

September 7, 2019

Passing the Gavel

Documents and information to pass on to new zone President or Co-Chair:

- Copy of zone bylaws
- LWML Pledge
- Contact information on elected and appointed officers of your zone, and zone mentor
- Names and addresses of churches in your zone, including pastor names and phone numbers
- Copy of last treasurer's report
- Agenda of both the spring board meeting and spring rally - email
- Agenda of both the fall board meeting and fall rally - email
- Record of which churches have hosted zone board meetings and rallies and the dates (see attached sample)
- Record of zone elected officers and pastoral counselors, and dates (see attached sample),
- Coordinate with zone pastoral counselor on installation of elected zone officers (see attached sample installation)
- Minutes of last zone board meeting and rally (see attached sample of A Successful LWML Meeting)
- Information on District board meeting, first Saturday in March and September,
 - Required attendance
- Contact information on District officers (see LWML in Action)
- Michigan District convention — July of each even numbered year
 - Required attendance
 - Coordination of delegates, choosing zone YWR (see attached guidelines on selecting YWR)
 - Hold caucus on mission grant selection prior to convention
- National convention – June of each odd numbered year
- National and District websites:
 - National: lwml.org
 - Michigan District: lwmlmichigan.org
- Copy of LWML Quarterly, if unfamiliar
- LWML Sunday – first Sunday in October

Carol Swenson

LWML Michigan District Parliamentarian

Multi-Lakes Zone Board and Rally Locations

Spring, 2010	Cedar Crest, White Lake - Board Meeting Good Shepherd, Lake Orion - Rally
Fall, 2010	St. Paul, Pontiac
Spring, 2011	Holy Cross, Oxford
Fall, 2011	St. Trinity, Clarkston - Board Meeting Hope, Linden - Rally
Spring, 2012	Peace, Waterford
Fall, 2012	St. Stephen, Waterford
Spring, 2013	St. Mark's, West Bloomfield
Fall, 2013	Trinity, Fenton
Spring, 2014	Christ, Milford
Fall, 2014	Good Shepherd, Lake Orion
Spring, 2015	Hope @ St. Paul's, Pontiac
Fall, 2015	Holy Cross, Oxford
Spring, 2016	Peace, Waterford
Fall, 2016	St. Stephen, Waterford
Spring, 2017	Trinity, Fenton
Fall, 2017	St. Mark's, West Bloomfield
Spring, 2018	Christ, Milford
Fall, 2018	Good Shepherd, Lake Orion
Spring, 2019	Hope, Linden
Fall, 2019	Holy Cross, Oxford
Spring, 2020	
Fall, 2020	
Spring, 2021	
Fall, 2021	
Spring, 2022	
Fall, 2022	

Multi-Lakes Zone Election of Officers

October

2010	Co-Chair	Rebecca Bundenthal	Second term
	Pastoral Counselor	Pastor Ferry	First term
	Treasurer	Marge Deradoorian	First term
2011	Co-Chair	Carol Swenson	First term
	Secretary	Judy Lobser	First term
2012	Co-Chair	Phyllis Steinhart	Second Term - Resigned March 2013
	Pastoral Counselor	Pastor Charles Ferry	Resigned October 2013
	Treasurer	Marge Deradoorian	Second Term
2013	Pastoral Counselor	Pastor Chad Speller	Finish Pastor Ferry term ending October 2014
	Co-Chair	Rebecca Bundenthal	Finish Phyllis Steinhart's term ending October 2014
	Co-Chair	Carol Swenson	Second term
	Secretary	Judy Lobser	Second term

2015

Spring

	Co-Chair	Rebecca Bundenthal	
	Pastoral Counselor	Pastor Russell Tkac	First Term
	Treasurer	Judy Harroun	Partial term
2015	Co-Chair	Cherri Barrett	First term
	Secretary	Phyllis Steinhart	First term
2016	Co-Chair	Carol Swenson	First term
	Treasurer	Judy Harroun	Full term
	Pastoral Counselor	Pastor Dietrick	First term
2017	Co-Chair	Cherri Barrett	Second term
	Secretary	Phyllis Steinhart	Second term

2018

Spring

	Pastoral Counselor	Pastor Aaron Vergin	Finish Pastor Dietrick term ending October 2018
2018	Co-Chair	Sharron Murphy	First Term
	Treasurer	Judy Harroun	Second Term
	Pastoral Counselor	Pastor Aaron Vergin	

2019	Co-Chair	_____
	Secretary	_____

2020	Co-Chair	_____
	Treasurer	_____
	Pastoral Counselor	_____

Installation of Officers

Installing Pastor or Officer: In the name of the Father and of the Son and of the Holy Spirit.

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

"Let each of you look to his own interests but also to the interests of others."

"May you be strengthened with power according to His glorious might for all endurance and patience with you."

"Put on love, which binds everything together in perfect harmony."

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

Response: Yes, with the help of God.

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

Members: We do

Installant: May God bless you, elected officers and members, with His Holy Spirit, that you may prove faithful stewards of Christ the Lord.

Let us pray:

Gracious God, grant us, Your servants, every spiritual gift necessary to complete our tasks in harmony with Your plans for us and for this organization. Lead us to discover our greatest potential as well as our limitations. Help us accept the humanity of one another. Most of all, instill in all of us daily dependence on You, our loving Father. Amen

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

Amen.

A SUCCESSFUL LWML MEETING

An agenda technically refers only to the items of business at a meeting.

The term program may also include speakers and other non-business items.

- WRITING A MEETING PROGRAM
- CONDUCTING A MEETING

PROGRAM FOR A ONE-SESSION MEETING

1. Call to order
2. Opening devotion, prayer, and/or Bible study
3. Roll call (optional), welcome new members and/or guests
4. Minutes read and approved
5. Treasurer's report
6. Reports of officers and/or committees
7. Unfinished business
8. New business
9. Announcements
10. Adjournment
11. Program

CONDUCTING A MEETING

Begin promptly, at the scheduled time. Do not overly rush, but do keep members on task.

1. Call the meeting to order
2. Opening devotion, prayer, and/or Bible study conducted by the pastor or a member, contacted prior to the meeting.
3. Roll call is optional but do introduce and welcome new members and/or guests
4. Secretary is asked to read previous meeting minutes. Ask for any additions or corrections. Declare the minutes "approved as read" or "approved as written"
5. Treasurer is asked to give her report. Ask members if they have any questions. Declare "the report will be placed on file."
6. Reports. Ask other officers and committee chairmen for their reports, if any. (A motion arising from a report is taken up immediately.)
7. Unfinished business. Present to the group any business items discussed in a previous meeting but not resolved. Ask if anyone would like to make a motion regarding any of these items. Motion, second, discussion, put the question, announce result.
8. New Business. Bring new items of business before the group. Ask if anyone has any additional items of business. Ask for motion on any new business items.
9. Announcements should include date, place, and time of next meeting.
10. Adjournment. Ask "Is there any further business? If not, the meeting is adjourned."
11. Program. Might include a speaker, service project, informational skit, etc.

Some references in Robert's Rules of Order Newly Revised: Agenda, Program: pp. 360-363 Call to Order, Order of Business, pp. 24-26

Usual Order of Business in Ordinary Societies, pp. 342-351