**Yield** — give way to. A pending motion may yield to one of higher rank.

### **PARLIAMENTARY SEQUENCE OF MOTIONS AND SECONDS**

**Motion** — a formal proposal by a member in a meeting that the assembly take certain action. The purpose is to bring business before an assembly.

**Second** — ensures that more than one person wishes the matter brought to the floor.

- The requirement of a second or "support" prevents an assembly having to spend time disposing of a matter that only one person wants to discuss.
- It therefore follows that a motion made by direction of a board or duly appointed committee needs no second since its very source indicates that more than one person favors discussion of this business.

Three steps in bringing a motion to the floor:

1. A member makes the motion.
2. Another member seconds the motion.
3. The chair states the question of the motion (places it before the assembly) and it is then open to debate.
  - Until the chair states the question, the maker has the right to modify it or to withdraw it completely.
  - However, once a motion has been made (seconded or not) and before the chair has stated the question, any member can rise, and without recognition, say "Madam President, I would like to ask the maker of the motion if she will accept the following modification..."
    - The maker can accept, not accept, or offer different wording.
    - If the maker modifies a question before it is stated, the person who has seconded it may withdraw the second.
    - If another member's suggested change is accepted (either before or after it has been seconded) the person suggesting the change has, in effect, seconded the modified version and no other second is necessary.

After the chair states the question, three other steps follow:

1. Members debate the question with the maker of the motion speaking first, if she wishes.

- Other speakers follow as recognized by the chair.
  - All remarks are addressed to the chair (not to other members) in a courteous and impersonal tone.
2. The chair puts the question (puts it to a vote).
  3. The chair announces the result of the vote.

No motion is necessary to accept officers' reports — they are for informational purposes.

- If a recommendation arises from an officer's report, a motion on the proposal should come from a member of the assembly and not the officer giving the report.
- However, the chairman of a committee can make a motion on behalf of her committee and no second is needed before the president states the question.
- A motion arising from the report of an officer, board, or committee is taken up immediately since the object of the order of business is to give priority to the classes of business in the order listed.

Motions are not necessary for accepting minutes and financial reports.

- After the reading of the minutes, the president asks for corrections, then says, "If there are no corrections (or further corrections), the minutes stand approved as read (or as corrected)."
- While questions may be asked of the financial officer, the financial report requires no action by the assembly.
- However, if the financial report has been audited or reviewed (as at the end of the fiscal year), the chair (without motion or second) states the question on adopting the audit or financial review and the vote is taken immediately.
- The reason for action on the audit or financial review is that its adoption has the effect of relieving the treasurer of responsibility for the period covered, except in the case of fraud.

— (Authority: *Robert's Rules of Order Newly Revised*, current edition)

## PARLIAMENTARY PHRASING TIPS FOR THE PRESIDENT

THE PRESIDENT ALWAYS REFERS TO HERSELF AS "THE CHAIR" OR "YOUR PRESIDENT."

In a group of 30 or more, the president should stand:

- To call the meeting to order (one tap of the gavel);
- To declare the meeting adjourned; and
- To state a motion, put it to a vote, and announce the result.

When a member offers a motion, the president:

- states the motion word for word (never "You have heard the motion," as some may not have heard); and
- may courteously suggest a motion or the wording of a motion (to help a member who is having difficulty putting thoughts into words).

When a motion requiring a second is not seconded promptly, the president says: "Is there a second to the motion?" (Never "Do I hear a second?")

THE PRESIDENT RULES AN IMPROPER MOTION OUT OF ORDER (OR OUT OF ORDER AT THE TIME) — A MEMBER IS NEVER OUT OF ORDER FOR HAVING MADE THE MOTION.

When no second is offered, the President says: “There being no second, it is not before the assembly.” (Never “The motion is lost;” it is not lost, as there was no vote.)

Unless the assembly has ordered it, the president never closes debate herself.

When debate appears to have come to an end, the chair may ask: “Are you ready for the question?”

If no one asks for recognition, the chair then puts the question to a vote.

If discussion of a certain question seems to be getting repetitious, a member may “move the previous question (a motion to close debate). But the member must not interrupt another speaker and must be recognized by the chair.

The motion to close debate must be voted on immediately. If it receives a two-thirds affirmative vote, the chair then puts the pending question to a vote at once.

THE PRESIDENT WILL IGNORE A PERSON RUDELy CALLING OUT, “QUESTION!”

Although the affirmative vote may seem overwhelming, the chairman always asks for the negative vote on all motions requiring a vote. Even a small negative minority has the right to be part of the vote. (An exception is a courtesy resolution.)

Often the will of the assembly can be determined by general consent. The chair says, “If there is no objection, we will vote by general consent.” She then pauses to hear any objection. If no objections are heard, she announces: “Since there is no objection,” and then states what seems to be the group consensus. If there is objection, a motion must be offered and voted on.

DETERMINING THE WILL OF THE ASSEMBLY BY GENERAL CONSENT CAN SAVE TIME IF ALL SEEM TO BE IN FAVOR OF A GIVEN PROPOSAL.

When a two-thirds (2/3) vote is required for adoption of a motion, a rising vote is taken.

The president must always declare the result of every vote and state what the action will (or will not) be as a result of the vote.

The vote count is based not on the number eligible to vote, but on the number of members voting.

A person who abstains is giving up the vote and thus has no influence in the results.

THE CHAIR SHOULD NOT CALL FOR ABSTENTIONS.

## Order of Precedence of Motions

1	2	3	4	5	Motion	
-	x	a	x	-	Fix the Time to which to Adjourn.	12
-	x	b	-	-	Adjourn.	11
-	x	c	x	-	Take a Recess.	10
-	x	-	-	-	Raise a Question of Privilege.	9
-	x	-	-	-	Call for the Orders of the Day.	8
-	-	-	-	-	Lay on the Table.	7
-	-	-	-	x	Previous Question.	6
-	-	-	-	x	Limit or Extend Limits of Debate.	5
x	-	-	x	-	Postpone to a Certain Time.	4
x	-	-	x	-	Commit or Refer.	3
x	-	-	x	-	Amend.	2
x	-	-	-	-	Postpone Indefinitely.	1
x	-	-	x	-	A Main Motion.	

Columns:

1. Debatable
2. Usually privileged
3. Not always privileged:
  - a. privileged only when made while another question is pending, and in an assembly that has made not provision for another meeting on the same or the next day;
  - b. loses its privileged character and its main motion if in any way qualified, or if its effect, if adopted, is to dissolve the assembly without any provision for it meeting again;
  - c. privileged only when made while other business is pending;
4. Can be amended; and
5. Require a two-thirds (2/3) vote for their adoption; the others require only a majority.

## **HOW TO USE ORDER OF PRECEDENCE OF MOTIONS (PAGE F-10)**

- The motion at the top takes precedence over all motions below it on the ladder.
- Any other motion takes precedence over those below it.
- A main motion is in order only when no other motion (above it) is pending.
- Generally, on any given motion, motions above the motion are in order; and those listed below the given motion, which are not already pending, are out of order (except for “Amend” or “Previous Question”).

## **TYPES OF MOTIONS DEFINED**

**Adjourn** — to close the meeting. Adoption of a motion to adjourn closes the meeting immediately unless the motion specifies a later time for adjourning (in which case it is not a privileged motion).

**Amend** — modifies the wording of a pending motion before a vote is taken on the pending question. Adoption of the amendment is not a vote to adopt the pending question. If the amendment is not adopted, the pending question stands as originally worded.

**Call for Orders of the Day** — a privileged motion requiring the assembly to conform to its agenda, program, or order of business, or to take up a general or special order that is due to come up at the time [unless two-thirds (2/3) of those voting wish not to].

**Commit or Refer** — sends a pending question to committee or task force for further study before being presented to the assembly again in a better format. (This motion can also be used to “go into a committee of the whole” or to “consider informally,” giving the assembly the privilege of discussing the issue more informally as a committee is permitted to do.)

**Fix the Time to Which to Adjourn** — to set the time, and sometimes the place, for another meeting to continue business before the assembly, with no effect on when the present meeting will adjourn.

**Lay on the Table** — permits the assembly to temporarily put aside pending business for good reason without specifying a time for taking up the matter again, but allowing for the topic to be reintroduced at the will of the majority. (Often improperly interchanged with Postpone Indefinitely or Postpone to a Certain Time.)

**Limit or Extend Limits of Debate** — a motion used to:

1. reduce the number or length of speeches without specific provision for closing debate;
2. specify that at a set time, or after a certain length of time, debate will be closed and the question put to a vote; or
3. extend the length of time for debate, or increase the number of speeches permitted, under the regular rules.

**Main Motion** — introduces business to the assembly for possible action; can be brought to the floor only when no other question is pending.



**Postpone Indefinitely** — kills a main motion during the session in which it is adopted. It has the effect of relieving the assembly of making a decision on a poorly presented main motion that could have undesirable consequences if either adopted or rejected.

**Postpone to a Certain Time** — puts off action on a pending question until a specified day, meeting, hour, or after a certain event.

**Previous Question** — a motion to bring the assembly to an immediate vote on one or more pending questions.

**Raise a Question of Privilege** — a request concerning the rights and privileges of the assembly or its members, permitting immediate consideration because of its urgency, while business is pending. Examples affecting the assembly: Outside noise makes hearing difficult and a member asks that the meeting be paused while the windows are closed, or guests are present during discussion of a sensitive topic and a member suggests the assembly go into closed session to discuss the issue. Example of questions of personal privilege: a member feels that her position on a certain issue was misrepresented in minutes adopted in her absence, or that unfair charges have been lodged against her.

**Recess** — a break in the business meeting that does not adjourn the meeting. At end of the recess, business will be taken up at the point where it was interrupted.

#### **CHECK LIST FOR MEMBERS**

1. Even if the vote is unanimous, the bylaws cannot be amended or suspended at a meeting without previous notice (a protection for absent members), unless the bylaws, themselves, set forth a process for amendment without previous notice.
2. It is courteous to inform the president prior to the meeting of a motion you will offer.
3. The larger the meeting, the more important it is to avoid walking between the chair and the assembly. Walk to the back of the room and then cross to the other side.
4. To get the attention of the chair (to obtain the floor), say “Madame President;” however, do not interrupt a member who is speaking unless it is an emergency.
5. The maker of a motion has the right to speak first, but must wait until a second is called and the president has stated the motion.
6. It is up to members to keep a meeting running smoothly. Pay close attention to the business at hand. Be alert to respond with a motion or second when in agreement.
7. Even remarks outside the meeting should further the group’s objectives.
8. Parliamentary law is built on fundamental rights of:
  - the majority;
  - the minority;
  - the individual; and
  - the absentee.

Specific rights of members are stated in the bylaws. That is why “ownership” of the bylaws is in each member’s best interest.

## **HELPS FOR THE SECRETARY — RELATED TO THE BUSINESS MEETING**

The secretary is the keeper of the records. Minutes are permanent legal documents and must be an accurate record of what occurred and the decisions that were made at meetings. Minutes should be comprehensive, yet as brief as is consistent with accuracy. Minutes of various organizations may differ in their details, but should contain the following facts:

1. Basic meeting information:
  - the kind of meeting — regular, special, adjourned;
  - the name of the organization;
  - the date and time of the meeting, and the place, if it isn't always the same;
  - a notation of the presence of the regular presiding officer and the secretary, or the names of their substitutes; and
  - action taken on the minutes of the previous meeting, approved as read (or distributed), or as corrected.
  
2. The body of the minutes contains (separate paragraph for each subject):
  - reports of officers, board or executive committee, standing committees, and special committees and actions taken.
  - motions:
    - final wording of all main motions (with any amendments incorporated) and any motion to reconsider; also whether each was adopted or temporarily disposed of (generally motions withdrawn are not recorded);
    - all notices of motions;
    - all points of order and appeals, noting whether sustained or lost, and giving the chair's reasons for the ruling;
    - the name of the maker of important motions, but not of the person seconding (for motions of little importance, names of persons making the motions are not necessary); and
  - announcements.
  
3. Conclusion:
  - the hour of adjournment;
  - signature and title of the person writing the minutes (the words "Respectfully Submitted" are no longer used before the signature); and
  - the signature of the president, if the organization prefers both signatures.

## **MORE HELPFUL HINTS**

- Minutes should include what was done by the assembly, not what was said by the members. Personal opinions and details of debate or discussion are not included.
- When a count has been ordered or a ballot vote taken, the number of votes on each side should be recorded unless a motion is adopted dispensing with this requirement.
- The names of those elected or appointed to committees should be listed.

## HELPFUL MEETING RESOURCES FROM THE LWML CATALOG AND LWML WEBSITE

#14300 *Parliamentary Basics for Everyone*

#14310 *President Guidelines*

#14320 *Secretary Guidelines*

#14430 *Structure Committee Guidelines: Enabling You to Build Better Bylaws*

Additional resources are available online at [www.lwml.org](http://www.lwml.org).

## PLANNING A PROGRAM

At each level of LWML, program planners should follow these guidelines:

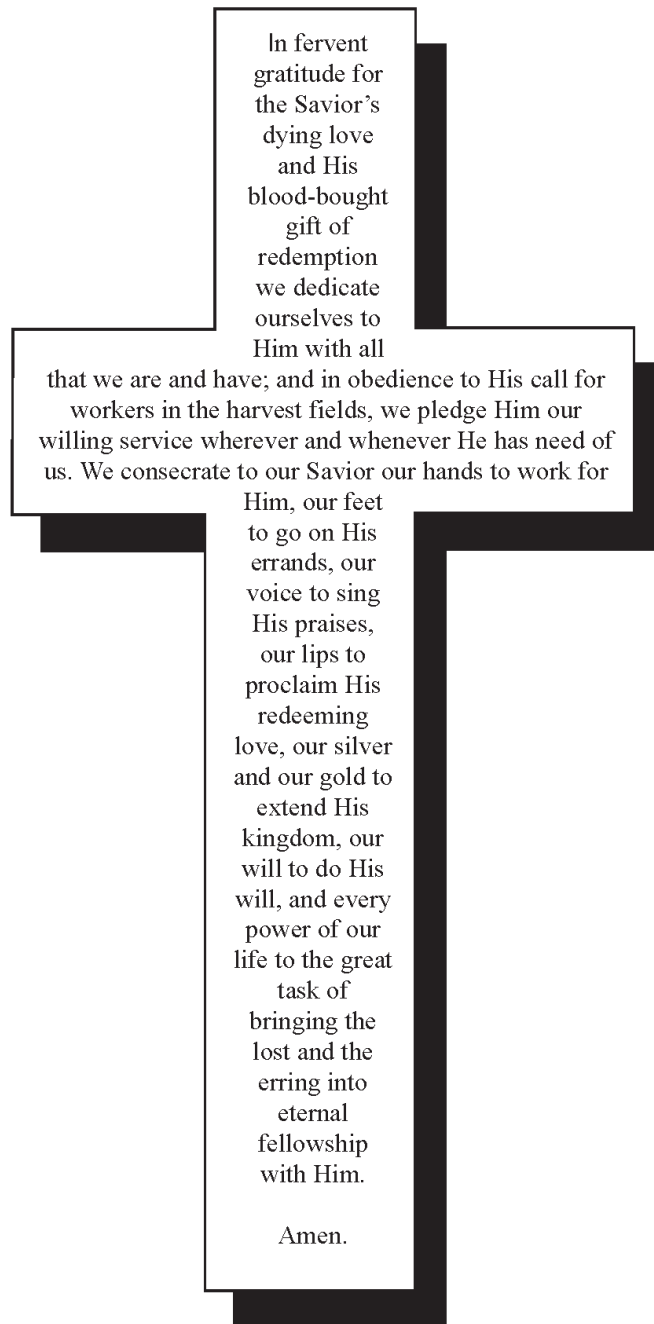
1. Schedule the event well in advance, at least one year ahead. This helps everyone, including the group who will host, the officers, the speaker(s), the pastoral counselor, and the publicity chairman to make their plans.
2. Include pertinent information in the speaker's letter of invitation:
  - date, time, and place;
  - theme of the event;
  - approximate hour when the person is expected to speak;
  - amount of time allotted;
  - other guest speakers and the topic of their talk (if applicable);
  - ask about an honorarium (or, if guidelines are specific about fees, state that fact);
  - amount allowed for mileage and meal expenses; and
  - offer to cover overnight expenses (if guidelines allow this expense).
3. In a letter following the speaker's acceptance:
  - ask about properties needed;
  - include directions to the meeting place;
  - enclose a complimentary meal ticket;
  - request a photo (high resolution color digital often used) for publicity; and
  - request a short biography to help the person who will introduce the speaker.
4. On the day of the event:
  - assign someone to meet the speaker at the door and look after his/her welfare;
  - begin introducing the speaker to various members;
  - provide a copy of the program to the speaker;
  - show the layout of the room where the program will take place; and
  - as much as possible, put the speaker at ease.
5. After the presentation:
  - be aware of time limits the speaker may have;
  - arrange to have the check for the speaker's honorarium (and possibly any reimbursements that have been agreed upon) in an envelope ready to hand to the speaker away from the crowd; and
  - follow up with a letter of appreciation the next day.
6. For more detailed information on planning a program, go to the LWML website [www.lwml.org](http://www.lwml.org).

## **PROGRAM IDEAS**

A good place to look for program ideas is the LWML website [www.lwml.org](http://www.lwml.org) or the LWML *Catalog*:

- Bible studies;
- devotions;
- leader training material;
- servant event ideas;
- mission service opportunities;
- videos/DVDs;
- sketches; and
- retreat programs with various themes.

# The LWML Pledge



Written by  
Rev. Harry Fricke  
Adopted by the LWML in 1955

# Lutheran Women, One and All

Lutheran women, one and all,  
We have heard the Gospel call.  
We by faith have seen our Lord  
Crucified and then restored.  
We have seen Him pay the price,  
For our sins a sacrifice.  
Him we Lord and Christ acclaim  
And unite to praise His name.

Lutheran women, young and old,  
Well we know His challenge bold:  
Help to take the Gospel light  
To a world in darkest night,  
By example in the home,  
By inviting those who roam,  
By our prayers for sinners lost,  
By our gifts for missions' cost.

Lutheran women, coast to coast,  
In the Lord a mighty host,  
Let us all united be  
In the Holy Trinity,  
One in faith, in hope, and love,  
Working for the Lord above,  
Till, our earthly labors done,  
We in heaven shall all be one.

Tune: LW 495, LSB 892  
Elmer A. Kettner

## Serve the Lord with Gladness

Serve the Lord with gladness!  
It is He alone  
Who redeemed us sinners,  
Guides us as His own  
To enjoy the blessings  
Of His love and grace,  
Will at last in glory  
Meet us face to face.  
Onward, then, for Jesus!  
Let this be our aim:  
Serve the Lord with gladness!  
Glorify His name.

Serve the Lord with gladness!  
He gave us command  
To proclaim His Gospel  
Now in every land  
So that fellow sinners  
May, like us, be blest.  
Leading them to Jesus,  
We can serve Him best.  
Onward, then, for Jesus!  
Let this be our aim:  
Serve the Lord with gladness!  
Glorify His name.

Serve the Lord with gladness!  
There's no greater joy  
Than to serve the Master,  
Work in His employ.  
As we build His kingdom  
Angels, too, rejoice  
Over every sinner  
Brought to hear His voice.  
Onward, then, for Jesus!  
Let this be our aim:  
Serve the Lord with gladness!  
Glorify His name.

Tune: LW 518, LSB 662  
Prof. Ernest Lewerenz

# In League with Our Lord

In league with the Father; creative and caring,  
We broadcast good news to all people in need.  
We offer our service, our gifts and our talents,  
Be with us, dear Father, as we sow the seed.

## **REFRAIN**

With care and compassion for all of God's people  
We're women (servants) in mission who heed the command  
To tell of Christ Jesus and make new disciples  
In earth's farthest corners, throughout ev'ry land.

In league with the Son who was born in a manger;  
Who opened His arms to the world on the tree.  
O, Risen One, help us to reach out and comfort  
All those who are yearning from sin to be free.

## **REFRAIN**

In league with the Spirit, who moved o'er the waters  
When time was beginning, help us now, we pray.  
As we venture into the future, remind us  
Of baptismal grace that we live in each day.

## **REFRAIN**

So let us all tell of His dying and rising;  
Give honor and praise to Lord Jesus our King,  
Who reigns with the Father and Spirit forever.  
In league with our Lord with one voice we will sing.

## **REFRAIN**

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# Praise, Love, Serve

(Based on the LWML Pledge)

Our God and Father, made the earth,  
And when we went astray,  
Our God, the Son, descended here  
To take our sins away.  
With His own blood He bought us.  
He broke the bonds of sin.  
Then God the Spirit came into  
Our hearts to dwell within.

In gratitude we pledge ourselves,  
To Him with all we have.  
Our hands will work; our voices sing;  
Our lips proclaim His love.  
His errands we'll do gladly;  
His Gospel we'll defend;  
Our silver and our gold we'll use –  
His Kingdom to extend.

Wherever He has need of us,  
We will His call obey.  
Whenever He calls out to us,  
We'll answer right away.  
His will is ours that lost souls  
Will turn away from sin  
And come to have eternal life  
Through fellowship with Him.

Pledge: Rev. Harry Fricke, 1955  
Tune: O Little Town of Bethlehem,  
LSB 361

# Mite Box Devotion (1)

## PRAYER

Lord, thank You for sending Jesus to be our Savior, for calling us to be Your children, for letting us know about Your love. Please give us the compassion and courage we need to share Your love in word and deed with those whose lives touch ours.

With these gifts we share Your love with those we cannot reach in person. Bless the workers who serve in our behalf.

You've given us so much. These are just tokens of our blessings.

## BIBLE READING

*"But who am I, and who are my people, that we should be able to give as generously as this? Everything comes from You, and we have given You only what comes from Your hand"* (1 Chronicles 29:14 NIV).

## HYMN

We give Thee but Thine own,  
Whate'er the gift may be;  
All that we have is Thine alone,  
A trust, O Lord, from Thee.

And we believe Thy Word,  
Though dim our faith may be;  
Whate'er for Thine we do, O Lord,  
We do it unto Thee.

Hymn TLH 441, v. 1, 6  
LW 405, LSB 781

# Mite Box Devotion (2)

## BIBLE READING

*...He who sows sparingly will also reap sparingly, and he who sows bountifully will also reap bountifully. Each one must do as he has made up his mind, not reluctantly or under compulsion, for God loves a cheerful giver (2 Corinthians 9:6, 7 RSV).*

## PRAYER

Heavenly Father,  
The harvest is plentiful, but the workers are few.  
Send more workers into Your harvest fields.

Make us willing to be sent ones.  
We may not go far. We don't always need to.  
Many people around us do not believe in Jesus.  
Move us to encourage them to put their trust in Him.

Give us loving, generous, cheerful hearts. Amen.

## HYMN

Lord of the living harvest  
That whitens on the plain,  
Where angels soon shall gather  
Their sheaves of golden grain,  
Accept these hands to labor  
These hearts to trust and love,  
And with them ever hasten  
Your kingdom from above.

Hymn LW 260, v. 1  
TLH 492

# Installation Service Meditation

## I WILL BE WITH THEE

In the name of the Father and of the Son and of the Holy Spirit. Amen.

Today, as you assume the responsibilities and privileges of leadership in the Lutheran Women's Missionary League, there is a text of Scripture which is applicable.

When God revealed Himself to Moses in the desert, the Lord said, "*Put off your shoes from your feet, for the place on which you are standing is holy ground*" (Exodus 3:5).

God was calling Moses to a role of leadership. But Moses was offering excuses. Moses felt unworthy. "*Who am I that I should go to Pharaoh and bring the sons of Israel out of Egypt?*" (Exodus 3:11).

The Lord promised, "*but I will be with you...*" (Exodus 3:12).

Moses feared he would not have the confidence of the people, that he was incapable as a leader. He said, "*I am not eloquent ... I am slow of speech*" (Exodus 4:10).

Dear friends, the place on which you stand is holy ground. You stand before the Lord. You will be serving Him. He is sending you to be a leader among His people. His promises are as valid to you today as they were to Moses. He will always be with you. He will teach you what you shall do, if you seek His guidance.

Dedicate all that you are in loyal, loving, obedient service to Him who loved us and gave Himself for us.

(This meditation may precede either of the following installation services, if desired.)

# Installation of Officers (1)

**INSTALLING PASTOR OR OFFICER:** In the name of the Father and of the Son and of the Holy Spirit.

You have been called into the service of our Lord through the Lutheran Women's Missionary League. The women of this organization have honored you by placing their trust and confidence in your abilities as Christian leaders. You in turn will honor our Lord by performing your duties to the best of your ability. In all our tasks we look to God for guidance in His Word.

*Let each of you look not only to his own interests but also to the interests of others (Philippians 2:4).*

*May you be strengthened with all power according to His glorious might for all endurance and patience with joy (Colossians 1:11).*

*Put on love, which binds everything together in perfect harmony (Colossians 3:14).*

In the presence of God and of your fellow members do you, (name) as president, (name) as vice-president, (name) as secretary, (etc.) accept the office to which you have been elected, and will you faithfully fulfill the required duties as God gives you grace, strength, and wisdom to the glory of Christ our Lord and in service to the LWML? If so, answer, "Yes, with the help of God."

**RESPONSE:** Yes, with the help of God.

**INSTALLANT (TO MEMBERSHIP):** Dear sisters in Christ, having heard God's Word and the promise of your officers, do you intend to encourage, help, and respect your elected leaders? Do you intend to rededicate yourselves to being living members of this organization? If so, then answer, "We do."

**MEMBERS:** We do.

**INSTALLANT:** May God bless you, elected officers and members, with His Holy Spirit, that you may prove faithful stewards of Christ our Lord. Let us pray:  
Gracious God, grant us, Your servants, every spiritual gift necessary to complete our tasks in harmony with Your plans for us and for this organization. Lead us to discover our greatest potential as well as our limitations. Help us accept the humanity of one another. Most of all, instill in all of us daily dependence on You, our loving Father. Amen.

The God of peace make you perfect in every good work to do His will, working in you that which is well-pleasing in His sight; through Jesus Christ, to whom be glory forever and ever. Amen.

## Installation of Officers (2)

**LEADER (TO ELECTED OFFICERS):** Dear sisters in Christ Jesus, you have come forward to assume the duties of your respective offices. I now ask you, are you aware of the responsibilities of your office, and are you willing to pledge yourselves to your task? If so, then answer, “Yes, with the help of God.”

**ELECTED OFFICERS:** Yes, with the help of God.

**LEADER:** *Therefore encourage one another and build one another up, just as you are doing. But we beseech you to respect those who labor among you and are over you in the Lord and admonish you, and to esteem them very highly in love because of their work. Be at peace among yourselves (1 Thessalonians 5:11-13).*

**LEADER (TO MEMBERS):** Dear sisters in Christ, having heard God’s Word and the promises of your officers, do you intend to encourage, help, and respect your elected leaders? Will you offer them your love, cooperation, and assistance and promise to pray for them? As one body, knit together, will you pledge yourselves to carry forward the goals of (society, zone, district) in whatever way the Lord asks of you? Then answer, “We will.”

**MEMBERS:** We will.

**LEADER:** Lord Jesus, our Leader and Head, You have called us to be members of Your body, the church. We thank You for knitting us together in this one body. Together we rededicate ourselves to You with all that we are and have. We promise to serve You willingly. Show us where each of us may serve You best.

Take our hands and use them to care for our neighbor.

Take our feet and help us to go the extra mile for people in need.

Take our voices and listen to the praises we sing.

Take our lips and use them to tell others of Your gracious, redeeming love.

Take our dimes and dollars, and use them to extend Your kingdom.

Most of all, dear Jesus, take our will, and give us the power to do Your will, until all Your children, both far and near, are at last joined forever in eternity with You. Amen.

# INSTALLATION OF DISTRICT OFFICERS

## (3)

(Pastor asks the newly-elected district officers to come forward, join hands, and form a small circle. Then he calls for the outgoing and remaining officers to join hands and form a larger circle around the newly elected officers.)

**PASTOR (SPEAKING TO THE NEWLY ELECTED OFFICERS):** Dear sisters in Christ Jesus, the Lord has called you for special service in His kingdom through your work with the LWML \_\_\_\_\_ District. By coming forward, you have demonstrated your willingness to assume the duties of your respective offices. I now ask you, are you aware of the responsibilities of your position and are you willing to pledge yourselves to perform the tasks set before you? And, whatever you do for the LWML District, will you do it all in the name of the Lord Jesus, giving thanks to the Father? If so then answer, “Yes, with the help of God.”

**NEWLY ELECTED OFFICERS:** Yes, with the help of God.

**PASTOR:** Having stated your intentions to perform the tasks required of you, ... *I urge you to live a life worthy of the calling you have received. Be completely humble and gentle; be patient, bearing with one another in love. Make every effort to keep the unity of the Spirit through the bond of peace. There is one body and one Spirit—just as you were called to one hope when you were called—one Lord, one faith, one baptism; one God and father of all who is over all and through all and in all. But to each one (of you) grace has been given as Christ apportioned it (Ephesians 4:1-7 NIV).*

**PASTOR:** Now will you step back and join the circle of sisters who have served before you, some of whom will remain to share in your work for LWML and others who will leave this circle to serve the Lord in other capacities.

**PASTOR:** Dear sisters, you stand on holy ground before the Lord. You have been or will be serving Him in the LWML \_\_\_\_\_ District. We thank those of you who will be leaving this special circle for all that you have done to further God’s kingdom within the District. Our prayers will continue to go with you in whatever direction the Lord leads you.

**PASTOR** (As he calls each of the outgoing officers by name, she steps back and the gap in the circle is closed. When the outgoing officers stand outside the circle, the Pastor continues with a blessing for them.): Our love and thanks to all of you in Christ Jesus. Go in peace to serve the Lord. Amen. (After the blessing, the outgoing officers return to their seats.)

**PASTOR:** Now we have a different circle of friends and co-workers for God's kingdom in the LWML \_\_\_\_\_ District. The circle has not been broken, but strengthened by our common love for Jesus and desire to share His story and His love. We do this in service for Him and it becomes our unity of purpose. Remembering that He is always with us to guide us, our circle will become stronger knowing that Christ is its center.

**PASTOR (SPEAKING TO CONVENTION BODY):** Dear sisters in Christ, having heard the promises of your duly elected officers to serve with the help of God, do you intend to hold them in high regard and encourage them in their service? Will you lift up your officers in prayer, offering them your love, cooperation and assistance? Will you let the peace of Christ rule in your hearts since as members of one body you were called to peace to serve the Lord? If so, then answer, "We will."

**CONVENTION DELEGATES AND GUESTS:** We will.

**PASTOR (SPEAKING TO THE ASSEMBLY):** Having given your pledge to love, respect, and pray for your leaders, now please join hands for prayer.

**PASTOR:** Holy Father, You have given different kinds of gifts, but the same Spirit; different kinds of service, but the same Lord. We thank You for calling each of us to be a vital part of the body of Christ. Help us to work together in love and eagerly search out ways to share Your love with a world that is lost. Now in fervent gratitude for Your dying love and blood-bought gift of redemption, we renew our dedication to You, by pledging:

- our willing service wherever and whenever You have need of us;
- our hands to work for Your kingdom;
- our feet to go on Your errands;
- our voices to sing Your praises;
- our lips to proclaim Your redeeming love;
- our mites to extend Your kingdom;
- our will to do Your will; and
- our service to bring the lost and erring into eternal fellowship with You.

**PASTOR (SPEAKING TO THE NEWLY-ELECTED OFFICERS):** May the grace of God be with you as you serve the Lord with gladness. Amen.



## BLESSING OF THE QUILTS

**LEADER:** We gather today in the name of our compassionate Savior, to give thanks for women like the biblical Dorcas who use their willing hands to give comfort and life's necessities to those in need.

**ALL:** We thank You, Father, for Dorcas of old and the women who follow in her footsteps, using their talents with needles and thread.

**LEADER:** To You, merciful Lord, we give thanks for all the faithful women who, alone in their homes or in small groups, cut and sew together the colorful scraps of fabric to form tops of spectacular patterns and hues.

**ALL:** Lord, we ask Your blessings for these women as they create their labors of love.

**LEADER:** Lord, Source of all Comfort, we express our gratitude for the caring women who gather in members' homes and in church basements and fellowship halls to quilt, tie, and bind the "comforters."

**ALL:** We thank You for the quilters and ask You to bind our hearts in love for the people these quilts will comfort in times of stress.

**LEADER:** Father, we now dedicate this rainbow of quilts to the glory of God and ask that You shower blessings upon the people of many colors who will use them for warmth, for shelter, for luggage, and for sustaining life.

**ALL:** Lord, teach us, also, to use our talents to reach out to the world's downtrodden people as these quilters have learned to do.

**LEADER:** Jesus, we ask that You continue to bless the work of the quilters, the Lutheran Women's Missionary League, and Lutheran World Relief (or substitute name of other organization to whom quilts are sent).

**ALL:** Bless their work, O Lord, and may it draw people to You.

**LEADER:** For to You, O Lord, is the glory forever and ever.

**ALL:** Amen.

# BLESSING OF CONVENTION PARTICIPANTS

Those going to an LWML convention are invited forward.

**PASTOR:** St. Paul says in Galatians 3:27-28, *For as many of you as were baptized into Christ have put on Christ.*

**CONGREGATION:** There is neither Jew nor Greek, there is neither slave nor free, there is no male and female, for you are all one in Christ Jesus.

**PASTOR:** King David says in Psalm 133, *Behold, how good and pleasant it is when brothers [and sisters] dwell in unity!*

**CONGREGATION:** *It is like the precious oil on the head, running down on the beard, on the beard of Aaron, running down on the collar of his robes!*

**PASTOR:** *It is like the dew of Hermon, which falls on the mountains of Zion! For there the Lord has commanded the blessing, life forevermore.*

**PASTOR:** At your Baptism, you were claimed by God, and promises were made on your behalf. At your confirmation, you publicly professed that faith created in you in Baptism and nurtured and nourished through the Means of Grace to this very day. Here are some of the promises you made at your confirmation:

- to renounce the devil, his works and his ways;
- to remain true to God, Father, Son, and Holy Spirit;
- to hear God's Word and receive the Lord's Supper faithfully; and
- to continue steadfast in this Confession and Church and suffer all, even death, rather than fall from it.

**PASTOR:** As we send you to name of city for the name of convention, we send you there knowing that we are sending you to live out your Baptism and those promises you made at your confirmation among the people you will be in contact with there.

**PASTOR:** We pray that you return to us reinvigorated in your Christian walk as you will have had the opportunity to be refreshed and renewed through the many opportunities you will be given to be gathered around the Word of God and the Sacrament of Holy Communion with your sisters, and even a few brothers, in Christ.

**PASTOR:** And while you are away, be assured that we will support you with our prayers, and when you return we will welcome you with open arms asking to hear of the awesome deeds of our heavenly Father while you were away.

**PASTOR:** Therefore, we send these ladies (and gentlemen) forth as disciples to experience the body of Christ beyond this place. While there, they will be fed and nourished on God's Holy Word and through fellowship with each other. They will return to us with a new commitment to serve all God's people, following the example of Jesus, and with new skills to be used in the service of our Lord in this place.

**PASTOR:** The Lord be with you.

**CONGREGATION:** And also with you.

**PASTOR:** Let us pray:

We give You thanks, O God, that through Baptism You have made us all sisters and brothers in Christ. In this community of faith, we have heard Your loving Word for us and for all of creation. We have been fed and forgiven at Your Holy Table and called to be witnesses to Your Gospel to all those You place in our lives. We pray now that You would grant Your peace to all those attending the name of convention in the days ahead. Guide them by Your Word, renew them by Your Spirit; protect them as they travel, make their way safe, and their homecoming joyful. We pray this in the precious name of our Lord and Savior, Jesus Christ.

**CONGREGATION:** Amen.

**PASTOR:** Sisters (and brothers) in Christ, you are set apart as representatives of the body of Christ and of this congregation to represent us at the name of convention. As St. Paul reminds us in *Colossian 3:17*, "*Whatever you do, in word or deed, do everything in the name of the Lord Jesus, giving thanks to God the Father through Him.*" Amen!

**PASTOR:** Go now in the power of our heavenly Father, ready, as we profess in our League Pledge, to serve Him "wherever and whenever He has need of us." Amen!

Written by Rev. John Heckmann,  
LWML Pastoral Counselor 2011-2015  
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# Directory

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Current LWML officers are listed in each issue of the  
*Lutheran Woman's Quarterly*.  
Email contact for officers is on the LWML website under the "About" tab.

# Definition of LWML Terms

## **ADVISORY PERSONNEL**

Non-voting members of boards or committees, such as pastoral counselors, parliamentarian, etc.

## **ARTICLES OF INCORPORATION**

The document which establishes LWML's legal status.

## **ASSEMBLY OF LEADERS (AOL)**

An LWML workshop for LWML leaders. The goals of the workshop are to develop leadership skills, present new programs and service projects, and to aid, inspire, and encourage leaders.

## **BIENNIUM**

The period of two years between conventions.

## **BOARD OF DIRECTORS (BOD)**

Elected officers, district presidents, standing committee chairmen, and appointed officers; special appointed personnel and pastoral counselors serve as advisory members. The Board meets at least once a year and immediately preceding LWML conventions to conduct the business of the LWML between conventions.

## **BYLAWS**

The rules by which an organization functions.

## **CERTIFIED DELEGATE**

A delegate whose membership qualifications and eligibility to serve have been verified by her district president to vote at an LWML convention, or by her zone president for a district convention.

## **CHRISTIAN LIFE DEPARTMENT**

One of five LWML departments; it includes the Christian Life Committee, the Christian Resources Committee, and the Mustard Seeds Task Force. The Vice President of Christian Life is the Department Coordinator.

## **CIRCLE**

A small group within some LWML societies which meets regularly to meet a specific need.

## **COMMUNICATION DEPARTMENT**

One of five LWML departments; it includes the Information Technology Committee, the Official Publication Staff, and the Graphics Team. The Vice President of Communication is the Department Coordinator.

**CONVENTION MANUAL**

A booklet that contains the convention program and reports of officers and committees.

**DEPARTMENT COORDINATOR**

A Vice President assigned by the Bylaws to a specific department to coordinate activities of committees in that department. She reports to the Executive Committee and the Board of Directors regarding the program of her department.

**DISTRICT**

The LWML is divided into districts. Some districts encompass more than one state, others only a section of a state. (Two LWML Districts are non-geographic: the English District and the SELC District.)

**EDITORIAL STAFF**

The Editor-in-Chief and other editors of the official LWML publication.

**eQUARTERLY**

An electronic version of the *Lutheran Woman's Quarterly*, the official publication of the LWML. Available at [www.lwml.org](http://www.lwml.org).

**e-SOCIETY, LWML**

An LWML society that conducts its regular meetings over the Internet.

**EXECUTIVE COMMITTEE (EC)**

The elected officers are voting members of the EC; appointed officers and pastoral counselors attend as advisory members. The EC conducts the necessary business of the LWML between meetings of the Board of Directors.

***facebook.com/TheLWML***

The address of the LWML Facebook page.

**FISCAL YEAR**

The twelve-month period at the end of which financial accounts are balanced. The LWML fiscal year is April 1 through March 31.

**GIFTS OF LOVE**

An official LWML ministry whose purpose is to help LWML women understand the benefits of remembering the Lord's work through well-planned, prayerfully-considered lifetime charitable gifts and Christian estate plans.

**GOSPEL OUTREACH DEPARTMENT**

One of five LWML departments; it includes the Gospel Outreach (GO) Committee, the Mission Grants Committee, and the Mission Servants Committee. The Vice President of Gospel Outreach is the Department Coordinator.

## **HANDBOOK**

A document of information to assist leaders and members of the LWML, now available as a free download at [www.lwml.org](http://www.lwml.org).

## **HEART TO HEART SISTERS (H2H)**

A group of women and their mentors who have completed the LWML H2H Sisters training program. They are led by the LWML Heart to Heart Sisters Committee which helps to identify, develop, support, and encourage women of diverse ethnic groups to serve the Lord through the LWML and their church.

## **INDIVIDUAL MEMBERSHIP**

LWML membership which is available to women who are members of an LCMS congregation with or without a society affiliated with the LWML.

## **INTERDEPARTMENTAL MEETING (ID)**

The planning and working session of LWML committees and other personnel; usually held at least once a biennium.

## **JOYFUL RESPONSE®**

A free, electronic mite-giving opportunity provided by the Lutheran Church Extension Fund for individuals and districts of the Lutheran Women's Missionary League.

## **LCMS**

The Lutheran Church—Missouri Synod. (The acronym “LCMS” should be written without a hyphen or periods.)

## **LEADERS MANUAL**

A document for LWML leaders containing job descriptions for officers and other personnel.

## **LUTHERAN WOMAN'S QUARTERLY (LWQ)**

*Lutheran Woman's Quarterly*, the official publication of the LWML, contains topical studies, inspirational and informative articles and features, and LWML news. May be referred to simply as LWQ or *Quarterly*. Also available as an electronic subscription. (See eQuarterly.)

## **LUTHERAN WOMEN'S MISSIONARY LEAGUE (LWML)**

One of two auxiliaries of The Lutheran Church—Missouri Synod. [Lutheran Laymen's League (Lutheran Hour Ministries) is also an LCMS auxiliary.] “Lutheran Women in Mission” may be used to describe the LWML, but its official, legal name is “Lutheran Women's Missionary League” and is to be used in all official documents.

**LWML**

The acronym “LWML” is used when referring to the national Lutheran Women’s Missionary League organization; however, the word “national” is not placed before it. District LWML entities are referred to as “LWML district.”

**LWML OFFICE**

LWML Office staff personnel are located in St. Louis, Missouri. The mailing address is P.O. Box 411993, St. Louis, MO 63141-1993. LWML materials may be ordered from the office by using the toll-free phone number, 800-252-LWML (5965) or by fax at 314-268-1532. The website address is *www.lwml.org*; email address is *lwml@lwml.org*.

**LWML.ORG**

The address of the LWML website.

**LWML SUNDAY**

Traditionally, the first Sunday in October, set aside by LCMS to give recognition to the LWML; however, it may be observed on any Sunday in October. Promotional materials and a special worship service may be downloaded from the LWML website or ordered from the LWML Office.

**MARKETING TEAM**

The Marketing Team provides support through intentional programs, products, and services of the LWML. It seeks to engage LWML women in innovative ways to promote the LWML.

**MEETING MANAGER**

An appointed officer who develops and administers meeting service support for all LWML events as directed by the President; she also serves as chairman of the Convention Site Committee.

**MISSION GOAL**

A financial goal, adopted at each LWML convention and each LWML district convention, to fund mission grants and administrative expenses.

**MISSION GRANTS**

A portion of mite funds, designated by delegates to district and LWML conventions, that supports mission needs around the world.

**MISSION GRANTS BANK**

A list of approved mission grant proposals not adopted for funding at an LWML convention. This list is distributed to district presidents and Gospel Outreach Vice Presidents or Chairmen for consideration as district grants.



**MISSION STATEMENT**

A statement of purpose. The LWML mission statement is: *The mission of the Lutheran Women's Missionary League is to assist each woman of The Lutheran Church—Missouri Synod in affirming her relationship with the Triune God so that she is enabled to use her gifts in ministry to the people of the world.*

**MITE BOX**

A small box designed to hold offerings to support the mission grants and the program of the LWML.

**MITES**

Monetary funds donated to the LWML to support the mission grants and the program of the LWML. The term “mites” comes from the biblical story of the widow’s mite, found in Mark 12:41-44 and Luke 21:1-4. Mites are gathered regularly and prayerfully.

**ORGANIZATIONAL RESOURCES DEPARTMENT**

One of five LWML departments; it includes the Helping Organizations Participate Effectively (HOPE) Committee, the Leader Development Committee, and the Structure Committee. The Vice President of Organizational Resources is the Department Coordinator.

**PAST DISTRICT PRESIDENT (PDP)**

A woman who has served as an LWML District President.

**PAST LWML PRESIDENT**

A woman who has served as an LWML President.

**PASTORAL COUNSELOR**

An LCMS parish pastor serving in an advisory capacity to the LWML.

***PINTEREST.COM/THELWML***

The address of the LWML Pinterest account.

**PRAYER SERVICE**

A special worship service provided annually and available on the LWML website and from the LWML Office.

**PRIMARY TARGETS**

LWML organizational goals for each biennium. They may be found on the LWML website.

**PUBLIC RELATIONS (PR) DIRECTOR**

An appointed officer who interacts with LCMS entities to inform them of the mission and ministry of the LWML and to develop partner relationships. She leads the process of disseminating information regarding the full scope of the LWML's work through accurate and effective communication.

**QUARTERLY**

See *Lutheran Woman's Quarterly* and eQuarterly.

**RALLY**

A gathering of members in a zone, hosted by a unit or society, for the purpose of spiritual growth, sharing objectives and programs of the LWML, and for fellowship, inspiration, encouragement, and training. A rally may be called by other names, such as "Spring Fling," "Fall Festival," or other creative and inviting titles.

**RETREAT**

A planned opportunity to withdraw from normal routines for fellowship, as well as spiritual and physical renewal. Retreats vary in length from a few hours to several days.

**SOCIETY**

An LWML group within a congregation, on a campus, in a resident home, a care facility, a neighborhood, condo complex, or in similar settings. (See also "e-society, LWML.")

**SPECIAL FOCUS MINISTRIES DEPARTMENT**

One of five LWML departments; it includes the Committee on Young Women and the Heart to Heart Sisters Committee. The Vice President of Special Focus Ministries is the Department Coordinator

**STANDING RULES**

Rules related to the details of the administration of the organization rather than to parliamentary procedure. Standing Rules do not need approval from the Structure Committee or the voting delegates at LWML conventions.

**STRATEGIC PLAN FACILITATOR (SPF)**

An appointed officer who is responsible for focusing the LWML vision through the planning process.

**STYLE SHEET, LWML**

The LWML supplement to *The Official Stylebook of The Lutheran Church—Missouri Synod* and *The Associated Press Stylebook*. It includes exceptions and organization-specific additions and supersedes any with which they are in conflict. The styles are to be used in all LWML publications and communications. The *LWML Style Sheet* may be found on the LWML website.

***twitter.com/TheLWML***

The address of the LWML Twitter account.

**UNIT**

All societies within one congregation, campus, resident home, or other setting that are affiliated with the LWML.

**YOUNG WOMAN REPRESENTATIVE (YWR)**

A young woman chosen to attend an LWML convention as a non-voting guest. The intent is that the experience will strengthen her relationship with God, educate her about LWML, and motivate her to become an active participant and promoter of the LWML among her peers. Districts send YWRs to LWML conventions. Some LWML districts host a similar program within their district.

***youtube.com/TheLWML***

The address of the LWML YouTube account.

**VIRTUAL LWML SOCIETY**

See “e-society, LWML.”

**VOTING MEMBERS**

Members of an LWML group who have voting privileges at LWML meetings or conventions, as defined by that group’s bylaws.

**ZONE**

Several societies that are grouped together in the same general geographic area within an LWML district. Zones may or may not cover the same geographical area as do LCMS circuits.