

LEADERS GUIDE

EDITED NOVEMBER 2016

Contents

INTRODUCTION.....	6
What is the Lutheran Women's Missionary League?	6
The Mite Box.....	6
The LWML Mission Statement.....	7
The LWML Executive Committee (EC) Statement	7
The LWML Michigan District Board of Directors Mission Statement	7
The League Pledge	7
National LWML Office:.....	7
LWML Michigan District Office	7
PUBLICATIONS	8
The Lutheran Woman's Quarterly (LWQ),.....	8
The LWML in Action (LIA).....	8
Michigan Supplement of the Lutheran Witness.....	8
LWML Michigan District Website.....	8
Additional Mailings	8
DISTRICT COMMITTEES.....	9
The Executive Committee (EC).....	9
Officers' Duties	9
Standing Committees.....	9
Procedures and practices.....	9
Caring Ministries Committee	10
Christian Growth Committee	11
Communication Committee.....	11
Mission Outreach Committee	12
Organizational Resources Committee.....	13
Special Committees	14
Convention Committee.....	14
Task Force.....	15
Nominating Committee	15
Additional Committees	15
Committee Minutes.....	15
Assembly of Committees	15

DISTRICT COUNSELORS.....	15
APPOINTED PERSONNEL.....	16
Meeting Manager.....	16
Planner.....	16
SPECIAL APPOINTED PERSONNEL.....	16
Archivist-Historian.....	16
Convention Manager.....	17
Parliamentarian.....	17
Technology Specialist.....	17
Personnel Records Liaison.....	17
PAST DISTRICT PRESIDENTS.....	18
DISTRICT BOARD OF DIRECTORS MEETINGS.....	18
When.....	18
Attendance.....	18
Name Badge.....	18
Call Letter and Agenda.....	18
Materials.....	19
Meeting Accommodations.....	19
Mileage.....	19
Expense Vouchers.....	19
Minutes.....	19
Meeting Agenda.....	20
Standing Rules.....	20
Medical Information Forms.....	20
Insurance.....	20
Communications.....	20
Concordia University Ann Arbor (CUAA) Involvement.....	20
MEMORIALS.....	20
DISTRICT CONVENTIONS.....	21
When are District Conventions Held?.....	21
Why are District Conventions Held?.....	21
Goals and Objectives.....	21
Who Attends?.....	21

Young Women Representatives (YWR).....	22
Mission Grant Proposals	22
Convention Offerings.....	22
Convention Expenses.....	22
Rules	23
Zone Caucus.....	23
Minutes Review Committee	23
Election Results.....	23
Emergency Procedures	23
NATIONAL LWML CONVENTIONS	23
Delegates	23
Young Women Representatives (YWR).....	24
Convention Funding.....	24
ZONES	25
District Representation to the Zone Rally	25
Zone Meetings	25
Zone Rally Proceeds.....	26
Zone Prayer Day.....	26
Permission to use Music at Zone Events.....	27
THE LOCAL ORGANIZATION	27
Forming a New Society	27
PROJECTS	28
District	28
Zones	28
Societies.....	28
Appendix A: Standing Rules for LWML Michigan District Board Meetings.....	29
Appendix B: Medical Emergency Form	30
Appendix C: Guidelines for Submitting Michigan District Grant Proposals	31
Appendix D: Guidelines for Special Gift Fund Coordinator	37
Appendix E: Be a “Saver” – Guidelines for Submitting Archival Materials	40
Appendix F: Guidelines for the Speakers Bureau	42
Appendix G: What Zone Presidents Need to Know.....	43

**Lutheran Women's Missionary League
MICHIGAN DISTRICT**

The *LUTHERAN WOMEN'S MISSIONARY LEAGUE MICHIGAN DISTRICT LEADERS GUIDE* has been prepared by the Michigan District Organizational Resources Committee. *The Lutheran Women's Missionary League Handbook*, 2009 revision, was used as a resource for some of the information included.

The material in this *Leaders Guide* is basically a guide. It is not, and does not take the place of the LWML Michigan District Bylaws. It is provided to guide you in your role as a district leader. The *Leaders Guide* remains with the specific leadership position and should be given to the incoming leader during the transition of office.

The prayer of the Organizational Resources Committee is that this *Leaders Guide* will assist you in becoming the effective district leader that God has chosen you to be. Use this tool and refer to it frequently as you continue to "Serve the LORD with gladness."

Organizational Resources Committee
October 2016 LWML Michigan District



The following Introduction is taken from the national LWML Handbook with additions pertaining to the LWML Michigan District.

INTRODUCTION

What is the Lutheran Women's Missionary League?

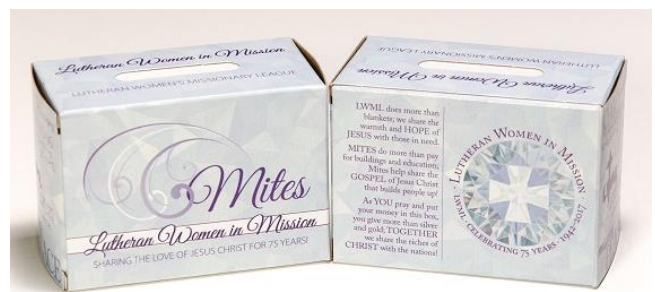
- The Lutheran Women's Missionary League is the official women's auxiliary of the Lutheran Church—Missouri Synod.
- It has at its "mission heart" thousands of volunteers who are daily dedicating their lives to making a difference in this world.
- It is also Lutheran Women in Mission, the d.b.a. ("doing business as") name adopted by the Board of Directors in January 1998.
- It is a group of 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 resident homes, or in other settings.
- Individual membership is available 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, attend society meetings. Individual membership is designed for these women.
- The LWML seeks to develop and maintain a greater mission consciousness among the women of the synod through education, inspiration, and service.
- A major emphasis is the support of mission and ministry throughout the world by means of Mite Box offerings. These Mite Box offerings have funded tens of millions of 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, available from the district or zone (order from the zone president or district Mission Awareness Coordinator), are distributed to every woman in a society, and often to each member of the congregation. Recipients should be encouraged to place Mite Boxes in a prominent place where they will be reminded to contribute to them regularly.

Mite Box offerings should be gathered at LWML meetings, preferably with prayer or Mite Box devotion. Refer to the LWML catalog to order and to the website to print copies of prepared devotions, songs, poems, etc. Some congregations place a large version of the Mite Box in a



prominent place so those who do not attend LWML functions may contribute their Mite offerings. Societies remit contributions regularly to the designated Michigan District Financial Secretary.

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 may be enabled to use her gifts in ministry to the people of the world.

The LWML Executive Committee (EC) Statement

The mission of the Executive Committee of the LWML Michigan District is to use our God-given gifts to lead and assist the Board of Directors in transacting its business efficiently and effectively to God's glory.

The LWML Michigan District Board of Directors Mission Statement

The mission of the LWML Michigan District Board of Directors is to educate, advise, and inspire the women of the Michigan District in affirming their relationship to the Triune God so that they may be enabled to use their gifts in ministry to the people of the world.

The 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 will to do His will, our silver and our gold to extend His kingdom, and every power of our life to the great task of bringing the lost and erring into eternal fellowship with Him. Amen.

Rev. Harry Fricke, 1955

National LWML Office:

3558 S. Jefferson Ave.

St. Louis, MO 63118

Toll-Free Number: 800-252-LWML (5965) Fax: 1-313-268-1532

E-mail: lwml@lwml.org

Website: <http://www.lwml.org>

LWML Michigan District Office:

The official address for the LWML Michigan District as an affiliate of the LCMS is:

LWML Michigan District

c/o Michigan District of the LCMS

3773 Geddes Road

Ann Arbor, MI 48105-3098

Telephone: 734-665-3791

Website: <http://www.LWMLmichigan.org>

PUBLICATIONS

The Lutheran Woman's Quarterly (LWQ), as noted in the *LWML Handbook*, is the official publication of the National LWML. Copies may be purchased at the current rate per copy by individual societies who send a subscription order to the district Personnel Records Liaison. The subscriptions begin with the summer issue and end with the spring issue. In January each society receives a yearly mailing which includes information on ordering their subscription. If they have ordered the *LWQ* by that time, confirmation on how many copies they have ordered is included.

Mailing address changes, as well as quantity changes for the *LWQ* subscriptions, must be sent to the district Personnel Records Liaison. Increases in the number of copies take effect with the next issue. Decreases in number of copies may be made only at the annual subscription renewal time (deadline March 15) and the changes go into effect with the summer issue.

The LWML in Action (LIA) is the official publication of the LWML Michigan District. As such, it shall promote the objectives of the LWML Michigan District and National LWML, provide information about programs and activities of the LWML, provide topics for study and discussion, and provide a chain of communication between the national, district, zone and society LWML. It shall be sent to all members of the Board of Directors, Past District Presidents, and all district presidents of the national LWML and to all societies within the district in the second and fourth quarters of the year. First and third quarter issues of *LIA* are distributed at the district board meetings. District officers will submit articles for this publication upon the request of the Vice President of Communications. **This publication is to be copied and distributed** to interested people within each congregation.

Michigan Supplement of the Lutheran Witness

The LWML ad in the *Michigan Supplement of the Lutheran Witness* is paid for by the LWML Michigan District. Under the direction of the Vice President of Communication, the Michigan Supplement Coordinator prepares this ad for publication up to six times a year. This ad is used to inform and interest readers about upcoming district events, mission grants, LWML district personnel, etc. Annually the Executive Committee determines whether or not the LWML Michigan District purchases this ad.

LWML Michigan District Website lists current officers' names and contains timely articles about the LWML Michigan District and shows what the various committees are doing. The website address is <http://www.LWMLmichigan.org>. District officers may submit items for this page upon the request of the Vice President of Communication.

Additional Mailings may be sent to the district officers and local society leaders at times by the National LWML or the Michigan District President, as required.

DISTRICT COMMITTEES

The Executive Committee (EC)

The Executive Committee (EC) is composed of the elected officers of the district. The Pastoral Counselors and appointed officers shall be advisory members. The responsibilities and procedures of the EC are as stated in the LWML Michigan District Bylaws Article XII - Executive Committee.

The EC meets four times a year, or when the President deems additionally necessary. It may, when necessary, conduct business by mail or electronic messaging.

Officers' Duties

All officers of the Board of Directors duties are outlined in the *Michigan District Bylaws*. Further clarification of these duties and recommended procedures for committees to follow are addressed in this *Leaders Guide*.

Standing Committees

The Standing Committees shall be Caring Ministry, Christian Growth, Communication, Mission Outreach, and Organizational Resources. A Vice President of the district will serve as the chairman of each respective committee. Committee appointments are for a term of two (2) years with a possible reappointment. The responsibilities and procedures for each committee are listed in the LWML Michigan District Bylaws Article XIV - Standing Committees. In addition, the working practices for each committee are listed later in the *Leaders Guide* under the corresponding committee. Pastoral Counselors are each assigned two or three of the Standing Committees on which to serve as an advisory member.

Procedures and practices

The duties of the Vice Presidents of the district are found in Article VII, Sections 2 - 6 of the bylaws of the LWML Michigan District. The responsibilities of the Standing Committees of the district are found in the LWML Michigan District Bylaws under Article XIV. The following are descriptions of procedures and practices that enable the Vice Presidents who serve as committee chairmen and their respective committee members to carry out their duties.

In general, each Vice President, serving as chair of a corresponding committee, will:

- Call a meeting of her entire committee early in the biennium (preferably at the Assembly of Committees in August) to set goals for their respective committee to cover key impact points which enable the district to meet the goals and objectives set by the EC for the Biennium;
- Report said key points of impact to the EC in writing by the November EC meeting;
- Assign specific tasks to each coordinator on her committee to fulfill the goals set by the committee for the biennium;
- Receive a report in writing of activities carried out and/or planned by the specific coordinator to be shared with the entire District Board of Directors at their regularly scheduled meeting;

- If desirable, allow the coordinator to speak to her own programs and/or activities as part of a committee report to the district board (not to exceed 10 minutes for entire committee report);
- Report to the EC for the committee (it is not necessary for committee members to report to the EC, only chairmen);
- Keep the assigned Pastoral Counselor apprised of the activities of the committee and seek his advice on spiritual matters affecting the work of the committee;
- Receive vouchers for coordinator's expenses (e.g. printing expenses, postage, etc.) incurred in performing her duties and pass these vouchers to the district President for her approval.

Caring Ministries Committee

PURPOSE: The purpose of the Caring Ministries Committee is to encourage sensitivity in women toward those who are hurting and in need.

Under the direction of the Vice President of Caring Ministries, the **Servant Opportunities Coordinator (AKA Servant Events Coordinator)** shall:

- At the request and upon the approval of the EC, plan and implement at least one hands-on servant event (for example In-State Mission trip) for the women of the district in each biennium. This should be in addition to any hands-on servant events held at the district convention;
- Keep a current list of possible hands-on suggested servant events to assist societies in developing their own plan of action for holding a servant event in their area;
- Submit a report of her activities to the Vice President to be a part of the committee report to the District Board of Directors meetings.

Likewise, the **Service Projects Coordinator (AKA Gifts from the Heart Coordinator)** shall:

- Keep a current list, which is also posted on the website and provide copies of such as requested, of timely projects which can be prepared in private homes or local churches to assist the needy and hurting of our world;
- Be alert to emergency situations in this country and around the world, and at the request and upon the approval of the EC, encourage women of the district to help meet these needs, and act as liaison between the women of the district and the area needing the emergency assistance;
- With input from the Vice President of Caring Ministries, plan and coordinate the in-gatherings for the district convention. This will involve determining specific needs in the area where the convention is to be held, planning ways in which those attending the convention can best meet these needs, and making the necessary arrangements with an agency in the area to receive the in-gatherings. She will also plan and implement a dedication ceremony for the district convention regarding the in-gatherings;
- Receive and distribute information by publications and the website about in-gatherings for national LWML conventions and how they are to be implemented, and
- Supply information to the Michigan Lutheran, the LWML in Action, and the LWML Michigan District Web page regarding the times and dates of the Lutheran World Relief In-gathering;

- Submit a report of her activities to the Vice President to be a part of the committee report to the District Board of Directors meetings.

Christian Growth Committee

PURPOSE: The purpose of the Christian Growth Committee is to provide materials and opportunities that nurture members' spiritual lives.

Under the direction of the Vice President of Christian Growth, the **Christian Events Coordinator**, shall:

- With the assistance of two to three of the zone presidents who shall be selected on a rotating basis, prepare and present devotions at district board meetings;
- Serve as a resource for zones and/or societies who wish to plan a retreat or other Christian nurturing event;
- Maintain and publish for distribution to the Board of Directors a list of approved speakers for society and zone activities. This will involve frequent updating of the list, contacting the speakers yearly to determine their status, fees, and desire to be included on such list, etc. The district President has the final approval of who may be included on the list if any question as to suitability arises;
- Submit a report of her activities to the Vice President to be a part of the committee report to the District Board of Directors meetings.

Likewise, the **Christian Materials Coordinator** shall:

- Maintain and distribute an inventory of materials available to assist zones and societies in presenting Christian Growth opportunities at society and/or zone events;
- Maintain a display of sample items from the LWML catalog as directed by the Vice President of Christian Growth and/or the EC;
- Provide information about other materials available from the synod or national LWML for use by zones and societies;
- Submit a report of her activities to the Vice President to be a part of the committee report to the District Board of Directors meetings.

Communication Committee

PURPOSE: The purpose of the Communication Committee is to publicize and promote programs and events of the district.

Under the direction of the Vice President of Communication, the **LWML in Action Coordinator** shall:

- Notify the district President as to when the deadline is for needed materials for the LWML in Action;
- Receive and edit articles for, produce and supervise mailing of LWML in Action, the official publication of the LWML Michigan District in the second and fourth quarters of the year;
- Receive and edit articles, produce and distribute LWML in Action, the official publication of the LWML Michigan District to the Board of Directors at their meeting in the first and third quarters of the year;

- Assist with the preparation and publication of the convention manual;
- Submit a report of her activities to the Vice President to be a part of the committee report to the district Board of Directors meetings.

Likewise, the **Michigan Supplement Coordinator** shall:

- Notify the district President as to when the deadline is for needed materials for the Michigan Supplement;
- Receive and edit news articles and pictures regarding LWML members and activities of societies, zones and the district to be published on the LWML page of the Michigan Supplement of the Lutheran Witness;
- Assist with the preparation and publication of the convention manual;
- Submit a report of her activities to the Vice President to be a part of the committee report to the District Board of Directors meetings.

The **Web Master Coordinator** shall:

- Set up, if necessary, and keep current the LWML Michigan District Website;
- Forward emails received via the website address to the various officers to be contacted;
- Solicit and edit items to be displayed on the Web page;
- Assist with the preparation and publication of the convention manual;
- Submit a report of her activities to the Vice President to be a part of the committee report to the District Board of Directors meetings.

Mission Outreach Committee

PURPOSE: The purpose of the Mission Outreach Committee is to promote mission awareness and support for mission opportunities especially for LWML grants.

Under the direction of the Vice President of Mission Outreach, the **Gospel Outreach Coordinator** shall:

- Share ideas to assist women in verbally sharing the Gospel with all the people of the world via the publications and the website;
- Encourage the women of the district to develop a fervor for missions;
- Coordinate participation of the women of the district in major evangelism outreach opportunities sanctioned by the district and the LCMS;
- Publicize and promote resources which help Christian women proclaim the gospel;
- Serve on the Grant Evaluation and Selection Committee;
- Submit a report of her activities to the Vice President to be a part of the committee report to the District Board of Directors meetings.

Likewise, the **Mission Awareness Coordinator** shall:

- Prepare and provide distribution to the zones and societies of materials that provide awareness of the district and national LWML grants;
- Plan and implement, or keep a file of, ideas to be shared with zones and/or local societies promoting increased Mite Box giving;
- Provide Mite Boxes upon request;
- Serve on the Grant Evaluation and Selection Committee;

- Prepare presentation of proposed mission grants for the LWML Michigan District convention;
- Submit a report of her activities to the Vice President to be a part of the committee report to the District Board of Directors meetings.

Likewise, the **Heart to Heart Coordinator** shall:

- Identify, develop, support, and encourage women leaders in ethnic ministries thus celebrating the gifts God has given the church;
- Be intentional about giving these women, through networking, training, support, and resources the opportunity to learn about and participate in the mission of the LWML at every level-society, zone, district, national;
- Identify and encourage cross-cultural opportunities within the LWML district, thus emphasizing the church's rich diversity;
- Be responsible for the Heart to Heart Sisters program at district convention.

Organizational Resources Committee

PURPOSE: The purpose of the Organizational Resources Committee is to provide guidance and resources to the members of the district to strengthen societies and zones for the purpose of spreading the Gospel throughout the world.

Under the direction of the Vice-President of Organizational Resources, the **Growth and Development Coordinator** shall:

- Assist the Vice President of Organizational Resources in helping existing societies develop programs to strengthen their societies;
- Oversee the Young Women's Representative Program for the district and national conventions;
- Prepare and distribute informational packets about the LWML to pastors who are new to our district;
- Submit a report of her activities to the Vice President to be a part of the committee report to the District Board of Directors meetings.

Likewise, the **Leader Development Coordinator** shall:

- Network with zones to identify women with special abilities and talents to serve in leadership positions;
- Assist zones and societies in developing potential leaders;
- Upon the request of the Vice President of Organizational Resources, counsel and advise zone and/or society leaders who ask for assistance in becoming more effective leaders;
- Contact each zone president or co-chairman at least quarterly with leadership tips;
- Submit a report of her activities to the Vice President to be a part of the committee report to the District Board of Directors meetings.

The **Structure Coordinator** shall:

- Receive and examine zone bylaws and proposed amendments and approve those not in conflict with the LWML Michigan District or national LWML Bylaws;
- Periodically examine and evaluate the bylaws of the LWML Michigan District;

- Propose to the Board of Directors, with the approval of the EC, such amendments as she deems advisable;
- Submit proposed amendment changes to the LWML Structure Committee or LWML Structure Committee Chairman for approval;
- Submit approved proposed amendments to the convention;
- Upon approval by the district convention, submit five (5) copies of revised By-laws to the national LWML Structure Chairman;
- Be responsible for publishing bylaws and their revisions, provide electronic copies for the LWML Michigan District website, and provide printed copies as needed of district and/or national bylaws upon the request of the EC or zone leaders;
- Submit a report of her activities to the Vice President to be a part of the committee report to the District Board of Directors meetings.

Special Committees

The district President appoints members of special committees. The special committees are the Convention Site, Finance, Grant Evaluation and Selection, and Special Gift Fund (a.k.a. "Lydia's Legacy"). The Grant Evaluation and Selection Committee evaluates any applications for scholarships granted by the LWML Michigan District. The responsibilities and procedures for special committees are listed in the LWML Michigan District Bylaws Article XV - Special Committees.

Convention Committee

The Convention Committee shall consist of women from zones selected by the District Board of Directors to host the district convention.

- **To Become a Host Zone for the District Convention**
At the fall board meeting in odd-numbered years, the district President will invite zones to consider hosting the district convention three (3) years hence. Zone presidents/co-chairs take this request to their boards to consider hosting the district convention. If the zone board approves, the zone president presents an invitation in writing to the district President by the district board meeting in the first quarter preceding the present convention. The zone(s) that offer to host a district convention in the next biennium extends an invitation to the current convention body.
- **Chairmen of a Convention:**
 - Are selected by their zone and are approved by the district President;
 - Are given a copy of the Convention Planning Manual;
 - Should meet with the previous convention chairman as soon after the present convention as possible;
 - Begin selecting convention committees about a year in advance;
 - Attend, have voice but not vote, and give oral and written reports at all EC and District Board of Directors meetings the entire year prior to the convention they chair;
 - Conduct monthly Convention Committee Planning Meetings beginning in September before the convention through June the year of the convention (with the exception of December).

Task Force

Upon the recommendation of the EC, or on her own volition, the President may appoint a special task force to research, assess and make recommendations to the EC concerning a problem, situation, or matter of concern in the LWML Michigan District. The members of the task force serve at the discretion of the President for a specified, limited term. Their findings and recommendations, reported in writing to the EC, may result in a recommendation from that body to be acted upon by the LWML Michigan District Board of Directors.

Nominating Committee

The Nominating Committee shall consist of at least three (3) members elected by the Board of Directors at its third quarter meeting in the year prior to the district convention. The duties and procedures for this committee are listed in the LWML Michigan District Bylaws Article VIII - Nominations.

Additional Committees

Additional committees may be appointed by the President as the Board of Directors, the EC, or the Convention deems necessary to carry on the work of the district. The assembly authorizing the committee shall determine the authority and responsibility of the committee.

Committee Minutes

Minutes of all committee meetings shall be recorded by one of the committee members. A copy of these minutes shall be sent to each committee member, pastoral advisor (if applicable) and the district President as soon after the meeting as possible. The person responsible for sharing the minutes may use electronic messaging or the U.S. Postal Service.

Assembly of Committees

All Standing Committee members and convention chairmen shall meet with the EC one day annually for planning committee programs, district workshops, and/or exhibits, etc. for the district convention.

- This assembly will be called several weeks before the third quarter district board meeting;
- The Meeting Manager will give notice, via electronic messaging or Postal Service, of this assembly including agenda and directions to the event three (3) weeks prior to the assembly;
- If unable to attend, a committee member or member of the EC must be excused by the district President;
- Mileage to and from the Assembly of Committees may be vouched. In good stewardship, please make every effort to car pool to this event.

DISTRICT COUNSELORS

- The expenses of the district counselors incurred while attending LWML Michigan District conventions, EC meetings, district board meetings, district committee meetings, district retreats, and the like, will be paid by the LWML Michigan District. These include, but are not limited to, housing (if needed), mileage, food and registration costs. Only one counselor's expenses are paid to attend a national convention.

- Each of the district counselors will be assigned by the President to serve in an advisory capacity on two or more of the Standing Committees.
- The term of office, selection and responsibilities of the Pastoral Counselors are listed in the LWML Michigan District Bylaws, Article XIII.

APPOINTED PERSONNEL

Meeting Manager will:

- Be responsible for sending out a call letter no less than 2 weeks before each meeting;
- Be responsible for procuring a meeting place for retreats, conferences, district board meetings, Executive Committee meetings, and other district events;
- Be responsible for finding sites for overnight accommodations when necessary;
- Be responsible for coordinating travel arrangements (bus) for district members attending National LWML conventions when asked to do so by the Executive Committee;
- Be responsible for arranging district caucus and fellowship activities at National LWML conventions when asked to do so by the Executive Committee;
- Be responsible for preparing folders and name plates for district board meetings and Executive Committee meetings;
- Be responsible for food arrangements before start of meetings and for lunches (including cost);
- Be responsible for other duties as requested by the President.

Planner will:

- Be responsible for focusing the vision of the district through the planning process;
- Be responsible in leading the Board of Directors in evaluating activities and programs as they relate to the purpose and objectives of the district and national LWML (e.g. evaluation forms);
- Prepare and provide the correct number of ballots for the convention with the names listed in alphabetical order for each office;
- Be responsible in assisting committee members in planning for events;
- Be responsible for other duties as requested by district President.

SPECIAL APPOINTED PERSONNEL

Archivist-Historian will:

- Gather and preserve records and other material of historical significance to the district;
- Write a brief history of the activities of the district for each biennium;
- Send a copy of the biennial history to the national LWML Archivist-Historian immediately following each convention;
- Maintain a file of histories submitted by the zones;
- Assemble articles and materials relative to the history of the district for display at each convention;
- Perform other duties as requested by the President.

Convention Manager will:

- Evaluate sites for the biennial district conventions and propose suitable sites to the Board of Directors for final choice of location;
- Make arrangements for meeting space, lodging, and meals during the conventions;
- Serve as liaison between the LWML Michigan District and convention bureaus and convention hotel(s) personnel;
- Serve as chairman of the Convention Site Committee (see Article XV, Section 2);
- Perform other duties as requested by the President.

Parliamentarian will:

- Advise the President, other officers, and members regarding parliamentary procedure upon request;
- Attend all meetings of the Board of Directors and the LWML Michigan District convention;
- Supervise activities of tellers at the convention;
- Perform other duties as requested by the President.

Technology Specialist will:

- Have specialized skills relating to computers and audio/visual media and be proficient in their uses;
- Evaluate and recommend purchase of all computers and communication equipment and related hardware, software, and services purchased by the district;
- Periodically evaluate the technological needs of the district and recommend strategies for updating technology;
- Maintain an inventory of computer hardware and software owned by the district and a list of software in which the various district officers and coordinators are proficient;
- Be responsible for training officers, appointed officers, and special appointed personnel in any new hardware or software purchased by the district;
- Be responsible for preparing computerized visual reports for the Board of Directors and the biennial conventions;
- Perform other duties at the request of the President.

Personnel Records Liaison will:

- Be responsible for *Lutheran Women Quarterly (LWQ)* orders and numbers;
- Be responsible for gathering and recording society records;
- Generate and update officer lists for the:
 - District
 - Zone
 - Society

Provide any other record keeping as required at the discretion of the district President.

PAST DISTRICT PRESIDENTS

- Past District Presidents are:
 - Included on the district prayer chain;
 - Included in the mailings to the board - minutes, president's memos, and the LWML in Action;
 - Invited to the Fall Retreat/board meeting (They are responsible for their own expenses);
 - Invited to the President's Dinner at the district LWML Convention (as guests of the district);
 - Invited to the LWML Michigan District Convention, where their registration is paid;
 - Given seating in the special guest section on the convention floor.
- Past District Presidents who are currently members of the LWML Michigan District are allowed to vote at the district convention. Those who no longer hold membership in the LWML Michigan District have privilege of voice but not vote at the convention.

DISTRICT BOARD OF DIRECTORS MEETINGS

When

The Board of Directors meets twice a year in the first and third quarters of the year on Saturdays. Between meetings, the board will communicate via U.S. Postal mail, email and telephone calls as needed.

Attendance

All members of the Board of Directors (including, but not limited to, elected and appointed officers and zone presidents/co-chairs) plus members of district committees are expected to attend each Board of Directors meeting.

In the event of an emergency, or if a member cannot attend a meeting, contact the district President to be excused. If no zone president or co-chairman can attend, another elected zone officer may attend in her place. Only one elected officer per zone may have privilege of voice and vote; any other designated representative may have privilege of voice only.

Name Badge

District board members and appointed committee members shall be issued a name badge to be paid for by the individual. Correct spelling of the name and position of the person shall be given to the Vice President of Communication who will order the badge.

Call Letter and Agenda

The district President prepares the proposed agenda and sends it to the Meeting Manager. The Meeting Manager prepares the official notice and sends it along with the proposed agenda to the Board of Directors three (3) weeks prior to the meeting.

Materials

Materials needed for Board of Directors meetings shall include:

- Bible
- Minutes of previous meeting
- Name badge
- Ingathering

Executive Committee must bring:

- LWML Michigan District Bylaws
- Leaders Guide

(Most recent updates of the LWML Michigan District Bylaws and Leader's Guide can be found on the LWML Michigan District website at <http://www.LWMLmichigan.org>.)

Meeting Accommodations

The Meeting Manager makes arrangements for site and food. Each member will assume the cost of lunch at the district board meetings. District Counselor expenses (meals, travel, etc.) will be paid by the district.

Mileage

When driving to and from the meeting, car-pooling is recommended. If a zone has more than one co-chairman, mileage is reimbursed for only one. The mileage rate paid is set by the district Executive Committee.

Expense Vouchers

- Mileage to and from the Assembly of Committees, District Board of Directors meetings, and Executive Committee meetings may be vouched. Please practice good stewardship of district resources, and car pool whenever possible. The voucher must include the date and a printed mileage document. Give the President voucher for authorization of payment. Yellow copy will be returned to you for your records.
- Other necessary expenses such as postage, printing expenses, etc. incurred by committee members must be approved by the committee chairman before giving a voucher to the district President for authorization of payment by the district Treasurer.
- Even if you do not wish to be reimbursed for expenses, vouch the amount and write them in the column for donations. This will assist the Finance Committee in preparing an accurate budget of possible expenditures for future years.

Minutes

A Minutes Review Committee of two board members is appointed for each meeting. The Recording Secretary prepares the minutes that are then reviewed by the committee and other appointed personnel and sent back to the Recording Secretary if any revisions are needed. After minutes are approved and signed by the President, the Recording Secretary will email (or send) a copy to each member of the Board of Directors.

Meeting Agenda

The *LWML Handbook* "Meeting Agenda", found in the section labeled *Meeting Helps*, is a permanent model for District Board of Directors Meetings. (Page F-3 of the 2016 National LWML Handbook which may be found at <http://www.lwml.org/bylaws-and-meeting-helps>.)

Standing Rules

These rules shall be in affect at board meetings as directed by the LWML District President. (A suggested list of standing rules for meetings attached as *Appendix A* to this *Leaders Guide*.)

Medical Information Forms

The Meeting Manager shall prepare, distribute, receive completed medical information forms, and hold on file a form for each person who is expected to regularly attend district board meetings. She shall bring the file of Medical Emergency Forms to each district or Executive Committee event. These forms shall be consulted in the event of a medical emergency at any such event. (A sample of such a form is in *Appendix B* to this *Leaders Guide*.)

Insurance

All physical property of the LWML Michigan District is protected by a blanket policy held by the National LWML.

Communications

- **President's Memo**
The district President may send a memo via email, telephone, or U.S. Postal Services at her discretion. These memos are to inform district leaders of pertinent information to be passed to her zone.
- **Michigan District Website**
<http://www.LWMLmichigan.org>
- **Executive Committee Meeting Résumé**
The President shall prepare and distribute, via Postal Service or electronic messaging, a one or two page résumé of the items to be shared with the entire LWML Michigan District Board of Directors. This is to be done within two weeks after Executive Committee (EC) meetings that are not followed by district board meetings. The President will ask the members of the EC to submit, in writing, any information each would like communicated to the Board of Directors.

Concordia University Ann Arbor (CUAA) Involvement

The district President maintains communication with CUAA president and students on a yearly basis.

MEMORIALS

- The district Treasurer shall send a memorial to the national LWML in an amount designated by the EC (formerly \$30) in the event of the death of an elected or appointed officer or district counselor serving on the district board.

- The district Treasurer shall send a memorial to the national LWML upon the death of a Past District President of the LWML Michigan District. The amount to be determined by the EC.
- Past District Presidents who are currently members of the LWML Michigan District are allowed to vote at the district convention. Those who no longer hold membership in the LWML Michigan District have privilege of voice but not vote at the convention.

DISTRICT CONVENTIONS

When are District Conventions Held?

The LWML Michigan District assembles in convention biennially during the summer of the even years.

Why are District Conventions Held?

The convention is held for the following purposes:

- Spiritual rejuvenation through worship and Bible Study;
- Rededication of the members;
- Election of district officers;
- Selection of mission grants for the following biennium;
- To conduct any business which needs the consideration of all the duly appointed delegates from the entire LWML Michigan District.

Goals and Objectives

The Executive Committee, under the guidance of the district Planner, will set the goals and objectives for the convention in the fall EC meeting preceding the convention by two years. The goals and objectives should be based on a scripture passage selected by the EC. These will set the tone and guide the planning for all aspects of the convention.

Who Attends?

All district elected and appointed officers and zone presidents are **expected** to attend the district convention if at all possible. Those not able to attend must be excused by the district President.

Each district board member is to assume any responsibility assigned them by the district President. (For example, devotions, prayers, evaluation forms, tellers, etc.) Each committee and every elected and appointed officer has a written report in the Convention Manual.

Two accredited delegates from each congregational unit shall attend the Convention. Delegate certification forms are distributed to zone presidents at the March board meeting. They are to be completed and returned to the district Recording Secretary by May 1 prior to the convention. The Recording Secretary will send a list of certified delegates to the Vice President of Organizational Resources who is in charge of seating them on the convention floor.

Young Women Representatives (YWR)

Each zone may send one Young Women Representative to the district convention. Applications and guidelines for YWRs will be distributed by the Vice President of Organizational Resources, or her appointed YWR coordinator, prior to each convention at the third quarter District Board of Directors Meeting. The zone is responsible for her expenses (registration, her share of a room, meals and transportation).

- **Guidelines for YWR:**
 - Be between the ages of 21-35;
 - Active in her home congregation;
 - Previously has never attended a LWML Michigan District convention as an adult;
 - Must be available to speak to zone and societies following the convention.

Mission Grant Proposals

Proposals for mission grants to be considered by the voting body of the convention shall be submitted in writing to the Vice President of Mission Outreach. These may be submitted by individuals, societies, or zones. Guidelines for submitting a proposal may be obtained from the Vice President of Mission Outreach or by going to www.LWMLmichigan.org. (A sample form and guidelines is found in Appendix C.)

Convention Offerings

Upon the request of the Vice President of Mission Outreach, members of the Board of Directors may submit requests for recipient of one of the Convention Offerings to the Vice President of Mission Outreach using the form she provides. This request must be postmarked no later than December 1 of the year prior to the district convention. The Board of Directors usually selects one Convention Offering recipient in the March board meeting prior to the convention.

Convention Expenses

Convention expenses for both district **Pastoral Counselors** are to be paid by the district. These include, but are not limited to:

- Registration;
- Their room, also their wife's share of the room if she is able to attend;
- Mileage;
- Counselor's meals while attending the convention.

Convention expenses for **Executive Committee and Officers**:

- Registration;
- Their room portion up to one half;
- Mileage;
- Meal if working a breakout luncheon.

Convention expenses for **Zone Presidents**:

- The district will pay up to one half of their portion of the room on the day of the Board of Directors meeting prior to the convention and mileage to that meeting;
- All other expenses are to be paid by the zone.

Additionally, expenses will be paid for:

- National LWML representative;
- Special participants, speakers and guests as determined by the district President.

Rules

- Selling of merchandise, with regulation, is permitted at conventions upon the approval of the EC.
- Convention proceedings shall be made available as soon after the convention as possible. Contact the district Recording Secretary if your society or zone would like a copy.
- The EC will determine the number of Convention offerings.
- Standing Rules for the district convention will be adapted from national LWML convention rules as determined by the EC.

Zone Caucus

Zone caucuses are to be held prior to district conventions in each zone. The zone president will present the mission grants proposed and the candidates for office. She should also explain any other information to help those attending the convention have a more rewarding experience.

Minutes Review Committee

The President will appoint three (3) board members to serve on the Minutes Review Committee. The committee members will work with the Recording Secretary to prepare a report on convention proceedings in a timely manner.

Election Results

The results of the election of new officers shall be announced to the convention body after the ballots have been tallied, verified, and the candidates notified.

Emergency Procedures

Procedures to follow in the event of an emergency at the convention will be prepared by the Convention Manager and approved by the EC prior to the convention. These will be on file with the Convention Manager who will be charged with their proper execution in the event that an emergency arises.

NATIONAL LWML CONVENTIONS

Delegates

Each zone having fifteen (15) or fewer congregational units is allowed one (1) certified delegate to the national convention. Zones with 16 - 25 units are allowed two (2) delegates. Zone delegates to the national convention should be elected at the fall rally preceding the convention. It is customary for the zone president to be the delegate from her zone if at all possible. Names of delegates and alternates are sent to the district President by the end of December in the year preceding the national convention.

The district President as a member of the national Board of Directors shall be a delegate to the national convention. One district Vice President appointed by the President shall be her alternate with voice, but not vote, at the convention.

Young Women Representatives (YWR)

Two YWR's from the district shall be sent to the national LWML Convention. These will be selected from applications received by the Growth and Development Coordinator, and selected by majority vote of the District Board of Directors. The LWML Michigan District is responsible for each YWR's expenses (registration, room, meals and transportation). The monies needed to fund the YWR's will be offset by a fee set by the EC to be received from each zone. Zones send money to assist YWR expenses to the district Financial Secretary yearly by April 15.

Convention Funding

- Zones of the Michigan District are responsible for funding their certified delegates' expenses for travel, meals, lodging and registration to the national conventions.
 - When assistance is needed, the zone may request assistance from the Michigan EC by the end of December in the year preceding the national convention. This request for assistance shall be sent to the district President along with a copy of the financial records of the zone for the last two (2) years.
 - The Finance Committee recommends to the EC to approve or deny assistance to any given zone for the purpose of convention expenses based on demonstrated need, and correct procedures of application and submission. The EC has final determination.
 - The money for such assistance shall come from the funds generated by the 25% proceeds sent to the district by the zones from funds received at their zone events.
 - If a zone received financial assistance for two (2) of the most recent National LWML Conventions that zone is not eligible to apply for current National LWML Convention financial assistance
- The LWML Michigan District Board of Directors is responsible for the convention expenses (registration, travel, meals, and lodging) of the district President or her duly certified alternate in the event she is unable to fulfill her duties as delegate to the convention, and one district counselor. In addition, the district shall pay the registration fee of any elected officer of the district who wishes to attend the national convention.
- Monies received by the district Financial Secretary from zone event proceeds will be designated for Convention Expenses Account.
 - Such receipts shall be designated for national conventions up to an amount determined by the Finance Committee and approved by the EC.
 - Funds for national LWML shall be paid from this account.
 - The Convention Expenses Account may be dispersed for:
 - Supplemental expense assistance to zones in need;
 - Expenses of district representative, EC or board member;

- And/or payment of other expenses incurred by district that is relative to national convention.

ZONES

For Information concerning zone structure, purpose, officers, etc. of LWML zones, please refer to the **LWML Michigan District By-Laws**. In addition, the following sections provide information specifically related to procedures for zones in the LWML Michigan District.

District Representation to the Zone Rally

Each zone will have an assigned district mentor for each of their zone rallies from the elected officers and appointed coordinators. The Vice President of Organizational Resources will contact each of the zone presidents for their rally dates, times and locations. Upon the receipt of the zone presidents' responses, the Vice President of Organizational Resources will compile a list of district mentors.

The District Mentor is to:

1. Represent the district at the zone rally; (She should be allowed 5-10 minutes on the agenda to speak to the assembly on behalf of the district President and the Board of Directors. She should report to the zones the information that will be provided by the district President.)
 - a. The district will pay for the representative's mileage to and from the zone rally when vouched.
 - b. The zone should pay for expenses of the district mentor at the event. This includes registration fees and meal donations.
2. Pray for the zone president /co-chairs and take a special interest in that zone.
3. Make contact with the zone president/co-chairs before their rally. This is done to communicate priority items, assure correct transmission of information, and answer questions the zone president may have.

Zone Meetings

1. **Zone Planning Meeting** - Each zone should, for purposes of effective leadership and relevant events, hold a zone planning meeting at least once yearly. Those attending should be the zone president/co-chairs, vice president, Christian Growth Chairman, publicity representative, the zone counselor, and any other elected or appointed officers who wish to attend. The purpose of this meeting is to envision, set goals, and outline plans for two zone gatherings (a.k.a. rallies) and, if desired, any workshops, retreats or special zone services, i.e. Prayer Day.
2. **Zone Board Meetings** should be held at least twice a year.
 - a. This should be held a week or two after each Michigan District Board of Directors Meeting.
 - b. This meeting should not take place at the time of the zone rally.
 - c. Those expected to attend the zone board meetings are all elected and appointed zone officers, at least one representative from each society in the zone, and the zone pastoral counselor.

- d. Refer to zone by-laws for structure of zone board meetings.
3. **Zone Rallies**
- a. Each zone will hold at least two general meetings each year for the purpose of furthering the objectives of the LWML, for conducting the routine business of the zone, and for promoting Christian growth and fellowship. These meetings may take the form of rallies, workshops, servant events, or other format planned by the zone.
 - b. Each member of a society and each individual LWML member will have privilege of voice and vote at zone meetings.
 - c. Each zone will select delegates for the purpose of representation at the biennial conventions of the National LWML (see Article V, Section 4 of the LWML Michigan District By-laws).
 - d. At the earliest possible date following each zone meeting, the zone secretary will forward one copy of the minutes to the district President who will forward same to district Archivist-Historian to be placed in the district archives.

Zone Rally Proceeds

25% of all zone net proceeds (from gatherings such as rallies, Prayer Day, etc.) must be sent to the district Financial Secretary as soon as possible after the event. These funds are to be used by the district for general administration. The basis for determining 25% is as follows:

- All incoming monies from registration, luncheon offering, and/or special offerings are considered rally receipts.
- Expenses for food, programs, and speaker's honorarium/travel expense are considered deductions.
- Incoming funds, minus deductions, are the basis for net rally proceeds. Of these proceeds, 25% **must** go to LWML Michigan District. The other 75% may be kept in the zone treasury for operating and convention expenses.

Zone Prayer Day

- **Purpose:** A Day of Prayer Service is a worship experience in which the women of a zone come together to praise God, pray, hear His Word, and affirm one another in faith.
- **What materials may be used?**
A Day of Prayer Service is available online at the National website <http://www.lwml.org> or by contacting the LWML office at 800-252-5965 or at lwml@lwml.org. These may be reproduced as needed. Your zone may choose to use another resource or devotional based on prayer. The Christian Growth Committee from each zone should work with the host pastor and/or the zone LWML Counselor to select and prepare the service materials. The district Vice President of Christian Growth is also available to assist zones in selection and/or preparation of devotional material. It is desirable, but not critical, that a pastor be involved in the actual event. Include women from the zone as readers, musicians, ushers, etc.

As worshippers enter the sanctuary, provide forms for prayer requests - both praise and petition. The prayer requests may then be gathered by the ushers. The prayer concerns listed should be included in the general prayers of the assembly.

At the conclusion of the Prayer Service itself, a Bible study from the *LWQ*, or one chosen by an assisting pastor, may be done. This provides women with an opportunity to share both their faith and any concerns they may have. (Short Bible Studies/Devotionals are available by going to <http://www.lwml.org>.)

- **When and how a Prayer Service is held**

1. Each zone may select a date and time that works best for their situation. Often, the service is held on the Tuesday before Ash Wednesday, although this is not required. Some suggestions are:
 - a. Hold one service for all in your zone at a time suitable for the majority.
 - b. Sponsor the service at varying times in a central location. Consider a day service for elderly women and others with a flexible schedule. Also, consider holding an evening service for those who are employed outside the home during the day.
 - c. Ask two separate societies to host services at two different times to meet the needs of most women.
 - d. An early morning service along with a breakfast Bible study on Saturday might work in your zone.
2. Plan a time of fellowship for women to get to know one another and/or renew old friendships. Consider asking the host society, or another society, to furnish a light dessert and coffee. Even a soup supper or a simple luncheon may be offered.
3. Consider offering free babysitting. (A great way for youth to become involved!)
4. Keep the program short enough to maintain interest and allow plenty of travel time. Advertise the event well in advance of the actual date. Use bulletin inserts, posters, email notices, telephone-a-thon to society leaders, personal invitation, public announcements in newspapers, radio, etc. Encourage women to bring friends. Keep it simple and exciting!

Permission to use Music at Zone Events

The LWML Michigan District purchases a short-term license for permission to use certain published music at district convention. This license does not cover music used at zone and society events. It is suggested that zones and/or societies invite a local congregation to host their event and allow the gathering to use the host congregation's CCLI license, one License or other licenses for selected music.

THE LOCAL ORGANIZATION

For information regarding membership, structure, programs, officers, etc. of the local LWML society, please refer to the ***LWML Michigan District By-Laws***.

Forming a New Society

- When a group of women in a congregation, or another area of commonality, become interested in joining the LWML, the zone president should contact the Vice President of Organizational Resources.

- The Vice President will inform the President and the Growth and Development Coordinator who will, in turn, send the contact person from the new group a kit containing information and forms needed to apply for membership in the LWML.
- After receiving the Membership Kit, the contact person (or leader) of the group should complete and return the enclosed Application for Membership Card, also signed by the pastor of the congregation, to the LWML Michigan District Recording Secretary.
- The Recording Secretary will advise the Executive Committee and the Board of Directors of the Michigan District about the request for membership. Upon acceptance by the Board of Directors at their next regularly scheduled meeting, the Vice President of Organizational Resources will write a letter welcoming the new group into the LWML Michigan District. She will also complete and send the New Society Membership Form to the President of the National LWML informing her of the newly formed society.
- Upon acceptance by the Board of Directors, the new society shall have all the rights and privileges of existing societies in the LWML Michigan District. They will also be counted in the number of societies determining representation for their zone to the National LWML convention if joining by January 1 preceding the convention.

Further Assistance: Contact the Vice President of Organizational Resources, or Leader Development Coordinator, for information about forming new societies or assisting established societies that are struggling.

PROJECTS

District

- DOES HAVE mission projects in the form of mission grants, in-gatherings, Gospel Outreach and Servant Events;
- DOES NOT HAVE fund-raising projects.

Zones

- DO NOT adopt mission grants. They participate in selection of National LWML and LWML Michigan District grants;
- MAY HAVE mission projects in the form of in-gatherings, Gospel Outreach and Servant Events.

Societies

- SEND ALL MITE money (donations) to district Financial Secretary;
- MAY HAVE fund-raising projects for local congregation and convention expense

Appendix A: Standing Rules for LWML Michigan District Board Meetings

- Stand when speaking from the floor, address the chairman and speak loudly.
- No side talk during the meeting, instead please write notes.
- Reports must be given from podium. Be “on deck” when previous report is given.
- Copies of reports must be given to the President and Recording Secretary if an oral report is given with no written report placed in folders.
- Make 70 copies of everything to be given to the entire Board of Directors or e-mail to the Board of Directors. Members of the Board of Directors should download e-mailed material, copy and bring it to the board meeting.
- Printed reports are to be numbered and lettered according to the order of the agenda. After receiving your folder, arrange the papers according to number and letter for ease in locating them during the meeting.
- Information to officers should always be done in writing. When making requests in person, also give the officer a written note for later reference.
- Any printed material being distributed throughout the district must be sent for review to the district President for her approval before it is distributed. If necessary, the President may consult the EC for their approval prior to the material being distributed.
- Give vouchers to President (place white and yellow copies in marked container) for approval at the meeting if at all possible. Attach all pertinent receipts. For mileage, remember to write on the voucher all who rode in your vehicle, and include a printed mileage document. In the interest of good stewardship of district funds, car-pool as much as possible.

After the meeting

- **BE SURE TO DUPLICATE NECESSARY REPORTS AND INFORMATION AND DISTRIBUTE THEM TO YOUR ZONE BOARD AS SOON AS POSSIBLE.** You are the link between the Michigan District and the local societies!

Appendix B: Medical Emergency Form

Name _____ Date of Birth _____
Address _____ Home Phone _____
City _____ State _____ Zip Code _____
Cell Phone _____ Email _____
LWML Zone _____ Local Congregation _____

Emergency Contact:	Relationship:	Address	Phone:
_____	_____	_____	_____

In the event that we are unable to reach the person listed under Emergency Contact, please list two or three other people that may be called:

Name:	Relationship:	Address:	Phone:
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

Special Health Considerations: (Allergies, Chronic illnesses, Long term medications)

Insurance Company/HMO _____	Policy Number _____
Medicate# (if applicable) _____	Policy Number _____
Primary Physician _____	Address _____
	City/State/Zip _____
	Phone : _____

In the event of serious injury, illness and/or loss of consciousness, I authorize the members of the Board of Directors of the Lutheran Women's Missionary League Michigan District to take such emergency action as deemed necessary, including transportation to a hospital or medical center.

Signature _____ Date _____

Return to: _____
(Name of Meeting Manager, her address and phone number should be included here before duplicating for distribution)

Appendix C: Guidelines for Submitting Michigan District Grant Proposals

I. Submitting a Grant Proposal

A. LWML members, societies, zones, circuit mission councils, and synod boards and Recognized Service Organizations (RSO) of LCMS may submit mission grant proposals.

1. Proposals for grants outside of the Michigan district must be endorsed and approved by the president of the synodical district in which the project is located.
2. Proposals for grants outside the United States must be endorsed and approved by the president of the partner church in the country in which the project is located.

B. Proposals must be submitted to the Vice President for Mission Outreach of the LWML Michigan District.

1. A total of nine (9) copies of both the proposal and the supporting documentation must be submitted. *[Failure to send nine (9) copies will result in the proposal being sent back to you to comply. If you waited until the deadline and have failed to do this you run the risk of not having your proposal included for consideration. The work of copying the Grant Proposal sheets is left to the submitter to save the district expense.]*
2. The grant proposal must be submitted – postmarked -- by October 31 of the odd-numbered years.

II. Grant Criteria

Grant must:

- A. Not exceed request for \$25,000;
- B. Be mission in emphasis - extending the ministry of the Word;
- C. Fit into the plans and projections of the Michigan District of the Lutheran Church – Missouri Synod *(if to be implemented within said district)*;
- D. Be consistent with the doctrine and tenets of the Lutheran Church – Missouri Synod; *[Since the LWML is one of the two official auxiliaries of the LCMS, we have this premise as part of our by-laws which we must follow.]*
- E. Be well documented and for specifically defined purposes; *[A breakdown of how funding will be used is a good explanation of needs.]*
- F. Be current and ready for implementation. *[Since you are asked not to request the funds until you actually have need of them it is important that your ministry be ready to implement the project within the biennium.]*

1. Funding must be disbursed within the biennium in which the mission project was selected or be returned to the LWML Michigan District treasury.
2. Upon the recommendation of the Executive Committee, the LWML Michigan District Board of Directors may extend the time for an additional biennium in case of extenuating circumstances.
- G. Have approval of the LCMS District President or partner church in which the proposal grant recipient is located unless said proposal is submitted by an LCMS synod board.

III. Preparing the Proposal

A. The resolution must:

1. Be concise and specific.
2. Clearly state the need and purpose, using the Sample Resolution format you will find in this packet of information. *[See specific language that is REQUIRED as part of your RESOLVED line.]*
3. Give a basic financial statement of:
 - a) Amount of funds requested.
 - b) Uses for which funds are intended.
 - c) Source of additional funding, if applicable.
4. Use the Cover Letter and Grant Personnel Form provided as the cover sheet (first page) for your grant proposal. *[It is important to place this at the front of your proposal. It gives us quick access to what is being requested, from whom, the amount of the request, and who sent it.]*

B. The Information Paper (separate from Resolution) must:

1. Be no more than eight (8) pages in length. *[This # is in addition to those 2 necessary pages consisting of the cover page and the resolution page. Pictures are not a part of this page count.]*
2. Give details about the grant with substantiating background information. *[These are things such as pictures, letters from Pastors who help with the ministry, the number of lives this ministry touches, and the potential for greater ministry.]*
3. Include a letter or letters of support from persons having special knowledge of the grant.

4. Give assurance of continued support and maintenance. *[The LWML Michigan District must be assured that we are not perceived as the sole, indefinite support of the ministry for which the funds are being requested.]*

IV. Grant Selection

A. Grants will be dated upon receipt by the VP of Mission Outreach and reviewed to insure that all the necessary information has been included and that the guidelines have been followed. *[Grant proposals are put on the ballot in the order of which they are received in their completeness.]*

B. Receipt of all grants will be acknowledged. *[Notice is sent to the submitter of the grant and is done as soon as possible after the grant is received by the VP of Mission Outreach.]*

C. The Grant Evaluation and Selection Committee composed of the Chairman - Vice President of Mission Outreach, members of the Mission Outreach Committee, namely the Gospel Outreach Coordinator and the Mission Awareness Coordinator, two zone presidents appointed by the LWML District President, and - in an advisory capacity - the Pastoral Counselors and the President will:

1. Evaluate the proposals; *[This is done using the same guidelines that all of those requesting forms should have used in submitting their proposals.]*

2. Eliminate those proposals that do not meet the criteria; *[If more than one (1) proposal is submitted by the same ministry, due to the volume of requests for funding, and the established cap for requested funds, this committee will be allowed to choose which of the ministries' proposals will be left for board review and which will be removed from consideration.]*

3. Submit the selected list of proposals to the President of the Michigan District, Lutheran Church – Missouri Synod for his evaluation and comment; *[The Michigan District President reviews all of these proposals. He has current knowledge of what is happening in the field and ministries of the LCMS so this step in the process is done to determine if there are any potential problems that would jeopardize the implementation of the project. Contact is also made with LCMS World Missions for this same reason.]*

4. Prepare the slate of mission grant proposals to appear on the convention ballot, upon approval of the LWML Michigan District Board of Directors. *[These will be in the hands of the board at the March meeting previous to the convention.]*

D. Contact persons listed on the Cover Page of your proposal will be notified as to whether or not their proposals will be placed on the convention ballot.

E. Grant administrators listed on the grant's cover page will be notified as to whether or not their grant has been accepted to fund by the convention.

F. Grant administrators who have had their grant selected will receive information on how funds may be requested for disbursement. It is important that they realize that any special handling charges to get funds to the ministry will be deducted from the amount of the grant.

V. Contact Person for Mission Grant Information

LWML Michigan District VP of Mission Outreach

Address

Email, Phone, Fax if available

SAMPLE RESOLUTION
FOR A MISSION GRANT PROPOSAL

WHEREAS, our LORD has commissioned us as His disciples to bear witness to the Gospel to all nations beginning nearby and into all the world; and

WHEREAS, new mission congregations are coming into existence throughout the Michigan District - LCMS; and

WHEREAS, these beginning new congregations need extra support to help them get a good start; and

WHEREAS, Lutheran Women's Missionary League Michigan District, by providing these grants, participates in a vital way in the beginning of new congregations in the Michigan District; therefore, be it

RESOLVED, that the LWML Michigan District assembled in convention in (name of city), Michigan, on (dates of convention) grant the sum of \$ _____ to enable these congregations to reach out to the lost.

First **WHEREAS**, States the goal citing the Biblical basis (including a Bible verse, if possible) for the grant.

Second **WHEREAS**, States the need for the grant.

Third **WHEREAS**, States further need.

Fourth **WHEREAS**, Briefly summarizes the previous segments.

RESOLVED, States specifics of the resolution.

This must be in the following format:

RESOLVED, that the LWML Michigan District assembled in convention in (name of city where convention is held), Michigan, on (dates of convention) grant the sum of \$ _____ to enable _____.

SAMPLE
COVER PAGE FOR MISSION GRANT PROPOSALS
DIRECTORY OF GRANT PERSONNEL

Name of Proposal _____

Amount Requested _____ Name of grant author: _____

Submitted by: *LWML Member* _____ *LWML Society* _____ *LWML Zone* _____

Circuit Mission Council _____ *Synodical Board* _____ *RSO* _____

Entity this person represents _____ **Position held** _____

Street Address _____ P O Box _____

City _____ State _____ Zip _____

Phone _____ Fax _____ E-mail _____

ENDORSEMENT – Proposals for funding ministries outside the Michigan District or outside the United States require the endorsement of the district President or the president of the national church:

President's signature _____

Print name of president _____

District or National Church _____

Street Address _____ P O Box _____

City _____ State _____ Zip _____ Country _____

Phone _____ Fax _____ E-mail _____

Grant Administrator _____ **Title** _____

Ministry to which check shall be payable: _____

Street Address _____ P O Box _____

City _____ State _____ Zip _____ Country _____

Phone _____ Fax _____ E-mail _____

Must be Postmarked by October 31, 20

Appendix D: Guidelines for Special Gift Fund Coordinator

LWML MICHIGAN DISTRICT

Terms:

“Coordinator” shall refer to the Special Gift Fund Coordinator who is appointed by the President of the Lutheran Women’s Missionary League Michigan District, to administer the Special Gift Fund.

“Committee” shall refer to the Michigan District Finance Committee.

“Principle”, as used herein, shall refer to cash or fair market value of securities or property at the time they were given to the fund.

I. NAME

This district shall have a Special Gift Fund to be administered by the Finance Committee. The Fund shall be called Lydia’s Legacy (Here-in referred to as the Fund.) It shall be special fund of the Lutheran Women’s Missionary League Michigan District.

II. GENERAL PURPOSE

The purpose of the Fund is:

- A. To receive gifts and bequests to be used for the mission and ministry of the LWML Michigan District.
- B. To allow for both principal and income from unrestricted gifts and bequests to the Fund to be used for the purposes, projects and programs recommended by the Committee and approved by the Executive Committee of the LWML Michigan District. At least 75% of the principal must remain in the account in every fiscal year. The principal amount for each fiscal year is the total of the balance of the principal at the beginning of the fiscal year, plus any additional gifts received during that fiscal year.

III. DURATION

The LWML Michigan District Special Gift Fund shall continue in existence and be used as provided above, unless earlier dissolved, as long as the LWML MI District shall continue to exist. If the LWML MI District should cease to exist, then the assets constituting the Fund when the LWML MI District ceases to exist shall become the property of the national LWML.

IV. GOVERNING COMMITTEES AND OFFICERS

- A. The governing committee is the LWML Michigan District Financial Committee which consists of three members: a Special Gift Fund Coordinator, appointed by the LWML Michigan District President, and the duly elected Financial Secretary and Treasurer of the Lutheran Women’s Missionary League Michigan District.
- B. The Committee shall manage the Fund and the Coordinator shall promote the Fund. The Financial Secretary of the LWML MI District shall be responsible for receipts from the Fund, and the Treasurer will be responsible for disbursements from the Fund.

- C. The assets of the Fund will be delivered to the Lutheran Church-Missouri Synod Foundation for investment and management.
- D. The Committee may employ, at the expense of the Fund income, such professional counseling on investments and legal matters as it deems to be in the best interest of the Fund.
- E. No member of the Committee shall engage in any self-dealing or transactions with the Fund in which the member of the Committee has direct or indirect financial interest and shall, at all times, refrain from any conduct in which her personal interests would conflict with the Fund.

V. FISCAL YEAR

- A. For tax, accounting, distribution, or other purposes, the fiscal year of the Fund shall be the same as the fiscal year of the LWML MI District.
- B. An annual financial statement of the Fund shall be submitted to the Board of Directors at its September meeting.

VI. DUTIES

- A. This Committee shall:
 1. Receive special gifts and bequests;
 2. Promote the Special Gifts Fund;
 3. Meet at least three times annually as deemed necessary for the best interest of the Fund;
 4. Manage and maintain this Fund to further the goals and policies of the Lutheran Women’s Missionary League; and
 5. Submit an annual written financial statement of the Fund to the Board of Directors at the September meeting.
- B. Means for acknowledging the receipt of each gift and contribution shall be established and maintained, including whenever feasible, a designation of the value ascribed to each gift.

VII. POWERS

Without limiting the authority otherwise conferred, the following additional authority is hereby granted to be exercised as is believed to be in the best interest of the Fund:

- A. To accept and receipt any inter vivos, testamentary or other transfer of property to the Fund;
- B. To accept and receipt any gifts with special terms or conditions or containing limitations or directions as to the investment or use of the substance of the gift and

the use or accumulation of the income, provided that such are acceptable to the LWML Michigan District Executive Committee.

- C. To accept and receipt, from any individual, firm or corporation and not in limitation, direct gifts for the purpose of the Fund, gifts in memory of any deceased person or in appreciation or recognition of any living person, gifts in the form of a devise or bequest under a Will or Trust Instrument, and gifts or proceeds or portions of proceeds of insurance, annuity, or endowment policies or contracts, at any time;
- D To accept and receipt any gifts and contributions made with special terms or conditions or containing limitations or directions as to the investment or use of the substance of the gift, or the use or accumulation of the income, provided that such are acceptable to the LWML Michigan District Executive Committee.
- E. To hold property, and to negotiate and execute documents on behalf of the Fund, in the name of the fund or in the name of a nominee(s) without disclosing any fiduciary relationship to anyone;
- F. To allocate between income and corpus (in cases where reasonable doubt of the applicable law exists) in equitable proportions, any money or other property received, any loss of expenditure;
- G. To vote, or refrain from voting, securities having voting privileges, and to give any type of proxy (with or without voting directions) to vote the same;
- H. To make division and distribution of property held in the Fund (whenever directed to do so by the Executive Committee of the LWML Michigan District) either in kind or in cash, partly in kind and partly in cash, and for such purpose to set values upon any property of the fund;
- I. To protect the Fund and its property by insurance against damage, loss or liability; and
- J. To employ, at the expense of the Fund, attorneys, investment counsel, brokers, custodians of assets, and other agents and employees, as reasonably needed to further the goals and policies of the Lutheran Women’s Missionary League.

These guidelines were adapted from the *Guidelines for Special Gift Fund of the LWML Nebraska District-South* and revised in 2007.

Appendix E: Be a “Saver” – Guidelines for Submitting Archival Materials

District Officers should:

1. Identify and date everything;
2. Label pictures accurately and clearly by inserting a piece of white paper with name(s), date and purpose;
3. Remove all tape, paper clips and staples;
4. Photocopy all newspaper clippings; newsprint is very destructive to everything it touches;
5. Keep materials in labeled folders in the order in which they were produced;
6. Submit copies of all materials produced by your office such as:
 - a. Annual reports;
 - b. Historical summaries;
 - c. Objectives, regulations, charts, research reports, budget document;
 - d. Materials produced for public relations purpose, bulletins, pamphlets, circulars, press releases, posters;
 - e. Letters and memos which request a change in policy;
 - f. Letters of appreciation to your committee;
 - g. Routine letters need not be submitted unless it is felt they have historical significance.

The District President should:

1. Include evidence of special honors by church or civic groups to past and present members of the Board of Directors;
2. Keep letters and memos reflecting change in policy, letters of appreciation to this office, and letters indicating problems and their resolution. Routine letters need not be submitted unless it is felt that they have historical significance.

The Financial Officers should:

1. Submit a copy of all financial reports;
2. When ledgers, journals, cash books and insurance records are no longer current, they are to be submitted for archives.

The **Recording Secretary** should submit copies of all minutes, convention manuals, and also copies of all other materials from the convention.

Zone Presidents:

1. Are encouraged to appoint a zone archivist-historian. The archivist-historian should be encouraged to accept reappointments;
2. Receive reports from the archivist-historian, preferably at board meetings and rallies;
3. Should direct the archivist-historian to write an annual history of the zone and send it to the district Archivist-Historian at the close of each year;

4. Should direct the archivist-historian to keep copies of all rally minutes, zone board meeting minutes, workshop and retreat materials, etc.;
5. Are to instruct the zone archivist-historian in the following matters:
 - a. Pictures collected are to be accurately and clearly identified by including name(s), date, place and purpose;
 - b. All newspaper clippings are to be photocopied;
 - c. Tape, paper clips and staples should be removed from all papers;
 - d. Include evidence of special honors by church or civic groups to members of the zone Lutheran Women's Missionary League;
 - e. Preserve all material in acid-free folders and boxes.

PRESERVE OUR LUTHERAN HISTORY

Appendix F: Guidelines for the Speakers Bureau

1. A prospective speaker will be referred to the Christian Events Coordinator. In order to be considered the individual is to be a member of an LC-MS Church;
2. The Coordinator will send a cover letter and an application form to be filled out by the prospective speaker;
3. Upon receipt of the completed form, the Coordinator will send the form to the district President for approval. The President is to initial and date the form to show her approval and return the same to the Coordinator;
4. Upon approval, the Coordinator will send a letter to the speaker, acknowledging receipt of the form and the acceptance to the Speakers Bureau;
5. The completed form will be placed into the active file. A list of current speakers will be distributed to the Board of Directors at the end of each biennium;
6. Groups looking for an event speaker will contact the Coordinator for more information about a speaker, i.e. contact information, remuneration fee, etc. Such information is not published in the general information booklet available to the zone.

Appendix G: What Zone Presidents Need to Know

- Be in the Word of God daily, pray continually, thank God often for this opportunity and seek His guidance.
- District Officers are here to help you. Please contact them (via email if at all possible) when you have questions that this Leaders Guide or the LWML Michigan District Bylaws do not answer for you.
- Keep several copies of current district Officers and Zone President Rosters in various locations for easy reference.
- There are two Board of Directors Meetings held annually in odd numbered years, with an additional third held the day before the LWML Michigan District convention. If at all possible, set aside time in your schedule to attend all board meetings. Contact the district President as soon as possible if you are absolutely unable to attend. Secure an alternate elected officer to represent your zone when you cannot attend.
- Within two (2) weeks after the Board of Directors Meeting, plan and preside over a board meeting in your zone so you are able to share all necessary communications and forms with your zone Board of Directors in a timely manner.
- Ask questions when you do not understand something at the District Board of Directors Meeting. Use the procedure of raising your hand, and when recognized, address your question to the Chair. “There are no ‘dumb’ questions, except the one not asked.”
- Take notes and highlight items to be shared with your zone board while items are being discussed at the district board meeting. Be sure to run copies for each society in your zone of each district form that needs to be completed and returned to you or a district officer. Be timely meeting deadlines.
- If at all possible, plan to represent your zone at the national convention. This is a privilege, as well as part of your responsibilities as your zone’s leader.
- Make arrangements to meet with each society in your zone at least once during the biennium. If a society is inactive, plan to do so as soon as possible even if this is only a meeting between you and one or two other women from the congregation. Ask the Vice President of Organizational Resources for assistance with troubled societies if you determine there is a need.
- Make arrangements to meet newly called pastors to your zone as soon as you receive materials for them from the district Growth and Development Coordinator. Share your enthusiasm for the LWML with them, offer your support, and request their support and prayers.
- If you have email access, check it once or twice a week for correspondence from the district Officers or other pertinent information. Reply with a simple “I received the message” so the sender will know who received the information sent.
- Open all US mail from LWML as soon as possible and keep it in a designated site for prompt attention.
- Hold a yearly planning meeting with your zone officers and pastoral counselor to determine goals, objectives and activities for zone gatherings and workshops, etc. Get information out early and often for zone rallies and other events.

- You are your zone’s chief executive officer, but more than that you are an example of joyful service to our Lord. Please seek His help and the district’s help in encouraging others to “Serve the Lord with Gladness”.

Transition of office

Outgoing Officer shall:

- Pray for the new officer;
- Since all official records, minutes, and the LWML Handbook (including LWML Michigan District Bylaws) belong to the office, these should be accurate and complete for transfer;
- Review files, put them in order, and label clearly;
 - Place materials of a transitory nature in a separate file to be reviewed by incoming officer before being discarded;
 - Remove unimportant and/or personal correspondence;
 - Send items of historical significance to the appropriate archivist/historian;
- Prepare items such as up-to-date mailing lists, and resources pertaining to the office for transfer;
- Meet with the new officer
 - Together review records, files and materials;
 - Help the new officer become acquainted with the LWML Handbook and this Leaders Guide;
 - Discuss schedule for the office and list those items which require immediate attention;
 - Write any necessary letters of thanks;
 - Thank God for the opportunity He gave you to serve Him in this capacity.

Incoming Officer shall:

- Pray for God's guidance;
- Become familiar with the LWML objectives, structure, bylaws, etc.;
- Meet with the outgoing officer, and ask questions to clarify any aspect of the office within 30 days after the elections;
- Begin fulfilling the requirements of the office immediately;
- Prepare a schedule for the entire term of office noting specific dates and deadlines to be met.