



## MICHIGAN DISTRICT

# LEADERS GUIDE

# TABLE OF CONTENTS

Lutheran Women's Missionary League  
Auxiliary Of The Lutheran Church – Missouri Synod

<u>Section</u>	<u>Page</u>
PREAMBLE.....	1
INTRODUCTION.....	2
What is the Lutheran Women's Missionary League? .....	2
Mite Box.....	3
LWML Mission Statement.....	3
LWML Executive Committee (EC) Statement.....	3
LWML Michigan District Board of Directors Mission Statement .....	3
League Pledge .....	3
Addresses .....	4
PUBLICATIONS.....	4
The Lutheran Woman's Quarterly (LWQ) .....	4
Michigan Supplement of the Lutheran Witness.....	4
LWML Michigan District Website .....	5
Additional Mailings.....	5
DISTRICT COMMITTEES AND PERSONNEL.....	5
Executive Committee (EC).....	5
Board of Directors .....	5
Standing Committees .....	5
Procedures and Practices .....	5
Christian Outreach Committee.....	6
Special Focus Ministries Committee.....	7
Communication Committee .....	9
Mission Outreach Committee.....	10
Organizational Resources Committee .....	10
Nominating Committee .....	12
Special Committees .....	12
Convention Committee.....	12
To Become a Host Zone for the District Convention .....	12
Chairmen of a Convention: .....	12
Task Force .....	13
District Pastoral Counselors .....	13

# TABLE OF CONTENTS

Lutheran Women's Missionary League  
Auxiliary Of The Lutheran Church – Missouri Synod

<u>Section</u>	<u>Page</u>
<b>Appointed Officers .....</b>	<b>13</b>
Meeting Manager .....	13
Planner.....	14
<b>Special Appointed Personnel .....</b>	<b>14</b>
Archivist-Historian .....	14
Convention Manager .....	14
Convention Registrar .....	14
Parliamentarian .....	15
Technology Specialist.....	15
Personnel Records Liaison .....	15
<b>Past District Presidents .....</b>	<b>15</b>
<b>MEETINGS.....</b>	<b>16</b>
<b>Committee Minutes.....</b>	<b>16</b>
<b>Expenses .....</b>	<b>16</b>
Vouchers.....	16
Mileage .....	16
<b>Executive Committee.....</b>	<b>17</b>
<b>Board of Directors .....</b>	<b>17</b>
Timing of Meetings .....	17
Attendance .....	17
Name Badge .....	17
Call Letter and Agenda.....	17
Materials.....	17
Meeting Accommodations .....	18
Minutes.....	18
Meeting Agenda .....	18
Standing Rules .....	18
Information Waiver Forms .....	18
Insurance .....	18
<b>Assembly of Committees .....</b>	<b>18</b>
<b>COMMUNICATIONS .....</b>	<b>19</b>
<b>President's Memo .....</b>	<b>19</b>

# TABLE OF CONTENTS

Lutheran Women's Missionary League  
Auxiliary Of The Lutheran Church – Missouri Synod

<u>Section</u>	<u>Page</u>
<b>LWML Michigan District Website: <a href="http://www.lwmlmichigan.org">www.lwmlmichigan.org</a></b> .....	<b>19</b>
<b>Executive Committee Meeting Résumé</b> .....	<b>19</b>
<b>DISTRICT CONVENTIONS</b> .....	<b>19</b>
<b>Timing</b> .....	<b>19</b>
<b>Purpose</b> .....	<b>19</b>
<b>Goals and Objectives</b> .....	<b>19</b>
<b>Board of Directors Convention Duties</b> .....	<b>20</b>
<b>Convention Committees</b> .....	<b>20</b>
Convention Site Committee.....	20
Planning Committee .....	20
Minutes Review Committee .....	20
Credentials Committee .....	20
Program Committee .....	21
Standing Rules Committee .....	21
Tellers .....	21
<b>Attendance</b> .....	<b>21</b>
<b>Convention Offerings</b> .....	<b>22</b>
<b>Elections</b> .....	<b>22</b>
Zone Caucus.....	22
Eligibility .....	22
Mission Grant Proposals.....	23
Election Results.....	23
<b>Convention Expenses</b> .....	<b>23</b>
<b>Rules</b> .....	<b>24</b>
<b>Emergency Procedures</b> .....	<b>24</b>
<b>NATIONAL LWML CONVENTIONS</b> .....	<b>24</b>
<b>Delegates</b> .....	<b>24</b>
<b>Young Woman Representatives (YWR)</b> .....	<b>24</b>
<b>Convention Funding</b> .....	<b>25</b>
<b>ZONES</b> .....	<b>25</b>
<b>Zone Meetings</b> .....	<b>25</b>

# TABLE OF CONTENTS

Lutheran Women's Missionary League  
Auxiliary Of The Lutheran Church – Missouri Synod

<u>Section</u>	<u>Page</u>
Zone Planning Meeting.....	25
Zone Board Meetings .....	25
Zone Rallies.....	26
<b>Zone Rally Proceeds.....</b>	<b>26</b>
<b>Zone Prayer Day .....</b>	<b>26</b>
<b>Permission to Use Music at Zone Events .....</b>	<b>27</b>
<b>THE LOCAL ORGANIZATION (GROUPS).....</b>	<b>28</b>
<b>Forming A New Group .....</b>	<b>28</b>
<b>PROJECTS/POLICIES.....</b>	<b>28</b>
<b>District.....</b>	<b>28</b>
<b>Zones .....</b>	<b>29</b>
<b>Groups .....</b>	<b>29</b>

## Appendices

Appendix A: Standing Rules For LWML Michigan District Board Of Director Meetings

Appendix B: Information Waiver Form

Appendix C: Guidelines For Submitting Michigan District Grant Proposals

Appendix D: Guidelines For Special Gift Fund Coordinator

Appendix E: Guidelines For Submitting Archival Materials

Appendix F: Guidelines For The Speakers Bureau

Appendix G: What Zone Presidents Need To Know

Appendix H: LWML Michigan District Young Woman Representative (YWR) Annual Zone  
Assessment Form (Sample)

Appendix I: Transition Of Office

Appendix J: Board Of Directors Convention Duties and Convention Division of Responsibility

**Lutheran Women's Missionary League  
Michigan District Leaders Guide**

## **PREAMBLE**

The *LUTHERAN WOMEN'S MISSIONARY LEAGUE MICHIGAN DISTRICT LEADERS GUIDE* has been prepared by the LWML Michigan District Organizational Resources Committee. *The Lutheran Women's Missionary League Procedures Manual January 2024* revision, was used as a resource for some of the information included.

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

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

Organizational Resources Committee  
2024-2026 LWML Michigan District



*The following Introduction is taken from the national [www.LWML.org](http://www.LWML.org) website article “LWML Basic Facts” and “The Mite Box,” with additions pertaining to the LWML Michigan District.*

## INTRODUCTION

### What is the Lutheran Women's Missionary League?

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

## Mite Box

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



Mite Boxes, available from the district Mission Awareness Coordinator, zone president, or LWML office, are distributed to every woman in a group, and often to each member of the congregation. Recipients should be encouraged to place Mite Boxes in a prominent place where they will be reminded to contribute to them regularly.

Mite Box offerings should be gathered at LWML meetings, preferably with prayer or Mite Box devotion. Refer to the LWML catalog to order and to the website to print copies of prepared devotions, songs, poems, etc. Some congregations place a large version of the Mite Box in a prominent place so those who do not attend LWML functions may contribute their Mite offerings. Groups remit contributions regularly to the designated LWML Michigan District Financial Secretary.

## LWML Mission Statement

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

## LWML Executive Committee (EC) Statement

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

## LWML Michigan District Board of Directors Mission Statement

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

## League Pledge

In fervent gratitude for the Savior's dying love and His blood-bought gift of redemption, we dedicate ourselves to Him with all that we are and have, and in obedience to His call for workers in the harvest fields, we pledge Him our willing service wherever and whenever He has need of us. We consecrate to our Savior our hands to work for Him, our feet to go on His errands, our voice to sing His praises, our lips to proclaim His redeeming love, our will to do His will, our silver and our gold to extend His kingdom, and every power of our life to the great task of bringing the lost and erring into eternal fellowship with Him. Amen. (Rev. Harry Fricke, 1955)



## Addresses

### National LWML Office:

801 Seminary Place, Suite L010

St. Louis, MO 63105

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

E-mail: [lwml@lwml.org](mailto:lwml@lwml.org)

Website: [www.lwml.org](http://www.lwml.org)

### LWML Michigan District Office:

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

LWML Michigan District c/o

Michigan District of the LCMS

3773 Geddes Road

Ann Arbor, MI 48105-3098

Telephone: 734-665-3791

Website: [www.lwmlmichigan.org](http://www.lwmlmichigan.org)

## PUBLICATIONS

### The Lutheran Woman's Quarterly (LWQ)

As noted in the LWML Handbook, The LWQ is the official publication of the National LWML. Copies may be purchased at the current rate per copy by individual groups, who send a subscription order to the District Personnel Records Liaison. The subscriptions begin with the summer issue and end with the spring issue. Each fall, groups receive information on ordering their subscription; and if they have previously ordered the LWQ, confirmation on how many copies they have ordered is included.

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

The official publication of the LWML Michigan District shall be edited and produced electronically by the Communication Committee. As such, it promotes the objectives of the LWML Michigan District and National LWML, provides information about programs and activities of the LWML, provides topics for study and discussion, and provides a chain of communication between the national, district, zone and groups of LWML. It is made available to all members of the LWML Michigan District via website and/or Constant Contact at least quarterly. District officers will submit articles for this publication upon the request of the Vice President of Communication. This publication may be copied and distributed to interested people within each congregation.

### Michigan Supplement of the Lutheran Witness

The LWML advertisement in the *Michigan Supplement of the Lutheran Witness* is paid for by the LWML Michigan District. Under the direction of the Vice President of Communication, the

Leaders Guide 2025

Michigan Supplement Coordinator prepares this ad for publication up to six times a year. This ad is used to inform and interest readers about upcoming district events, mission grants, LWML district personnel, etc. Annually the Executive Committee determines whether the LWML Michigan District purchases this ad.

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

[Additional Mailings](#) may be sent to the district officers and local group leaders at times by the national LWML or the LWML Michigan District President, as required.

## DISTRICT COMMITTEES AND PERSONNEL

### Executive Committee (EC)

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

### Board of Directors

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

### Standing Committees

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

### Procedures and Practices

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

## Leaders Guide

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

- Call a meeting of her entire committee early in the biennium (preferably at the Assembly of Committees in August) to set goals for their respective committee to cover key impact points which enable the district to meet the goals and objectives set by the EC for the biennium;
- Report said key points of impact to the EC in writing by the November Executive Committee meeting;
- Assign specific tasks to each coordinator or team member on her committee to fulfill the goals set by the committee for the biennium;
- Receive a report in writing or orally of activities carried out and/or planned by the specific coordinator or team member to be shared with the entire District Board of Directors at their next regularly scheduled meeting;
- If desirable, allow the coordinator to speak to her own programs and/or activities as part of a committee report to the district board (not to exceed 10 minutes for entire committee report);
- Report to the EC for the committee (it is not necessary for committee members to report to the EC, only the chair);
- Keep the assigned Pastoral Counselor apprised of the activities of the committee and seek his advice on spiritual matters affecting the work of the committee;
- Receive vouchers for coordinator's expenses (e.g., printing expenses, postage, etc.) incurred in performing her duties and forward these vouchers to the District President for her approval;
- The fiscal year of the district shall be from May 1 to April 30 inclusive. Summer/1st quarter being May, June, July; Fall/2nd quarter being August, September, October; Winter/3rd quarter being November, December, January; and Spring/4th quarter being February, March, April.

### Christian Outreach Committee

The purpose of the Christian Outreach Committee is to encourage spiritual growth through use of LWML resources and provide opportunities to serve those in need.

The Christian Outreach Committee will include the Vice President of Christian Outreach and her team members/coordinators:

#### Christian Growth Coordinator will:

- Serve as a resource person for zone and group Christian Growth Committees in planning Christian nurturing events.
- Inform members of the variety of resources suitable for use at women's events;
- Put a mission highlight in the official publication of the district;
- Submit a report of her activities to the Vice President to be a part of the committee report to the District Board of Directors meetings.

#### Speaker's Bureau Coordinator will:

- Maintain and publicize a list of approved speakers to serve as resource persons for group and zone activities. This will involve frequent updating of the list, contacting the speakers

yearly to determine their status, fees, and desire to be included on such list, etc. The District President has the final approval of who may be included on the list if any question as to suitability arises. Refer to Appendix F—*Guidelines for the Speakers Bureau*;

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

#### **Christian Materials Coordinator will:**

- Operate, stock, and maintain the LWML Michigan District Store with items available from the CPH/LWML website to be displayed at select in-person events and an online presence when available;
- Submit a report of her activities to the Vice President to be a part of the committee report to the District Board of Directors meetings.

#### **Servant Projects Coordinator will:**

- Highlight information about one or two hands-on service activities or projects that can be done by groups or individuals in the district newsletter;
- Plan and coordinate Gifts from the Heart for district conventions and district retreats.
- Keep a current list of possible hands-on suggested servant events to assist groups in developing their own plan of action for holding a servant event in their area.
- Submit a report of servant projects to the Vice President to be part of the committee report to the District Board of Directors meetings.

As a committee along with the Vice-President, all Coordinators will work in their areas of giftedness to:

- Produce Board of Directors retreats and district-wide retreats when requested by the EC;
- Upon approval by the EC, plan and implement at least one hands-on servant event, e.g., in-state mission trip, for the women of the district in each biennium to aid those who are hurting and in need. (This should be in addition to any hands-on servant events held at the district convention);
- Be alert to opportunities to support the hurting and in-need locally and globally, serving as liaison to LCMS ministries and challenge LWML members to do the same.

#### **Special Focus Ministries Committee**

The purpose of Special Focus Ministries is to motivate, equip, and ensure opportunities for women to serve others, participate in LWML, and grow in relationships as sisters in Christ. This will be done by supporting and facilitating the Heart to Heart program, the Young Women Representatives, and the deaf and hard of hearing.

Under Special Focus Ministries, the Young Woman's Representative (YWR) program empowers and mentors young women to connect and grow in relationships as sisters in Christ. It equips and encourages young women to become more involved in their congregation and the mission of the LWML.

#### **Young Woman's Representative Coordinator will:**

- Oversee all activities of the committee on Young Women;

## Leaders Guide

- Oversee activities for the YWR for the district conventions (see YWR under *District Convention* in Leaders Guide);
- Oversee activities for the YWR for the National Convention (see YWR under National Convention in Leaders Guide);
- Submit a report of her activities to the Vice President to be a part of the committee report to the District Board of Directors meetings.

Included in Special Focus Ministries, the Heart to Heart--Sisters of All Nations (H2H) district program is an intentional effort to welcome and encourage women of all nations to participate in the life and service of Lutheran Women in Mission (LWML).

The Heart to Heart--Sisters of All Nations (H2H) program motivates, equips, and provides opportunities for multi-cultural women to serve the Church, participate in LWML, witness to the world, and grow together in relationships as sisters in Christ.

The LWML recognizes there are gifted multicultural women serving with joy and passion in many multicultural ministries throughout The Lutheran Church—Missouri Synod.

These women are already part of an LCMS family and bring vitality and gifts to the life and work of the Church and the LWML. God's plan is for us to serve Him and the cultures of the world.

### **Heart to Heart Sisters Coordinator** will:

- Identify, develop, support, and encourage women leaders in ethnic ministries thus celebrating the gifts God has given the Church;
- Be intentional about giving to these women; through networking, training, support, and resources, the opportunity to learn about and participate in the mission of the LWML at every level-group, zone, district, national;
- Identify and encourage cross-cultural opportunities within the LWML Michigan District, thus emphasizing the church's rich diversity;
- Be responsible for the Heart to Heart Sisters program at district conventions;
- Submit a report of her activities to the Vice President of Special Focus Ministries to be a part of the committee report to the District Board of Directors meetings.

Also included in Special Focus Ministries is an outreach to the deaf and hard of hearing. Many of our LCMS congregations have deaf and hard of hearing sisters; and sometimes LWML women do not reach out to them because of a preconceived language barrier. We think we cannot communicate, but we can with love. Through the LWML and with the help of our district Deaf Ministry Liaisons, we will be able to reach out and find deaf women in the various zones and connect with them – reaching out with the Gospel of Christ. Resources are available on the national LWML website to help equip us in this outreach to support and encourage the deaf and hard of hearing women in our church, and to involve them in active participation in the LWML, including conventions.

### **Deaf Ministries Advocate** will:

- Oversee the Deaf Ministry Liaison Coordinator in outreach to identify and welcome deaf sisters into active participation in the LWML;

## Leaders Guide

- Communicate with LWML Zone presidents, highlighting Deaf Ministry opportunities in their Zone;
- Identify resources which will aid LWML women as they welcome sisters from the deaf community into fellowship and service through the LWML.
- Submit a report of her activities to the Vice President of Special Focus Ministries to be a part of the committee report to the District Board of Directors meetings.

### Communication Committee

The purpose of the Communication Committee is to communicate to LCMS women in the Michigan District to support mission awareness and equipping women in the pew.

- Along with Treasurer and Technology Specialist, keeps track of software licenses.
- Maintains the district LWML display and represents the district in exhibit areas of conventions and gatherings when asked to do so by the president.

#### Official District Publication Coordinator will:

- Under the direction of the Vice President of Communication, notify the District President of the deadline for needed materials for the district newsletter;
- Receive and edit articles for, produce and supervise emailing of publication at least quarterly;
- Receive and edit articles, produce, and distribute the official publication of the LWML Michigan District electronically to the Board of Directors;
- Ensure publication is available electronically;
- Assist with the preparation and publication of the convention manual and convention newsletter;
- Submit a report of her activities to the Vice President to be a part of the committee report to the District Board of Directors meetings.

#### Michigan in Touch Coordinator will:

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

#### Web Page Coordinator will:

- Set up, if necessary, and keep current the LWML Michigan District Website;
- Forward emails received via the website address to the various officers to be contacted;
- Solicit and edit items to be displayed on the Web page;
- Assist with the preparation and publication of the convention manual;

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

### **Mission Outreach Committee**

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

#### **Gospel Outreach Coordinator**

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

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

#### **Mission Awareness Coordinator**

Likewise, the Mission Awareness Coordinator will:

- Prepare and provide distribution to the zones and groups materials that provide awareness of the district and national LWML grants;
- Ensure information of Mission Grant Proposals are placed on district website to support deadlines;
- Works with the Vice President of Communication in being responsible for LWML exhibits/displays at events with EC approval;
- Plan and implement, or keep a file of, ideas to be shared with zones and/or local groups promoting increased Mite Box giving;
- Provide Mite Boxes upon request;
- Order necessary materials from LWML office;
- Serve on the Grant Evaluation and Selection Committee;
- Ensure a presentation of proposed mission grants in digital form for the website and the LWML Michigan District convention is available;
- Submit a report of her activities to the Vice President to be a part of the committee report to the District Board of Directors meetings.

### **Organizational Resources Committee**

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



## Leaders Guide

Duties specific to Vice President of Organizational Resources each biennium:

1. Ask each LWML officer and committee to review Leaders Guide and suggest changes.
2. Be responsible for forwarding approved changes to be posted on the website.
3. Update Leaders Guide and have it ready for posting on the website by beginning of each biennium.
4. Promote the Leaders Guide to the LWML leadership. Send an electronic copy via email to all LWML leadership each biennium.

### Growth and Development Coordinator

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

- Assist the Vice President of Organizational Resources in helping existing groups develop programs to strengthen their groups;
- Prepare and distribute informational binders about the LWML to newly ordained pastors, deaconesses, and vicars placed in our district;
- Provide information to the district, zones, and groups to support, encourage and care for their church workers. Church workers could also include Lutheran school teachers, Directors of Christian Education, Directors of Christian Outreach, Directors of Family Life Ministry, and Directors of Church Ministries (see <http://www.lwml.org/> for information);
- Encourage LWML women to build relationships with pastors and church workers as partners spreading the Gospel with the gift of prepared materials from LWML;
- Submit a report of her activities to the Vice President to be a part of the committee report to the District Board of Directors meetings.

### Leader Development Coordinator

The Leader Development Coordinator will:

- Network with zones to identify women with special abilities and talents to serve in leadership positions;
- Assist zones and groups in developing potential leaders;
- Upon the request of the Vice President of Organizational Resources, counsel and advise zone and group leaders who ask for assistance in becoming more effective leaders;
- Contact each zone president or co-chairman at least quarterly with leadership tips through Constant Contact;
- Assist the President in assigning pairs of Zone Presidents to mentor one another for a period of two years;
- Submit a report of her activities to the Vice President to be a part of the committee report to the District Board of Directors meetings.

### Structure Coordinator

The Structure Coordinator will:

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



- Present to the Board of Directors, with the approval of the EC, such amendments as she deems advisable for their approval;
- Submit approved amendment changes to the LWML National Structure Committee Chairman for approval;
- Submit approved proposed amendments to the convention for adoption;
- Upon adoption at the district convention, submit revised bylaws to the national LWML Structure Chairman, per her directions;
- Be responsible for publishing bylaws and their revisions, provide electronic copies for the LWML Michigan District website;
- Submit a report of her activities to the Vice President to be a part of the committee report to the District Board of Directors meetings.

### Nominating Committee

The Nominating Committee consists of at least three (3) members elected by ballot at each biennial district convention from a slate of five (5) candidates from the district. The duties and procedures for this committee are listed in the *LWML Michigan District Bylaws* Article VIII - Nominations.

### Special Committees

The District President appoints members of special committees. The special committees are the Convention Site, Finance, Grant Evaluation and Selection, and Special Gift Fund (a.k.a. "Lydia's Legacy"). The responsibilities and procedures for special committees are listed in the LWML Michigan District Bylaws Article XV - Special Committees. Refer to Appendix D - *Guidelines for Special Gift Fund Coordinator*.

### Convention Committee

The Convention Committee (Convention Planning Committee) will consist of women from zones selected by the District Board of Directors to host the district convention.

### To Become a Host Zone for the District Convention

At the fall board meeting in odd-numbered years, the District President will invite eligible zones to consider hosting the district convention three (3) years hence. Zone presidents/co-chairs take this request to their boards to consider hosting the district convention. If the zone board(s) approve(s), the zone president responds to the President's request no later than two months after the invitation has been issued. The zones that offer to host a district convention in the next biennium then extend an invitation to the current convention body.

### Chairmen of a Convention:

- Are selected by their zone and are approved by the District President;
- Are given a copy of the Convention Planning Manual;
- Should meet with the previous convention chairman as soon after the present convention as possible;

## Leaders Guide

- Begin selecting convention committees about a year in advance of planned convention;
- Attend, have voice but not vote, and give oral and written reports at all EC and District Board of Directors meetings at least the entire year prior to the convention they chair;
- Conduct Convention Committee Planning Meetings at least monthly beginning in September before the convention through June the year of the convention (with the exception of December).

### Task Force

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

### District Pastoral Counselors

- The term of office, selection and responsibilities of the Pastoral Counselors are listed in the *LWML Michigan District Bylaws*, Article XIII.
- Each of the district counselors will be assigned by the President to serve in an advisory capacity on two or more of the Standing Committees.
- The expenses of the district pastoral counselors incurred while attending LWML Michigan District conventions, EC meetings, district board meetings, district committee meetings, district retreats, and the like, will be paid by the LWML Michigan District. These include, but are not limited to, housing (if needed), mileage, food and registration costs. Only one counselor's expenses are paid to attend a national convention.

### Appointed Officers

#### Meeting Manager will:

- Be responsible for sending out a call letter no less than 3 weeks before each meeting;
- Be responsible for procuring a meeting place for retreats, conferences, District Board of Directors meetings, District Executive Committee meetings, and other district events;
- Be responsible for finding sites for overnight accommodations when necessary;
- Be responsible for coordinating bus travel arrangements for district members attending national LWML conventions when asked to do so by the Executive Committee;
- Be responsible for arranging district caucus and fellowship activities at national LWML conventions when asked to do so by the Executive Committee;
- Be responsible for preparing folders and name plates for District Board of Directors meetings and District Executive Committee meetings;
- Be responsible for food arrangements before start of meetings and for lunches (including cost of lunches);
- Be responsible for other duties as requested by the President.

**Planner** will:

- Be responsible for focusing the vision of the district through the planning process;
- Be responsible in leading the Board of Directors in evaluating activities and programs as they relate to the purpose and objectives of the district and national LWML (e.g. evaluation forms);
- Be responsible in assisting committee members in planning for events;
- Be responsible for other duties as requested by District President.

**Special Appointed Personnel**

**Archivist-Historian** will:

Gather and preserve records and other material of historical significance to the district; refer to Appendix E - *Guidelines for Submitting Archival Material*;

- Write a brief history of the activities of the district for each biennium;
- Send a copy of the biennial history to the national LWML Archivist-Historian immediately following each convention;
- Maintain a file of histories submitted by the zones;
- Assemble articles and materials relative to the history of the district for display at each convention;
- Perform other duties as requested by the President;
- As much as possible, ensure gathered and archived records are preserved in electronic format in safe locations to ensure future retrieving.

**Convention Manager** will:

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

**Convention Registrar** will:

- Provide a badge (credential) to each eligible voter upon convention registration.
- Provide a report for the assembly's approval prior to the start of any convention business summarizing the number of voters present, including number of society/unit delegates, president/1 co-chair per zone, elected officers, appointed officers, standing committee members, and Past District Presidents.
- Provide an updated credential report prior to any balloting for which the credentials have changed since the previous report.

**Parliamentarian** will:

- Advise the President, other officers, and members regarding parliamentary procedure upon request;
- Prepare and provide the correct number of ballots for the convention with the names listed in alphabetical order for each office, when using paper ballots;
- Attend all meetings of the Board of Directors and the LWML Michigan District convention;
- Supervise activities of tellers at the convention;
- Perform other duties as requested by the President.

**Technology Specialist** will:

- Have specialized skills relating to computers and audio/visual media and be proficient in their uses;
- Evaluate and recommend purchase of all computers and communication equipment and related hardware, software, and services purchased by the district;
- Along with Vice President of Communication and Treasurer, keep track of software licenses;
- Periodically evaluate the technological needs of the district and recommend strategies for updating technology;
- Maintain an inventory of computer hardware and software owned by the district and a list of software in which the various district officers and coordinators are proficient;
- Be responsible for training officers, appointed officers, and special appointed personnel in any new hardware or software purchased by the district;
- Be responsible for preparing computerized visual reports for the Board of Directors and the biennial conventions;
- Assist Archivist-Historian in ensuring that gathered and archived records are preserved in electronic format in safe locations to ensure future retrieving;
- Coordinate procurement of hardware/software needed for electronic voting at convention and training users;
- Perform other duties at the request of the District President.

**Personnel Records Liaison** will:

- Be responsible for *Lutheran Woman's Quarterly* (LWQ) orders and numbers;
- Be responsible for gathering and recording group records yearly;
- Receive and report any changes of the status of groups to the District President and District Board of Directors;
- Maintain, update and report electronically changes of district and zone officers to the District Board of Directors as they occur;
- Provide any other record keeping as required at the discretion of the District President and Vice President of Organizational Resources.

**Past District Presidents** are:

- Included on the district prayer chain;

- Included in the mailings to the board, e.g., minutes, president's memos, and the district newsletter;
- Invited to the Fall Retreat and Board of Directors meeting (they are responsible for their own expenses);
- Invited to the President's Dinner at the LWML Michigan District Convention (as guests of the district);
- Invited to the LWML Michigan District Convention, where their registration is paid;
- Given seating in the special guest section on the convention floor;
- Are allowed to vote at the district convention if they are currently members of the LWML Michigan District. Those who no longer hold membership in the LWML Michigan District may not vote at the convention but have privilege of voice.

## MEETINGS

### Committee Minutes

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

### Expenses

#### Vouchers

- Mileage to and from the Assembly of Committees, District Board of Directors meetings, and Executive Committee meetings are vouchered. Practice of good stewardship of district resources should be used, and carpooling done whenever possible. The voucher must include the date and a printed mileage document for each vouchered mileage;
- The voucher must include to which committee the voucher shall be charged;
- Other necessary expenses such as postage, printing expenses, etc. are included on the voucher with corresponding documentation;
- Vouchers are given to the District President for authorization of payment. Yellow copy will be returned to submitter for record keeping;

Even if members do not wish to be reimbursed for expenses, the amount should be vouched and written in the column for donations. This will assist the Finance Committee in preparing an accurate budget of possible expenditures for future years.

### Mileage

When driving to and from the meeting, car-pooling is recommended. If a zone has more than one co-chairman, mileage is reimbursed for only one. The mileage rate paid is set by the EC at \$.20 a mile.

## Executive Committee

The EC meets four times a year usually in February, May, August, and November plus on the day before the biennial district convention or when the President deems additionally necessary. It may, when necessary, conduct business by e-mail or electronic messaging.

## Board of Directors

### Timing of Meetings

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

### Attendance

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

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

### Name Badge

District board members and appointed committee members will be issued a name badge to be paid for by the individual. Correct spelling of the name and position of the person will be given to the Meeting Manager, who will order the badge.

### Call Letter and Agenda

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

### Materials

Materials needed for Board of Directors meetings will include:

- Bible
- Minutes of previous meeting
- Name badge
- Gifts from the Heart (Ingathering)

Executive Committee must bring:

- LWML Michigan District Bylaws
- Leaders Guide

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

### Meeting Accommodations

The Meeting Manager plans for site and food. Each member will assume the cost of lunch at the District Board of Directors meetings. District counselor expenses (meals, travel, etc.) will be paid by the district.

### Minutes

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

### Meeting Agenda

"Meeting Agenda," found in the section labeled *Meeting Basics* in *The LWML Handbook*, is a permanent model for District Board of Directors Meetings. (The LWML Handbook may be found at [www.lwml.org/handbook](http://www.lwml.org/handbook).)

### Standing Rules

These rules will be in effect at board meetings as directed by the LWML District President. A suggested list of standing rules for meetings is attached as Appendix A – *Standing Rules For LWML Michigan District Board of Directors Meetings*.

### Information Waiver Forms

The Meeting Manager will prepare, distribute, and receive completed medical information forms, and hold on file a form for each person who is expected to regularly attend District Board of Directors meetings. She will bring the file of Information Waiver Forms to each District Board of Directors or Executive Committee event. These forms will be consulted in the event of a medical emergency at any such event. A sample of such a form is in *Appendix B – Information Waiver Form*.

### Insurance

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

### Assembly of Committees

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

- This assembly will be called several weeks before the fall District Board of Directors meeting;

- The Meeting Manager will give notice, via electronic messaging or U.S. Postal Service, of this assembly including agenda and directions to the event three (3) weeks prior to the assembly;
- If unable to attend, a committee member or member of the EC must be excused by the District President;
- Mileage to and from the Assembly of Committees may be vouched. In good stewardship, every effort to carpool to this event should be made.

## COMMUNICATIONS

### President's Memo

The District President may send memos via e-mail, telephone, or U.S. Postal Service at her discretion. These memos are to inform district leaders of pertinent information to be passed to their zones.

LWML Michigan District Website: [www.lwmlmichigan.org](http://www.lwmlmichigan.org)

### Executive Committee Meeting Résumé

The District President will prepare and distribute, via US Postal Service or e-mail, a one- or two-page résumé of the items to be shared with the entire LWML Michigan District Board of Directors. This is to be done within two weeks after EC meetings that are not followed by District Board of Directors meetings. The President will ask the members of the EC to submit, in writing, any information each would like communicated to the Board of Directors.

## DISTRICT CONVENTIONS

### Timing

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

### Purpose

The convention is held for the following purposes:

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

### Goals and Objectives

The Executive Committee, under the guidance of the District Planner, will set the goals and objectives for the convention in the fall EC meeting preceding the convention by two years. The



goals and objectives should be based on a scripture passage selected by the EC. These will set the tone and guide the planning for all aspects of the convention.

### Board of Directors Convention Duties

Each district board member is to assume any convention responsibility assigned them by the District President. (For example, devotions, prayers, evaluation forms, tellers, etc.) Each committee and every elected and appointed officer has a written report in the Convention Manual, as requested. Refer to Appendix J – *Board of Directors District Convention Duties*.

### Convention Committees

Except for the Convention Site Committee, which is appointed at least two years before the convention, the convention committees are intended to begin no more than one year prior to the convention and to disband as soon as their specific convention duties are completed and items turned over to the next committee chairpersons.

### Convention Site Committee

The site committee for the convention two years hence (e.g., 2026) will evaluate the facilities and personnel of each proposed convention site and make a presentation to the Executive Committee at their regularly scheduled May meeting of the current year (e.g., 2024). The Executive Committee will then approve a list of sites to be voted on at the next (e.g., 2024) Board of Directors meeting held prior to the convention held in the current year (e.g., 2024).

### Planning Committee

Each of three hosting zones will recommend, for the President's approval, a woman to serve as co-chair of the Convention Planning Committee. The Convention Planning Manual lists the required sub-committees, duties, and responsibilities of the Convention Planning Committee.

### Minutes Review Committee

The President will appoint three (3) board members to serve on the Minutes Review Committee. The committee members will work with the Recording Secretary to prepare a report and resume on convention proceedings and minutes in a timely manner on the LWML Michigan District website and official publication respectively. Convention proceedings will be made available as soon after the convention as possible.

Per the District Bylaws, a resume/report of the convention will be made for the webpage and for the official district publication.

### Credentials Committee

The Convention Registrar, appointed by the President, will assemble a committee of at least three (3) members to assist in the preparation of the credentials reports for the convention. The Credentials Committee is usually headed by the Convention Registrar and includes the Parliamentarian. The Credentials Committee:

- Provides a badge (credential) to each eligible voter upon convention registration.

## Leaders Guide

- Provides a report for the assembly's approval at the beginning of the convention prior to the start of any business summarizing the number of voters present, including number of society/unit delegates, president/1 co-chair per zone, elected officers, appointed officers, standing committee members, and Past District Presidents.
- Provides an updated report prior to voting if the credential report has changed since the previous vote.

### Program Committee

The President will appoint three (3) members (usually including the Parliamentarian) to assist the President and Vice President of Communication in the preparation, review and proofreading of the program for the convention and inclusion in the manual. The Program Committee submits the Convention Program (order of business) at the beginning of the convention for approval of the assembly prior to the start of any business.

### Standing Rules Committee

The Standing Rules Committee, consisting of at least three (3) members and headed by the Parliamentarian, will prepare the Standing Rules for the Convention adapted from the national LWML convention rules, submit the Rules for EC review and approval, and provide to the Vice President of Communication for inclusion in the Convention manual.

### Tellers

The Tellers, supervised by the Parliamentarian, are appointed by the President. At a minimum, there will be a supervisory teller for each ballot: mission grant, bylaw amendments, officer election, and any other voting on motions requiring ballots.

### Attendance

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

Two accredited delegates from each group/congregational unit will attend the Convention. Delegate certification forms are distributed to zone presidents at the Spring Board of Directors meeting. They are to be completed and returned to the district Recording Secretary at least eight weeks prior to the convention. The Recording Secretary will send a list of certified delegates to the Vice President of Organizational Resources who oversees seating them on the convention floor. She also sends a copy of the certified delegates to the Convention Registrar.

All women of LWML Michigan District congregations are invited to attend the convention if they are voting or non-voting. The pastors of the Michigan District are encouraged to attend and receive a free registration.

Guidelines for Young Woman Representatives to Convention:

Each zone may send one Young Women Representative to the district convention. Applications and guidelines for YWRs will be distributed by the Vice President of Special Focus Ministries at a

Board of Directors meeting and posted on the district website. The zone is responsible for her expenses (registration, her share of a room, meals, and transportation). A YWR should:

- Be between the ages of 21-35;
- Be active in her home congregation;
- Have previously never attended a LWML Michigan District convention as an adult;
- Be available to speak to zone and groups following the convention.

Guidelines for Heart to Heart Sisters Attending Convention:

- The participants should have a good grasp of the English language — both in listening, speaking, and writing.
- After the convention, the Heart to Heart Sisters should be prepared to actively participate in her LWML group and zone.
- She may also be asked to share her faith stories at rallies, retreats, online, and at other events. A mentor could provide support and encouragement in preparing this.

Registration, meals, and one-half of their hotel room will be paid for by the district. The district encourages another LWML member to accompany them to the convention but does not pay for an accompanying person.

Guidelines for Deaf Ministry Liaisons Attending Convention:

- At the request of the District President, design an exhibit display highlighting the work of the Deaf Ministry at district conventions;
- Coordinate with Meeting Manager or Convention Manager for deaf interpreters at Board of Directors meetings and district conventions.

### Convention Offerings

Members of the Board of Directors may submit requests for potential recipients of one of the Convention Offerings to the Vice President of Mission Outreach using the form she provides. This request must be postmarked no later than December 1 of the year prior to the district convention. The EC will determine the number of convention offerings. The Board of Directors usually selects the convention offering recipients in the Spring Board of Directors meeting prior to the convention. No offerings or collections outside of those approved by EC or Board of Directors are permitted.

### Elections

#### Zone Caucus

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

#### Eligibility

In accordance with the bylaws of the LWML Michigan District LWML members eligible to vote include:

## Leaders Guide

- Two (2) certified delegates from each unit (congregation) within the district;
- All elected officers of the LWML Michigan District Board of Directors (President, Vice Presidents, Financial Secretary, Treasurer, and Recording Secretary);
- A President or one (1) co-chairman from each Zone;
- Appointed Officers holding positions of Meeting Manager and Planner;
- Standing Committee members reporting to a Vice President, serving on the committees of Christian Outreach, Special Focus Ministries, Communication, Mission Outreach, and Organizational Resources;
- Past District Presidents who are currently members of the LWML Michigan District are allowed to vote at the district convention. Those who no longer hold membership in the LWML Michigan District have privilege of voice but not vote at the convention.

### Mission Grant Proposals

Proposals for mission grants to be considered by the voting body of the convention will be submitted in writing to the Vice President of Mission Outreach. These may be submitted by LWML individuals, groups, or zones, circuit mission councils, and synod boards and Recognized Service Organizations of LCMS. Guidelines for submitting a proposal may be obtained from the Vice President of Mission Outreach or by going to [www.LWMLmichigan.org](http://www.LWMLmichigan.org). (A sample form and guidelines are found in Appendix C - *Guidelines for Submitting Michigan District Grant Proposals*) The grant proposals must be submitted by October 31 of the odd-numbered years.

### Election Results

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

When new officers are elected, outgoing and incoming officers will transition the office in accordance with bylaws and Appendix I – *Transition of Office*.

### Convention Expenses

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

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

Convention expenses for Executive Committee, Appointed Officers, and Special Appointed Officers (as determined by the District President):

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

Convention expenses for Zone Presidents:

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

Additionally, expenses will be paid for (as determined by the District President):

- National LWML representative;
- Past District Presidents;
- Special participants, speakers, and guests, e.g., Michigan District clergy, deaconesses;

## Rules

Selling of merchandise, with regulation, is permitted at conventions upon the approval of the EC.

## Emergency Procedures

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

# NATIONAL LWML CONVENTIONS

## Delegates

Each zone having ten (10) or fewer congregational units is allowed one (1) certified delegate to the national convention. Zones with an additional 10 units or major fraction thereof (six or more) are allowed two (2) delegates as of January 1 in the year of the convention. Zone delegates to the national convention should be elected at the fall rally preceding the convention. It is customary for the zone president to be the delegate from her zone. If she and her alternate are unable to serve, a co-chair or another officer of the same zone may serve upon certification. (See Bylaws Article V, Section 4A – National Conventions.) Names of delegates and alternates are sent to the District President by the end of December in the year preceding the national convention.

The District President as a member of the national Assembly of Leaders will be a delegate to the national convention. In event that she is unable to attend, the President may ask any elected District Vice President to attend as her alternate with voice, and a vote, at the convention.

## Young Woman Representatives (YWR)

The Executive Committee will determine the number of YWRs sent from the district, based on the number allowed by national LWML for that convention. These will be selected from applications received by the YWR Coordinator and selected by majority vote at the District Board of Directors. The LWML Michigan District is responsible for each YWR's expenses (registration, room, meals and transportation). The monies needed to fund the YWRs will be offset by a fee set by the Executive Committee to be received from each zone. Zones will be notified yearly of the fee amount by the Spring Board of Directors meeting and should submit payment to the District Financial Secretary by April 15. (See Appendix H – *LWML Michigan District Young Woman Representative (YWR) Assessment Form*).

## Convention Funding

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

## ZONES

For Information concerning zone structure, purpose, officers, etc. of LWML zones, please refer to the *LWML Michigan District ByLaws*. In addition, the following sections provide information specifically related to procedures for zones in the LWML Michigan District. Refer also to Appendix G – *What Zone Presidents Need to Know*.

### Zone Meetings

#### Zone Planning Meeting

Each zone should, for purposes of effective leadership and relevant events, hold a zone planning meeting at least once yearly. Those attending should be the zone president/co-chairs, vice president, Christian Growth Chairman, publicity representative, the zone counselor, and any other elected or appointed officers who wish to attend. The purpose of this meeting is to envision, set goals, and outline plans for two zone gatherings (a.k.a. rallies) and, if desired, any workshops, retreats or special zone services, e.g., Prayer Day.

#### Zone Board Meetings

Zone Board Meetings should be held at least twice a year.

- This should be held a week or two after each Michigan District Board of Directors meeting.
- This meeting should not take place at the time of the zone rally.

## Leaders Guide

- Those expected to attend the zone board meetings are all elected and appointed zone officers, at least one representative from each group in the zone, and the zone pastoral counselor.
- Refer to zone bylaws for structure of zone board meetings.

### Zone Rallies

- Each zone will hold at least two general meetings each year for the purpose of furthering the objectives of the LWML, for conducting the routine business of the zone, and for promoting Christian growth and fellowship. These meetings may take the form of rallies, workshops, servant events, or another format planned by the zone.
- Each member of a group and each individual LWML member will have privilege of voice and vote at zone meetings.
- Each zone will select delegates for the purpose of representation at the biennial conventions of the National LWML (see Article V, Section 4 of the LWML Michigan District Bylaws).
- As soon as possible following each zone meeting, the zone secretary will forward one copy of the minutes to the District President who will forward same to District Archivist-Historian to be placed in the district archives in accordance with Appendix E – *Be A Saver Guidelines for Submitting Archival Materials*.

### Zone Rally Proceeds

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

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

### Zone Prayer Day

- **Purpose:** A Day of Prayer Service is a worship experience in which the women of a zone come together to praise God, pray, hear His Word, and affirm one another in faith.
- **Materials Available for Use:**  
A Day of Prayer Service is available online at the National website, [www.lwml.org](http://www.lwml.org) or by contacting the LWML office at 800-252-5965. These may be reproduced as needed. Your zone may choose to use another resource or devotional based on prayer. The Christian Growth Committee from each zone should work with the host pastor and/or the zone LWML Counselor to select and prepare the service materials. The District Vice President of Christian Outreach is also available to assist zones in selection and/or preparation of devotional



material. It is desirable, but not critical, that a pastor be involved in the actual event. Women from the zones should be included as readers, musicians, ushers, etc.

As worshippers enter the sanctuary, prayer requests forms should be provided - both praise and petition. After gathering the requests, the prayer concerns listed should be included in the general prayers of the assembly.

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

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

1. Each zone may select a date and time that works best for their situation. Often, the service is held on the Tuesday before Ash Wednesday, although this is not required.

Some suggestions are:

- a. Hold one service for all in zone at a time suitable for the majority.
  - b. Sponsor the service at varying times in a central location. Consider a day service for elderly women and others with a flexible schedule. Also, consider holding an evening service for those who are employed outside the home during the day.
  - c. Ask two separate groups to host services at two different times to meet the needs of most women.
  - d. An early morning service along with a breakfast Bible study on Saturday might work in a zone.
2. Plan a time of fellowship for women to get to know one another and/or renew old friendships. Consider asking the host group, or another group, to furnish a light dessert and coffee. Even a soup supper or a simple luncheon may be offered.
  3. Consider offering free babysitting. (A great way for youth to become involved!)
  4. Keep the program short enough to maintain interest and allow plenty of travel time.
  5. Advertise the event well in advance of the actual date. Use bulletin inserts, posters, email notices, telephone-a-thon to group leaders, personal invitation, public announcements in newspapers, radio, etc. Encourage women to bring friends. Keep it simple and exciting!

### Permission to Use Music at Zone Events

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



## THE LOCAL ORGANIZATION (GROUPS)

For information regarding membership, structure, programs, officers, etc. of the local LWML groups, please refer to specific group bylaws.

### Forming A New Group

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

Further Assistance: The Vice President of Organizational Resources or Leader Development Coordinator may be contacted for information about forming new groups or assisting established groups that are struggling.

## PROJECTS/POLICIES

### District

- DOES HAVE mission projects in the form of Mission Grants, Gifts from the Heart (in-gathering), Gospel Outreach and Servant Events;
- DOES NOT HAVE fund-raising projects.
- Memorials:  
The District Treasurer will send a memorial to the national LWML in an amount designated by the EC in the event of the death of an elected or appointed officer or pastoral counselor serving on the District Board of Directors.

## Leaders Guide

The District Treasurer will send a memorial to the national LWML upon the death of a Past District President of the LWML Michigan District. The amount to be determined by the Executive Committee.

### Zones

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

### Groups

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

Edited and revised August 24.2022

Edited and revised July 14, 2024

Edited and revised December 31, 2024

Edited and revised 2025

## **Appendix A:**

### **Standing Rules for LWML Michigan District Board of Director Meetings**

- Stand when speaking from the floor, address the chairperson and speak loudly.
- No side talk during the meeting, instead please write notes.
- Reports must be given from the podium. Be “on deck” when previous report is given.
- Reports need to be uploaded to Basecamp or emailed to Recording Secretary two weeks before meetings so they can be compiled and made available to download, copy, and bring to meetings.
- Review full agenda and transmitted reports before attending meeting.
- If additional items are included in an oral report, copies must be given to the President and the Recording Secretary.
- If report was not sent to Recording Secretary two weeks before meeting, seventy copies of report must be made and given to entire Board of Directors. (This is not optimum course.)
- Reports are to be numbered and lettered according to the order of the agenda.
- Information to officers should always be done in writing. When making requests in person, also give the officer a written note for later reference.
- Any material being distributed throughout the district must be sent for review to the District President for her approval before it is distributed. If necessary, the President may consult the EC for their approval prior to the material being distributed.
- Give vouchers to President (place white and yellow copies in marked container) for approval. Attach all pertinent receipts and a self-addressed envelope for use in processing the reimbursement check to the requester. For mileage, remember to write on the voucher all who rode in your vehicle, and include a printed mileage document. In the interest of good stewardship of district funds, car-pool as much as possible.

#### **After the meeting**

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

## Appendix B

### Information Waiver Form (Sample)

#### LUTHERAN WOMEN'S MISSIONARY LEAGUE MICHIGAN DISTRICT PARTICIPANT INFORMATION, ACKNOWLEDGMENT, ASSUMPTION OF RISK AND RELEASE PARTICIPANT INFORMATION

The purpose of this Participant Information, Acknowledgment, Assumption of Risk and Release is to identify each person ("Participant") who wishes to volunteer with the Lutheran Women's Missionary League Michigan District ("LWML Michigan District") or to participate in LWML Michigan District-sponsored or LWML Michigan District-related activities. As a condition to becoming a Participant, LWML Michigan District requires you to provide the following information and to release LWML Michigan District from any liability for your safety and wellbeing when volunteering for LWML Michigan District and while participating in any LWML Michigan District-sponsored or LWML Michigan District-related activities, including optional activities scheduled in conjunction with conventions or any meetings. LWML Michigan District may copy this form for use at optional activities. Please scan and email back to [\(insert district contact information here\)](#)

Name/Address: \_\_\_\_\_

(\*the following four questions are optional as your event may require)

\*Allergies and Other Known Health Risks/Problems: \_\_\_\_\_

\*Special Diet Restrictions (not preferences): \_\_\_\_\_

\*Reaction to Diet Restriction/Medication Needed: \_\_\_\_\_

\*Person to Contact in the Event of an Emergency (Name, Address, Telephone Number(s), Relationship): \_\_\_\_\_

**LWML recommends leaving all verbiage in the General, COVID-19, and Photo Release sections as is. Changing the wording may diminish the effectiveness of the release.**

#### GENERAL RELEASE

The undersigned acknowledges and agrees as follows: LWML Michigan District assumes no, and disclaims all, liability for my safety and well-being while I am a Participant. In consideration of LWML Michigan District permitting me to be a Participant, I (a) acknowledge and agree that LWML Michigan District cannot and does not accept any (and expressly disclaims all) responsibility for my safety and well-being; and (b) waive all claims arising from my volunteering for LWML Michigan District and participation in LWML Michigan District-sponsored or LWML Michigan District-related activities. Knowing and understanding the risks relating to my being a Participant, I release and discharge LWML Michigan District, its directors, officers, employees, and agents from all claims, demands, actions and causes of action that I may have, now or in the future, relating to or resulting from any illness or injuries (including death), loss or damage suffered by me while I am a Participant.

#### COVID-19 RELEASE

**Without limiting the generality of the General Release above, the undersigned acknowledges and agrees as follows: LWML Michigan District has put in place preventative measures to reduce the spread of COVID-19; however, LWML Michigan District cannot guarantee that any Participant will not become infected with COVID-19. Therefore, on behalf of myself and my heirs, executors and assigns, I understand, acknowledge and agree as follows:**

- (a) COVID-19 has been declared a worldwide pandemic by the World Health Organization; and COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact;
- (b) Federal, state and local governments and health agencies recommend social distancing and have, in many locations, prohibited the congregation of groups of people, among other preventative measures;
- (c) Participating in LWML Michigan District-sponsored activities could increase the risk of contracting COVID-19 for me and those I come in close contact with;

- (d) I voluntarily and knowingly assume the risk that I may be exposed to or infected by COVID-19 by volunteering for LWML Michigan District or participating in LWML Michigan District-sponsored or LWML Michigan District-related activities, and that such exposure or infection may result in personal injury, illness, permanent disability and death;
- (e) I am voluntarily participating in LWML Michigan District-sponsored or LWML Michigan District-related activities and/or volunteering for LWML Michigan District for my personal benefit and the value of such benefit is sufficient consideration for my voluntary execution of, and compliance with, this Participant Information, Acknowledgment, Assumption of Risk and Release;
- (f) LWML Michigan District cannot and does not accept any (and expressly disclaims all) responsibility for my safety and well-being while I am volunteering for LWML Michigan District or engaged in any LWML Michigan District event or activity;
- (g) I voluntarily acknowledge and agree to assume all risks related COVID-19 and I accept sole responsibility for any injury to myself (including, but not limited to, personal injury, disability and death), illness, damage, loss, claim, liability or expense, of any kind, that I may experience or incur in connection with my volunteering for LWML Michigan District and/or participation in LWML Michigan District-sponsored or LWML Michigan District related activities ("Claims"); I release, covenant not to sue, discharge and agree to hold harmless LWML Michigan District, its employees, agents, and representatives, from and against the Claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto; and
- (h) The foregoing release includes any Claims based on the actions, omissions or negligence of LWML Michigan District, its employees, agents and representatives, whether a COVID-19 infection occurs before, during or after my volunteering for LWML Michigan District and/or my participation in any LWML Michigan District-sponsored or LWML Michigan District-related activities.

#### PHOTO RELEASE

I grant to LWML Michigan District and its assigns the right and permission to take photographs and audio and video recordings during my participation, and to retain, publish and distribute, without charge or fee, such photographs and audio and video recordings. Without limiting the foregoing, I agree that these images and recordings may be used in publications, including electronic publications and websites, and in audio-visual presentations, promotional literature, advertising, and in other similar ways.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

PARENT'S SIGNATURE (if under 18): \_\_\_\_\_

DATE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

## Appendix C

### Guidelines for Submitting Michigan District Grant Proposals

#### I. Submitting a Grant Proposal

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

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

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

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

#### II. Grant Criteria

Grant must:

- A. Not exceed request for \$25,000;
- B. Be mission in emphasis - extending the ministry of the Word;
- C. Fit into the plans and projections of the Michigan District of the Lutheran Church – Missouri Synod *(if to be implemented within said district)*;
- D. Be consistent with the doctrine and tenets of the Lutheran Church – Missouri Synod; *[Since the LWML is one of the two official auxiliaries of the LCMS, we have this premise as part of our bylaws which we must follow.]*
- E. Be well documented and for specifically defined purposes; *[A breakdown of how funding will be used is a good explanation of needs.]*

F. Be current and ready for implementation. *[Since you are asked not to request the funds until you actually have need of them it is important that your ministry be ready to implement the project within the biennium.]*

1. Funding must be disbursed within the biennium in which the mission project was selected or be returned to the LWML Michigan District treasury.
2. Upon the recommendation of the Executive Committee, the LWML Michigan District Board of Directors may extend the time for an additional biennium in case of extenuating circumstances.

G. Have approval of the LCMS District President or partner church in which the proposal grant recipient is located unless said proposal is submitted by an LCMS synod board.

### **III. Preparing the Proposal**

A. The resolution must:

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

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

1. Be no more than eight (8) pages in length. *[This # is in addition to those 2 necessary pages consisting of the cover page and the resolution page. Pictures, preferably on DVD or thumb drive, are not a part of this page count.]*
2. Give details about the grant with substantiating background information. *[These are things such as pictures, letters from Pastors who help with the*

*ministry, the number of lives this ministry touches, and the potential for greater ministry. All photo submissions require approval by subjects in photo.*

3. Include a letter or letters of support from persons having special knowledge of the grant.
4. Give assurance of continued support and maintenance. *[The LWML Michigan District must be assured that we are not perceived as the sole, indefinite support of the ministry for which the funds are being requested.]*

#### **IV. Grant Selection**

- A. Grants will be dated upon receipt by the VP of Mission Outreach and reviewed to insure that all the necessary information has been included and that the guidelines have been followed. *[Grant proposals are put on the ballot in the order of which they are received in their completeness.]*
- B. Receipt of all grant proposals will be acknowledged. *[Notice is sent to the submitter of the grant proposal and is done as soon as possible after the grant proposal is received by the VP of Mission Outreach.]*
- C. The Grant Evaluation and Selection Committee composed of the Chairman - Vice President of Mission Outreach, members of the Mission Outreach Committee, namely the Gospel Outreach Coordinator and the Mission Awareness Coordinator, two zone presidents appointed by the LWML District President, and - in an advisory capacity - the Pastoral Counselors and the President will:
  1. Evaluate the proposals; *[This is done using the same guidelines that all of those requesting forms should have used in submitting their proposals.]*
  2. Eliminate those proposals that do not meet the criteria; *[If more than one (1) proposal is submitted by the same ministry, due to the volume of requests for funding, and the established cap for requested funds, this committee will be allowed to choose which of the ministries' proposals will be left for board review and which will be removed from consideration.]*
  3. Submit the selected list of proposals to the President of the Michigan District, Lutheran Church – Missouri Synod for his evaluation and comment; *[The Michigan District President reviews all of these proposals. He has current knowledge of what is happening in the field and ministries of the LCMS so this step in the process is done to determine if there are any potential problems that would jeopardize the implementation of the project. Contact is also made with LCMS World Missions for this same reason.]*



4. Prepare the slate of mission grant proposals to appear on the convention ballot, upon approval of the LWML Michigan District Board of Directors. *[These will be in the hands of the board at the March meeting previous to the convention.]*
- D. Contact persons listed on the Cover Page of each proposal will be notified as to whether or not their proposals will be placed on the convention ballot.
  - E. Grant administrators listed on the grant proposal's cover page will be notified as to whether or not their grant has been accepted to fund by the convention.
  - F. Grant administrators who have had their grant selected will receive information on how funds may be requested for disbursement. It is important that they realize that any special handling charges to get funds to the ministry will be deducted from the amount of the grant.

**V. Contact Person for Mission Grant Information** LWML Michigan District VP of Mission

Outreach

Address

E-mail, Phone, Fax if available

**SAMPLE RESOLUTION**  
**FOR A MISSION GRANT PROPOSAL**

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

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

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

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

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

First <b>WHEREAS</b> ,	States the goal citing the Biblical basis (including a Bible verse, if possible) for the grant.
Second <b>WHEREAS</b> ,	States the need for the grant.
Third <b>WHEREAS</b> ,	States further need.
Fourth <b>WHEREAS</b> ,	Briefly summarizes the previous segments.
<b>RESOLVED</b> ,	States specifics of the resolution.

This must be in the following format:

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

**SAMPLE**  
**COVER PAGE FOR MISSION GRANT PROPOSALS**  
**DIRECTORY OF GRANT PERSONNEL**

**Name of Proposal** \_\_\_\_\_

Amount Requested \_\_\_\_\_ Name of grant author: \_\_\_\_\_

**Submitted by: LWML Member** \_\_\_\_\_ **LWML Group** \_\_\_\_\_ **LWML Zone** \_\_\_\_\_

**Circuit Mission Council** \_\_\_\_\_ **Synodical Board** \_\_\_\_\_ **RSO** \_\_\_\_\_

**Entity this person represents** \_\_\_\_\_ **Position held** \_\_\_\_\_

Street Address \_\_\_\_\_ P O Box \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

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

President's signature \_\_\_\_\_

Print name of president \_\_\_\_\_

District or National Church \_\_\_\_\_

Street Address \_\_\_\_\_ P O Box \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Country \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

**Grant Administrator** \_\_\_\_\_ **Title** \_\_\_\_\_

Ministry to which check shall be payable: \_\_\_\_\_

Street Address \_\_\_\_\_ P O Box \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Country \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

## **Appendix D**

### **Guidelines for Special Gift Fund Coordinator**

Terms:

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

“Committee” will refer to the Special Gift Fund Committee.

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

#### **I. NAME**

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

#### **II. GENERAL PURPOSE**

The purpose of the Fund is:

- A. To receive gifts and bequests to be used for the mission and ministry of the LWML Michigan District.
- B. To allow for both principal and income from unrestricted gifts and bequests to the Fund to be used for the purposes, projects and programs recommended by the Finance Committee and approved by the Executive Committee of the LWML Michigan District. At least 75% of the principal must remain in the account in every fiscal year. The principal amount for each fiscal year is the total of the balance of the principal at the beginning of the fiscal year, plus any additional gifts received during that fiscal year.
- C. Restricted to the following uses:
  - For National LWML speaker’ expenses when they speak at District seminars, conferences, and meetings. Provided the purpose of the speaker is to help MI District members to stay connected and keep current with the National LWML.
  - For scholarships for MI District members to attend training seminars, conventions, and meetings. This will enable women from all walks of life to participate in LWML functions and to specifically encourage young women to become active members by showing them the workings and purpose of the LWML.
  - For specific charitable projects and ministries as recommended by the Finance Committee and approved by the Executive Committee.

### III. DURATION

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

### IV. GOVERNING COMMITTEES AND OFFICERS

- A. The governing committee is the LWML Michigan District Special Gift Fund Committee which consists of three members: a Special Gift Fund Coordinator, appointed by the LWML Michigan District President, and the duly elected Financial Secretary and Treasurer of the Lutheran Women's Missionary League Michigan District.
- B. The Committee will manage the Fund and the Coordinator will promote the Fund. The Financial Secretary of the LWML MI District will be responsible for receipts from the Fund, and the Treasurer will be responsible for disbursements from the Fund.
- C. The assets of the Fund will be delivered to the Lutheran Church-Missouri Synod Foundation for investment and management.
- D. The Committee may employ, at the expense of the Fund income, such professional counseling on investments and legal matters as it deems to be in the best interest of the Fund.
- E. No member of the Committee will engage in any self-dealing or transactions with the Fund in which the member of the Committee has direct or indirect financial interest and will, at all times, refrain from any conduct in which her personal interests would conflict with the Fund.

### V. FISCAL YEAR

- A. For tax, accounting, distribution, or other purposes, the fiscal year of the Fund will be the same as the fiscal year of the LWML MI District.

### VI. DUTIES

- A. This Committee will:
  - Receive special gifts and bequests;
  - Promote the Special Gifts Fund;
  - Meet at least three times annually as deemed necessary for the best interest of the Fund;
  - Manage and maintain this Fund to further the goals and policies of the Lutheran Women's Missionary League by conducting a review of the guidelines every two years by a committee

appointed by the President of the LWML MI District to include but not be limited to the treasurer, financial secretary, and Lydia's Legacy Special Gift Fund Coordinator.

- Submit an annual written financial statement of the Fund to the Board of Directors at the Fall meeting.
- B. Means for acknowledging the receipt of each gift and contribution will be established and maintained, including whenever feasible, a designation of the value ascribed to each gift.

## VII. POWERS

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

- A. To accept and receipt any inter vivo, testamentary or other transfer of property to the Fund;
- B. To accept and receipt any gifts with special terms or conditions or containing limitations or directions as to the investment or use of the substance of the gift and the use or accumulation of the income, provided that such are acceptable to the LWML Michigan District Executive Committee.
- C. To accept and receipt, from any individual, firm or corporation and not in limitation, direct gifts for the purpose of the Fund, gifts in memory of any deceased person or in appreciation or recognition of any living person, gifts in the form of a devise or bequest under a Will or Trust Instrument, and gifts or proceeds or portions of proceeds of insurance, annuity, or endowment policies or contracts, at any time;
- D. To accept and receipt any gifts and contributions made with special terms or conditions or containing limitations or directions as to the investment or use of the substance of the gift, or the use or accumulation of the income, provided that such are acceptable to the LWML Michigan District Executive Committee.
- E. To hold property, and to negotiate and execute documents on behalf of the Fund, in the name of the fund or in the name of a nominee(s) without disclosing any fiduciary relationship to anyone;
- F. To allocate between income and corpus (in cases where reasonable doubt of the applicable law exists) in equitable proportions, any money or other property received, any loss of expenditure;
- G. To vote, or refrain from voting, securities having voting privileges, and to give any type of proxy (with or without voting directions) to vote the same;
- H. To make division and distribution of property held in the Fund (whenever directed to do so by the Executive Committee of the LWML Michigan District) either in kind

or in cash, partly in kind and partly in cash, and for such purpose to set values upon any property of the fund;

- I. To protect the Fund and its property by insurance against damage, loss or liability; and;
- J. To employ, at the expense of the Fund, attorneys, investment counsel, brokers, custodians of assets, and other agents and employees, as reasonably needed to further the goals and policies of the Lutheran Women's Missionary League.

VIII. Lutheran Women's Missionary League Michigan District Gift Acceptance Policy General Guidelines and Implementing Procedures will be found by contacting the Special Gift Fund Coordinator.

## **Appendix E**

### **Guidelines for Submitting Archival Materials**

**District Officers** should:

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

**Use electronic capabilities of Submitting Archival Materials as they become available.**

The **District President** should:

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

The **Financial Officers** should:

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

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

**Zone Presidents:**



1. Are encouraged to appoint a zone archivist-historian. The archivist-historian should be encouraged to accept reappointments.
2. Receive reports from the archivist-historian, preferably at board meetings and rallies.
3. Should direct the archivist-historian to write an annual history of the zone and send it to the District Archivist-Historian at the close of each year;
4. Should direct the archivist-historian to keep copies of all rally minutes, zone board meeting minutes, workshop and retreat materials, etc.
5. Are to instruct the zone archivist-historian in the following matters:
  - a. Pictures collected are to be accurately and clearly identified by including name(s), date, place and purpose.
  - b. All newspaper clippings are to be photocopied.
  - c. Tape, paper clips and staples should be removed from all papers.
  - d. Include evidence of special honors by church or civic groups to members of the zone Lutheran Women's Missionary League.
  - e. Preserve all material in acid-free folders and boxes.

#### **PRESERVE OUR LUTHERAN HISTORY**

## **Appendix F**

### **Guidelines for the Speakers Bureau**

1. A prospective speaker will be referred to the Christian Outreach Committee. In order to be considered the individual is to be a member of an LCMS Church.
2. The Committee will send a cover letter and an application form to be filled out by the prospective speaker.
3. Upon receipt of the completed form, the Committee will send the form to the District President for approval. The President is to initial and date the form to show her approval and return the same to the Committee.
4. Upon approval, the Committee will send a letter to the speaker, acknowledging receipt of the form and the acceptance to the Speakers Bureau;
5. The completed form will be placed into the active file. A list of current speakers will be available on the webpage to the Board of Directors at the end of each biennium.
6. Groups looking for an event speaker will contact the Committee for more information about a speaker, e.g., contact information, remuneration fee. The information can be found on [www.LWMLmichigan](http://www.LWMLmichigan) under “Resources.”

## **Appendix G**

### **What Zone Presidents Need to Know**

- Be in the Word of God daily, pray continually, thank God often for this opportunity and seek His guidance.
- District Officers are here to help you. Please contact them (via e-mail if possible) when you have questions that this Leaders Guide or the LWML Michigan District Bylaws do not answer for you. Review and update Zone Bylaws regularly.
- Keep several copies of current district Officers and Zone President Rosters in various locations for easy reference.
- There are two Board of Directors Meetings held annually in odd numbered years, with an additional third meeting held the day before the LWML Michigan District convention. If possible, set aside time in your schedule to attend all board meetings. Contact the District President as soon as possible if you are absolutely unable to attend. Secure an alternate elected officer to represent your zone when you cannot attend.
- Within two (2) weeks after the Board of Directors Meeting, plan and preside over a board meeting in your zone so you can share all necessary communications and forms with your zone Board of Directors in a timely manner.
- Ask questions when you do not understand something at the District Board of Directors Meeting. Use the procedure of raising your hand, and when recognized, address your question to the Chair. “There are no ‘dumb’ questions, except the one not asked.”
- Take notes and highlight items to be shared with your zone board while items are being discussed at the District Board of Directors meeting. Be sure to run copies for each group in your zone of each district form that needs to be completed and returned to you or a district officer. Be timely meeting deadlines.
- If possible, plan to represent your zone at the national convention. This is a privilege, as well as part of your responsibilities as your zone’s leader.
- Make arrangements/plan to meet with each group in your zone at least once during the biennium. If a group is inactive, plan to do so as soon as possible even if this is only a meeting between you and one or two other women from the congregation. Ask the Vice President of Organizational Resources for assistance with troubled groups if you determine there is a need.
- The District Growth and Development Coordinator will create and provide each Zone in the LWML Michigan District with copies of the LWML Church Worker Binder to distribute one copy to each group in her zone. The binders will be funded by Lydia’s Legacy.
- Make arrangements to meet with newly ordained or “new to the Michigan District” pastors, vicars, or deaconesses to present the *Church Workers in Mission* binder (available from the District Growth and Development Coordinator). The zone president may wish to contact a woman within the congregation of the new church worker to meet jointly or on her own. Share your enthusiasm for Lutheran Women in Mission with them, offer your support, and request their support and prayers.

- If you have e-mail access, check it once or twice a week for correspondence from the district officers or other pertinent information. Reply with a simple “I received the message” so the sender will know who received the information sent.
- Open all U.S. Postal mail from LWML as soon as possible and keep it in a designated site
- Hold a yearly planning meeting with your zone officers and pastoral counselor to determine goals, objectives and activities for zone gatherings and workshops, etc. Get information out early and often for zone rallies and other events.
- You are your zone’s chief executive officer, but more than that you are an example of joyful service to our Lord. Please seek His help and the district’s help in encouraging others to “Serve the Lord with Gladness.”



## **Appendix H**

### **LWML Michigan District Young Woman Representative (YWR) Annual Zone Assessment Form (Sample)**

**DATE SUBMITTED:** \_\_\_\_\_

**ZONE NAME:** \_\_\_\_\_

**DUE DATE:** **APRIL 15**

**AMOUNT DUE:** \_\_\_\_\_ **\$60** \_\_\_\_\_

\*\*\*Each zone is assessed \$60 to send two YWRs to the National Convention\*\*\*  
(This assessment replaces the previous assessment of \$5 per group.)

**NOTE: FORM SHOULD ACCOMPANY MONEY SUBMITTED TO FINANCIAL SECRETARY**

## **Appendix I**

### **Transition of Office**

#### **Outgoing Officer will:**

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

#### **Incoming Officer will:**

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

## **Appendix J**

### **Board of Directors Convention Duties**

Each district board member is to assume any convention responsibility assigned them by the District President. The Convention Planning Committee roles and activities are listed in the Convention Planning Manual. In addition to the duties of the elected and appointed officers and the special appointed personnel listed in the Bylaws Articles VII, XIV and XV, district convention duties include but are not limited to those shown below. Refer to *LWML Procedures Manual* for additional details. NOTE: Each elected and appointed officer is responsible for writing a report of their activities for the convention manual.

**1. District President will:**

- a) Determine convention expenses to be paid by District for special appointed personnel;
- b) Prepare convention agenda, providing copies to Convention Manager, Recording Secretary, Tech Specialist, and Parliamentarian;
- c) Invite official guests to the Convention;
- d) Invite all speakers for the Convention;
- e) Prepare convention script, and have it reviewed and proofed.
- a) Provide the script or requirements for their speaking role to Board of Directors.
- f) Appoint chairs (and members, if necessary) for the convention special committees:
  - Minutes Review Committee,
  - Credentials Committee (chair is usually Convention Registrar),
  - Program Committee,
  - Standing Rules Committee (chair is usually Parliamentarian),
  - Tellers

**2. Vice President of Christian Outreach will:**

- a) Recommend convention servant events to the EC
- b) Establish a Servant Event committee to work with and assist Christian Outreach Coordinators
- c) Work with District President to determine scheduling of servant events
- d) Work with members of Convention Committees, who may serve as volunteers
- e) Recommend room locations for servant events and communicate schedule to Convention Manager, including Room Setup Requests
- f) Determine appropriate recipients of convention Ingathering items; and with assistance from VP Communications, publicize a list of in-kind donations
- g) Prepare a pre-convention and post-convention devotion for convention attendees
- h) Assists with worship design plans, including copyrights for music and songs
- i) Determines room setup, procures inventory, and manages the LWML store at the district convention (along with a couple of assistants).
- j) Plans and executes a Christian Outreach exhibit at the district convention
- k) Prepares a Christian Outreach report for the convention manual

**3. Vice President of Communication will:**

- a) Compile the convention manual.

- b) Coordinate the pre- and post-convention publicity:
  - Be responsible for obtaining design and copy of convention logo.
  - Be responsible for design and copy of convention flyers.
  - Be responsible for convention sketch to be used at zone meetings for publicity.
  - Publicize convention in official publication.
  - Work closely with the Press Room Committee to provide pre-convention news release and cover letter for delegates to appropriate Host Committee chairman for distribution upon approval of President.
  - Provide post-convention news release for all convention attendees to Press Room Committee for distribution upon approval of President.
- c) For Media:
  - Coordinate and oversee schedule and communication with convention photographer.
  - Obtain bids from various videographers, if possible. (Convention facility might require the use of an in-house or selected videographer.)
  - Provide President with preliminary reviews of all video and PowerPoint Presentation productions prior to use and release.

**4. Vice President of Mission Outreach will:**

- a) For the convention manual:
  - Provide ballot proposal summary statements written by the authors of the proposed mission grants and approved by Grant Evaluation and Selection Committee with review complete;
  - Provide a summary of funding progress of all grant recipients for current biennium and previous biennia, if applicable;
- b) For balloting:
  - Submit photos provided with the proposals to the convention audio-visual director for the video presentation of mission grant proposals to the voting members;
  - After voting results are verified, provide the mission grants selected list to the convention audio-visual director for the video presentation to the convention body;
  - Prepare the mission grant tally sheet for the convention. Provide a copy to the VP of Communication for inclusion in the Convention Manual.
- c) For convention offerings:
  - Issue request for convention offering proposals to zone presidents at September board meeting the year prior to convention.
  - Request convention offering proposals to be returned by November 30, the year prior to convention.
  - Submit recommendation to Executive Committee (February meeting) and Board of Directors (March meeting) in year of convention.
  - Send letters of selection or regrets to respective organizations or individuals.

**5. Vice President of Organizational Resources will:**

- a) Determine seating assignments:
  - Upon receipt of information from the Certification Form and Zone Delegate Form, registration information for the zone president and delegation, and confirmation of attendance of Board of Directors personnel, tabulate the count of:



- Zone presidents/co-chair.
- Delegates.
- Pastoral counselors.
- Young Women Representatives (YWR)s.
- Heart to Heart Sisters (H2H).
- Board of Directors including appointed officers.
- Appointed personnel.
- Committee chairmen and members.
- Pages
- Past presidents.
- Non-voting members and attendees
- Make floor seating plan and share counts and seating chart with President
- b) Supervise the setting up of the signage for the convention floor, stage seating areas and banner areas.
- c) Prepare the plan for and supervise the Opening Worship Service processional.

**6. Vice President of Special Focus Ministries will:**

- a) Coordinate, along with the Convention Manager, any YWR and Heart to Heart Sisters events during convention.
- b) Requests that a single room be dedicated to Heart to Heart Sister activities with Room Setup Requests.
- c) Coordinate with the Convention Manager the facility and convention accommodations for those with accessibility issues.
- d) Investigate methods for inclusion of deaf and hard of hearing, blind and visually challenged, and intellectually and developmentally challenged in the convention.
- e) Provide convention accessibility accommodation costs and documentations for a grant application to LWML National (Deaf Interpreters, closed captioning, mobility scooters, large print information)
- f) Oversee convention programs and activities for selected Young Women Representatives (YWRs) with the assistance of Special Focus Coordinators.
- g) Provide a schedule of YWR events and meals to Convention Manager for room assignments, including Room Setup Requests.
- h) Request that a single room be dedicated to YWR activities with Room Setup Requests.
- i) Coordinate with convention venue for any off-site needs, i.e. recreation and restaurants.
- j) Submit a convention budget.
- k) Prepares a Special Focus Ministries report for the convention manual.

**7. Recording Secretary will:**

- a) Record convention proceedings and submit for review to Minutes Review Committee and President before publishing.
- b) For Mission Grants Electronic Voting, collaborate with the Convention Registrar, President, Vice President of Communication, Vice President of Mission Outreach, Parliamentarian and Convention Manager to set the dates for the Mission Grants Electronic Voting Timeline; and follow all procedures and deadlines as established in that document.
- c) For Certification of Delegates to convention:
  - Prepare informational letter and online Eligible Delegates form for the number of eligible delegates from each zone by October 1 of odd-numbered years. Distribute to zone presidents and set deadline of December 1 of odd-numbered years for return of requested information.

Share the list of zones' groups with the Vice President of Communication so the online form can be built using those group names for the Certification of Delegates.
  - Prepare informational letter and online Statistical Report form for the convention manual statistical report by October 1 of odd-numbered years and send to zone presidents/co-chairs along with the Eligible Delegates form. Review the form at the first Board of Directors meeting in even-numbered years and set deadline of February 1 of even-numbered years for return of requested information.
  - Prepare the online Certification Form for certification of zone president/co-chair and convention delegates, and notification of Young Woman Representatives, Heart to Heart District Leaders, and district pastoral counselor (to determine number of seats to reserve for delegation; only one seat is reserved for the pastoral counselor even if more than one pastoral counselor attend the convention) by January 1 of even-numbered years:
    - Review form with zone presidents at the first Board of Directors meeting in even-numbered years.
    - Set deadline the same as the first convention registration deadline as the date to return the Certification Form to Recording Secretary.
    - Check that each certification form is signed by the district president.
  - Collaborate with the Vice President of Communication to create an online Zone Delegation Form to submit the names of the zone's delegation.
    - Review needed data for the online form with the zone presidents at the first Board of Directors meeting in even-numbered years.
    - Set deadline the same as the first convention registration deadline as the date to submit the names of the zone president/co-chair, convention delegates, Young Woman Representative(s), Heart to Heart Leader, and zone pastoral counselor through the online form.
  - Distribute necessary information for review to the zone president, convention registrar, parliamentarian and district president.
  - Set the procedure for representation for a zone if its president/co-chair is unable to attend convention:
    - President receives notification from zone president/co-chair stating she will not be in attendance and information about person who will serve in her stead.

- President and zone president inform the Recording Secretary. Note changes to Certification Form, including date change was made.
- Inform Convention Registrar, Parliamentarian and President of changes.
- Receive changes until and during convention.
- Set procedure for delegate/alternate changes:
  - Receive changes from zone president.
  - Note changes on Certification Form, including date of change.
  - Collaborate with Parliamentarian and Convention Registrar on updates of information.
  - Establish and publicize as necessary procedures for receiving delegate changes during convention. (The Board of Directors meeting just prior to the convention would be a good time to disseminate this information.)
  - Receive changes until and during the convention, notifying Convention Registrar as these changes occur.
- d) Certification of Board of Directors and other eligible voters to convention:
  - Obtain list of Board of Directors eligible to vote including elected and appointed officers, past district presidents, and eligible standing committee members from Personnel Records Liaison. Distribute list to Convention Registrar, Parliamentarian and President.
- e) Non-voting members of Appointed Personnel and committee members:
  - Obtain a list of non-voting appointed personnel and committee members from Personnel Records Liaison.
  - Consult a person's eligibility with the Parliamentarian when necessary.
  - Submit such list of non-voters to the Convention Registrar when requested.
- f) Certification of Young Woman Representatives (YWRs), Heart to Heart Sisters (H2H) and district pastoral counselors:
  - Recording Secretary distributes YWR and H2H information to zone president (copy of what was submitted via online form); Convention Registrar; Parliamentarian; President, if requested; Vice President of Special Focus Ministries; and appropriate coordinator.
  - Recording Secretary distributes district pastoral counselor information to: Convention Registrar; President, if requested; and Pastoral Counselors.

## **8. Financial Secretary will**

- a) Establish security measures for handling funds and monitor same.
- b) Establish money-handling procedures or collecting, tallying, reporting and depositing offerings plus all other cash transactions, and develop forms necessary for documenting compliance.
- c) Monitor registration collection and transmittal procedures

## **9. Treasurer**

- a) Work with the Convention Planning Committee and Executive Committee to determine the financial needs of the convention and set the convention budgets:
- b) Recommend to the Executive Committee on behalf of the Finance Committee a proposed convention budget for the Planning Committee and the Board of Directors.

- c) Monitor budget compliance.
- d) Submit appropriate reports to Board of Directors and Executive Committee.
- e) Writes checks and letters to appropriate recipients with copies to pertinent individuals.

#### **10. Meeting Manager**

- a) Purchase gifts for dignitaries upon request of the President.
- b) Notify Board of Directors personnel and additional speakers of their scheduled speaking time during the convention.

#### **11. Parliamentarian**

- a) Prior to the convention:
  - When requested, meet with President to go over the convention agenda and offer parliamentary advice on the business that will be brought to the floor.
  - Send instructions to tellers (appointed by the President) and meet with the tellers at the pre-convention Board meeting to review instructions and answer questions.
  - Prepare tally sheets for President and Recording Secretary to report election results to the convention.
  - Prepare for the possibility that a paper ballot may be needed by formatting a ballot, saving it on an electronic storage device, and having it available at convention. Also, have a plan for getting the paper ballots printed if needed.
- b) During the convention:
  - Sit next to, or close to, the President, following agenda very closely with the President to be ready to assist at any time.
  - At the direction of the President (usually toward the beginning of the first business session), read the convention rules to assembly.
  - Verify voting results (paper ballots or electronic), assuring that number of votes cast does not exceed number of eligible voters, and that individual ballots selected no more than the correct number of votes allowed per position or issue.
  - Serve as convention timer if requested to do so.

#### **12. Convention Manager**

- a) Serve as advisory member of the Convention Planning Committee .
- b) Serve as LWML liaison with the convention venue, hotels and local convention housing bureau.
- c) Arrange convention housing and travel for VIPs, program personnel, and special guests
- d) Arrange facility and activity needs for special groups (e.g., YWRs and Heart to Heart Sisters).
- e) Facilitate all convention program needs as directed by planning committee (i.e., servant activities, Gifts from the Heart, special program needs).
- f) In cooperation with the Treasurer, be responsible for convention budget and deposit of convention funds.
- g) Provide convention information to LWML Public Relations Director for convention registration materials.

#### **13. Nominating Committee**

- a) For Convention responsibilities, the chairman shall:

- Prepare nominee resumes and photographs for publication in alphabetical order in the convention manual.
- Prior to the convention, consult with the President and Parliamentarian regarding the responsibilities of the Nominating Committee (if any) in the event nominations are made from the floor.
- Prepare oral presentation of slate of candidates for the convention body.
- b) For balloting and presentation of candidates, the chairman shall:
  - Assist the technical support staff in preparing the ballot for electronic voting at convention if asked to do so.
  - Consult with Parliamentarian regarding parliamentary procedure, especially in preparation for unanticipated actions (e.g., nominations from the floor).
  - Consult with the President regarding presentation of candidates to convention prior to balloting.
  - Instruct candidates on procedure to be followed in introducing candidates to the convention.

## LWML MICHIGAN DISTRICT CONVENTION

### Division of Responsibility

#### Acronyms Used

BC – Basecamp

BCC – Basecamp Coordinator

BoD – District Board of Directors

CoCh – Convention CoCh

CommCh – Convention Committee Chair

DP – District President

DPlan – District Planner

EC – Executive Committee

Mgr – Convention Manager (Asst Mgr)

PDinnCh – President’s Dinner Committee Chair

Sec – Convention Secretary

VPChrO – Vice President of Christian Outreach

VPComm – Vice President of Communication

VPMO – Vice President of Mission Outreach

VPOR – Vice President of Organizational Resources

VPSF – Vice President of Special Focus Ministries

<b>TOPIC</b>	<b>DISTRICT RESPONSIBILITIES</b>	<b>COMMITTEE RESPONSIBILITIES</b>
Accommodations & Parking	Convention Site Committee recommends, BoD approves venue with accommodation. Convention Contractor (Arrowhead) arranges contracts for primary and secondary accommodations (as required). Mgr works with Convention Venue and Convention Contractor (Arrowhead) to ensure needed rooms are available. Mgr provides information on parking locations and costs.	Registrar to include information on accommodations and parking in Registration information. If parking vouchers are to be distributed, this is done at Information Desk.
Audio Visual (AV)	VPComm supervises & works with venue team or AV contractor team as required. Mgr arranges /negotiates /coordinates contract for AV either with venue or outside team. Tech. Coord. Creates, runs slide show.	None
Background Checks	Treasurer obtains background checks of chaperones.	Pages Committee Chair provides names of chaperones.

<b>TOPIC</b>	<b>DISTRICT RESPONSIBILITIES</b>	<b>COMMITTEE RESPONSIBILITIES</b>
Banner (District)/ Banners (Zone)	EC approves District Banner design. Keeps banner after convention. EC provides Zone Banner Guidelines. Zones design, fabricate, carry Zone Banner.	Decorations Committee designs & recommends District banner for approval. Arranges/coordinates assembly. Properties Committee provides at Worship Committee request banner stands & Poles. Convention Floor Committee provides /places zone banner signs & places banner stands.
Basecamp (BC)	BCC provides BC District Convention Project access & BC training to Convention personnel. BCC provides starter District Convention Project setup and inputs base To Do items. BCC inputs any additional needed To Do items or Docs/Files folders at users' request; EC & Board Appointees (including Mgr & Registrar) add files they've generated to Docs & Files. EC & Board Appointees update their assigned To Do items in Basecamp, providing new forecast completion dates or claim items complete.	<ul style="list-style-type: none"> <li>• Secretary inputs Planning Meetings, Venue Walk Thru and Final Wrap up Meeting dates to BC Schedule.</li> <li>• CoCH and Committee Chairs update their assigned To Do items in BC, providing any needed new forecast completion dates, comments or claim items complete. CoCh review To Do forecast dates and coordinate completions with Committees.</li> <li>• BC users request any additional needed To-Do items or Docs/Files folders from BCC.</li> <li>• CoCh and Committee Chairs add the files they've generated and Final Reports to Docs &amp; Files Committee Folders or to BCC if unable to do so.</li> </ul>
Budget	District Treasurer & Finance Committee develop balanced convention budget including all Convention expenses with district and BoD expenses. EC approves Convention Budget.	CoChs provide input to convention budget. CommChs review budget and manage expenses within budget. CoChs monitor committee expenditures against budget.

<b>TOPIC</b>	<b>DISTRICT RESPONSIBILITIES</b>	<b>COMMITTEE RESPONSIBILITIES</b>
Breakout Sessions	DP obtains speakers, schedules in program, appoints session coordinator for each session. Mgr reserves room. Session coordinator requests room setup.	Committees provide assistance if requested e.g. hostesses for help during breakout meals.
Committee Chair Notebooks	None	Committee Chairs review, use, update with new information. Input or submit final reports to notebook & BC. Submit to CoCh at Wrapup for handover to next CoCh.
Communication with Venue	EC & Board appointees provide room needs & schedule requirements for every convention activity to Mgr for any room changes or Room Setup Requests. Mgr (& Asst. Mgr) conduct ALL communication with venue after turnover from DP & Site Selection Committee. Mgr develops/submits & negotiates Room Setup Requests (aka Banquet Event Orders) for each room/activity.  NO DIRECT COMMUNICATION WITH VENUE WITHOUT MGR PERMISSION.	NO DIRECT COMMUNICATION WITH VENUE WITHOUT MGR PERMISSION.
Convention Floor	Recording Secretary receives delegate lists. VPOR & Mgr lay out floor plan of room (seating, communion stations, stage, choir, aisles, etc.). With input from Registrar, VPOR makes zone seating assignments. Mission Outreach Coord organizes Zone banners for the processional & display. VP on floor during sessions.	Makes name cards for delegates, board members, special guests. Sets up & takes down Zone markers & name cards, banners & flags as needed. Procures special delegate gift for tables.



<b>TOPIC</b>	<b>DISTRICT RESPONSIBILITIES</b>	<b>COMMITTEE RESPONSIBILITIES</b>
Emergency Response / Crisis Management	DP appoints Emergency Response Team (ERT). Mgr develops Emergency Action Plan for EC approval. Mgr coordinates emergency planning with venue & manages emergency response in conjunction with ERT. ERT leader schedules ERT convention shifts. ERT leader develops & uses Occurrence Report form if necessary.	Provides support if requested.
Evening Entertainment	DP and EC approve recommended entertainment. DP obtains (contact/contract) selected entertainment (if to be sourced from outside LWML).	NEW ENTERTAINMENT COMMITTEE. Suggests theme for the evening and activity or performer(s) for the evening entertainment for DP & EC approval. Coordinates with Mgr for event needs and manages all preparations, the event and breakdown afterward. Prepares information for flyers and newsletters regarding event.
Exhibits	DP gives list of approved exhibitors from previous convention to the Committee to contact. Mgr provides venue's exhibitor rules & restrictions. LWML Booth (manned by EC-appointed volunteers) is part of Exhibits. Special guests (i.e. musicians) may sell items with DP's permission.	Invites and handles all reservations, tables and displays for exhibition hall. Coordinates registration for Exhibitors with Registration Comm. Develops layout for room and provides room setup request to Mgr. Exhibits CommCh is liaison between exhibitors, Mgr and venue.
Evaluations	DPlan prepares Evaluation, DP approves, DPlan arranges for copies. VPComm arranges for evaluation to be online. DPlan compiles summary of answers and comments, prepares Executive Summary of answers.	Guest Services arranges for distribution at Info Desk and/or at doors. Provides box at Info Desk for collection of completed evaluations.

<b>TOPIC</b>	<b>DISTRICT RESPONSIBILITIES</b>	<b>COMMITTEE RESPONSIBILITIES</b>
Financial	<p>District Fin. Secretary will obtain &amp; oversee offering counters and take care of the offerings after each collection and any sales of surplus convention items.</p> <p>BoD submit convention expense vouchers &amp; receipts. District Treasurer handles all money regarding conv. expenses (including hotel bills, printing, postage, speakers, entertainment, materials.) Closes account and give final report by 12/31 Convention Year.</p>	<p>Committee chairs submit vouchers &amp; receipts for convention expenses to assigned CoCh for review, approval and forwarding to DP/Treasurer.</p> <p>CommCh with surplus convention materials to sell keep track of sales &amp; cash, turnover accounts &amp; cash/checks to District Treasurer.</p>
Food Services	<p>Will request special events be supplied via this committee to Mgr i.e. YWR reception, departmental breakfast/ lunches, coffee breaks, President's Dinner, caucuses.</p> <p>DP approves Mgr-recommended menus &amp; meal costs.</p> <p>Mgr selects, orders &amp; handles arrangement of food needs for the Convention, scheduling with DP approval, coordinating costs/meal packages with Registrar. Handles details &amp; setup requests for reception &amp; banquet as needed.</p>	<p>Registration CommCh includes information for meals in Registration docs &amp; provides reservation numbers for each meal w/choices to Mgr.</p> <p>PDinnCh coordinates with Mgr &amp; DP to determine PDinn menu.</p> <p>Non-venue supplied meals (Pages) coordinated by Pages Chair with DP &amp; Mgr approval.</p>
Fund-Raising	<p>DP provides list of donors from previous convention &amp; suggests possible new donors to CoCh. EC or DP might coordinate with possible donors if already known to them personally.</p> <p>All donation details given to CoCh for inclusion in spread sheets/slides/signage, etc.</p>	<p>Individual committees attempt to source material and sources for their committee responsibilities. CoChs canvass their contacts and those provided by DP for donations. One CoCh maintains spreadsheet of promised and actual donations as reported by committees &amp; EC and provides information to VPComm for inclusion in publications.</p>

<b>TOPIC</b>	<b>DISTRICT RESPONSIBILITIES</b>	<b>COMMITTEE RESPONSIBILITIES</b>
Guest Services	Informs & communicates needs, schedules and events (depending on the programs) i.e. Counselor gives instructions to “ushers” regarding Communion Service. VIP Hostesses are appointed by the DP (usually BoD members.)	Handles greetings, Information Desk, Lost & Found, directions and needs throughout the convention. Assists the Mgr, Worship Comm and DP. Works with Pages.  Supplies programs on tables.  Enlists “hostesses” for help during meals.
Heart to Heart	VPSF and her committee oversee the programs and activities for H2H attendees. Requests room & prepare Room Setup Request.	None
Information Desk	DP approves hours of operation. DP/VPComm/Mgr provide handouts & parking vouchers not included in Conv. Manual.  EC to provide information on election results, convention collections’ totals, Gifts from the Heart totals, Servant Event totals.  Mgr provides any changes to schedule.	Guest Services staffs with volunteers and schedules hours. Guest Services makes copies for handouts of information listed below unless noted otherwise.  <u>Information Desk to have:</u> <ul style="list-style-type: none"> <li>• Convention Schedules</li> <li>• Operating Hours of Activities</li> <li>• Parking Vouchers (Mgr provides all copies)</li> <li>• Venue/Activity maps</li> <li>• All editions of Convention Newsletter. (Copies provided by Press Room)</li> <li>• Prayer Requests (Copies provided by Prayer Room)</li> <li>• Election results (or in Newsletter).</li> <li>• Convention collections’ totals</li> <li>• Gifts from the Heart totals</li> <li>• Walk Run collection totals</li> <li>• Servant Event totals</li> <li>• Contact information for Emergency Response Team</li> <li>• Convention Evaluations</li> </ul>
LWML Booth	VPChro contacts national office for materials to display and arrange sales or order forms; will manage booth.	Includes in Exhibitor Plan. CoCh works with District Christian Growth Coordinator to assist with booth.

<b>TOPIC</b>	<b>DISTRICT RESPONSIBILITIES</b>	<b>COMMITTEE RESPONSIBILITIES</b>
Lost & Found	NA	Guest Services schedules, manages, staffs. Requests space & prepares Room Setup Request from Mgr.
Manual	<p>VPComm puts together manual, arranges for printing and deadlines. DP develops and provides Agenda, obtains resumes of speakers, notifies everyone who has speaking role or has onstage role, obtains lyrics from song leader, approves final version prior to print.</p> <p>VPChrO prepares devotions (approved by District Counselor.)</p> <p>VPOR provides proposed bylaw amendments.</p> <p>VPMO provides proposed mission grants.</p> <p>Officers provide reports. Nominees provide resumes.</p>	<p>CoCh write a welcome to convention, committee introductions, and other information requested by the DP.</p> <p>CoCh provide list of donors for inclusion.</p> <p>Distributed with Tote Bags.</p>
March of Committees	<p>DP determines time in program for March. VPOR determines gathering location and route of March.</p> <p>Mgr leads March.</p>	<p>CoCh ensures all committees are informed of gathering time &amp; location.</p> <p>CommCh notify all committee members of gathering time &amp; location</p>
Meetings (Planning & Final)	Mgr reports and attends. EC reports as necessary and attends. Other BoD attend as necessary.	<p>CoCh schedule, locate &amp; manage. Secretary announces, invites, takes &amp; issues minutes of convention planning meetings, puts minutes &amp; final reports (if necessary) in BC.</p> <p>CommCh report and attend. CommCh schedule, manage their own committees' meetings at will.</p>
Meetings (BoD, EC)	<p>District Rec. Sec. announces, invites and takes &amp; issues minutes of all EC, BoD and Convention sessions.</p> <p>Mgr attends prior to Convention.</p>	CoChs report at & attend EC and BoD meetings at least entire year prior to Convention.

<b>TOPIC</b>	<b>DISTRICT RESPONSIBILITIES</b>	<b>COMMITTEE RESPONSIBILITIES</b>
Music	<p>Counselor for each service selects hymns for service.</p> <p>DP &amp; Counselors approve other songs</p> <p>The VPChrO collates, coordinates and arranges for copyright license with those people having musical needs. VPComm includes lyrics in manual.</p>	<p>Song leader, choir leader &amp; accompanist select songs and provide lyrics for Manual, worship bulletins and slides.</p> <p>Worship Comm may recommend to the DP songs to include in the manual in coordination w/ song leader.</p>
Newsletter	<p>District Newsletter Editor edits Convention Newsletter, requests articles and sets deadlines.</p> <p>EC &amp; BoD provide articles &amp; information as requested.</p> <p>DP approves all prior to issue. If requested, Editor obtains convention photographer.</p>	<p>CoChs and Committee Chairs provide articles &amp; information as requested. Names the newsletter with EC approval. Arranges for the printing and distribution with Guest Services.</p> <p>Prepares Room Setup Request &amp; provides to Mgr for Press Room.</p>
Pages	<p>President's Page is selected by DP and seated in a designated area through the sessions. District pays for registration and designated rooms. Pages, with Guest Services, are called upon as the program determines.</p> <p>Requests additional help from pages if needed for District activities.</p>	<p>Selects (approved by DP) and instructs young women to assist throughout the convention. They will coordinate responsibilities with the Guest Services Comm. Arranges pages' schedules and meals for pages during the convention.</p> <p>Requests Page meeting room and prepares Room setup request for Mgr</p>
Planning Manual	Mgr updates for next Convention.	CoChs and CommChs provide suggested revisions for next Convention.
Podium / Stage	<p>The DP is in charge. (Only people on the agenda are allowed to speak.)</p> <p>DP's page intercepts all messages that are taken to the VP on stage.</p> <p>DP assigns VP on Floor who manages on-deck area.</p>	<p>Pres. Pages sits near stage &amp; handles messages forwarded to podium. CoChs will be invited to welcome the convention attendees and make brief announcements.</p>
Prayer Room	Mgr assigns room. Counselors assist with prayer requests from the Prayer Room. DP approves hours Prayer Room to be open.	Manages Prayer Room throughout the Convention. Recommends hours Prayer Room to be open. Requests room and prepares Room Setup Request, schedules volunteers.

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President's Dinner	DP provides entertainment/program, list of invitees to PDinnCh, approves menu provided by Mgr. DP provides gifts for presentations. DP approves all items chosen or developed by Committee. Mgr assigns room.	Provides seating arrangements, centerpieces, place cards, menu sheets, paper programs & favors. Prepares/sends out invitations & RSVPs. Tracks responses & payments. Orders corsages for past DPs if requested by DP. Prepares Room Setup Request for Mgr. Provides greeters.
Printing	VPComm prints publicity handouts, Convention Manuals, Schedules, venue maps. VPs develop & print information handouts for their sponsored events. Parliamentarian prints ballots (if needed) Treasurer provides Financial Report copies.	CoCh's & CommCh's responsible for printing of pre-Convention committee documents, e.g. minutes, handouts to committees. CommCh's print all documents/handouts for items they manage, including worship bulletins.
Procedural Committees	DP with approval of EC appoints Program, Standing Rules, Credentials (Registrar), Minutes Review and Tellers Committees. Nominating Committee provides schedule, room request & room setup for nominee meetings to Mgr for room. Teller Chair requests room & prepares Room Setup request for Tellers meetings. Financial Secretary requests room & prepares Room Setup request for money counting (if needed.)	None
Procession (Opening Worship Service)	DP decides participants. VPOR determines order, route, organizes and directs it. Includes BoD, Special Guests, participating pastors, Zone Presidents & YWRs (with banners & flags, etc.)	Worship Comm ensures pastors are invited to participate. CoChs participate. Banners will be placed on the convention floor. Pages, Guest Services, Hostesses, & Ushers may assist as directed (DP's Page – if available)

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Program	DP coordinates with Mgr to generate and develop schedule & supporting onstage script. Provides to VPComm for Conv. Manual and to all on-stage participants for timing. Parliamentarian provides election & voting results.	CoChs & CommChs ensure Committee activities support Program.
Properties	Submits Properties Request Forms to Properties CommCh for events managed. DP provides list of District-owned items in keeping of EC. Mgr supplies information on venue-owned items & coordinates requests for venue-provided properties from Properties Committee.	Properties CommCh develops & provides a Properties Request Form to District officers and CommChs. Sources requested properties from District storage or purchases; coordinates with Mgr to obtain properties available from venue. Maintains spreadsheet of requests.
Publicity	VPComm develops & coordinates publicity with CoCh to promote Convention events for website & social media. EC provides information to VPComm & BoD to disseminate to District members.	CoChs and CommChs coordinate publicity within hosting zones for pre-Convention meetings, volunteers and preparatory events.
Registration	DP composes call letter that will accompany registration forms and approves all forms and letters that will be sent out regarding registration. The Recording Secretary certifies delegates & alternates. VPChrO provides Servant Event/Ingathering info to Registrar. Mgr provides info on meals, accommodations, parking, discounts/links. DP provides info on breakout sessions & Bible studies.	Registrar creates online registration form with information from Mgr, DP and committees, obtaining DP approval before publication. Coordinates food packages, Charms, Shirts, breakout sessions, choir, housing, and special events. Provides registration numbers to Mgr, DP and responsible committees/EC. Reports delegates & alternates to Recording Secretary. Works with Tote Bag committee for stuffing relevant materials. Resolves registration & payment issues, emails confirmations.
Room Assignment	Mgr assigns room for each activity, coordinates schedule for setup and breakdown, coordinates with DP.	CommChs request rooms for their committee-specific activities, request room availability e.g. setup and breakdown times too.

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Servant Event/ Gospel Outreach/ Ingathering	VPChrO recommends servant events to EC. DP determines times in program. Mgr coordinates room assignments. District Board Coordinators arrange and communicate room needs & schedule to Mgr, including Room Setup Requests.	Committee works with and assists Coordinators, providing volunteers as requested.
Shirts & Charms	Approves design and colors & cost. DP gets unsold surplus.	Shirts & Charms CommCh orders, packages and distributes items. Provides information (colors, sizes, prices, photos) for Registrar for registration.
Signage	Event sponsors (procession manager, Servant Events, breakout session coordinators) request signs from Guest Services Committee. Mgr provides information on needed signs/placement for general room assignments. Sign requestor places any signs that are INSIDE the activity room, e.g. Servant Events.	Committees request their needed signs from Guest Services Committee which develops Sign Plan. Requestors provide input from event sponsors and schedules & maps provided by Mgr. Guest Services requests ALL signs from Properties via Properties Request Forms. Prop Comm provides signs. Guest Services Installs/replaces signage as needed in hallways (including removal at end of Convention). Signs inside individual activities are placed by requestor.
Slides (Program)	Tech Specialist develops backgrounds, creates slides from script provided by DP, VPs (Mission Grants), Parliamentarian (results), Nominating Committee and Committee Chairs. DP to approve. Tech Specialist runs laptop with slides during Convention, updating as needed with voting results, etc. Tech Specialist coordinates with speakers for their provided slides/videos.	Worship CommCh provides Worship bulletins information to Tech Specialist for slide creation. Exhibits Chair provides list of Exhibitors CoChs provide list of donators



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Speakers / Special Guests	<p>DP selects and invites ALL outside speakers (worship proclaimer, keynote speakers, LWML national representative, Bible Study leader, humorous interrupters, breakout lunch speakers, pledge &amp; anthem leaders). Assigns special hosts to VIPs.</p> <p>DP selects in-house prayer leaders, introducers of speakers, individual activity managers (EC/Board members).</p> <p>Asst Mgr arranges for accommodation at venue &amp; convention registration/ meal choices/ event choices/ transport of special guests.</p>	<p>Hosts (Guest Services) to VIPs at convention, will greet their arrival and departures and assist with their needs. Room, board &amp; transportation costs are assigned to the convention account. At DP request, purchases gifts for special guests.</p>
Store	<p>Christian Materials Coordinator requests room, orders materials, submits Properties Request Form, prepares room setup request for Mgr.</p>	<p>Properties Comm. provides properties upon request.</p>
Theme / Logo / Goals & Objectives	<p>EC picks theme &amp; logo.</p> <p>BoD act as public relations &amp; communicates activities to societies.</p>	<p>CoChs &amp; Committee Chairs incorporate theme &amp; logo into activities whenever possible.</p>
Tote Bags	<p>DP approves bag design and color. DP decides what will go into the Tote Bag and all information passed out at the convention. Coordinates with LWML National and Synodical resources.</p>	<p>Recommends design and color. Purchases bags after DP approval. Solicits donations for supply of bags and items to be stuffed into bags. Collates and stuffs items into bag for registration committee including at Convention. Procures/makes a small gift/favor for each attendee. Provides volunteers for distribution of tote bags at or near Registration.</p>
Tours / Walk- Run	<p>May make recommendations. DP schedules Walk/Run in program and approves route.</p> <p>Mgr. coordinates with venue &amp; local visitor's bureau for area sightseeing opportunities.</p>	<p>Comm. provides information to Registration Comm. and Press Room. Committee Chair reports after event from podium on donations collected. (Develops pledge form.)</p>

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Volunteers	<p>DP appoints CoCh's and Registrar.</p> <p>EC recruit and manage volunteers for activities hosted by EC.</p> <p>VPComm sets up Sign Up Genius as requested to schedule volunteers for both District &amp; Convention committees.</p>	<p>CoCh recruit and manage Secretary &amp; CommChs. CoCh coordinate with hosting zone presidents to encourage zone volunteers;</p> <p>CommCh's recruit &amp; schedule volunteers for their activities,</p> <p>Notify VPComm of outstanding volunteer needs in last month prior to Convention.</p>
Voting	<p>Parliamentarian selects and obtains voting software with approval of EC. Coordinates with Registrar &amp; VPComm for inclusion of voting information in emails to delegates, online, registration and Manual.</p> <p>VPMO provides Mission Grant information for ballot. VPOR provides Bylaw Amendment information for ballot. VPComm &amp; Mgr coordinate wifi issues. Nominating Committee provides election slate.</p>	<p>Hostesses, Ushers, pages (as necessary) &amp; YWRs (as necessary) support voting activities during sessions (collection of paper ballots, distribution of handouts, etc.).</p>
Wardrobe	<p>Approves committee recommendations for color scheme, logo use and costumes.</p>	<p>Wardrobe Committee recommends colors for all shirts. Designs costumes. Handles and publicizes uniform attire for various committee people to purchase at own expense. Requests properties needed for distribution of wardrobe items.</p>

<b>TOPIC</b>	<b>DISTRICT RESPONSIBILITIES</b>	<b>COMMITTEE RESPONSIBILITIES</b>
Worship	Junior District Counselor coordinates develop of worship service with the Worship CommCh and Host Zone Counselors. Junior District Counselor picks time for and manages pre-OWS meeting. District Counselors develop services and provide worship service bulletin drafts for Opening (Junior) & Closing (Senior). EC determines program (vespers, closing). DP sources choir director, accompanist, song leader & musicians. VPOR coordinates with Dist. Counsel. to develop procession path. DP obtains 'host congregation'. Mgr assigns robing room.	Works with Distr. Counselor. Includes Host Zone Counselor(s). Arranges for communion ware & elements, Obtains keyboard/organ, conducts communication with musicians/choir; obtains music, gift, pastors to assist with Communion. (invitations/info to pastors.) Utilizes Guest Services & Pages. Arranges for Bulletin printing for Opening & Closing Worship. Schedules, requests & prepares Room Setup request for Clergy Robing Room. Manages Clergy Robing Room
YWR	VPSF and her committee oversee the programs and activities for the YWRs. Provide schedule & food needs to Mgr. Mgr assigns room dedicated to YWR activities. Coordinates with venue for schedule and food needs.	None