

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

<u>BOD</u>	<u>Name</u>	<u>Page</u>
	Acronyms Used/Purpose	3
	All District Officers, Chairmen, Appointees	4
	Executive Committee	5
	Board of Directors	7
 <u>EXECUTIVE COMMITTEE</u>		
Y	President	8
Y	Vice President of Organizational Resources	12
Y	Vice President of Gospel Outreach and Christian Life	13
Y	Vice President of Special Focus Ministries & Mission Grants	14
Y	Vice President of Communication	16
Y	Corresponding Secretary	17
Y	Recording Secretary	19
Y	Financial Secretary	20
Y	Treasurer	21
N	Pastoral Counselors	22
Y	Zone President Guidelines	25
 <u>STANDING COMMITTEES</u>		
Y	Christian Life Chairman	26
Y	Heart to Heart – Sisters of All Nations Chairman	27
Y	Leader Development Chairman	28
Y	Mission Grants Chairman	30
Y	Missionary Outreach and Mission Education Chairman	32
Y	Renewal Chairman	34
Y	Special Focus Ministries	35
Y	Structure Chairman	36
Y	Young Women’s Committee Chairman	38
 <u>ADDITIONAL COMMITTEES</u>		
N	Archivist-Historian	39
N	Audio-Visual Team	40
N	Bookstore Manager	41
N	District Convention Chairman	42
N	Crisis Management Team	44
N	Editor of the <i>Mission Lamp</i>	46
N	Facebook Administrator	48
N	Fall Retreat Chairman	49
N	Gladness Rags Chairman	50
N	Graphic Arts Consultant	51

N	Music Coordinator	52
N	Nominating Committee	54
N	Parliamentarian	55
N	Prayer Manager (email)	56
N	Public Relations Chairman	57
N	Quarterly Manager	58
N	Scholarship Chairman	59
N	Special Funds Coordinator	60
N	District Interest Committee	61
N	Special Ministry Advocate and Committee	62
N	Technology Support Administrator	63
N	Transportation Chairman for LWML Convention	64
N	Website Administrator	65
N	Winter Getaway Chairman	66
	 <u>OTHER</u>	
	Active Societies vs. Supporting Societies	67
	Removal Policy	68
	The Love of Christ Fund (TLC)	70

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

* All references to Articles refer to LWML SWD Bylaws and Standing Rules.

ACRONYMS USED

AV – Audio Visual
BOD – Board of Directors
CCLI – Christian Copyright Licensing International
CPH – Concordia Publishing House
CSC – Convention Steering Committee
DP – District President
EC – Executive Committee
ESV - English Standard Version
FCWS - Female Church Work Scholarship
HCM - Health Care Members
LCMS – The Lutheran Church–Missouri Synod
LCMS ONM – LCMS Office of National Missions
LCMS OIM – LCMS Office of International Missions
LLL/LHM – Lutheran Laymen’s League/Lutheran Hour Ministries
LWML – Lutheran Women’s Missionary League
MGC – Mission Grants Committee
RSO – Recognized Service Organization
SELC – Slovak Evangelical Lutheran Church
SWD – South Wisconsin District
TLC – The Love of Christ (Fund)
VP C – Vice President Communication
VP GO&CL – Vice President Gospel Outreach and Christian Life
VP OR – Vice President Organizational Resources
VP SFM&MG – Vice President Special Focus Ministries and Mission Grants
YW – Young Women
YWR – Young Women Representative
ZP – Zone President

Purpose

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

As passed by the BOD 09/1993

Amended by the BOD 02/2004

GUIDELINES FOR ALL DISTRICT OFFICERS, CHAIRMEN, AND APPOINTEES

All shall:

- A. be familiar with bylaws of national and district LWML, and guidelines for their individual position.
- B. be available for additional assignments at the request of the DP, EC, or BOD.
- C. be aware that LWML SWD has been assigned Wisconsin Tax-exempt Number 008-1027898234-02. Anyone in the district organization or affiliated zone organizations must use 008-1027898234-02 to make tax-exempt purchases of materials or supplies to be used for LWML purposes. (July 22, 2021, WI Dept. of Revenue)
- D. know that LWML SWD has been assigned Employer Identification Number 23-7540671 by the United States Internal Revenue Service (per LWML listing). This number will be used primarily by district financial officers, but all district or affiliated zone officers shall use ONLY this number whenever and wherever required to verify the LWML SWD's tax-exempt status.
- E. keep an accurate file of activities during term of office.
- F. submit a voucher to the DP for expenses (postage, copying, supplies, mileage, etc.) necessary for the function of her office. The DP will sign the voucher and forward it to the LWML SWD Treasurer for pre-payment or reimbursement.
- G. be reimbursed, if desired, by LWML SWD Treasurer for mileage upon receipt of approved voucher when attending EC, BOD, or committee meetings. Carpooling is encouraged to save on district expenses.
- H. be aware that they may donate all, or a portion of, expense reimbursement with a receipt given for tax purpose, if desired.
- I. observe deadline dates for submitting articles to the *Mission Lamp* Editor.
- J. prepare a written report for the district BOD meeting using appropriate numbers for the department. Send one (1) master copy of the report, ready for reproducing, to the department chairman, who will forward it to the Corresponding Secretary by the deadline. The Corresponding Secretary compiles and distributes the reports prior to the BOD meeting.
- K. keep the DP and the District VP in charge of her position informed of forthcoming meetings and activities. Minutes of all committee meetings, except the nominating committee, must be sent to the DP and the appropriate advisor.
- L. If a Pastoral Counselor is unable to attend an event planning committee meeting, the chairman of the event should follow up with him after having an opportunity to review the meeting minutes.
- M. deliver to successor all materials within 30 days of leaving office except for the financial officers who shall deliver materials within 45 days, and event chairmen who have six weeks to deliver all materials.
- N. be certain that NO district mailing list of membership is released to other organizations and/or individuals requesting a list. (9/91; 7/93).

GUIDELINES FOR THE EXECUTIVE COMMITTEE

The Executive Committee shall:

- A. meet prior to the BOD meetings, via in-person meetings or via the Internet, at the call of the DP or of at least three (3) members of the committee.
- B. transact business of the LWML SWD.
- C. act in an advisory capacity to the DP.
- D. approve all the appointments of the DP.
- E. fill vacancies in elected offices except for president (bylaws Article X, F).
- F. represent the district at zone rallies or other functions at the request of the president and be ready to assist the president by assuming any duties she may assign.
- G. give a memorial gift of \$50 to district mites, from the administration fund, on behalf of the district upon the death of an elected officer, past or present.
- H. approve the selected scholarship recipients from those presented by the Scholarship Committee.
- I. approve dates and locations for the biennial district spring workshops no later than the EC August meeting in even-numbered years.
- J. wear her officer name badge to all LWML functions.
- K. set a good example as Christian leaders, attending regular worship services, Bible study, and LWML events, having an active prayer life, and praying for guidance in performance of their positions.
- L. respond to partnership requests by keeping in mind the object of our LWML SWD to “develop and maintain a greater mission consciousness among the women of the LWML SWD through Mission Education, Mission Inspiration, and Mission Service; and to gather funds for the support of mission grants....” (LWML SWD Bylaws Article II), and evaluate each request on an individual basis for appropriateness. The EC may:
 - 1. reply “we have reviewed your request and at the present time we are unable to say yes”;
 - 2. suggest submission of a mission grant proposal according to the guidelines;
 - 3. offer prayer support;
 - 4. encourage an exhibit to be set up at the LWML SWD retreats or convention.
- M. approve recipients of Special Funds interest monies to be voted on at the Spring BOD.
- N. effectively carry out the duties of the offices, recognizing that elected officers are expected to have readily available transportation and ready access to the internet.
- O. review the status of the Female Church Work Scholarship Fund on an annual basis (1/98 Motion).
- P. approve the SWD Young Women Representatives (YWRs) and YWR alternates to the LWML Convention.
- Q. have access to the internet.
- R. utilize the district provided laptop solely for district work. It is not permitted to use the district laptop for personal activities. District information should not be transferred or stored on personal computers.

For District Conventions

- S. approve deviations from the approved budget for convention speakers.
- T. approve convention offering recipient at recommendation of convention committee. (One-fourth goes automatically to The Love of Christ (TLC) fund.)
- U. plan and supervise the convention program and approve the convention budget.

- V. approve convention theme, date, location, and registration fees (BOD ratifies).
- W. determine a mission grant goal to be recommended to the BOD for approval prior to being ratified by the convention delegates.
- X. review mission grant proposals (disqualifying inappropriate proposals) – BOD approves those that appear on the ballot. (The dollar amount needs to be 1½ to 2 times the mission grant goal).
- Y. suggest and/or approve bylaw changes to or from the Structure Committee; these would then be recommended to the BOD for approval and voted on by convention delegates.
- Z. determine the recipient of excess mites to be recommended to the BOD in the year of district convention.
- AA. hear an informational report from the Nominating Committee Chairman for elected officers. No action is taken on the report.

For Retreats

- BB. approve recommendations from the retreat committees as dictated in the “Guidelines and Timeline for the LWML SWD Retreats”, point 3. (BOD ratifies)

For LWML (national) Conventions

- CC. recommend the following: (BOD ratifies)
 - 1. expense reimbursement for delegates;
 - 2. mode of travel;
 - 3. compensation package for special attendees i.e. District President, YWRs, Heart to Heart Sister, and Pastoral Counselor.

GUIDELINES FOR THE BOARD OF DIRECTORS (BOD)

The Board of Directors shall:

General

- A. meet at least twice annually, three times in district convention year, or at request of the president or 1/3 of the voting members of the BOD.
- B. conduct business by mail, electronic messaging, or other communication methods when deemed necessary by the EC.
- C. select recipients for Schroeder and Kaestner interest monies by ballot vote as recommended by Special Funds Committee and approved by the EC.
- D. reallocate grant funds not used in allotted time. (Article XVII, E1).
- E. fill the vacancy of DP, by ballot, from one of the Vice Presidents (See Article X, Section F).
- F. not release mailing list of membership to organizations or individuals outside of our LWML SWD. (9/91; 7/93)

For District Conventions

- G. ratify convention items chosen by EC.
- H. set mission grant goal for the biennium upon recommendation of EC. Convention delegates ratify or adjust the amount by majority vote.
- I. approve all bylaw changes before they go to convention delegates for final ratification.
- J. review and choose by ballot, at the winter BOD meeting, the proposed mission grants that go on the convention ballot. (The dollar amount needs to be 1½ to 2 times the mission grant goal.)
- K. approve the recipient of excess mites recommended by the EC in the year of the district convention.
- L. ratify convention offering recipients recommended by EC (25% to TLC fund).
- M. hear a report from the Nominating Committee Chairman for elected officers. No action is taken on the report.
- N. have members' registration fee (which includes Saturday's lunch) for the convention paid by the district (full Board).

For LWML Conventions

- O. approve mode of travel to the national convention recommended by EC.
- P. approve expense reimbursements recommended by EC.
- Q. approve the following national convention expenses of Young Women Representatives (YWRs) and Heart to Heart Representative:
 - 1. travel, registration, and meal package based on approved district delegates' covered expenses;
 - 2. hotel and/or other meals based on national's recommendation;
 - 3. either a charm or tie-tack pins and a YWR picture, if offered.
- R. choose identification badges for delegates and guests from the SWD and banner design. (A committee, responsible to the VP Organizational Resources [VP OR] could be selected to present ideas to the BOD by the fall BOD meeting in the year preceding the convention.)

GUIDELINES FOR PRESIDENT

The District President (DP) shall:

- A. set a good example as a dedicated Christian leader, attending regular worship services and Bible studies, as well as growing spiritually through personal devotions.
- B. have knowledge of the LWML SWD Bylaws and General Guidelines, the LWML Bylaws, and proper parliamentary procedure.
- C. utilize the district provided laptop solely for district work. It is not permitted to use the district laptop for personal activities. District information should not be transferred or stored on personal computers.
- D. preside over SWD conventions and all meetings of the district Board of Directors (BOD) and the Executive Committee (EC) as a **voting member**.
 1. set the date for EC and district BOD meetings after consultation with the EC members. Work with the Corresponding Secretary to arrange for the meeting location.
 2. prepare the official call and agenda for the district EC and BOD meetings and send them to the Corresponding Secretary for preparation and distribution to the board members.
 3. conduct necessary business between meetings via email. Notify the Recording Secretary of results of all email votes.
 4. prepare the official call for the district convention and submit it to the *Mission Lamp* Editor for publication in the March/April issue before convention and placement on the website.
 5. prepare the agenda for the district convention manual.
 6. prepare a script for the district convention and distribute pages pertinent to each speaker and complete copies for Parliamentarian, Recording Secretary, Minutes Review Committee members, Convention Chairman and Co-chairman, and interpreters for deaf (if necessary).
 7. make appointments and assignments for all meetings. (Bible studies, prayers, crisis teams, tellers, BOD meeting, etc.).
 8. provide the names and cell phone numbers of the Crisis Management Team to event committee for inclusion on event schedule in packets.
 9. arrange for a short orientation session for zone presidents at various district BOD meetings.
 10. call and preside over a biennial planning meeting of the EC, all appointed personnel, and standing committee chairmen for the purpose of setting goals for the coming year(s) and assessing progress in previously set goals. The meeting should be held after district convention and before the fall EC and BOD meeting. Evaluate progress at a regular EC meeting a year later. (11/98)
 11. update and circulate Personnel Resource Profiles.
- E. be responsible for the appointments of committee chairmen, appointed personnel, and task force chairmen with the approval of the EC.
 1. confer with each Vice President about potential appointments of chairmen in her departments.
 2. contact each person for consent to serve, supplying them with the appropriate guidelines to enable them to know the details of the position's duties.
 3. send all names and contact information of appointees to the Corresponding Secretary for the official records.

4. send names of all appointees to the *Mission Lamp* Editor for publication and for the website.
5. be knowledgeable about the duties and activities of the appointed personnel as listed on the current organizational chart.
6. set up special task forces as needed.
7. keep the district organizational chart current by providing updates to the Corresponding Secretary.
8. follow up on assignments with all district personnel through contact with the Vice Presidents.
9. respond in a timely manner to all phone calls, emails, and written correspondence.
- F. be responsible for the implementation of all resolutions passed by the district BOD and the EC.
- G. be a member, ex-officio, of all committees except the Nominating Committee.
 1. attend committee meetings when appropriate, attempting to attend at least one (1) meeting of all committees at least once a year to show district support.
 2. keep informed of committee activities through the vice presidents.
 3. receive copies of all important correspondence and minutes of all committee meetings except the nominating committee.
 4. keep the EC and the district BOD informed through frequent communications, preferably via email.
- H. forward recommended changes in guidelines to the EC for approval. Changes are submitted by the Structure Committee after input and review from the appropriate Vice President and/or other elected or appointed personnel. Changes are effective upon approval by the EC. All persons affected by the change will be notified by the appropriate Vice President. Changes will then be distributed to all BOD members.
- I. receive and approve vouchers for payment of expenditures and forward to the Treasurer for payment.
 1. review monthly Financial Secretary and Treasurer's reports.
 2. prepare a DP expense voucher for reimbursement (or for a donation receipt) on a regular basis, have VP of Organizational Resources (VP OR) sign, and submit to the district Treasurer.
 3. receive requests for mission grant project payments from the VP of Special Focus Ministries and Mission Grants (VP SFM&MG), approve them, and forward them to the Treasurer for payment.
 4. forward Lutheran Woman's Quarterly (LWQ) invoice to LWQ Manager for review.
- J. review all minutes from the Recording Secretary before final printing and distribution.
- K. receive and review all zone BOD minutes, rally programs and minutes, and zone treasurers' reports.
- L. prepare a report for the district EC and BOD meetings and for the district convention manual.
- M. arrange for a peer review of the books of the Treasurer and Financial Secretary at the close of each fiscal year, choosing review personnel who have a financial background. See that a review letter is included in the convention manual.
- N. serve as official spokesperson for the LWML SWD.
 1. serve as SWD official voting member of the LWML President's Assembly (PA), convention, and other meetings as required.
 2. serve as liaison with the SWD LCMS office and Lutheran Laymen's League (LLL), if invited.

3. represent the LWML when invited to other conventions or meetings or, if unable to attend, appoint another EC member as an alternate.
 4. invite "Mites in Action" speakers to BOD meetings and retreats.
 - a. Work with VP SFM&MG and/or the Mission Grants Committee Chairman and/or the Missionary Outreach and Education Chairman.
 - b. Look for a speaker who is a past or current recipient of LWML mites and/or offerings and who can relate to the attendees how mites have personally spread God's Word and love to those who otherwise may not have known Him.
 5. invite official guests to conventions and/or retreats possibly including:
 - a. SWD LCMS President and Mission Executive;
 - b. LLL representative;
 - c. young women representatives who were district guests at the preceding LWML convention;
 - d. LWML presidents from Northern Illinois and North Wisconsin Districts;
 - e. official candidates for office to attend the pre-convention district BOD meeting and other pre-convention functions;
 - f. others as determined by the EC.
 6. extend invitations to potential convention speakers using names recommended by convention committee, approved by the district EC, and ratified by the BOD. Potential speakers should be contacted at least 1½ years before the convention. Other details concerning responsibilities for convention speakers are found in the Convention Guidelines (Section I, D).
 7. represent the district at zone rallies annually or, if unable to attend, appoint another EC member as alternate; or, ask a second year district committee chairman if EC members are unavailable. (An effort should be made by the DP to visit a rally in each zone personally during her term of office.) Prepare a list of "Talking Points" for each EC rally representative to discuss at the rallies.
 8. send a letter of welcome to new pastors in the district.
 9. send acknowledgements to retiring officers, pastoral counselors, committee personnel, and the district convention's committee, speakers, and participants.
 10. sign all contracts, official papers, and the Certificate of Membership for each new society.
- O. assume the following responsibilities regarding the *Mission Lamp* and any other district publications:
1. prepare a president's message and submit to the Editor before each deadline for the *Mission Lamp*;
 2. review the entire copy of each publication before printing and distribution.
- P. encourage new group affiliates by:
1. arranging for a member of the Renewal Committee to speak to a group when they express an interest in LWML;
 2. working with the Corresponding Secretary, send the new local group a letter of welcome and packet of district materials such as brochures, list of district grants, upcoming event brochures, etc.;
 3. sending the required form to LWML when a new local group forms or a local group disbands;
 4. presenting, in person, the Certificate of Membership to new local groups, if possible, after affiliation, perhaps at a zone rally, retreat or district convention.

- Q. appoint appropriate district attendees for LWML training where requested, with EC approval. (3/99)
- R. along with the district Financial Secretary and Treasurer, monitor investments and have authority to make or change investments with the approval of the EC (2/19/2000); and to serve as signer for investment transactions with the Treasurer and VP OR. (5/2000)
- S. serve as a member of the finance committee.
- T. work with the LWML SWD Bookstore Manager to place orders of LWML products.
- U. prepare and follow through with applicable requests from the LWML President.
- V. prepare requested reports for LWML President's Assembly meetings.
- W. serve on requested committees for the LWML President's Assembly and/or national conventions.
- X. encourage and pray for all district personnel, that the Lord would guide them as they work for Him as joyous servant-leaders through the LWML.

GUIDELINES FOR VICE PRESIDENT OF ORGANIZATIONAL RESOURCES

The Vice President of Organizational Resources (VP OR) shall:

- A. be prepared to assume the duties of the District President (DP) in her absence, at her request, or at the request of the other vice presidents.
- B. have knowledge of the LWML SWD Bylaws and General Guidelines, the LWML Bylaws, and proper parliamentary procedure.
- C. utilize the district provided laptop solely for district work. It is not permitted to use the district laptop for personal activities. District information should not be transferred or stored on personal computers.
- D. attend all Executive Committee (EC) and district Board of Directors (BOD) meetings as a **voting member** and district events such as retreats, conventions, and leadership training programs unless excused by the DP.
- E. represent the district at zone rallies or other functions at the request of the DP and be ready to assist her by assuming any duties she may assign.
- F. place her name on file at the financial institutions with the names of the DP and Treasurer to be certified to sign checks in the event either one would be unable to perform her duties.
- G. monitor investments, along with the DP and Treasurer, and have authority to make or change investments with the approval of the EC (EC meeting 5/18/2024).
- H. serve as a member of the finance committee.
- I. be knowledgeable about the duties and activities of the Archivist-Historian as well as the duties, plans, and activities of the Leader Development, Structure, Nominating, and Renewal Committees; act in an advisory capacity to them; keep an up-to-date file on each; and report on their activities at the EC meetings.
- J. be the EC representative that presents EC recommendations to the BOD.
- K. serve as liaison to the Nominating Committee (2/19/2000) and arrange for the first meeting of the Nominating Committee at the fall BOD meeting in the even-numbered years. Give them their guidelines and encourage the election of a chairman, secretary, and publicity person. The chairman may be appointed prior to the organizational meeting. Attend meetings of the committee and assist with recruitment of nominees, as necessary.
- L. maintain a listing of SWD property that is being used by various officers and/or committee chairmen; and, in this connection, follow through to retrieve such property should the users leave office.
- M. maintain a digital file containing one copy of the most recent versions of the district bylaws and each guideline document, and be familiar with organizational resources from the LWML website.
- N. solicit ideas for the convention identification badge and the district banner design from the BOD, then present ideas to BOD by the fall BOD meeting in the year preceding the LWML convention. She could appoint a committee to help with this task.
- O. serve as a member of the Crisis Management Team.
- P. keep the president informed of all activities and send her copies of correspondence relating to the office.
- Q. prepare a written report for each district BOD meeting.
- R. prepare a report for the district convention manual.
- S. perform other duties as requested by the DP.

GUIDELINES FOR VICE PRESIDENT OF GOSPEL OUTREACH AND CHRISTIAN LIFE

The Vice President of Gospel Outreach and Christian Life (VP GO&CL) shall:

- A. be prepared to assume the duties of the District President (DP) in her absence, at her request, or at the request of the other vice presidents.
- B. have knowledge of the LWML SWD Bylaws and General Guidelines, the LWML Bylaws, and proper parliamentary procedure.
- C. utilize the district provided laptop solely for district work. It is not permitted to use the district laptop for personal activities. District information should not be transferred or stored on personal computers.
- D. attend all Executive Committee (EC) and district Board of Directors (BOD) meetings as a **voting member** and district events such as retreats, conventions, and leadership training programs unless excused by the president.
- E. represent the district at zone rallies or other functions at the request of the DP and be ready to assist her by assuming any duties she may assign.
- F. be knowledgeable about the duties, plans, and activities of the Christian Life Chairman, Fall Retreat Chairman, LWML SWD Music Coordinator, Young Women's Committee, and Winter Getaway Committee by:
 - 1. acting in an advisory capacity to them;
 - 2. keeping an up-to-date file on each; and
 - 3. reporting on their activities at the EC meetings.
- G. know that the Music Coordinator is responsible for obtaining proper licensing for all approved music for all district conventions, retreats, and workshops.
- H. be responsible for the following materials and/or supplies:
 - 1. clear badge sleeves and health forms between events and pass them out to the event chairman as needed.
 - 2. one (1) LWML banner, three (3) stands, and two (2) LWML SWD podium drapes.
 - 3. the Prayer Room crosses and materials.
 - 4. servant activity supplies, markers, colored pencils, crochet hooks, etc. that are shared between the Fall Retreat and Winter Getaway.
 - 5. offering baskets and signage that are used for conventions and retreats.
 - 6. storing and bringing the Mite Box to all BOD meetings, retreats, getaways, and SWD conventions.
- I. keep the president informed of all activities and send her electronic copies of correspondence relating to the office.
- J. serve as a member of the Crisis Management Team.
- K. prepare a written report for each district BOD meeting.
- L. prepare a report for the district convention manual.
- M. perform other duties as requested by the DP.

GUIDELINES FOR VICE PRESIDENT OF SPECIAL FOCUS MINISTRIES AND MISSION GRANTS

The Vice President of Special Focus Ministries and Mission Grants (VP SFM&MG) shall:

- A. be prepared to assume the duties of the District President (DP) in her absence, at her request, or at the request of the other vice presidents.
- B. have knowledge of the LWML SWD Bylaws and General Guidelines, the LWML Bylaws, and proper parliamentary procedure.
- C. utilize the district provided laptop solely for district work. It is not permitted to use the district laptop for personal activities. District information should not be transferred or stored on personal computers.
- D. attend all Executive Committee (EC) and district Board of Directors (BOD) meetings as a **voting member** and district events such as retreats, conventions, and leadership training programs unless excused by the president.
- E. become familiar with any LWML bylaws or guidelines for district mission grants.
- F. represent the district at zone rallies or other functions at the request of the DP and be ready to assist her by assuming any duties she may assign.
- G. be knowledgeable about the duties, plans, and activities of the Heart to Heart – Sisters of All Nations Chairman, the Missionary Outreach and Education Chairman, Special Focus Ministries Chairman, Special Ministries Advocate and Committee, and Mission Grant Committee; act in an advisory capacity to them; keep an up-to-date file on each; and report on their activities at the EC meetings.
- H. oversee publicity prepared by Mission Grants Committee (MGC) one (1) year before the deadline which is Oct. 31 in odd-numbered year.
- I. review and evaluate submitted grants with the Mission Grants Committee (MGC) to ensure they meet the criteria as set forth in the guidelines as written on the forms. Submit all grants meeting the postmark deadline and which include all the required information to the SWD of the LCMS District Mission Executive or the LCMS Office of National Missions (ONM) or the LCMS Office of International Missions (OIM) for their evaluation and input, to substantiate needs and ensure follow-up. All materials should be sent to these officials by Nov. 15 in odd numbered years and request their return by Dec. 15 of the same year, so they can be prepared for the winter EC and BOD meetings.
- J. re-evaluate the district mite activity and present a challenging and realistic goal for the next biennium to the EC and BOD for their consideration. The BOD gives final approval to the mite grant goal at the pre-convention BOD meeting.
- K. notify by letter:
 1. those whose grants will appear on the ballot and request ministry photos for publicity from them; and
 2. those whose grants have been eliminated by the MGC, the SWD of the LCMS District Mission Executive, the LCMS ONM or the OIM, the LWML SWD EC, or the LWML SWD BOD.
- L. understand that the purpose of the voting at the winter BOD meeting shall be to reduce the number of requests to a monetary goal to come within 1½ to 2 times the mite goal for that biennium. Voting members of the BOD will vote for five (5) of the grants on the ballot.
- M. notify by letter immediately after the district convention each group whose grant has been selected, the district and both synodical mission boards of their selected grants, and the LWML mission grants chairman of all selected grants.

- N. notify by letter immediately after the district convention those whose grants have not been selected.
- O. communicate with the LWML VP GO&CL with any questions or concerns that may arise during the grant proposal, review, and selection process if necessary.
- P. obtain DP's approval using a district voucher prior to requesting grant payment from the district Treasurer. Follow the order of selection as closely as possible, considering each grant's needs, for timely funding.
- Q. deliver the check to grant recipient personally, when possible, recruit another EC member, or mail. Be sure to include a copy of the original grant so that they are aware of exactly what the grant is for.
- R. submit thank you letters and grant progress updates to the *Mission Lamp* and all EC and BOD meetings and other district events.
- S. maintain files of all grants submitted, selected, or set aside. Keep files of grant payments, correspondence, etc. for no longer than two biennia and then destroy.
- T. keep the president informed of all activities and send her copies of correspondence relating to the office.
- U. prepare a written report for each district BOD meeting.
- V. prepare a report for the district convention manual.
- W. perform other duties as requested by the DP.

GUIDELINES FOR VICE PRESIDENT OF COMMUNICATION

The Vice President of Communication (VP C) shall:

- A. be prepared to assume the duties of the District President (DP) in her absence, at her request, or at the request of the other vice presidents.
- B. have knowledge of the LWML SWD Bylaws and General Guidelines, the LWML Bylaws, and proper parliamentary procedure.
- C. utilize the district provided laptop solely for district work. It is not permitted to use the district laptop for personal activities. District information should not be transferred or stored on personal computers.
- D. attend all Executive Committee (EC) and district Board of Directors (BOD) meetings as a **voting member** and district events such as retreats, conventions, and leadership training programs unless excused by the president.
- E. represent the district at zone rallies or other functions at the request of the DP and be ready to assist her by assuming any duties she may assign.
- F. be knowledgeable about the duties, plans, and activities of the *Mission Lamp* Editor, Public Relations Chairman, Email Prayer Request Manager, Graphic Arts Consultant, Quarterly Manager, Facebook Manager, Audio Visual personnel, and Website Administrator; act in an advisory capacity to them; keep an up-to-date file on each; and report on their activities at the EC meetings.
- G. serve as chairman of the publications committee and as such, coordinate the content of the newsletters, and coordinate proof reading by the DP and Pastoral Counselor of each before publishing.
- H. serve as coordinator for all district communication, both to the LWML SWD members, SWD LCMS members, and LWML.
- I. develop and/or maintain an up-to-date promotional piece, such as a general informational brochure on the LWML SWD, which is available for download on the website.
- J. for each BOD meeting, prepare a “Zone President’s Report to Local Groups” which summarizes the information to be discussed at the BOD meeting and which is necessary for each local group to know.
 - 1. Information for this report is taken from the advance officer/committee chairman reports that are mailed by the Corresponding Secretary before each BOD meeting.
 - 2. The VP C is to prepare copies of the report (preferably on pastel-colored, legal-sized paper for easy identification) to pass out on the meeting date for each BOD member.
- K. keep the president informed of all activities and send her copies of correspondence relating to the office.
- L. prepare a written report for each district BOD meeting.
- M. prepare a report for the district convention manual.
- N. perform other duties as requested by the DP.

GUIDELINES FOR CORRESPONDING SECRETARY

The Corresponding Secretary shall:

- A. be directly responsible to the District President (DP) in the following ways:
 1. mail or email notices of the district Board of Directors (BOD) meetings, together with other pertinent information, to all district officers, committee chairmen, Pastoral Counselors, and zone presidents four (4) weeks prior to meeting;
 2. distribute the official call for EC meetings and send it to the EC members four weeks prior to the meeting date;
 3. be responsible for distributing EC, BOD, and LWML SWD Convention minutes received from the LWML SWD Recording Secretary;
 4. write and mail thank you notes and other letters as requested by the DP.
- B. attend all Executive Committee (EC) and district Board of Directors (BOD) meetings as a **voting member** and district events such as retreats, conventions, and leadership training programs unless excused by the president.
- C. utilize the district provided laptop solely for district work. It is not permitted to use the district laptop for personal activities. District information should not be transferred or stored on personal computers.
- D. represent the district at zone rallies and other functions at the request of the DP.
- E. prepare a written report of activities to date, read assigned correspondence at EC and district BOD meetings as directed by the DP, and share local group changes since the last BOD meeting. (Correspondence is then given to SWD Archivist-Historian for the district archives.)
- F. read the convention rules at district conventions.
- G. prepare a statistical report for the LWML SWD convention manual and for the LWML convention statistical reports. Gather this information from statistical reports forms given to zone presidents at fall BOD meetings.
- H. develop and distribute every year, or sooner if several changes have been made, to the district BOD a list of district officers, standing committee chairmen and their members, appointed committee chairmen and their members, and zone presidents. (Keep this list updated as required.)
- I. keep an up-to-date record of the names of local groups within each zone; the names and addresses of the group and zone officers and zone pastoral counselors:
 1. advise zone presidents that the zone/group officer listing forms are now on the website. Request that they locate, complete, and send to the corresponding secretary by digital means. This should be done immediately after zone/local group elections;
 2. upon receiving completed zone/group officer listing, correct and update the master records. Inform the DP, Quarterly Manager, Christian Life Chairman, Special Focus Ministries Chairman, district Financial Secretary, and Renewal Committee Chairman of all changes affecting their areas of responsibility.
- J. process new applications for LWML membership in the following manner:
 1. receive and place on file application from the new local group;
 2. send a letter of welcome to the new local group with:
 - a. information for finding the national LWML Handbook on the website;
 - b. directions to find voucher forms on the website;
 - c. mite boxes;
 - d. information for upcoming district events on the website;

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

GUIDELINES FOR RECORDING SECRETARY

The Recording Secretary shall:

- A. record the proceedings of all district Board of Director (BOD) meetings, all Executive Committee (EC) meetings, and the district convention, using, if desired, the district supplied voice recorder at all meetings for accuracy of discussions and formal actions taken. Be prepared to submit all EC votes going to the BOD for ratification, by email to the District President (DP) per her selected deadline.
- B. attend all EC and SWD BOD meetings as a **voting member** and district events such as retreats, conventions, and leadership training programs unless excused by the DP.
- C. utilize the district provided laptop solely for district work. It is not permitted to use the district laptop for personal activities. District information should not be transferred or stored on personal computers.
- D. keep a record of all email votes of the EC between meetings.
- E. submit EC and BOD meeting minutes for approval in the following way: (8/20/22 EC meeting)
 - 1. The Recording Secretary completes minutes (EC or BOD).
 - 2. EC or BOD minutes are shared with EC to review for corrections. The minutes will be located in the Google Shared Drive under Minutes Meeting Folder.
 - 3. Corrections must be made by the EC as comments within seven (7) days.
 - 4. The Recording Secretary updates the EC minutes.
 - 5. EC minutes then stand approved and are ready to be filed with the Archivist/Historian.
 - 6. BOD minutes are sent out to BOD by the Corresponding Secretary.
 - 7. BOD is given seven (7) days for corrections to be submitted to the Recording Secretary.
 - 8. The Recording Secretary shares any submitted corrections with the EC.
 - 9. With consensus of the EC, the Recording Secretary updates the BOD minutes.
 - 10. The BOD minutes then stand approved and are ready to be filed with the Archivist-Historian.
 - 11. Minutes corrections are sent out to the BOD by the Corresponding Secretary, if any.
- F. submit LWML SWD Convention minutes as follows:
 - 1. within one (1) month submit to the DP and to the appointed minutes review committee for approval.
 - 2. upon approval, print or email SWD convention minutes to the Corresponding Secretary who will forward them to the SWD BOD and EC; the LWML President; and the SWD Archivist-Historian. The Zone Presidents will be instructed to see that their local group presidents receive a copy.
- G. participate in district leadership training programs and other district events as requested by the DP or the EC.
- H. represent the district at zone rallies or other functions at the request of the president and be ready to assist the president by assuming any duties she may assign.
- I. have access to a copy machine, if possible. This is helpful, but not required.
- J. be familiar with LWML Style Sheet.
- K. prepare a report for the district convention manual.
- L. perform other duties as requested by the DP.

GUIDELINES FOR FINANCIAL SECRETARY

The Financial Secretary shall:

- A. attend all Executive Committee (EC) and district Board of Directors (BOD) meetings as a **voting member** and district events such as retreats, conventions, and leadership training programs unless excused by the president.
- B. receive all monies for the district, including convention and retreat offerings, bequests, etc. Deposit all money received in district bank account. Inform the Treasurer of each deposit amount total.
- C. utilize the district provided laptop solely for district work. It is not permitted to use the district laptop for personal activities. District information should not be transferred or stored on personal computers.
- D. be responsible, with the Treasurer, for counting monies at district conventions, retreats, and other district events where money is collected. Report the totals to the assembly if requested by the DP.
- E. keep itemized account of all receipts in a ledger recorded by day, month, and year of deposit. Enter the deposit detail in your permanent record, showing the date of deposit, source, and purpose.
- F. represent the district at zone rallies or other functions at the request of the DP and be ready to assist her by assuming any duties she may assign.
- G. close the deposits on the 25th of each month.
- H. inform the Treasurer within two (2) days of each month's final deposit amount, plus the total amount in each category, as the Treasurer must close her books by the last day of each month.
- I. notify the Corresponding Secretary of local groups that appear to be inactive.
- J. serve as a member of the finance committee.
- K. submit books for annual review or audit to the appropriate person appointed by the DP.
- L. provide guidance to, and be responsible for, the Special Funds Committee and Scholarship Chairman.
- M. prepare for the district convention manual:
 - 1. a two-year report of the financial review committee, for the biennium;
 - 2. a list for publication of all memorials and celebrations, eliminating individual amounts;
 - 3. a written Financial Secretary report.
- N. alert all members of the BOD that the district is included on the synodical district insurance policy and covers a form of "bonding" of the district financial officers (1992).
- O. prepare a written report for BOD meetings.
- P. maintain, display, and/or distribute LWML memorial cards.
- Q. perform other duties as requested by the DP.

GUIDELINES FOR TREASURER

The Treasurer shall:

- A. attend all Executive Committee (EC) and district Board of Directors (BOD) meetings as a **voting member** and district events such as retreats, conventions, and leadership training programs unless excused by the District President (DP).
- B. be computer literate, utilize the district assigned laptop computer (in accordance with the General Guidelines page 5 Q), have internet access daily, and be able to use a financial software program. The district LWML will provide an appropriate program on the provided laptop. If new software is desired, the change of software must be approved by the EC prior to installation.
- C. use an LWML district approved financial institution for all deposits. District checking account, savings account, retreat accounts, and investments account signature cards are signed by Treasurer and VP of Organizational Resources (VPOR) and by the DP. Every two (2) years after the election of officers at the district convention, new signature cards will be prepared for incoming officers and existing officers. (EC meeting 5/18/2024)
- D. serve as Treasurer for District Convention (6/11/2016).
- E. keep an itemized account of all receipts and disbursements in a ledger or computer program recorded by month and year.
- F. receive all disbursement vouchers from the DP, signed and approved by her for payment. Issue payment for vouchers by check, debit card, or bank transfer. Use bank issued check software as much as possible.
- G. pay the church/facility \$125 for hosting a district board meeting.
- H. with the Financial Secretary, be responsible for counting monies at district conventions, retreats, and other district events where money is collected. Report totals to the assembly if requested by the DP.
- I. monitor investments, along with the DP and VP OR, and have authority to make or change investments with the approval of the EC; and to serve as signer for investment transactions with the DP and VP OR. (EC meeting 5/18/2024)
- J. review investments with the finance committee (DP, Financial Secretary, and VP OR) every 6 months or as investments mature.
- K. prepare a financial report for all EC and district BOD meetings and a biannual report. A full report will be given to the EC and a summary may be given to the BOD.
- L. submit books for review annually to the person appointed by the DP.
- M. prepare a two (2) year financial report for the district convention manual with the report of the person(s) appointed to review the Treasurer's books.
- N. in consultation with the DP, develop a budget for each biennium for approval by the EC, the BOD, and the convention delegates. Inform the EC and the BOD on the state of the budget at the fall meetings in the odd numbered years and at the EC and pre-convention BOD meetings in the even numbered years.
- O. alert all members of the BOD that the district is included on the synodical district insurance policy and covers a form of "Bonding" of the district financial officers. (1992)
- P. Liability Insurance for LWML SWD events is covered under the LWML in St. Louis.
- Q. represent the district at zone rallies or other functions at the request of the DP and be ready to assist her by assuming any duties she may assign.
- R. reimburse mileage at the rate set forth in the SWD Standing Rules.
- S. serve as the treasurer for and provide the financial wrap-up of fall retreats and winter retreats.
- T. perform other duties as requested by the DP.

GUIDELINES FOR PASTORAL COUNSELORS

Two Pastoral Counselors serve the LWML SWD. The Pastoral Counselors shall be two pastors of the South Wisconsin District of the LCMS who are currently serving in parish ministry or retired and residing in the district. One Pastoral Counselor is elected at each biennial District Convention for overlapping terms of four years each. The most recently elected Pastoral Counselor is designated as the Junior Pastoral Counselor and the one whose term expires at the next convention is designated the Senior Pastoral Counselor. **Pastoral Counselors attend all meetings as non-voting members, but are expected to guide the meetings, when necessary, according to the Word of God.**

The Pastoral Counselors may decide between themselves who is responsible for each duty, or, if necessary, the District President (DP) may prepare a schedule of duties for each of the Pastoral Counselors. Duties may be adjusted in order to meet the needs of the Pastorals Counselors' duties outside the LWML SWD. This division of duty should be guided by the Senior Pastoral Counselor as soon as possible after each District Convention and communicated to the EC and the BOD through the LWML SWD Corresponding Secretary, as necessary.

The Pastoral Counselors duties include:

- A. attending meetings:
 - 1. all LWML SWD Executive Committee (EC) meetings unless excused by the DP;
 - 2. all LWML SWD Board of Directors (BOD) meetings unless excused by the DP;
 - 3. the LWML SWD retreat committee meetings for which he is designated Pastoral Counselor, to his best effort;
 - 4. the LWML Convention, usually four days in the summer of odd-numbered years, convened in different locations; each Pastoral Counselor, normally as Junior Pastoral Counselor, attends once during his four-year term;
 - 5. all District Convention meetings for which he is the designated Pastoral Counselor; conventions are usually held in early summer of the even-numbered years. There are two district conventions during a Pastoral Counselor's term;
 - 6. other district, zone, or committee meeting or events as agreed upon;
 - 7. be a part of the event Crisis Management Team when assigned.
- B. written materials:
 - 1. Write an article for each issue of the quarterly published *Mission Lamp* as designated.
 - 2. Prepare a "Monthly Focus" for the EC as designated.
 - 3. Pastoral Counselors shall designate which shall conduct opening devotions and all prayers for the EC meeting and for the District BOD meeting as requested by the DP.
 - 4. Prepare or review Bible Studies, devotions, etc. for retreats and gatherings as requested by the Committee Chair.
 - 5. Pastoral Counselors shall designate which shall conduct doctrinal review of all materials for all events, including music, devotions from outside LWML or LCMS resources, and the like.
 - 6. In the case of necessity by availability, the Senior Pastoral Counselor, who bears the final burden of doctrinal review, may delegate some doctrinal review to the Junior Pastoral Counselor.

- C. the Senior Pastoral Counselor shall:
1. review and approve *Mission Lamp* articles;
 2. serve as advisor to the biennial District Convention;
 3. attend all meetings as requested where a reasonable amount of time has preceded the request:
 - a. where a reasonable amount of time has not preceded the request, the Pastoral Counselor shall do his best to attend, but cannot be obligated to do so;
 - b. when there are other obligations interfering with the Pastoral Counselor's attendance at a meeting, the Pastoral Counselor shall, in consultation with the DP or respective chair, be considered excused;
 - c. when a Pastoral Counselor is unable to attend a meeting, he shall follow up with the meeting chairman after having an opportunity to review the meeting minutes.
 4. prepare the worship service for the district convention, and actively include the Junior Pastoral Counselor;
 5. as designated in agreement with the Junior Pastoral Counselor, serve as advisor to the Fall Retreat or Winter Getaway Committee. If not serving as advisor, counselor may or may not attend at his discretion with expenses reimbursed as in E;
 6. serve as advisor for any workshops, unless designated to the Junior Pastoral Counselor;
 7. review and approve potential recipients proposed by the Endowment Interest Committee;
 8. review and approve any speakers brought in for conferences or retreats;
 9. have final doctrinal review over all LWML SWD articles, brochures, pamphlets, and the like;
 10. be responsible for turning over all passwords and login information specific to the position of the Junior Pastoral Counselor in a reasonable timeframe following his election at the District Convention;
 11. have a working understanding of technology, including, but not limited to, Google, Zoom, cloud calendars, shared drives, and mobile phone use.
 - a. The Pastoral Counselor is expected to know that his mobile phone will be used for official business of the LWML SWD and the LWML.
 - b. If it becomes burdensome for minutes, text messages or in any other way as designated by cellular service providers, the Pastoral Counselor is expected to share this with the DP and action can be taken.
 12. maintain good records or archives on any LWML SWD email server or shared drive;
 13. keep all information in the handbook up-to-date as necessary and, at the end of his term, pass it to the new Senior Pastoral Counselor;
 14. in his role as Pastoral Counselor to the LWML SWD, be consulted by Board and EC members as needed for spiritual counseling and guidance. The Senior Pastoral Counselor consulted reserves the right to return the person to their home pastor.
 15. perform other duties as requested by the DP.
- D. the Junior Pastoral Counselor shall:
1. as designated in agreement with the Senior Pastoral Counselor, serve as the advisor to the Fall Retreat Committee or Winter Getaway Committee. If not

- serving as advisor, the other Pastoral Counselor may or may not attend at his discretion with expenses reimbursed as in E;
2. attend out-of-district conferences, such as the LWML Assembly of Leaders (AOL), as requested by the DP and based on availability;
 3. attend all meetings as requested where a reasonable amount of time has preceded the request;
 - a. where a reasonable amount of time has not preceded the request, the Pastoral Counselor shall do his best to attend, but cannot be obligated to do so;
 - b. when there are other obligations interfering with the Pastoral Counselor's attendance at a meeting, the Pastoral Counselor shall, in consultation with the DP or respective chair, be considered excused.
 - c. when a Pastoral Counselor is unable to attend a meeting, he shall follow up with the meeting chairman after having an opportunity to review the meeting minutes.
 4. work with the Senior Pastoral Counselor on the worship service for the District Convention;
 5. attend the District Conventions;
 6. have a working understanding of technology, including, but not limited to, Google, Zoom, cloud calendars, shared drives, and mobile phone use; the Pastoral Counselor is expected that his mobile phone will be used for official business of the LWML SWD and the LWML. If it becomes burdensome for minutes, text messages, or in any other way as designated by cellular service providers, the Junior Pastoral Counselor is expected to share this with the DP and action can be taken;
 7. maintain good records or archives on any LWML SWD email server or shared drive;
 8. keep all information in the handbook up-to-date as necessary and, at the end of his term, pass it to the newly elected Junior Pastoral Counselor;
 9. in his role as Junior Pastoral Counselor to the LWML SWD, be consulted by Board and EC members as needed for spiritual counseling and guidance; the Junior Pastoral Counselor consulted reserves the right to return the person to their home pastor or may refer the person to the Senior Pastoral Counselor.
 10. perform other duties as requested by the DP.
- E. Reimbursement:
1. The LWML SWD shall reimburse the cost of mileage to and from all LWML SWD meetings, retreats, and conventions as voted upon by the LWML SWD.
 2. The LWML SWD shall pay the costs incurred by the Pastoral Counselor who represents the LWML SWD at the LWML conventions as part of his required duties as Pastoral Counselor. These costs include travel costs and/or mileage (as designated by the LWML SWD), registration, meal package, special luncheons, etc., as per each individual delegate 'package,' including any extra 'meal package.' The Pastoral Counselor's lodging is paid at the rate of one to a room. If other family members attend, the extra meal costs would be borne by the Pastoral Counselor himself.
 3. Lodging for district conventions and retreats is paid as stated above. All other costs are paid for the Pastoral Counselor whether he is the advisor or not. Should his wife accompany him, her expenses except for lodging are the responsibility of the Pastoral Counselor.

GUIDELINES FOR ZONE PRESIDENTS

The Zone President (ZP) shall:

- A. be a **voting member** of the District Board of Directors (BOD) (expenses incurred for attendance at district board meetings to be paid by the district treasury; carpooling is encouraged). Attendance at district board meetings is mandatory. If unable to attend, an alternate from the Zone Board must be appointed in her stead.
- B. RSVP to the District President (DP) & the District Corresponding Secretary, by her deadline, regarding attendance at BOD meetings, and supply name and contact information of alternate, if applicable.
- C. complete, and submit by the deadline date, all reports requested by the LWML SWD Corresponding Secretary, DP, and other officers.
- D. be familiar with and support the “Guidelines for Zones” and the responsibilities to the LWML SWD.
- E. be responsible to distribute all information received at the district BOD meeting from various committee chairs (i.e. Gospel Outreach and Christian Life, etc.) to the respective chairs on the zone level.
- F. be responsible to share information received at the district BOD meeting with each local group in her zone.
- G. serve on the Convention Committee according to rotation, along with members of her zone.
- H. serve on the district Nominating Committee according to rotation.
- I. serve on the Special Funds Interest Committee according to rotation.
- J. be the certified delegate for the zone to the national LWML convention, held in the summer of odd-numbered years.
 - 1. Expense reimbursement and mode of travel are recommended by the EC and ratified by the BOD at the winter meeting in odd numbered years.
 - 2. Appoint a substitute in the fall of the even-numbered years, as zone bylaws direct, if the ZP is unable to be the delegate to the national LWML convention.
 - 3. Choose an alternate delegate, from her zone, to attend the LWML convention in case the ZP or her substitute is unable to attend.
 - 4. Submit to the DP the name of the zone’s delegate when asked, (either the ZP or her substitute).
 - 5. Submit the name of the alternate delegate.
- K. serve as the liaison between her local groups and the district for registration of delegates, alternates, and Young Women Reps to district conventions, held in the summer of even-numbered years.
- L. attend district and zone events to the best of her ability (including rallies, retreats, workshops, conventions, etc.) and encourage others in her zone to attend.
- M. submit zone rally information to district PR chairman as requested, by the twice-yearly deadlines of December 15 and June 15.
- N. transition her records to the next ZP as soon after the election as possible per zone bylaws.
- O. respond in a timely manner to all communications including phone messages, email, and U.S. Postal Service mail.
- P. appoint a committee to work with the district Structure Committee to review zone bylaws every four (4) years.
- Q. perform all other duties as requested by the DP.

GUIDELINES FOR CHRISTIAN LIFE CHAIRMAN

The Christian Life Chairman shall:

- A. work with the VP of Gospel Outreach and Christian Life (VP GO&CL) under whose department this committee functions.
- B. be appointed by the District President (DP) for a two (2) year term, eligible for one reappointment, and a **voting member** of the district Board of Directors (BOD).
- C. attend all BOD meetings unless excused by the DP.
- D. keep the DP and VP GO&CL informed of forthcoming meetings and activities. Forward copies of committee meeting minutes to both of them.
- E. appoint a committee of two (2) or three (3) to assist her, and inform the Corresponding Secretary of names and addresses.
- F. be represented by a committee member at district events if unable to attend.
- G. act as liaison between the LWML Christian Life Committee and the zone and local group Christian Life Chairmen or group contact person:
 - 1. send all requested reports and information to the national LWML Christian Life Committee;
 - 2. encourage reports from zone and local group Christian Life Chairmen to keep district informed of zone and local group programs and for the exchange of ideas among all levels of Christian Life personnel;
 - 3. encourage original program materials to be written and submitted to the LWML program resources committee;
 - 4. attend LWML Christian Life meetings, as approved by the EC;
 - 5. look for the new program helps in the Lutheran Woman's Quarterly. Make members aware of LWML website where devotions and programs can be printed for immediate use.
- H. maintain and be acquainted with the available Christian Life resources on the LWML website, contents of a 'program helps' file, and a listing of available items, promoting their usage. (This may be delegated to a committee member.)
- I. work with the SWD Leader Development Chairman to coordinate materials.
- J. prepare articles for the *Mission Lamp* promoting the use of LWML resources as requested.
- K. participate in district leadership training programs as requested by the DP.
- L. promote Bible studies for rallies, retreats, and workshops, as requested.
- M. work with local groups, zones, and Renewal Committee as requested by
 - 1. encouraging Bible study;
 - 2. giving helps and outlines;
 - 3. developing methods of discussion and participation;
 - 4. developing devotions for opening meetings and for gathering of mites, as requested.
- N. work with Pastoral Counselors to assure all newly developed materials have gone through the doctrinal review process.
- O. help with retreats or events sponsored by the district, as requested by the DP.
- P. urge local groups to encourage congregations to observe LWML Sunday.
- Q. prepare a written report for each district BOD meeting by sending one (1) master copy of the report, ready for reproducing, to the department chairman, who will forward it to the Corresponding Secretary by the deadline, in accordance with item J of the "Guidelines for All District Officers, Chairmen, and Appointees" (General Guidelines).
- R. prepare a written report for the district convention manual.
- S. give files and materials to her successor upon completion of term.
- T. perform other duties as requested by the DP.

GUIDELINES FOR HEART TO HEART – SISTERS OF ALL NATIONS CHAIRMAN

The Heart to Heart Sisters Chairman shall:

- A. work with the VP of Special Focus Ministries and Mission Grants (VP SFM &MG) under whose department this committee functions.
- B. be appointed by the District President (DP) for a two (2) year term, eligible for one (1) reappointment, and a **voting member** of the district Board of Directors (BOD).
- C. attend all BOD meetings unless excused by the DP.
- D. appoint a committee of two (2) or three (3) to assist her and submit names and addresses to the Corresponding Secretary.
- E. actively promote the membership of ethnic women in the LWML, and foster members' comfort levels in attending district events and developing spiritual growth.
- F. encourage the participation of LWML members of all ethnicities in the district by:
 1. developing outreach programs toward the various ethnic communities in the district;
 2. chairing annual multicultural events with the assistance of other district officers and appointed chairman; (See separate "Guidelines for One Day Events" document.)
 3. mentoring and recommending individual ethnic women to be active members of various district committees;
 4. working with the district Public Relations Chairman and the Website Administrator to promote publicity;
 5. maintaining a complete file of planning and execution of the annual multicultural event the committee plans;
 6. using opportunities to present ethnically diverse materials at local group meetings, zone rallies, retreats, district conventions, and in the district *Mission Lamp* and Website.
 7. utilizing the "Heart to Heart Sisters District Program Manual" from the LWML.
- G. follow up with the Pastoral Counselor if he is unable to attend a committee meeting when planning a multicultural event after he has had the opportunity to review the meeting minutes.
- H. attend national LWML Heart to Heart–Sisters of All Nations workshops and seminars as approved by the EC.
- I. prepare a written report for each district BOD meeting by sending one (1) master copy of the report, ready for reproducing, to the department chairman, who will forward it to the Corresponding Secretary by the deadline, in accordance with item J of the "Guidelines for All District Officers, Chairmen, and Appointees" (General Guidelines).
- J. prepare a written report for the district convention manual.
- K. perform other duties as requested by the DP.

GUIDELINES FOR LEADER DEVELOPMENT CHAIRMAN

The Leader Development Chairman shall:

- A. work with the VP of Organizational Resources (VP OR) under whose department this committee functions.
- B. be appointed by the District President (DP) for a two (2) year term, eligible for one (1) reappointment, and a **voting member** of the district Board of Directors (BOD).
- C. attend all BOD meetings unless excused by the DP.
- D. appoint a committee of two (2) or three (3) to assist her and submit names and addresses to the Corresponding Secretary.
- E. actively promote membership in the LWML and develop members' competencies in leadership skills and spiritual growth.
- F. encourage the training, education, and development of skills of LWML members of all ages in the district by:
 1. submitting articles to the *Mission Lamp*;
 2. chairing biennial Leader Development Workshops with the assistance of other district officers and appointed chairman: (See "Guidelines for One Day Events" found in SWD Handbook)
 - a. Purpose - to equip and encourage leaders.
 - b. Timeline and dates –
 - i. begin work in the spring of even numbered years so that necessary approvals can be secured as soon as information is available
 - ii. select dates, avoiding Holy Week and Easter weekend. The EC must approve them in June or earlier by email voting. The BOD needs to approve them at its pre-convention meeting in June
 - c. Location - select location using the following criteria:
 - i. large churches or schools
 - ii. three (3) or four (4) individual rooms for breakouts (25-30 people each)
 - iii. large room for plenary events (100+ people)
 - iv. kitchen facilities – all on one level is preferable
 - v. no compensation is offered for facility use
 - vi. geographically located so all areas of the district have one that is close enough for members to attend
 - vii. easy access by way of a freeway is preferable
 - d. Food -
 - i. participants bring a sack lunch or the host churches may offer to provide lunch
 - ii. all churches in any given year should provide the same range of food services as the other ones for ease of publicity
 - iii. the host churches are usually asked to provide breakfast treats, coffee, and luncheon beverages
 - e. Cost -
 - i. a free will offering may be taken to cover the cost of food provided by the church
 - ii. in addition, another free will offering may be taken to help cover the cost of workshop expenses
 - iii. a registration fee is usually not charged

3. working with the district Public Relations Chairman and the Website Administrator to promote publicity;
 4. maintaining an up-to-date file of all leader development materials;
 5. using opportunities to present leader development materials at local group meetings, zone rallies, retreats, district conventions, and in the district *Mission Lamp* and Website.
- G. follow up with the Pastoral Counselor if he is unable to attend the event planning meeting after having an opportunity to review the meeting minutes.
 - H. attend LWML Leader Development Workshops and seminars as approved by the EC.
 - I. find appropriate teen/mentor leadership information and develop relationships with the Young Women Committee members.
 - J. work closely with the Renewal Committee, supplying them with suggested materials to use in a variety of local group and zone situations.
 - K. serve as liaison between LWML, zone, and local group Leader Development Chairmen.
 - L. keep the DP and VP OR informed of forthcoming meetings and activities and forward copies of committee meeting minutes to both of them.
 - M. prepare a report for the district convention manual.
 - N. prepare a written report for each district BOD meeting by sending one (1) master copy of the report, ready for reproducing, to the department chairman, who will forward it to the Corresponding Secretary by the deadline, in accordance with item J of the “Guidelines for All District Officers, Chairmen, and Appointees” (General Guidelines).
 - O. give files to successor upon completion of term.
 - P. perform other duties as requested by the DP.

GUIDELINES FOR MISSION GRANT COMMITTEE CHAIRMAN

The Mission Grant Committee Chairman shall:

- A. work with the VP of Special Focus Ministries and Mission Grants (VP SFM&MG) under whose department this committee functions.
- B. be appointed by the District President (DP) for a (2) two-year term, eligible for one (1) reappointment, and a **voting member** of the district Board of Directors (BOD).
- C. attend all BOD meetings unless excused by the DP.
- D. choose two (2) or three (3) women to work as her committee during her term.
- E. become familiar with any LWML bylaws or guidelines for mission grants.
- F. contact the LCMS Office of National Mission (ONM), Office of International Mission (OIM), and the LCMS South Wisconsin District (SWD) Mission Office to ask for input on missions needing grant assistance.
 1. Ask that information be submitted before July 31 in odd numbered years, so it can be reviewed at the fall SWD EC & BOD meetings.
 2. The goal is for LWML SWD zone presidents to take the information to their local groups for them to adopt and present as grant proposals.
- G. begin publicity for grant proposals one year in advance of the deadline which is Oct. 31, preceding the district convention year. Use the *Mission Lamp*, the district website, district BOD meetings, and other opportunities to distribute suggestions, guidelines, and forms for submitting proposals.
- H. attach a checklist to each grant application to assist applicants in submitting all required information.
- I. do not alter, evaluate, or eliminate any applications received by the mailing deadline if all criteria in guidelines for grant forms have been met.
- J. compile the purpose and resolution of grant proposals or an accurate summary of the proposed resolutions received.
 1. This compilation should be reviewed by the VP SFM&MG before sending to the Corresponding Secretary for distribution.
 2. Coordinate mailing with district Corresponding Secretary, via email or mail, to EC members at least (3) three weeks before the winter EC meeting (email or mail by mid to late Jan.), depending on the date of the EC meeting.
 3. The EC then evaluates for selection at the winter EC meeting. (Do not include names of persons submitting.)
 4. Email or mail an accurate summary of the grant applications selected by the EC to members of the district BOD immediately after the winter EC meeting.
 5. Coordinate mailing with district Corresponding Secretary.
 6. The BOD will vote, by ballot, to reduce the number of requests to meet a monetary goal of at least 1½ to 2 times the total district mission grant goal for the biennium.
- K. prepare printed ballots of the grants for the final selection by the district BOD.
 1. At the meeting review each grant before the balloting by the district BOD. (Research supporting materials thoroughly in order to answer questions).
 2. Have all original grant proposals available for the EC and BOD meetings. Send them with the VP SFM&MG.
 3. The BOD voting members will vote for five of the grants on the ballot to determine what will be on the ballot at convention.

- L. prepare the list of selected grant proposals, including each Purpose and Resolution or an accurate summary of the proposed resolutions, and a grant tally sheet for the district convention manual, with the dollar amount of proposals on both.
- M. work with the convention committee to consider preparing a DVD of all grants for showing at convention, with the help of the AV team.
 - 1. Post convention, this can be altered for selected grants and made available on the website for viewing.
 - 2. If the production of a DVD is not possible, an alternate means of presenting to convention delegates and posting to the website post-convention may be used.
- N. develop creative ways to promote funding and encourage prayers for district grants. Use the *Mission Lamp*, the district website, district BOD meetings, and other opportunities to distribute these promotions.
- O. prepare a written report for each district BOD meeting by sending one (1) master copy of the report, ready for reproducing, to the department chairman, who will forward it to the Corresponding Secretary by the deadline, in accordance with item J of the "Guidelines for All District Officers, Chairmen, and Appointees" (General Guidelines), and for the convention manual. Submit to the VP SFM&MG for review and then to the Corresponding Secretary.
- P. keep files of all materials pertaining to this position. Give them to her successor upon completion of her term.
- Q. perform other duties as requested by the DP.

GUIDELINES FOR MISSIONARY OUTREACH AND MISSION EDUCATION CHAIRMAN

The Missionary Outreach and Mission Education Chairman shall:

- A. work with the VP of Special Focus Ministries and Mission Grants (VP SFM&MG) under whose department this position functions. Keep the District President (DP) and VP SFM&MG informed of forthcoming activities.
- B. be appointed by the DP for a two (2) year term, eligible for one (1) reappointment, and a **voting member** of the district Board of Directors (BOD).
- C. attend all BOD meetings unless excused by the DP.
- D. be acquainted with the career missionaries of the district, their locations, and their furlough dates.
 - 1. A career missionary (rostered or laypersons) is defined as any individual or family unit that is called into the mission field (foreign or domestic) by an organization with the credentials to call/train/prepare the candidates and who go through the process to identify with said organization. (In 2017, this included LCMS and LBT). Career missionaries must identify as LCMS members and specify the South Wisconsin District of the LCMS as their home district or who claim the SWD as their “geographic home” while serving.
 - 2. If there are other active career missionaries with ties to the SWD (relation to a current active LWML member) but who do not have the SWD “home district” identity, everything should be done to communicate their status/info with members of the LWML SWD but there shall not be a distribution of a check when on furlough. (see point 3 below)
 - 3. Once this status changes, this committee will not provide communications.
 - 4. Questions about missionary status should be addressed to the Chairman of the Missionary Outreach/Mission Education Committee, VP SFM&MG and, if necessary, the BOD for a final approval.
 - 5. Communicate with missionary families in ministry, medical missions, etc.
 - 6. Encourage local groups to befriend a missionary family: write to them, pray for them, and remember them with gifts or cards, if possible.
 - 7. Communicate with a missionary on furlough and present him/her with a monetary gift from the district LWML if the plan is for them to return to the mission field. (as of 2018: \$200.00) This excludes those who have not claimed the SWD as their home district.
 - 8. Keep local groups informed through the *Mission Lamp*, SWD website, and other reports about missionaries who will be on furlough, duration of stay, etc., and of activities in their mission work.
- E. encourage LWML members to extend hospitality and Christian concern to foreign students who are attending universities, colleges, and high schools in their area. Give suggestions to local groups on how to interact with foreign students.
- F. appoint a liaison to each South Wisconsin university or college that has international students.
- G. promote mission consciousness:
 - 1. encourage mission fairs.
 - 2. update speakers list after approval of district Pastoral Counselors. Validate all speaker information annually, and document dates of validation in the master list.

(Check with Archivist-Historian for any possible speakers' names which come to light through rally programs.)

3. encourage use of the Lutheran Woman's Quarterly and *Mission Lamp*.
- H. submit articles to the *Mission Lamp* Editor when requested.
- I. prepare a written report for each district BOD meeting by sending one (1) master copy of the report, ready for reproducing, to the department chairman, who will forward it to the Corresponding Secretary by the deadline, in accordance with item J of the "Guidelines for All District Officers, Chairmen, and Appointees" (General Guidelines).
- J. prepare a report for the district convention manual.
- K. give files to her successor upon completion of term.
- L. perform other duties as requested by the DP.

GUIDELINES FOR RENEWAL CHAIRMAN

The Renewal Chairman shall:

- A. work with the VP of Organizational Resources (VP OR) under whose department this position functions.
- B. be appointed by the District President (DP) for a two (2) year term, eligible for one (1) re-appointment, and a **voting member** on the district Board of Directors (BOD).
- C. prepare a committee report for each BOD meeting by sending one (1) master copy of the report, ready for reproducing, to the department chairman, who will forward it to the Corresponding Secretary by the deadline, in accordance with item J of the “Guidelines for All District Officers, Chairmen, and Appointees” (General Guidelines).
- D. prepare an exhibit/display for District Convention, Winter Getaway, Fall Retreat, Leader Development Workshop, and any other district event when asked.
- E. compose an article for the *Mission Lamp* as requested, encouraging the use of the Renewal Committee and sharing ideas to help revitalize local groups.
- F. distribute copies of the Group Health Checklist at the winter BOD meeting, in the odd numbered years to each zone president.
 - 1. The zone president distributes these to the local group president in her zone who fills out the form and returns it to the Renewal Committee Chairman.
 - 2. The information will be collated and used for the committee’s planning purposes.
- G. share, with other committee members, all communication with local groups and zones promptly to coordinate actions to be taken.
- H. work with the Renewal Committee to help in restoration and revitalization of zones/local groups in establishing new LWML groups in congregations that lack one.
- I. help strengthen the zones by working with congregational women, zone presidents, zone pastoral counselors, and congregational pastors to encourage participation in zone activities and to promote strong zone leadership.
- J. participate in zone president training when asked.
- K. respond promptly to inquiries from local groups and zones via email, phone, or U.S. mail, either with an answer or acknowledgement.
- L. present a breakout session at Leader Development Workshops on the topic of group creation, renewal, restructuring, and zone leadership if requested by the workshop organizers.
- M. place each Renewal Committee member’s name on the district “Speakers List” and share speaking engagements that are requested by zones and groups.
- N. keep thorough records of names of women who were involved with each local group renewal, zone reorganization, and new local group formation.
- O. attend district retreats, conventions, workshops, and all other district events whenever possible.
- P. attend the biennial planning meeting and assist the DP with the program, as requested.
- Q. present a positive, uplifting image of the LWML, daily study God’s Word, and remain in prayer for guidance in all that is done.
- R. work mainly with the structure and creative programming of groups.
- S. coordinate with the Leader Development Chairman to help local groups with programming materials and leadership ideas.
- T. prepare a report for the district convention manual.
- U. perform other duties as requested by the DP.

GUIDELINES FOR SPECIAL FOCUS MINISTRIES CHAIRMAN

The Special Focus Ministries (SFM) Chairman shall:

- A. work with the VP of Special Focus Ministry and Mission Grants (SFM&MG) under whose department this committee functions. Keep the VP of SFM&MG informed of forthcoming meetings and activities. Forward copies of committee meeting minutes to her and the District President (DP).
- B. be appointed by the DP for a two (2) year term, eligible for one (1) reappointment, and a **voting member** of the district Board of Directors (BOD).
- C. attend all BOD meetings unless excused by the DP.
- D. appoint a committee of at least two others and inform the Corresponding Secretary of their names and addresses.
- E. be represented by a committee member at district events if unable to attend.
- F. be informed in all areas of SFM by:
 - 1. keeping a file of human care projects and organizations;
 - 2. contacting LCMS district and synodical mission offices for information on current SFM projects and communicate this information to LWML SWD members;
 - 3. communicating with LCMS SFM/mission organizations such as Lutheran World Relief, World Relief/World Hunger, etc.;
 - 4. reading synodical publications for SFM/mission information;
 - 5. attending leadership training programs whenever possible.
- G. encourage active participation in and provide materials and suggestions for SFM programs:
 - 1. encourage an SFM service program in each local group every year;
 - 2. provide displays, literature, films, program ideas, etc. to local groups through the Mission Education Committee Chairman;
 - 3. keep records of known activities in each zone, offer assistance where needed, and share project ideas;
 - 4. work with zone SFM Chairmen or zone BODs.
 - 5. share with group and zone mission service chairmen mission opportunities and challenges in the church, community, and world through the *Mission Lamp* and LWML SWD Website.
- H. serve as liaison between LWML, district, zone, and local groups regarding current SFM needs.
- I. prepare a written report for each district BOD meeting by sending one (1) master copy of the report, ready for reproducing, to the department chairman, who will forward it to the Corresponding Secretary by the deadline, in accordance with item J of the “Guidelines for All District Officers, Chairmen, and Appointees” (General Guidelines).
- J. be responsible for preparation and presentations of the ingathering service for the district convention.
- K. prepare a report for the district convention manual.
- L. give files to her successor upon completion of term.
- M. perform other duties as requested by the DP.

GUIDELINES FOR STRUCTURE CHAIRMAN

The Structure Chairman shall:

- A. work with the district VP of Organizational Resources (VP OR) under whose department this position functions. Keep the District President (DP) and the VP OR informed of forthcoming meetings and activities. Forward copies of committee meeting minutes to both of them.
- B. be appointed by the DP for a two (2) year term, eligible for one (1) reappointment, and a **voting member** of the district Board of Directors (BOD).
- C. attend all BOD meetings unless excused by the DP.
- D. appoint a committee of two (2) or three (3) individuals to assist her and inform the Corresponding Secretary of names and addresses.
- E. be familiar with the bylaws of the zones, district, and LWML and with the guidelines for the district and zones.
- F. verify district bylaws to be in agreement with LWML Bylaws.
- G. advise district BOD at the winter meeting of odd-numbered years to submit proposed LWML SWD Bylaw amendments in writing to the committee by July 1 of the odd-numbered year, before the LWML SWD convention.
- H. be responsible for district bylaw changes. (District bylaws shall be made to conform to newly adopted LWML bylaws at the following district convention, where applicable.)
 1. In the summer of odd-numbered years, communicate with the Structure Committee, DP, and district VP OR to establish recommended changes by:
 - a. sending a digital copy of recommended changes to the Corresponding Secretary preferably four weeks prior to the summer (August) EC meeting so that she can include it with the EC notices.
 - i. it should be in document format, using Times New Roman, size 11 or 12 font, at the discretion of the committee, considering paper waste,
 - ii. be in normal style,
 - iii. the footer should have LWML SWD, page number, and adoption date.
 - b. sending a digital copy of proposed bylaw changes as approved by the EC to the district BOD via the district Corresponding Secretary, preferably two weeks prior to the fall district BOD meetings so she can include it with the distributed district BOD meeting packets.
 - c. emailing a complete set of the bylaws, including the original wording, all proposed changes, and the rationale as approved by the district BOD to the chairman of the LWML Structure Committee immediately after the fall BOD meeting.
 - d. presenting any recommendations from LWML Structure Committee to the winter EC, the VP OR, and to the winter BOD for final approval.
 - e. sending bylaw changes as approved by the LWML Structure Committee and the district BOD to the district Convention Manual Chairman, by email, for inclusion in the district convention manual.
 2. Present and explain proposed bylaw changes at the district convention.
 3. After adoption at the district convention, print copies of the complete district bylaws as amended:

- a. provide copies for the district BOD and an extra supply for future needs (about 65 total). Additional copies can be emailed.
 - b. distribute at the fall BOD meeting in even numbered years.
 - c. email the final bylaws in their entirety to the LWML Structure Committee, the SWD DP, VP OR, Corresponding Secretary, and Website Administrator.
- I. be responsible for zone bylaw revisions:
 - 1. encourage zones to update bylaws every four (4) years as required in Guidelines for Zone Presidents, P (on page 28);
 - 2. with committee, receive, edit, and verify with district and LWML bylaws all proposed zone bylaw changes. Return and request a final copy after adoption by zone;
 - 3. keep a file of current bylaws for each zone in the district.
- J. be responsible for revising district General Guidelines as requested by the DP or district EC:
 - 1. meet with DP, VP OR, and committee as needed;
 - 2. request proposed changes from officers and appointed personnel;
 - 3. submit revised guidelines to the district EC for approval;
 - a. use Times New Roman, size 11 or 12 font,
 - b. in no spacing style considering paper waste,
 - c. each guideline should have original and revision date, page number, and title of document.
 - 4. distribute approved revised district guidelines for district BOD members; (print 65 copies.)
 - 5. email the final General Guidelines to the SWD DP, VPOR, Corresponding Secretary and Website Administrator.
- K. be responsible for revising Guidelines for Zones as found in handbook as requested by the EC or BOD:
 - 1. meet with the DP, VP OR, and committee as needed;
 - 2. submit revised guidelines to the district EC for approval;
 - a. use Times New Roman, size 11 or 12 font,
 - b. in normal style,
 - c. footer should have the original document date and each revision date, page number, and title of document.
 - 3. check with the Corresponding Secretary to get an up-to-date listing of the personnel who shall receive a copy of the approved, revised zone guidelines, and distribute to all district personnel who have a district handbook.
 - 4. print and distribute the revised guidelines at a regular district BOD meeting.
- L. keep a digital file of all the current zone bylaws, district General Guidelines, Guidelines for Zones, and SWD Bylaws.
- M. prepare a written report for each district BOD meeting by sending one (1) master copy of the report, ready for reproducing, to the department chairman, who will forward it to the Corresponding Secretary by the deadline, in accordance with item J of the “Guidelines for All District Officers, Chairmen, and Appointees” (General Guidelines).
- N. prepare a report for the district convention manual.
- O. give files to her successor upon completion of term.
- P. perform other duties as requested by the DP.

GUIDELINES FOR YOUNG WOMEN'S COMMITTEE CHAIRMAN

The Young Women's Committee Chairman shall:

- A. work with the VP of Gospel Outreach and Christian Life (VP GO&CL) under whose department this position functions. Coordinate activities with the Winter Getaway and Leader Development Chairmen whenever joint activities are possible. Maintain contact with the LWML Young Women's Committee.
- B. be appointed by the District President (DP) for a two (2) year term, eligible for one (1) reappointment, and a **voting member** of the district Board of Directors (BOD).
- C. attend all BOD meetings unless excused by the DP.
- D. appoint a committee of five (5) to eight (8) LWML members to assist her, preferably from various areas of the district. Send names and contact information of committee members to Corresponding Secretary.
- E. send a copy of committee minutes to the DP and VP GO&CL.
- F. encourage and assist existing local groups to reach out to young women and encourage groups to serve women of a variety of ages that all will feel welcome to participate.
- G. actively recruit young women to attend the district convention as Young Woman Representatives (YWRs). Plan special young women's activities for specified times during the convention, working with the convention committee and DP.
- H. facilitate YW Committee in timely selection of YWRs and alternates from the South Wisconsin District to the LWML convention:
 1. Any young woman meeting the LWML age guidelines may apply to the committee for consideration. (Approximately 22 to 40 years of age.)
 2. Verify that applicants are available to serve on the YW committee for at least two (2) years after the convention and are willing to share their YWR experience with local groups/zones. Young women officially representing the district at the LWML convention are expected to serve on this committee for at least two (2) years following their attendance at the national convention.
 3. The committee chooses two YWRs and two alternates from the applicants to present to the EC for approval.
 4. The committee chairman notifies all applicants, whether or not they have been chosen.
- I. maintain regular communication with young women attending both LWML and LWML SWD conventions and develop a district-wide mailing list.
- J. submit an article for the *Mission Lamp* and supply Website Administrator with material for the LWML SWD website.
- K. prepare a report for the LWML SWD convention manual.
- L. prepare a written report for each district BOD meeting by sending one (1) master copy of the report, ready for reproducing, to the department chairman, who will forward it to the Corresponding Secretary by the deadline, in accordance with item J of the "Guidelines for All District Officers, Chairmen, and Appointees" (General Guidelines).
- M. give files and supplies to her successor upon completion of term.
- N. perform other duties as requested by the DP.

GUIDELINES FOR ARCHIVIST-HISTORIAN

The Archivist-Historian shall:

- A. work with the Vice President of Organizational Resources (VP OR) under whose department this position functions.
- B. be appointed by the District President (DP) for a two (2) year term, and be eligible for reappointment as a **non-voting member**.
- C. attend a Board of Director (BOD) meeting at least one time per biennium or as requested by the DP.
- D. collect and preserve records and other materials of historical significance to the district LWML. Items are currently stored at Concordia University Wisconsin in Mequon.
- E. send items of national significance to the national LWML Archivist-Historian.
- F. prepare a history of the activities of the LWML SWD each biennium. Submit a copy to the convention manual chairman for publication. Place one copy in LWML SWD files and send one (1) copy to the LWML Archivist-Historian.
- G. maintain a record of:
 - 1. resolutions passed during the biennium;
 - 2. names and addresses of district officers and appointed chairmen;
 - 3. projects adopted and completed during the biennium;
 - 4. when and where conventions, rallies, retreats, workshops, leadership training programs, etc. were held;
 - 5. new divisions of zones or district;
 - 6. items of historical value to the district (observances of anniversaries, copied newspaper articles, pictures, etc.).
- H. maintain a filing system to receive and record copies of zone rally programs, prayer services, workshops, special zone and local group anniversaries, mission fairs, and service projects as well as district leadership training programs or events excluding retreats. (The retreat chairman is responsible for retreat records for her term; prior retreat records should be turned over to the Archivist-Historian).
- I. submit a complete record of all items listed under “G” to the LWML Archivist-Historian before December 1 of the second year of the biennium.
- J. keep the following:
 - 1. district Treasurer and district Financial Secretary’s reports;
 - 2. minutes of district Board of Directors (BOD) meetings;
 - 3. minutes of district Executive Committee (EC) meetings;
 - 4. *Mission Lamp* and Lutheran Woman’s Quarterlies;
 - 5. reports to the district BOD by committee chairmen and executive officers.
- K. prepare a written report for district BOD meetings as requested by sending one (1) master copy of the report, ready for reproducing, to the department chairman, who will forward it to the Corresponding Secretary by the deadline, in accordance with item J of the “Guidelines for All District Officers, Chairmen, and Appointees” (General Guidelines).
- L. give files to her successor upon completion of term unless reappointed.
- M. continually update the district history.
- N. send copies of all minutes, convention manuals and publications to the national Archivist-Historian (directive Archivist-Historian conference).
- O. Perform other duties as requested by the DP.

GUIDELINES FOR AUDIO-VISUAL (AV) TEAM

The AV Team shall:

- A. be responsible to the VP of Communication (VP C) under whose department this position functions.
- B. be appointed by the District President (DP) for a two (2) year term as a **non-voting member**, and eligible for one (1) reappointment.
- C. attend a Board of Director (BOD) meeting at least one time per biennium or as requested by the DP.
- D. consist of at least two (2) members.
- E. be proficient in the use of presentation software programs (such as PowerPoint) and have access to the use of a laptop.
- F. be competent in coordinating and handling the event's AV equipment needs such as microphones and projector.
- G. attend event committee planning meetings and a venue visit as needed.
- H. contact all event speakers concerning their AV needs, such as microphone preferences, and communicate deadlines for submission of anything they would like played or projected such as PowerPoint, video, music, etc.
- I. contact district Music Coordinator to determine the AV equipment needs of musicians (instrument and vocals) and receive song lyrics needed for each event.
- J. work with appropriate event committee members to incur all AV equipment needs are included in the event venue contract and supplemental venue order; this may include the treasurer, event chairs, DP, and VP C.
- K. maintain district song lyrics PowerPoint files. Create song lyrics PowerPoint presentations for any songs not already in the master file.
- L. compile event master PowerPoint presentation that leads the audience through the event agenda smoothly (such as song slides, speaker slides, and other prompts);
 - 1. double check that all slides, videos, etc. run smoothly on the laptop that will be used at the event;
 - 2. email the master event PowerPoint to event SWD Pastoral Counselor, DP, Music Coordinator, and event chairmen to double check for order and accuracy, and for Pastoral review.
- M. keep a list of available AV equipment owned by the district, and share that list with the VP OR.
- N. write a report for the convention manual.
- O. write a written report for the BOD meetings by sending one (1) master copy of the report, ready for reproducing, to the department chairman, who will forward it to the Corresponding Secretary by the deadline, in accordance with item J of the "Guidelines for All District Officers, Chairmen, and Appointees" (General Guidelines).
- P. perform other duties as requested by the DP.

GUIDELINES FOR BOOKSTORE MANAGER

The Bookstore Manager shall:

- A. report to the LWML SWD District President (DP) as a **non-voting member** of the Board of Directors (BOD).
- B. be appointed by the DP for a two-year term, eligible for reappointment.
- C. attend a Board of Director (BOD) meeting at least one time per biennium or as requested by the DP.
- D. assemble a committee to assist her in running the LWML SWD Bookstore and provide committee member names and contact information to the Corresponding Secretary.
- E. request a budget from the EC prior to ordering items for district convention.
- F. receive orders from SWD membership, LWML SWD committee chairmen, Zone Presidents (ZPs), etc., for Christian Life materials for sale/pick-up at district events:
 - 1. make a list of items to order from Concordia Publishing House (CPH) which will be sent directly to the Bookstore Manager;
 - 2. maintain an up-to-date written inventory of products received before district events using the LWML inventory numbers and the SWD order form;
 - 3. keep a record of items ordered, paid for, and picked up at retreats and other district events, maintaining a form on which to record the items;
 - 4. issue a sales receipt which includes the LWML inventory number of item(s) purchased, when item(s) are paid for, and picked up;
 - 5. tally sales amount by comparing checks and cash with sales receipts with help of committee;
 - 6. submit a receipt voucher with all funds received (checks and cash) to the district Financial Secretary immediately after each time materials are on display for sale. If the Financial Secretary is in attendance, give funds to her; if she is unable to attend, give funds to the District Treasurer or the VP of Organizational Resources (VP OR) as designated substitutes for the Financial Secretary. All funds must be sent within two (2) days;
 - 7. never have money, including checks, from sales in her possession for longer than two (2) days after a district event. For funds received at home, send to district Financial Secretary within two (2) days;
 - 8. for retreats and conventions give all proceeds from each day's sales to the Financial Secretary who then secures the funds each evening;
 - 10. specially ordered items should be prepaid prior to ordering to be picked up at an event when other arrangements for pick-up have not been arranged;
 - 11. refunds to the district will be issued in the manner that district originally paid.
- G. help with other retreats or events sponsored by the district as requested by the DP.
- H. give an inventory report to the EC after every event.

GUIDELINES FOR DISTRICT CONVENTION CHAIRMAN

(See also the separate Guidelines for District Convention)

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

The district Convention Chairman shall:

- A. remember that the main emphasis of a convention is to conduct the business and mission of the LWML SWD:
 - 1. the district Executive Committee (EC) and Board of Directors (BOD) plan the program;
 - 2. the convention committee takes care of all the physical arrangements at a pre-designated site;
 - 3. the site is selected by the District President (DP) along with the convention chairman and/or a VP.
- B. attend SWD BOD meetings as a **non-voting member** when invited and present both an oral and written report.
- C. write a report for the BOD meetings by sending one (1) master copy of the report, ready for reproducing, to the department chairman, who will forward it to the Corresponding Secretary by the deadline, in accordance with item J of the “Guidelines for All District Officers, Chairmen, and Appointees” (General Guidelines).
- D. read complete reports and evaluation synopsis of the preceding convention.
- E. appoint committee chairmen:
 - 1. each chairman is responsible for appointing her own working committee - as many committees as she deems necessary; it is good to involve as many women as possible, giving many an opportunity to serve.
 - 2. it is strongly advised to have a co-chair for each committee in the event that the chair would have to resign;
- F. follow up with the Pastoral Counselor if he is unable to attend a planning meeting after he has had the opportunity to review the meeting minutes.
- G. using the previous convention financial statements, and obtaining local costs, determine a budget guideline:
 - 1. determine a registration fee to cover costs of convention, including luncheon, interpreters for the deaf, and a budget for each committee;
 - 2. the DP and district Treasurer must be actively involved in this process;
 - 3. the fee needs to be approved by the EC and ratified by the BOD.
- H. for exhibitors there is no fee for LWML or Mission exhibitors. Table fees and any electrical hook-up fees charged by the venue will be passed on to exhibitors other than LWML committees:
 - 1. the convention chairman and a member of the EC will review and approve all displays prior to the convention; (See separate convention guidelines for more detail.)
 - 2. exhibits are to include only:

- a. information and material funded by that organization and central to their mission;
 - b. information related to the district committee's purpose and work for the district.
- 3. the exhibit chairman and a member of the EC, preferably a Pastoral Counselor, shall review all material at the exhibit for appropriateness and, if material not meeting the guidelines is displayed, ask the exhibitor to remove it;
- 4. a Pastoral Counselor shall review all exhibitor material submitted for placement in the registration packets.
- I. set up all meeting dates and places for committee meetings at the first Convention Steering Committee (CSC) meeting:
 - 1. check with DP for set dates of EC, and BOD meetings and other events that could conflict with a CSC meeting date;
 - 2. set the transition meeting to pass along information over to the new CSC the last week in the month after the convention.
- J. attend individual committee meetings or keep informed of their activities.
- K. expedite requests and directions from the DP, EC and BOD.
- L. once the budget including Deaf Interpreters and publicity are set, send copies to the LWML SWD Special Ministries Advocate:
 - 1. the Convention budget shall include the expenses for the two (2) interpreters and one of the SWD Pastors to the Deaf:
 - a. at a minimum, their registration, meals, lodging (if needed) and mileage shall be paid from the Convention budget.
 - b. the majority of these costs will hopefully be recouped through an approved grant.
 - 2. with the assistance/recommendation of our district Special Ministries Advocate, the liaison shall secure two (2) interpreters for the Convention.
 - 3. work with the DP and Treasurer to apply for an LWML Accessibility Grant.
 - 4. special needs registrations will ideally be received by the postmark deadline to allow enough time for the Convention committee to accommodate their needs.
- M. secure a convention photographer.

GUIDELINES FOR CRISIS MANAGEMENT TEAM

- A. The Crisis Management Team shall be identified as the following:
 - 1. District President (DP)
 - 2. VP of Organizational Resources (VP OR)
 - 3. VP of Gospel Outreach and Christian Life (VP GO&CL)
 - 4. Two qualified medical personnel such as registered nurses, paramedics, EMTs, or First Responders further mentioned as Health Care Member (HCM).
 - 5. Pastoral Counselor
- B. Crisis Management Team members are appointed by the DP prior to each district event.
- C. The Crisis Management Team shall follow an emergency plan.
 - 1. Crisis Team contact information is to be printed on the schedule of the event or attendee name tags including team member names and cell phone numbers.
 - 2. All attendees will be asked to complete a Health and Emergency Information Card and place card in the name badge sleeve. Card must indicate person to contact in case of emergency.
 - 3. The VP GO&CL shares with the crisis team the location of any AED equipment at the facility. She is to check with the event chairman prior to the event.
 - 4. When a medical emergency occurs one HCM and VP GO&CL locates the person's roommate or friend for purposes of obtaining medication, if any, or other pertinent medical information.
 - 5. The VP OR assumes crowd control and directs the group to proceed with the meeting while protecting the privacy of the ill/injured person. If necessary, the VP may direct the group to another room.
 - 6. The Pastoral Counselor and one HCM should remain with the ill/injured.
 - 7. The VP GO&CL notifies the facility manager of the emergency and requests EMS care via a 911 call and/or AED equipment as appropriate.
 - 8. The VP GO&CL will meet the EMS personnel on-site and direct them to the emergency and also to the location of the Health and Emergency Information Card. **All individual medical information shall be handled in accordance with the federal Health Insurance Portability and Accountability Act of 1996 ("HIPAA").**
 - 9. The HCM and Pastoral Counselor will stay with the ill/injured person until EMS personnel are on-site and in charge of the emergency.
 - 10. If transportation to the hospital is required, the HCM or Pastoral Counselor shall accompany, as able, the ill/injured party/patient to the hospital/emergency room.
 - 11. The HCM or Pastoral Counselor who goes to the hospital, will notify the DP of the situation.
 - 12. The VP GO&CL will provide complete written documentation of the emergency, including implementation of the emergency plan. Consent forms, etc., will be included in the documentation to be sent to the DP.
 - 13. No statement or identification of the person should be released until the next of kin or a family member has been notified and permission given.
 - 14. **COMMUNICATIONS IN A CRISIS:**
 - a. inform all Crisis Management Team members.
 - b. assess the situation.
 - i. confirm all the facts:
 - 1. who is involved;
 - 2. what happened;

3. when did it happen;
 4. where did it happen;
 5. how did it happen;
 6. name(s) of person(s) involved;
 7. injuries (personal and property).
- ii. record everything in writing.
 - iii. locate and talk to witnesses (if available). Get their contact information in case follow-up is needed.
- D. Perform other duties as requested by the DP.

GUIDELINES FOR EDITOR OF THE *MISSION LAMP*

The Editor of the *Mission Lamp* shall:

- A. be directly responsible to the VP of Communication (VP C) and keep her informed of all activities.
- B. be appointed by the District President (DP) for a two (2) year term, eligible for reappointment, and a **non-voting member** of the district Board of Directors (BOD).
- C. utilize the district provided laptop solely for district work. It is not permitted to use the district laptop for personal activities. District information should not be transferred or stored on personal computers.
- D. attend a BOD meeting at least one time per biennium or as requested by the DP.
- E. be responsible for publication of the *Mission Lamp* including material, editing of copy, layout of pages, and proofreading, and use the mission statement in all issues where appropriate. (2/19/94)
- F. edit all copy received from others. If meaning of any copy appearing under a byline is changed, the author's permission to do so must be secured.
- G. have material for *Mission Lamp* reviewed and proofread by the DP, VP C, and Senior Pastoral Counselor before posting.
- H. determine the following *Mission Lamp* information:
 1. publication schedule: Winter, Spring, Summer, and Fall;
 2. article/information submission deadlines: on or near 1/15, 4/15, 7/15, 10/15; with publication deadlines: 1/31, 4/30, 7/31, 10/31;
 3. regular columns:
 - a. District President
 - b. mission grants (VP of SFM&MG)
 - c. list of Spring and Fall Rallies
 - d. Mission Education
 - e. Pastoral Counselor
 - f. LWML SWD news and notes
 4. occasional columns:
 - a. Christian Life
 - b. Leader Development
 - c. Missionary Outreach & Mission Education
 - d. Public Relations
 - e. Retreats and other events
 - f. Scholarship
 - g. Renewal Committee
 5. reports of district or national LWML conventions.
 6. other articles:
 - a. submissions from district or written by *Mission Lamp* Editor;
 - b. topics may include district BOD meetings, LWML conventions as they pertain to the district, zone news, zone officers, bylaws, elections, event information, local group news, registration forms, etc.
- I. distribute the *Mission Lamp* to:
 1. Website Administrator to be posted on district website.
 2. DP to be sent to Corresponding Secretary for distribution to BOD.
 - a. Zone Presidents distribute to local group presidents and individual members in their zones.

- b. local group presidents distribute to group members.
- J. submit expenses by voucher to the DP for approval and reimbursement.
- K. prepare a written report for each district BOD meeting by sending one (1) master copy of the report, ready for reproducing, to the department chairman, who will forward it to the Corresponding Secretary by the deadline, in accordance with item J of the “Guidelines for All District Officers, Chairmen, and Appointees” (General Guidelines).
- L. prepare a report for the district convention manual.
- M. perform other duties as requested by the DP.

GUIDELINES FOR FACEBOOK ADMINISTRATOR

The Facebook (FB) Administrator shall:

- A. be responsible to the VP of Communication (VP C) under whose department this position functions.
- B. be appointed by District President (DP) for a two (2) year term as a **non-voting** member, eligible for reappointment.
- C. attend a Board of Director (BOD) meeting at least one time per biennium or as requested by the DP.
- D. set up the SWD page according to LWML Guidelines.
 - 1. Name of the Facebook page shall be according to the “official” name of the district as determined for tax purposes and per the LWML updated Style Sheet.
 - 2. Inform the Information Technology Committee of any new pages created at social@lwml.org.
 - 3. All content available for public viewing on the lwml.org website is pre-approved for use on the district page.
 - 4. To encourage interaction with LWML fans both at the district level and the national level, the district page must add the official LWML Facebook page.
 - 5. All district pages should contain the following disclaimer under the “Info” tab: “The comments and opinions expressed herein on this website do not necessarily reflect the beliefs and point of view of the Lutheran Women's Missionary League or The Lutheran Church–Missouri Synod doctrinal review process.”
 - 6. District pages should use the ESV Bible when quoting Scripture. Place this statement under the “Info” tab: “Unless otherwise indicated, Scripture quotations are taken from The Holy Bible, English Standard Version (ESV).”
 - 7. To avoid confusion with official LWML Facebook, no district page is to use the LWML logo as their default image or logo. The district logo is suggested as the default image.
 - 8. To protect the identities of our LWML members and social media users, no district pages are to permit photo “Tagging” (identification of individuals in photos). The administrator of the district page has the ability to enforce this through the “Settings” tab of the district page.
- E. maintain the LWML SWD Facebook page; keeping all information up to date:
 - 1. Assist with creating posts and event invitations to promote all LWML SWD events; create posts during and after LWML SWD events.
 - 2. Promote/share LWML posts and information.
 - 3. Create posts sharing the district’s involvement at LWML conventions.
 - 4. Create posts that encourage continued spiritual growth.
 - 5. Respond to inquiries/comments/questions submitted through FB page in a timely manner.
 - 6. Post information requested by the DP.
- F. coordinate all requested additional information with the VP C.
- G. prepare a written report for each Board of Directors (BOD) meeting by sending one (1) master copy of the report, ready for reproducing, to the department chairman, who will forward it to the Corresponding Secretary by the deadline, in accordance with item J of the “Guidelines for All District Officers, Chairmen, and Appointees” (General Guidelines).
- H. write a report for the district convention manual.
- I. perform other duties as requested by the DP.

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

The Fall Retreat Chairman shall:

- A. be appointed by the District President (DP) for a two (2) year term, one (1) year as co-chairman and one (1) year as chairman as a **non-voting** member.
- B. work with the VP of Gospel Outreach and Christian Life (VP GO&CL) under whose department this position functions. Keep the DP and VP GO&CL informed of forthcoming meetings and activities and forward copies of committee meeting minutes to both of them.
- C. attend one Board of Directors (BOD) meeting each biennium and at the request of the DP.
- D. appoint a committee of members to assist her and inform the Corresponding Secretary of names and addresses.
- E. follow up with the Pastoral Counselor if he is unable to attend a planning meeting after he has had the opportunity to review the meeting minutes.
- F. keep historical and current retreat materials to be given to successor within three (3) - four (4) weeks after the retreat is completed. (Note: Two (2) years' records are turned over; remaining records are to be given to district Archivist-Historian.)
- G. have all original material written for retreat use approved by a district Pastoral Counselor.
- H. submit the list of suggested and pastor approved music/songs for the manual to the VP GO&CL for clearance working with the Music Coordinator through CCLI.
- I. follow fall retreat guidelines and retreat files and plan all details listed under Retreat Chairman.
- J. work with the district publicity chairman and Website Administrator to promote the retreat.
- K. review and approve displays, with one member of the EC, prior to the retreat. (See separate fall retreat guidelines for more detail.) Exhibits are to only include information and material funded by that organization and central to their mission. (District committee exhibits are to only include information related to the committee's purpose and work for the district.) The Exhibit Chairman and a member of the EC shall review all material at the exhibit for appropriateness and, if material not meeting the guidelines is displayed, ask the exhibitor to remove it.
- L. distribute copies of the fall retreat guidelines to each member of the committee.
- M. suggest possible sites to the VP GO&CL for future use.
- N. a Pastoral Counselor shall review all material to be put in packets to ensure that no unapproved brochures are included in the packets or given.
- O. prepare a written report for BOD meetings by sending one (1) master copy of the report, ready for reproducing, to the department chairman, who will forward it to the Corresponding Secretary by the deadline, in accordance with item J of the "Guidelines for All District Officers, Chairmen, and Appointees" (General Guidelines).
- P. prepare a written report for the convention manual.
- Q. perform other duties as requested by the DP.

GUIDELINES FOR GLADNESS RAGS CHAIRMAN

The Gladness Rags Chairman shall:

- A. be appointed by the District President (DP) for a two (2) year term as a **non-voting** member of the Board of Directors (BOD), eligible for one (1) reappointment, and is responsible to the DP.
- B. attend a BOD meeting at least one time per biennium or as requested by the DP.
- C. create signage indicating Gladness Rags are available for a freewill donation designated for the Administration fund.
- D. display only clean, purple clothing and accessories in exceptional condition donated by the women of the LWML South Wisconsin District.
- E. have the collection of monetary donations done only by the SWD Financial Secretary.
- F. set up a display at retreats and conventions, with the option to also display at BOD meetings or workshops, at the discretion of the chairman.
- G. donate items still remaining after being displayed at three events to an LCMS approved organization, i.e. Able Light Thrift Store, Blessed Again Resale, Prison Ministry, Bethany Lutheran in Milwaukee, Concordia Theological Seminary Fort Wayne Clothing Bank, etc.
- H. keep in her inventory two collapsible, metal clothing racks, storage containers, shirt and pants hangers, and one acrylic donation box.
- I. utilize the *Mission Lamp* and Facebook by submitting articles to advertise this service.
- J. prepare a report for BOD meetings and convention manual.

GUIDELINES FOR GRAPHIC ARTS CONSULTANT

The Graphic Arts Consultant shall:

- A. work with the VP of Communication (VP C) under whose department this committee functions.
- B. be appointed by the District President (DP) for a two (2) year term, eligible for reappointment as a **non-voting** member.
- C. attend a BOD meeting at least one time per biennium or as requested by the DP.
- D. assist the district committees and EC, if needed, in formatting their designs for logos.
- E. receive from the committee/individual all raw data at least 3 weeks before the first draft copy is needed. If additions are needed to the first draft, the committee shall have the final draft back to the Graphic Arts Consultant at least 10 days before it is to be sent to the EC for approval.
- F. after logo has been approved by the EC, copies of the logo should be sent to the VP C for distribution to her committees and to the event PR chairman.
- G. work from the home and is not required to attend any set meetings, but will attend at least one Board of Directors (BOD) meeting per biennium and at the request of the DP.
- H. perform other duties as requested by the DP.

GUIDELINES FOR MUSIC COORDINATOR

The Music Coordinator shall:

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

7. obtain permission for a one-time use of a piece if music selections for any given event are particularly desirable due to the theme/Bible verses being used, but are not within our licensure.
 - a. obtain EC approval once cost is determined.
 - b. notify the district and event treasurers.
 - c. have this cost paid from the event budget, if the event has a budget.
8. assure that proper copyright information is listed for each piece used
 - a. copyright information is needed on print and PowerPoint;
 - b. may assemble songs for use complete with verses and acknowledgements;
 - c. work with the district AV technicians to develop PowerPoint slides; approve all slides before the event;
 - d. work with the event manual/folder chairman to develop handouts/manual pages for songs to be used; approve all pages;
 - e. responsibility for developing items (a) through (d) may be negotiated by the Music Coordinator and the event committee.
- O. maintain a listing of individuals who could function as song leaders or accompanists at district events.
- P. maintain a listing of individuals who have instrumental expertise:
 1. the DP will forward identified individuals from event personal profiles;
 2. individuals may identify themselves or be referred by others.
- Q. prepare a report for BOD meetings and convention manual.

GUIDELINES FOR NOMINATING COMMITTEE

The Nominating Committee shall:

- A. work with the VP of Organizational Resources (VP OR) under whose department this position functions. Attends the Board of Directors (BOD) as a **non-voting member** if not a zone president.
- B. consist of one-fourth of the zone presidents rotating through the zones as follows:
 1. Committee 1: 2024 – 4, 8, 12, 16, 20
 2. Committee 2: 2026 – 1, 5, 9, 13, 17, 21
 3. Committee 3: 2028 – 2, 6, 10, 14, 18
 4. Committee 4: 2030 – 3, 7, 11, 15, 19
- C. maintain complete confidentiality concerning all nominees and all discussions occurring at committee meetings.
- D. determine which officers are up for election.
 1. Be responsible for selecting two (2) eligible candidates for each office, if possible, for election at the district convention.
 2. Obtain as many candidates as possible for each office, thereby being able to select the most qualified to be placed on the ballot.
 3. Confer with the pastor of each woman being considered for an office.
- E. select a chairman (unless already appointed), a secretary, and a public relations person at the first meeting, called by the VP OR at the fall BOD meeting in even-numbered years,
 1. The committee chairman shall:
 - a. call and chair meetings;
 - b. prepare the slate of candidates with photograph and biography to be presented at the winter BOD before convention;
 - c. send the prepared slate of candidates with photos and biography to:
 - i. *Mission Lamp* Editor (before April 15)
 - ii. Convention Manual Chairman (before March 15)
 - iii. DP (immediately after winter BOD) including candidates' contact information. (Note: the DP is excluded from the nominating process until this time.)
 2. The committee secretary shall:
 - a. keep records of all meetings;
 - b. send consent forms to each person whose name has been submitted as a potential candidate for a district office:
 - i. each candidate should receive the consent form, the guidelines for the specific office she is being asked to consider, and be directed to the website to find the General, EC and BOD Guidelines;
 - ii. information may be sent by US mail or email or a combination of the two;
 - c. send letters to nominees informing them they have been selected for the ballot as soon as possible after the December 1st deadline, requesting a biography and a picture;
 - d. send letters to nominees informing them they have not been selected for the ballot as soon as possible after the December 1st deadline.
 3. The committee public relations person shall:
 - a. send publicity to the *Mission Lamp* in the year prior to the election convention;
 - b. inform the membership of the offices for which the nominating committee is seeking candidates and solicit suggested names;
 - c. use every opportunity to seek nominations.

GUIDELINES FOR PARLIAMENTARIAN

The Parliamentarian shall:

- A. be appointed by the District President (DP) for a two (2) year term as a **non-voting** member of the Board of Directors (BOD), eligible for reappointment, and is responsible to the DP.
- B. be familiar with the current edition of Robert's Rules of Order Newly Revised, as it is to govern the proceedings of the LWML SWD as stated in the LWML SWD Bylaws, Article XX.
- C. be familiar with the "Parliamentary Basics" document found at lwml.org/posts/leadership/parliamentary-basics.
- D. attend all district BOD meetings and SWD Conventions and be the resource for meeting procedures as situations may arise.
- E. prepare a written report for BOD meetings by sending one (1) master copy of the report, ready for reproducing, to the department chairman, who will forward it to the Corresponding Secretary by the deadline, in accordance with item J of the "Guidelines for All District Officers, Chairmen, and Appointees" (General Guidelines) as desired or at the request of the DP.
- F. perform other duties as requested by the DP.

GUIDELINES FOR PRAYER MANAGER (EMAIL)

The Email Prayer Manager shall:

- A. be directly responsible to the VP of Communication (VP C), and will receive prayer requests approved by the District President (DP).
- B. be appointed by the DP for a two (2) year term as a **non-voting member**, and be eligible for reappointment.
- C. attend a BOD meeting at least one time per biennium or as requested by the DP.
- D. receive prayer requests approved by the DP.
 - 1. Ascertain from the DP that the individual (or the family) being prayed for has given his/her permission to be included on our prayer list.
 - 2. Pass the prayer requests on in a timely manner.
- D. have full-time access to a computer with email and internet capabilities.
- E. maintain an up-to-date email address list, ideally consisting of:
 - 1. LWML women who wish to receive requests;
 - 2. SWD LCMS pastors who wish to receive requests;
 - 3. Limit the list of those doing the praying (the “pray-ers”) to LCMS members; however, ANYONE may be included on the list for whom prayers are being said.
- F. respect the confidentiality of individuals requesting prayers and refrain from discussing their situations among others; this is a prayer group whose members are asked to share their prayers and thoughts with God ONLY.
- G. include all requests in her personal prayers.
- H. pass along prayer requests from the DP only (if the Prayer Manager is contacted by a person requesting the Prayer Manager to send a request out directly, the Prayer Manager is to refer them to the DP.)
- I. keep the e-mail address list confidential. For best practices, once a biennium the Prayer Manager is to send a complete updated address list to the DP.
- J. remove individuals from the list of pray-ers if they so request.
- K. prepare a written report for each district BOD meeting by sending one (1) master copy of the report, ready for reproducing, to the department chairman, who will forward it to the Corresponding Secretary by the deadline, in accordance with item J of the “Guidelines for All District Officers, Chairmen, and Appointees” (General Guidelines).
- L. prepare a written report for the district convention manual.
- M. perform other duties as requested by the DP.

GUIDELINES FOR PUBLIC RELATIONS CHAIRMAN

The Public Relations Chairman shall:

- A. be directly responsible to the VP of Communication (VP C) and keep her informed of all forthcoming activities and correspondence.
- B. be appointed by the District President (DP) for a two (2) year term, eligible for one (1) reappointment and be a **non-voting member** of the district Board of Directors (BOD).
- C. attend a BOD meeting at least one time per biennium or as requested by the DP.
- D. choose several committee members to assist her.
- E. present the goals and objectives of the LWML to the public and the LWML membership.
- F. distribute a paper rally form to each zone president at the fall and winter BOD meetings, requesting spring or fall rally info.
 - 1. Provide the link to an online rally form.
 - 2. Spring Rally deadline is December 15 and Fall Rally deadline is June 15.
 - 3. Once the rally schedule is completed, this is sent to the DP, the *Mission Lamp* Editor, and the Website Administrator.
 - 4. The DP makes EC rally rep assignments from the list, the *Mission Lamp* Editor places the rally info into the *Mission Lamp*, and the Website Administrator posts it on website.
- G. prepare articles occasionally for the *Mission Lamp* at the request of the DP or the *Mission Lamp* Editor.
- H. coordinate district convention, district retreat, and workshop publicity with the appropriate chairman.
- I. prepare exhibits, displays, or posters for LCMS district events, including pastoral conferences, teachers' conventions, LLL conventions, and other events as requested by the DP. Arrange to attend these events or send a committee member.
- J. submit LWML SWD event information to SWD LCMS website for district calendar.
- K. be aware of LWML SWD events, dates, and places to set up the display.
- L. prepare a written report for BOD meetings by sending one (1) master copy of the report, ready for reproducing, to the department chairman, who will forward it to the Corresponding Secretary by the deadline, in accordance with item J of the "Guidelines for All District Officers, Chairmen, and Appointees" (General Guidelines)
- M. prepare a report for the district convention manual.
- N. keep an active file of all pertinent materials.
- O. give file to successor upon completion of term.
- P. perform other duties as requested by the DP.

GUIDELINES FOR *LUTHERAN WOMAN'S QUARTERLY* MANAGER

The *Lutheran Woman's Quarterly* Manager shall:

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

GUIDELINES FOR SCHOLARSHIP CHAIRMAN

The Scholarship Chairman shall:

- A. be appointed by the District President (DP) for a two (2) year term as a **non-voting member**, eligible for one (1) reappointment and is responsible to the Financial Secretary.
- B. attend a BOD meeting at least one time per biennium or as requested by the DP.
- C. appoint two (2) members, (providing their names and addresses to the Corresponding Secretary) representing several district geographical areas, if possible, to serve with her, being responsible for promoting the LWML SWD Scholarship Fund for Female Church Work Students (commonly called the Female Church Work Scholarship/FCWS) in the following manner:
 - 1. distribute Female Church Work Scholarship (FCWS) applications and guidelines through emails and websites;
 - 2. select candidates for Executive Committee (EC) approval;
 - a. chairman makes a copy of all applications and blots out the names & other identifying information on each copy;
 - b. these copies are what the committee sees;
 - c. only the chair knows the names and does not vote.
 - 3. periodically update application forms and guidelines and post on the website;
- D. promote Female Church Work Scholarship fund financial aid through articles in the *Mission Lamp* and exhibits at retreats and/or conventions.
- E. keep the Financial Secretary informed of all activities.
- F. inform by letter those ladies chosen as recipients as well as those not selected.
- G. send names and pictures to *Mission Lamp* Editor.
- H. make sure the Treasurer has the correct spelling of names of scholarship recipients. Inform the Treasurer when checks are needed so she has time to get them to the Scholarship Chairman.
- I. send out checks with a note or letter to recipient(s).
- J. prepare a written report for Board of Directors (BOD) meetings by sending one (1) master copy of the report, ready for reproducing, to the department chairman, who will forward it to the Corresponding Secretary by the deadline, in accordance with item J of the “Guidelines for All District Officers, Chairmen, and Appointees” (General Guidelines).
- K. prepare a written report for the district convention manual.
- L. perform other duties as requested by the DP.

GUIDELINES FOR SPECIAL FUNDS COORDINATOR

The Special Funds Coordinator shall:

- A. works with the Financial Secretary under whose department this position functions.
- B. be appointed by the District President (DP) for a two (2) year term eligible for reappointment as a **non-voting member**.
- C. attend a BOD meeting at least one time per biennium or as requested by the DP.
- D. choose a committee of two (2) or three (3) to assist in performing her duties and send their names and addresses to the Corresponding Secretary.
- E. encourage and arrange meetings and programs for LWML members, groups, and zones to enlighten members on available giving programs, and promote current giving and inclusion in estate plans, on the following funds:
 - 1. TLC (The Love of Christ Fund) (see separate guidelines);
 - 2. The LWML SWD Female Church Work Scholarship Fund, which provides scholarships to district female students who are going into the Lord's work and attending synodically-recognized institutions. (See scholarship committee guidelines);
 - 3. LWML scholarship opportunities.
- F. have a thorough knowledge of other funds that are set up and encourage giving.
- G. ask the SWD Treasurer for updates on the current status of our funds (the Scholarship Fund and TLC fund) and obtain current LWML fund updates from the LWML website before speaking to a group, keeping current with SWD mite goal progress, to be ready for possible questions.
- H. promote special gift giving at LWML SWD events (retreats, conventions, workshops, etc.) with the aid of a display booth and/or oral presentation.
- I. develop printed materials and/or other promotional pieces to be supplied to LWML members and also to our SWD PR chairman to include in the PR display that is taken by her to many LCMS SWD events.
- J. report updates on information available for meetings and programs to the Financial Secretary.
- K. meet with the LCMS SWD Gift Planning Counselor as needed to plan meetings as requested by individuals, churches, groups, and zones.
- L. may prepare a written BOD report by sending one (1) master copy of the report, ready for reproducing, to the department chairman, who will forward it to the Corresponding Secretary by the deadline, in accordance with item J of the "Guidelines for All District Officers, Chairmen, and Appointees" (General Guidelines).
- M. prepare a written report for the convention manual.
- N. perform other duties as requested by the DP.
- O. write articles for the *Mission Lamp* and other publications as needed or requested.
- P. oversee the District Interest Committee, with duties as follows:

The District Interest Committee shall:

1. consist of three (3) zone presidents appointed annually on a rotating basis through all zones:
 - a. appointments will be made at the fall BOD meeting by the DP according to the attached pre-established schedule;
 - b. this committee reports to the Special Funds Coordinator.
2. as shown in number three below, deal with the disbursement of interest from large monetary gifts/bequests made to the district with the intent that the bequest states;
3. use the monies earned from the investment on an annual basis for mission purposes as determined by the SWD BOD in accord with any stipulations established by the donor. Current bequests are:
 - a. Kaestner Memorial Fund, which is to be used specifically for missionaries in the field, preferably those from SWD in the foreign field; (7/15/95)
 - b. Schroeder Memorial Fund - no restrictions.
4. present recommendations to the Financial Secretary in time for the winter EC meeting each year;
5. request assistance from the Vice President of Special Focus Ministries and Mission Grants (VP SFM&MG). Keep the DP and VP SFM&MG informed of all decisions;
6. choose several worthwhile recipients to be presented to the EC for approval and to be voted on by the entire BOD at its winter meeting;
7. contact the Treasurer to determine the amount of money available;
8. propose only projects that have immediate needs;
9. prepare, for the winter BOD meeting, a written report describing briefly the possible recipients and their need, and two ballots (in case of a tie); putting the amount of money available for each one by their respective places on the ballot and/or information sheet;
10. give all ballots to the Recording Secretary after voting is completed;
11. obtain assistance from other resources, including:
 - a. LCMS SWD mission executive;
 - b. pastors in your area;
 - c. district counselors.
12. obtain district Pastoral Counselor's approval of possible recipients.
13. turn over all files to the Special Funds Coordinator at the end of her term. The Special Funds Coordinator will share the past files with the next Interest Committee.

Interest Committee Rotation by Zone Number

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

Interest for:

2024 – 7, 14, 21

2025 – 1, 8, 15

2026 -- 2, 9, 16

2027 -- 3, 10, 17

2028 – 4, 11, 18

2029 – 5, 12, 19

2030 – 6, 13, 20

GUIDELINES FOR SPECIAL MINISTRIES ADVOCATE AND COMMITTEE

The district advocate (liaison) for the LWML SWD Special Ministries Committee shall:

- A. be appointed by the District President (DP) for a two (2) year term, eligible for reappointment, and a **non-voting member** of the district Board of Directors (BOD).
- B. appoint a committee of two (2) or three (3) to assist her and submit their names and addresses to the Corresponding Secretary.
- C. meet regularly with and steer the LWML SWD Special Ministries Committee to educate district LWML leaders and membership in a kind and considerate manner while advocating for the inclusion of sisters who may need to navigate challenges that would otherwise interfere with participation in an LWML event.
- D. prepare a written report for BOD meetings as desired and at the request of the DP.
- E. prepare a written report for the district convention manual.
- F. perform other duties as requested by the DP.

As a member of the Special Ministries Committee, a person may:

- A. actively connect with and promote participation and inclusion of women within the district who may be deaf and hard of hearing, be blind and visually challenged, have physical and mobility challenges, and/or have intellectual and developmental challenges, hereafter referred to as “sisters who experience core challenges”.
- B. develop connections with resources within the district for sisters who experience core challenges.
- C. convey TLC Scholarship opportunities for district conventions and retreats with congregations serving sisters who experience core challenges.
- D. become familiar with the resources on the Special Ministries Task Force page at lwml.org and LCMS.org/social-issues/disability, as well as with community standard practices for including and accommodating those who have challenges to be able to fully participate in all LWML events.
- E. realize opportunities to present and exhibit special ministries materials and/or accomplishments at LWML events such as, but not limited to, district meetings, zone rallies, retreats, district conventions, and in the district *Mission Lamp* and website.
- F. assist the district by connecting them to resources found on the LWML and LCMS websites that may be used to welcome sisters who experience core challenges at local group meetings, zone rallies, retreats, workshops, training events, and district conventions.
- G. network with LCMS organizations to learn and share information as requested.
- H. encourage LWML leaders to provide accommodations at district, zone, and local events to include our sisters who experience core challenges to fully participate in any LWML event.
- I. pray for all to experience the love of Christ as the SWD Special Ministries Committee and (National) LWML Special Ministries Task Force work to advocate for our sisters; be proactive in sharing the Holy Spirit’s work in the Special Ministries; and be enthusiastic with the joy of including all within the LWML district.
- J. review events for good practices of inclusion and for opportunities to improve future participation experiences of our sisters who experience core challenges.

GUIDELINES FOR TECHNOLOGY SUPPORT ADMINISTRATOR

The Technology Support Administrator shall:

- A. be responsible to the District President (DP) under whose department this position functions.
- B. be appointed by DP for a two-year (2) term as a **non-voting member**, eligible for reappointment.
- C. utilize the district provided laptop solely for district work. It is not permitted to use the district laptop for personal activities. District information should not be transferred or stored on personal computers.
- D. attend a BOD meeting at least one time per biennium or as requested by the DP.
- E. maintain and support district owned laptops, keeping programs up to date.
- F. purchase on a rotating schedule new or refurbished laptops for EC, *Mission Lamp* editor, and Technology Support Administrator.
- G. maintain and support district Google Workspace using Admin Console-passwords, user setup, email address creation, etc.
- H. maintain and support use of district projector and printer.
- I. educate EC members as needed in using Google Shared Drive.
- J. provide technology support for EC meetings and Board of Directors (BOD) meetings at request of DP.
- K. prepare a written report for the BOD meeting.
- L. write a report for the convention manual.
- M. encourage all officers and committee chairmen who create substantial documents to maintain a back-up disk or flash drive and maintain an electronic file of these documents on her computer as a safety precaution.
- N. perform other duties as requested by the DP.

GUIDELINES FOR TRANSPORTATION CHAIRMAN FOR LWML CONVENTION

The LWML Convention Transportation Chairman shall:

- A. be appointed by the DP as a **non-voting member** for a two (2) year term, eligible for reappointment, and be directly responsible to the DP.
- B. attend a BOD meeting at least one time per biennium or as requested by the DP.
- C. get costs for the following: travel by airlines, bus and train, keeping in mind the need for extra meals and overnights on the way. Those delegates traveling by car receive the district mileage rate not to exceed the “approved” delegate rate of travel.
- D. provide an itemized list of expected expenses to the EC and BOD so that decisions about reimbursement may be made.
- E. make tentative travel arrangement suggestions to be presented to the district EC during July or August of the even numbered years so publicity can be given to the BOD at their fall meeting in even numbered years.
- F. upon the EC approval, finalize travel arrangements for zone presidents (delegates), two YWR’s, one Pastoral Counselor and any BOD members needing transportation, at the fall BOD meeting in even numbered years.
- G. prepare an expense voucher to be signed by the DP who will submit it to the District Treasurer for any deposits needed to secure travel or hotel arrangements.
- H. make sure all delegates are registered and, if not traveling with the group, have alternate transportation and housing.
- I. advertise appropriate information for others wishing to travel in a group by bus or train, if there is room. Non-delegate attendees choosing to fly need to make their own arrangements.
- J. prepare news releases for zone presidents to publicize in their zones and groups. Also publicize in *Mission Lamp* and on the website.
- K. all money received will go to the District Financial Secretary.
- L. submit a voucher for all expenses to be paid by the District Treasurer.
- M. give files to successor upon completion of term.
- N. prepare a written report for the district BOD when necessary.
- O. be reimbursed for her transportation costs to LWML convention for which she has arranged transportation.

GUIDELINES FOR WEBSITE ADMINISTRATOR

The Website Administrator shall:

- A. be responsible to the VP of Communication (VP C) under whose department this position functions.
- B. be appointed by District President (DP) for a two-year (2) term as a **non-voting member**, eligible for reappointment.
- C. attend a BOD meeting at least one time per biennium or as requested by the DP.
- D. maintain the LWML SWD website: keeping all information up to date:
 - 1. promote all SWD events;
 - 2. maintain the current monthly mite contributions as reported by Financial Secretary;
 - 3. maintain the online Mission Grant poster, making a notation as grants are paid;
 - 4. post the *Mission Lamp* as provided by the Editor;
 - 5. provide link to lwml.org;
 - 6. post information received from VPs and committees approved by the DP.
- E. coordinate all requested additional information with the VP C.
- F. forward all contact requests submitted to the website to the appropriate officer.
- G. choose assistants to help with website postings, with input from the DP and VP C. Notify Corresponding Secretary of assistants' contact information.
- H. notify Treasurer of need for hosting, security, and domain name fees, and additional development fees as projected for budget.
- I. prepare a written report for Board of Directors (BOD) meeting by sending one (1) master copy of the report, ready for reproducing, to the department chairman, who will forward it to the Corresponding Secretary by the deadline, in accordance with item J of the "Guidelines for All District Officers, Chairmen, and Appointees" (General Guidelines)..
- J. write a report for the convention manual.
- K. perform other duties as requested by the DP.

GUIDELINES FOR THE WINTER GETAWAY CHAIRMAN

(Also see separate Retreat Guidelines)

The Winter Getaway Chairman shall:

- A. work with the VP of Gospel Outreach and Christian Life (VP GO&CL) under whose department this position functions. Keep the District President (DP) and VP GO&CL informed of forthcoming meetings and activities and forward copies of committee minutes to both of them.
- B. be appointed by the DP as a non-voting member for a two (2) year term, one (1) as co-chairman and one (1) as chairman.
- C. attend one Board of Directors (BOD) meeting per biennium as requested by the DP.
- D. appoint a committee to work with her, give them copies of the Retreat Guidelines, and share their contact information with the Corresponding Secretary.
- E. be responsible for working with EC to obtain approval for recommendation as to retreat theme, musicians, and logo.
- F. follow up with the Pastoral Counselor if he is unable to attend a planning meeting after he has had the opportunity to review the meeting minutes.
- G. follow retreat guidelines.
- H. have all original material written for retreat usage approved by a district Pastoral Counselor.
- I. send music for the event to the Music Coordinator for clearance through the district's CCLI license.
- J. be aware of the exhibiting process:
 - 1. set the fee to be in line with what other organizations charge us to set up an exhibit at their events.
 - 2. The Retreat Chairman and the VP GO&CL will review and approve displays prior to the retreat. (See separate retreat guidelines for more detail.)
 - 3. Exhibits are to only include information and material funded by that organization and central to their mission. (District committee exhibits are to only include information related to the committee's purpose and work for the district.)
 - 4. The Exhibit Chairman and a member of the EC shall review all material at the exhibit for appropriateness and, if material not meeting the guidelines is displayed, ask the exhibitor to remove it.
 - 5. A Pastoral Counselor shall review all material in the packets.
- K. ensure that no unapproved brochures are in packets or distributed.
- L. keep historical and current retreat materials to be given to her successor within six (6) weeks after the retreat is completed.
- M. prepare a written report for BOD meetings by sending one (1) master copy of the report, ready for reproducing, to the department chairman, who will forward it to the Corresponding Secretary by the deadline, in accordance with item J of the "Guidelines for All District Officers, Chairmen, and Appointees" (General Guidelines).
- N. prepare a written report for the district convention manual.
- O. perform other duties as requested by the DP.

GUIDELINES FOR ACTIVE LOCAL GROUPS VS SUPPORTING LOCAL GROUPS

The following are the criteria for an active local group:

1. collects mites;
2. orders *Quarterlies*;
3. meets at least quarterly;
4. has Bible study;
5. sends delegate(s) to district conventions;
6. participates in zone and district events.

A supporting local group would:

1. collect mites;
2. possibly order *Quarterlies*;
3. possibly send delegate(s) to district convention;
4. may participate in zone and district events.

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

A local group which would like to request supporting status, shall:

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

A local group, in order to request disbandment, shall have:

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

After steps 1-6 are completed, the local group requesting disbandment shall:

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

GUIDELINES FOR DISTRICT BOD AND/OR COMMITTEE MEMBER(S) REMOVAL POLICY

God's Word tells us:

- “If your brother sins against you, go and tell him his fault, between you and him alone. If he listens to you, you have gained your brother. But if he does not listen, take one or two others along with you, that every charge may be established by the evidence of two or three witnesses. If he refuses to listen to them, tell it to the church. And if he refuses to listen even to the church, let him be to you as a Gentile and a tax collector. Truly, I say to you, whatever you bind on earth shall be bound in heaven, and whatever you loose on earth shall be loosed in heaven. Again I say to you, if two of you agree on earth about anything they ask, it will be done for them by my Father in heaven. For where two or three are gathered in my name, there am I among them.” (Matt. 18:15-20)¹
- “You shall not bear false witness against your neighbor.” (Exodus 20:16; Deut. 5:20)

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

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

In accordance with Matthew 18:15-20, the following procedure shall be followed:

1. the District President (DP) should meet with the person to see if they can resolve the situation. If not,
2. the DP and Pastoral Counselor should meet with the person to try to resolve the situation. If not,
3. ask the person to resign without prejudice. If they are not willing to resign, then the following Guidelines shall apply.
 - A. A BOD meeting shall be called in accordance with Article X, B of the LWML SWD Bylaws. (Note: if the member is a Zone President, the previous steps 1-3 should be followed by the Zone BOD with the guidance of the Zone Pastoral Counselor who may consult the individual's pastor.)
 - B. Notice that this item will be on the agenda shall be sent to the BOD at least thirty (30) days before the date of the meeting.
 - C. Removal shall require a two-thirds (2/3) majority vote of the total BOD membership.
 - D. A vacancy in a BOD position as a result of a removal of a BOD member shall be filled in the manner prescribed by the LWML SWD Bylaws² governing the filling of vacancies for that position:
 1. as to the DP: Article X, F;
 2. as to the EC: Article XI, D, 3; and
 3. as to Committee Chairmen or Committee members: Article VIII, A, 3.

- E. A zone president who has been removed from the BOD, by definition, has also been removed as zone president. The zone shall select a new president in accordance with its bylaws.
- F. All actions shall be without prejudice.

We shall follow Christ's example:

- "The Lord is gracious and merciful, slow to anger and abounding in steadfast love." (Psalm 145:8);
- "But you, O Lord, are a God merciful and gracious, slow to anger, and abounding in steadfast love and faithfulness." (Psalm 86:15);
- "May the God of endurance and encouragement grant you to live in such harmony with one another, in accord with Christ Jesus, so that together you may with one voice glorify the God and Father of our Lord Jesus Christ." (Romans 15:5-6).

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

¹ All Scripture verses are taken from the ESV.

² All references to Articles refer to the LWML South Wisconsin District Bylaw

THE LOVE OF CHRIST (TLC) FUND GUIDELINES

I. PURPOSE

To “...assist each woman in the congregations of our district in affirming her relationship with the Triune God...in reaching out with Christ’s love to all people of her church, neighborhood and the world.” (LWML SWD Purpose Statement), the LWML SWD may use TLC monies to encourage participation in district LWML events. The DP, the person validating the applicants’ need and the event registrar are the only people who are to know the identities of those women receiving scholarships.

Any woman who is a communicant member of an LCMS SWD congregation may apply for a TLC Scholarship. She is to fill out and submit, to the DP, an application by the postmark deadline date (see below: V-B, 3; V-C, 4; V-D, 1c; and V-D, 2c). A new form must be submitted for each event.

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

- A. Scholarships for:
 - 1. local group (society) delegates and Young Women Representatives (YWRs) to Lutheran Women’s Missionary League South Wisconsin District (LWML SWD) conventions when the local group is unable to provide funds for that purpose.
 - 2. attendees to Fall and/or Winter Getaway Retreats, and District Conventions.
 - 3. current and past Female Church Work Scholarships (FCWS) recipients to LWML SWD events.
 - 4. past district YWR to attend one additional LWML Convention.
 - a. Funds are for financial assistance scholarship packages for registration and various other expenses to these events.
 - b. These scholarship packages will be considered on an individual basis.
 - 5. members of the LWML SWD Board of Directors (BOD) and non-delegate Zone Officers to attend an LWML Convention.
- B. Financial scholarships for a deaconess post graduate candidate.
- C. Financial assistance to supplement the FCWS when funds are insufficient.
- D. LWML SWD administrative expenses that exceed the district’s ability to be funded from regular donations.

II. PRINCIPAL

- A. The principal shall be built by special gifts (other than mite money) and twenty-five percent (25%) of district convention offerings.
 - 1. In the event the principal is over \$50,000, twenty-five percent (25%) of the district convention offerings will be given to the FCWS fund.
 - 2. The TLC fund balance will be verified on March 31 of the district convention year.
- B. No monies shall be awarded unless the principal in the fund is at least twenty-five thousand dollars (\$25,000). (BOD approval 9/17/05)

1. The minimum principal financial requirement may be raised by the Board of Directors (BOD), but it is the intent of the founders of this fund that the minimum principal balance never be less than the stated \$25,000 (prior to the use of interest and appreciation).
 2. This policy may be changed if brought before the BOD at one meeting and prayerfully considered and voted on at the following BOD meeting.
- C. Funds above the \$25,000 minimum balance shall be placed in a separate account(s) that is easily accessible, yet gains interest, so it is readily accessible to provide grants.
 - D. The TLC Committee shall review the fund account balances and guidelines annually and send any revision recommendations to the LWML SWD Executive Committee (EC) for approval.
 - E. The date of the review is to be added to the guideline's footer.

III. GRANT APPROVALS

- A. Scholarships to attend district events and national LWML conventions: Approvals for the requests of individuals are granted by the TLC Committee according to the guidelines set forth in Section V and VI, below.
- B. Financial assistance to supplement the FCWS when funds are insufficient: Approvals for the requests of individuals are granted by the TLC Committee according to the guidelines set forth in Section V and VI, below.
- C. Scholarships for a deaconess post graduate candidate: Approvals for the requests of individuals are granted by the TLC Committee according to the guidelines set forth in Section V and VI, below.
- D. Administrative expenses: Because South Wisconsin is one of only a few LWML districts which does not use mites for administrative program purposes, priority use of TLC funds shall be given to district administrative needs as outlined in Section I-D. However, TLC funds shall not be used for those purposes if the district has sufficient administrative funds in its accounts as a result of rally offerings and other donations. A two-thirds (2/3) vote of the EC is necessary to use TLC funds for administrative purposes.

IV. TLC COMMITTEE

- A. The LWML SWD President (DP) shall appoint a special committee (Art. X, A-7 Bylaws 2008), known as the TLC Committee.
- B. The committee shall consist of four (4) members, who shall serve a two (2) year term and be eligible for reappointment.
- C. The DP shall choose one committee member from any of the four (4) following LWML SWD categories:
 1. Current or past Financial Secretary
 2. Current Zone President
 3. Current District Committee Chairman
 4. Past Treasurer
 5. Past President
 6. Past District Officer
- D. The DP shall appoint a chairman from the four committee members.

V. METHOD OF AWARDING SCHOLARSHIP PACKAGES

- A. Interest amounts shall be monitored by the LWML SWD Treasurer. The number of scholarships and/or the amounts may be raised or lowered by action of the EC in response to fluctuating interest rates and the amount available for scholarships.
- B. Retreats (Fall and Winter Getaway) scholarships:
 - 1. There shall be a maximum of 10 scholarships per event per year.
 - 2. The scholarship awarded per retreat will cover registration, optional event meals (not included in registration), and up to ½ of lodging.
 - 3. Applications must be postmarked on or before September 5th the year of the Fall Retreat and on or before January 5th the year of the Winter Getaway Retreat for which the woman is applying.
- C. LWML SWD Convention scholarships:
 - 1. Scholarships shall be considered for groups (societies) that cannot afford to send delegates; for a delegate that cannot afford to pay this expense on her own; or for guests. Preference shall be given first to delegates, then to guests.
 - 2. The scholarship awarded will go to cover the cost of registration, convention meals, and up to ½ of required lodging.
 - 3. There shall be a maximum of five (5) scholarships per convention.
 - 4. Applications must be postmarked on or before April 1st the year of the District Convention.
- D. LWML (national) Convention scholarships
 - 1. Scholarships shall be considered for members of the LWML SWD Board of Directors (BOD) and non-delegate Zone Officers.
 - a. The scholarships awarded will cover the cost of early registration and the cost of the convention meal plan. (This does not include transportation or lodging.)
 - b. There shall be a maximum of three (3) scholarships awarded each biennium.
 - c. Applications must be postmarked on or before February 1st in the year of the LWML (national) Convention.
 - d. Applicants who are to receive the scholarship shall be the ones the TLC Committee scores the highest as they prayerfully review and rank each application according to need, etc.
 - e. A scholarship recipient may register on her own or with the help of the District Treasurer. If the scholarship recipient registers herself, the reimbursement will be in the form of a check when a voucher and copy of the registration acknowledgement is sent to the Treasurer. The SWD Treasurer will be in contact with the recipients to confirm the recipients' participation prior to the cancellation deadline. If a recipient is not able to attend and has directly received scholarship money, the scholarship money needs to be returned to the TLC fund.
 - 2. LWML (national) Convention scholarships for past SWD YWRs to an LWML convention:
 - a. Scholarships shall be considered for past district YWRs to attend a national convention as a participant to encourage their ongoing participation in LWML. Preference will be given to a past YWR

- currently serving on the LWML SWD Young Woman's Committee.
 - b. The scholarships awarded will include expenses for travel, lodging, registration, and meal package based on approved expenses covered for district delegates.
 - c. Applications must be postmarked on or before February 1st in the year of the LWML Convention.
 - d. There shall be a maximum of three (3) scholarships awarded each biennium.
 - e. A past SWD YWR may receive such scholarship one (1) time.
- E. Financial scholarships for a deaconess post graduate candidate at a synodical institution:
1. Scholarships will be awarded to candidates who are a member of a SWD LCMS congregation.
 2. There shall be a maximum of three (3) scholarships awarded each year.
 3. The maximum scholarship awarded per applicant will be \$2,000 per year.
 4. An applicant may receive the scholarship a total of two (2) times.
 5. The recipient must complete her degree and serve a minimum of two years in ministry, or she will need to repay the scholarship to LWML SWD.
 6. All portions of the application must be completed and postmarked by May 1.
- F. Financial assistance to supplement the Female Church Work Scholarships (FCWS) when funds are insufficient
1. If funds are insufficient to reach the FCWS distribution goal, funds from the TLC account could be transferred to the FCWS account to make up the shortfall if funds in the TLC account are over the \$50,000 base amount.
 2. This transfer will be approved by a two-thirds (2/3) vote of the EC to use TLC funds for FCWS.

VI. DISTRIBUTION PROCEDURES

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

- A. The DP shall:
1. receive all completed application and registration forms.
 2. return all applications to the senders that are not complete or that are postmarked after the deadline date, along with a note explaining why it is being returned.
 3. mark each application with a code letter in the space provided on each page of the application form and maintain a master list of the applicants' names and their code letters.
 4. send a scanned copy of page 2 of all qualified applications received to the TLC Chairman soon after the published deadline date, who will then forward these copies to the remaining three (3) committee members.
 5. receive, from the TLC Committee Chairman, the code letters of those chosen to receive scholarships, after the TLC Committee has made their selections.

6. inform the District Treasurer of the number of approved applicants of scholarships the TLC fund will be paying, and forward the registration forms to the event registrar.
 7. inform the District Treasurer of amounts needed for lodging reimbursement to be sent to the registrar for pick up at the event registration table.
 8. contact each woman approved for a TLC scholarship, informing her that the LWML SWD has granted her a scholarship and what will be paid for on her behalf. If some of the scholarship package will be paying for the applicant's portion of lodging (up to 1/2 the cost of a room), the event registrar shall have an envelope with cash money for lodging (over and above the registration fee and other items if noted) to give to the recipient.
 9. inform those applicants not receiving a scholarship that they were not chosen, and encourage them to submit a new application for a future event.
 10. destroy copies of all application forms, paper and electronic communication, pertaining to the scholarships after each event has been held and all accounting for the scholarships has been completed.
- B. The Chairman of the TLC Committee shall:
1. receive the applications (page 2 only) from the DP and forward to the remaining committee members.
 2. set a deadline, with input from the DP, for committee members to review and return their rankings to her.
 3. prayerfully review and rank each set according to need, etc.
 4. receive the completed rankings from the other three (3) committee members by the established deadline.
 5. collate all four (4) sets of ranked applications and, when completed, inform each member of the committee which ones were chosen.
 6. provide the DP with a listing of which women were chosen to receive a TLC Scholarship.
 7. destroy copies of all application forms, paper and electronic communication, pertaining to the scholarships after each event has been held and all accounting for the scholarships has been completed.
 8. be responsible to, and report to, the LWML SWD President.
- C. The TLC Committee members shall:
1. receive, via email attachment, page 2 of the submitted application forms from the TLC Committee Chairman.
 2. prayerfully review and rank each application according to need. Each member shall review the applications on her own, thus a group meeting may not be necessary.
 3. send, via email, her rankings of the applications in the order of greatest need, to the TLC Committee Chairman by the deadline as set by the committee chairman.
 4. destroy copies of all applications after each event has been held and all accounting for the scholarships has been completed.
- D. Registrar of the event shall:
1. receive the names of all scholarship recipients from the DP.
 2. keep the identity of TLC Scholarship recipients confidential.

3. receive from the DP what aspects of the event are to be paid from TLC funds for each TLC scholarship recipient.
 4. receive from the LWML SWD Treasurer a check payable to LWML SWD for the registration fees, and a check payable to the event registrar for her to obtain the cash for the envelopes for the scholarship recipients.
 5. destroy copies of all application forms, paper and electronic communication pertaining to the scholarships after each event has been held and all accounting for the scholarships has been completed.
- E. Deaconess Post Graduate Scholarships
1. Scholarships will be sent directly to the recipient's school at the beginning of the second semester.
 2. All applications must be sent to the District President of the LWML-SWD, who will then pass on eligible applicants to the chairman of The Love of Christ (TLC) Committee for consideration for the scholastic year beginning in the upcoming Fall term.
 3. Application deadline is postmarked May 1.

VII. PROMOTION

The district president, financial officers, the Special Funds Chairman, and the TLC Committee Chairman shall determine, on an annual basis, ways to promote the TLC Fund. Suggestions include, but are not limited to:

- A. At each event, announce the availability of scholarships for the next event, perhaps making paper copies of the application form available.
- B. A month before each scholarship deadline, post the information on the LWML SWD website, with a clickable link to the form.
- C. Three (3) weeks before each scholarship deadline, post the information on the LWML SWD Facebook page, with a clickable link to the form.
- D. Develop a promotional piece to encourage women to apply prior to each LWML SWD retreat or convention.
- E. Provide scholarship form and encouragement to use them by promoting use of the TLC Fund at all district LWML events, such as workshops, Heart 2 Heart Sisters and Young Women events, as well as encouraging EC reps to include scholarship promotion when they bring the district report to spring and fall rallies.
- F. Promote the TLC Scholarship opportunities at all BOD meetings so Zone Presidents (ZP) will encourage zone members to apply.

VIII. HISTORY OF TLC

Linda Ault, a long-time member and officer of the LWML-SWD, founded the "TLC (The Love of Christ) Fund" in 1998. She remembered when she was a young woman and wanted to attend all LWML events: local group meetings, zone rallies, retreats, and district and national conventions. The lack of funds, however, prevented her from participating. Seeing Linda's need, her mom graciously provided monies for gas, meals, and sometimes a hotel, enabling her to travel to these uplifting and faith-strengthening events. Linda was sensitive to the same needs of today's women, who want to serve but for various economic reasons, cannot do so. She prayed that women would apply to receive TLC funds so they could participate and serve the Lord with the gladness she is now enjoying with Jesus in heaven.