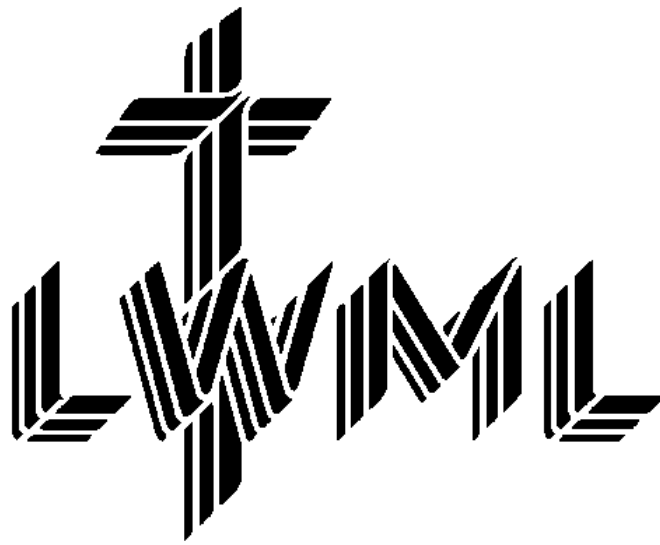


**Lutheran Women's Missionary League
NORTH DAKOTA DISTRICT**



LEADERS MANUAL

2020

LWML North Dakota *Leaders Manual*
Table of Contents

Preface/Mission Statement/Goals	3
Board of Directors	4
Standing Rules	6
Job Descriptions	
President	11
Vice President of Mission Grants	15
Mission Grants Committee	18
Vice President of Christian Life	19
Christian Life Committee	21
Vice President of Human Care	22
Human Care Committee	23
Vice President of Servant Resources	24
Servant Resources Committee	26
Young Women's Committee	26
Vice President of Communication	27
Communication Committee	27
Recording Secretary	30
Financial Secretary	32
Treasurer	35
Pastoral Counselor	39
Senior Counselor	40
Junior Counselor	41
Parliamentarian	42
Archivist/Historian	43
Chairman of the Bylaws Committee	44
Bylaws Committee	45
Chairman of the Nominating Committee	46
Nominating Committee	48
Special Gifts and Bequests	49
Convention Manager	50
Meeting and Travel Coordinator	52
Zone Presidents	54
Leader Helps	57
Guidelines for Crisis Management	65
Forms	72

PREFACE

This *Leaders Manual* is designed to provide you with

- more in-depth education about the LWML and its program;
- an understanding of your role in the work of the LWML;
- leadership techniques and skills.

Specific areas of knowledge, training, and skills detailed in this *Leaders Manual* include materials that

- give you pertinent information about specific areas of responsibility as an LWML leader;
- summarize resources available in various committees;
- assist you in developing effective leadership skills

The material in this *Leaders Manual* is provided with the prayer that it will assist you in following in the footsteps of Christ, who modeled well the concept of the “leader as servant.”

Note: Throughout the manual, the Lutheran Women's Missionary League (LWML) North Dakota District will be referred to as the District or LWML ND.

LWML ND MISSION STATEMENT

The mission of the LWML ND is to equip and encourage all women throughout North Dakota to joyfully praise God's name in their daily lives by sharing and showing God's love to everyone.

With this mission statement in mind, the members of the District Board of Directors (BOD) perform the tasks of their offices by word and deed, joyfully and willingly, being vigilant in service, so that all is done for the good of the church and the glory of God.

Each member also participates in the District prayer chain, upholding each other and all sisters and brothers in Christ to the Heavenly Father, trusting in His divine care.

LWML ND GOALS

Confident that Jesus, our hope and anchor, keeps us firm in our faith, each woman will:

1. look to God's Word for guidance and assurance;
2. joyfully and willingly share her hope with others;
3. actively show God's love by serving those around her; and
4. through prayer and mite-giving, help spread the love of Jesus throughout the world.

[**NOTE:** Mission Statement and Goals are updated each biennium at the November Board of Directors meeting. Any other changes made to the Leadership Manual prior to the beginning of the biennium will be distributed by hard copy and the final revision will be added to the Manual at the beginning of each biennium at the November Board of Directors meeting.]

BOARD OF DIRECTORS

MEETINGS

When

The Board of Directors (BOD) meets at the discretion of the President which is usually three (3) times annually. The meetings are usually held for a full day on a Saturday or over two (2) days from Friday evening until Saturday afternoon until business is concluded. There is also a meeting of the BOD preceding the District LWML Convention.

Attendance

All members of the BOD as specified in the bylaws are expected to attend all BOD meetings. In case of an emergency, the President shall be notified if a member cannot attend a meeting. If a zone president is unable to attend, any elected zone officer shall be authorized to attend as the zone representative and shall have voice and vote. The President must be notified of this substitution.

Call to Meeting and Agenda

The President issues the official call to meeting and distributes the agenda prior to all BOD meetings.

Materials

Materials needed for BOD meetings include the following:

- Report of your activities from the last meeting to the current meeting
- Meeting agenda
- Minutes of the previous meeting
- *LWML ND District Leaders Manual*
- Bible

Arrangements

Housing and food arrangements are made for all members of the BOD by the Meeting Coordinator. Expenses for travel, food, and housing are paid by the District as specified in the Standing Rules. Each member is to make her own travel arrangements, sharing rides whenever possible.

COMMUNICATIONS

President's Memo

The President may email pertinent information to LWML ND leaders. Please file for reference.

Board of Directors Minutes

A Minutes Review Committee is appointed for each BOD meeting. The Recording Secretary prepares the minutes, which are reviewed and/or corrected by the committee. The Recording Secretary should be notified of any corrections. The final copy of the minutes is sent to each BOD member.

Lutheran Woman's Quarterly

The *Lutheran Woman's Quarterly* is made available to all members of the LWML ND for a nominal fee through their unit or individually.

MISSION GRANTS

- Districts** *do* give mission grants
 do not have fund-raising projects
- Zones** *do not* give mission grants
 do not have fund-raising projects
- Societies** *send* all mite money to District Financial Secretary
 may have fund-raising projects

CORRESPONDENCE

Record pertinent communications--mail and telephone.

Answer all correspondence immediately. Make sure the request is completed by the deadline or provide an explanation for the delay.

Maintain a file for your LWML ND position. File letters, email correspondence, resumes, minutes, reports, etc. for future reference. Pass the file on to your successor.

To keep everyone informed, please send copies of emails and relevant correspondence to the President and committee members. The President should be copied with all emails relevant to LWML.

IMPORTANT DEADLINES

Mission grant proposals should be sent to the Vice President of Mission Grants six (6) months prior to convention.

Hosting LWML ND conventions: A convention shall be held biennially in the even-numbered years at a site determined by the BOD and approved by the convention body four (4) years in advance.

Convention delegates: The names of the accredited delegates and alternates shall be in the hands of the LWML ND Recording Secretary thirty (30) days prior to convention.

Newsletter: The News Editor will set article deadlines for bi-monthly newsletters and rally newsletters.

LWML NORTH DAKOTA Leader's Manual

LUTHERAN WOMEN'S MISSIONARY LEAGUE – NORTH DAKOTA STANDING RULES

CONVENTIONS

Convention Packets

LWML ND District (hereafter referred to as "District") Communications Committee shall prepare a Call to Convention packet which will appear in *The Messenger* 6-8 weeks prior to the District Convention date. (4-12-96 rev.3-14-09, rev. 3-09-20)

Convention Speakers

A minimum of \$200 is set as gratuity for convention keynote speaker and a minimum of \$100 is set as gratuity for each mission speaker with exact amount to be determined at the March Board of Directors meeting. (4-12-96 rev.8-18-12; rev.11-07-15)

Societies

Charters for new societies will be presented at the biennial LWML North Dakota District Convention. (4-12-96)

Counselor's Pin

The newly elected counselor will receive a pin at the beginning of his term in office. The pin will be presented by the District President at the close of convention. The District President will purchase the pin at District expense. (6-19-94)

Convention Registration - One Day

There will be a one day registration set at a reduced rate for any District Convention. (11-20-04 rev.11-14-09)

Mission Grant Speakers

Any speaker who is represented on the mission grant ballot may not speak to the convention until the mission grant voting is complete. (8-13-05)

Convention Exhibitors

Exhibitors who are not recognized Service Organizations (RSO) of the LCMS must be pre-approved by District Counselors. (8-13-05, rev. 3-9-20)

Exhibitors will be charged a fee of \$25 per table (6-1-22)

Grants

Any booth or display on the mission grant ballot may be visible before mission grant voting is complete. (8-13-05)

Reimbursement

District Board Members will be reimbursed for travel, registration, meals and lodging according to District guidelines when attending district convention. (11-07-15)

CONVENTIONS (NATIONAL)

Delegate Fund

The Board of Directors recommends a suggested target for unit contribution to the delegate fund be \$5.00 per member. (3-2011 rev.3-2015)

Delegate Orientation Meeting

A delegate orientation meeting should be held no later than one month prior to a convention. At the discretion of the president this meeting may be held person-to-person, by e-mail, or conference call. (8-13-05)

It is the responsibility of the district president to give to each delegate a copy of the Delegate Guidelines found in the LWML ND Leader's Manual. (8-13-05)

Reimbursements

For each zone delegate, YWR, and Counselor to the LWML Convention, the LWML ND will pay major round trip travel expense, including transportation from airport to motel. Transportation by car shall be paid at thirty

LWML NORTH DAKOTA Leader's Manual

cents (30¢) per mile up to the cost of the least expensive airfare, bus fare, or other transportation of other participants. *(rev. 11-12-05; rev 03-03-07; rev 11-07-15)*

The district will also pay lodging for the delegates (2 to a room) and the counselor, for the days of the convention (Wednesday or Thursday, through Saturday night, at the discretion of the district BOD); convention registration, convention meal package, special lunch tickets, and meals not covered by the meal package. The delegate will voucher those meals to the LWML ND. Delegates will be reimbursed up to \$6 for breakfasts, \$10 for lunches and \$12 for dinners. Snacks, alcoholic beverages, phone calls, souvenirs, etc. are the responsibility of the delegate. *(03-03-07; rev 11-14-08; rev.11-07-15)*

In the interest of good stewardship, delegates have the opportunity to pay all or a portion of the convention expenses. *(8-13-05)*

District President Expenses

The LWML ND will pay expenses of the district president that are not covered by the national LWML. *(8-13-05)*

FINANCES

Bonding

All officers who are authorized to sign checks shall be bonded for \$25,000 each. This includes the Convention Treasurer as long as the Convention Treasurer is part of the LWML ND District. *(11-20-04; rev.10-2015)*

Balance Checkbooks

The bank statements and reconciliation reports will be reviewed monthly by someone whose name is not listed on the bank's signature cards. This person will be appointed by the President. *(3-2004; rev.3-2015)*

Expenses for meetings

Maximum reimbursement will be \$6.00 for breakfast, \$10.00 for lunch, and \$12.00 for dinner, no room service, for officially called District meetings. *(3-2004; rev. 8-13-05; rev.11-07-15)*

Expenses for committee member

Committee members will be reimbursed according to the reimbursement guidelines of the District Board when asked by a Board member to attend a District sponsored event in an official capacity. District sponsored events would include District board meeting, convention, retreat, rally, event, or a committee meeting. *(11-07-15)*

Disposal of records

Canceled checks and vouchers will be kept for five (5) years. Anything older may be destroyed. *(4-12-96)*

Credit Card

The District President may obtain a credit card choosing the company of her preference. *(11-2000)*

Reimbursement Eligibility

The District will not reimburse visitors to District meetings unless asked to make a presentation or participate in committee planning. *(4-12-94)*

Meal Reimbursement

The District will offer a unit \$8.00 per plate when serving for an officially called District meeting. *(4-12-96; rev.11-2014)*

Other Reimbursements

Board of Directors (BOD) and committee members are eligible for these reimbursements: Postage, phone calls when necessary, copying costs and other expenses incurred in the execution of their office, always being good stewards and using our mites to the fullest. *(4-12-96)*

Mileage Reimbursement

The District will reimburse thirty cents (30¢) per mile for travel for officially called District meetings. Share a ride wherever possible. *(11-2000; rev. 11-2005)*

LWML NORTH DAKOTA Leader's Manual

Missing Receipt Form

A missing receipt form must be completed for expenses over \$25 when a receipt is not available. (3-2004)

Financial Analysis

The District LWML shall gift one hundred dollars (\$100) to the person or entity performing the financial analysis each biennium. (3-2006)

Mites

All mite offerings will be split 75/25 between the North Dakota District and National LWML unless otherwise designated before the collection. (11-2006)

GIFTS AND BEQUESTS

The Gifts and Bequests Committee is responsible for Joy Cards. The LWML ND Financial Secretary will send a thank you and another Joy card to the donor. The Financial Secretary will report the amounts and number of cards sent to the Gifts and Bequests committee. (6-2002)

A minimum of 20 percent (20%) of the monies received from Joy cards will be put into the Special Gifts and Bequests Fund. (6-2002)

If the remaining 80 percent (80%) is not designated, those monies will be deposited in the general fund, and will be distributed at the discretion of the LWML ND Board of Directors. (6-2002)

MEETINGS

Standing Committees

Standing Committee members may be invited as non-voting members to officially called district meetings at the discretion of the president. (4-12-96)

LWML Minutes

Minutes of the LWML ND Board of Directors meetings and convention shall follow the guidelines found in the most current Robert's Rules of Order, Newly Revised. (11-2003)

Crisis Management

A Crisis Management Team shall be appointed by the President for any event sponsored by the LWML ND District. (11-2003)

Minutes Review

A Minutes Review Committee shall be appointed for each LWML ND Board of Directors meeting and each biennial LWML ND District Convention. This committee will be appointed by the President. (11-2003)

MEMORIALS

Present Board of Directors Member

The LWML ND will give a \$20 memorial gift to the LWML ND Gifts and Bequests Fund upon the death of a present member of the Board of Directors or an immediate family member (spouse or child). The president shall determine official representation at the funeral or memorial service. (8-13-05)

Past District President

The LWML ND will give a \$25 memorial gift to the LWML ND Gifts and Bequests Fund upon the death of a past North Dakota LWML President. The president shall determine official representation at the funeral or memorial service. (8-13-05)

LWML NORTH DAKOTA Leader's Manual

Past LCMS President

The LWML ND will give a \$25 memorial gift to the LWML ND Gifts and Bequests Fund upon the death of a past North Dakota LCMS President. The president shall determine official representation at the funeral or memorial service. *(8-13-05)*

Past Board of Directors Member

The LWML ND will give a \$20 memorial gift to the LWML ND Gifts and Bequests Fund upon the death of a past member of the Board of Directors. *(8-13-05)*

MISSION GRANTS

Surplus and/or Shortfall of Mission Grant Money

Surplus monies from mite collections, at the end of each biennium, must be used for funding grants in order of vote received from previous convention, or be sent to fund LWML grants. *(5-5-80)*

Should a shortfall of mission grant funding occur in a biennium, the following biennium's approved mission grants would be reduced in the dollar amount equal to the shortfall, in order to pay the previously approved Mission Grants. *(11-2-19)*

Biennium cutoff

Funding of a biennium's mission grants ends with the fiscal year. *(03-07-20)*

Mission Grants

The Vice President of Mission Grants will determine the voting procedure for grants. *(4-16-94)*

Grant Payments

The District President, Vice President of Mission Grants, Financial Secretary and Treasurer have authority to pay grants between Board of Director meetings as mites are received, with prior approval having been given by the BOD. *(4-12-96)*

ND District Full-time Church Worker Scholarship Grant

The ND Full-time Church Worker Scholarships Grant will receive funding of \$35,000.00 every biennium and will be placed at the top of the funding schedule. The remaining grants as voted at convention will be placed on the funding schedule below the ND Full-time Church Worker Scholarships in order of votes received. Total monies for their funding will be the mite goal less the \$35,000.00. *(11-12-11 approved by BOD; 6-25-12 approved by convention delegates.)*

RETREATS

Retreat Activities

Money-making activities are discouraged at Retreats. *(4-12-96)*

SHEPHERD'S HILL

Shepherd's Hill Representative

The District LCMS approved that the LWML be represented on the Shepherd's Hill Board of Directors, that being a volunteer position. No expenses will be paid by the LWML ND. *(6-2002)*

ZONES

Fall Rally Theme

The theme for fall rallies is chosen by the LWML ND Board of Directors. The Bible study prepared by the LWML ND Senior Counselor is to be used along with mission speakers as the main program. (The LWML ND is compiling a listing of available speakers. Please give any suggestions for speakers to the LWML ND President or Vice President of Servant Resources.) *(1-12-1995; rev.3-13-2010)*

Rally Month

The District recommends that October be fall rally month. *(4-12-96)*

Zone Structure *(3-13-2010)*

LWML NORTH DAKOTA Leader's Manual

LWML members may attend rallies and other gatherings in any zone, if travel time and distance is advantageous. (You cannot vote, hold an office, or be on a committee in any zone other than your own.)

Zones are encouraged to hold fall rallies in a central location to encourage greater attendance.

Units that are at the outer edges of a zone and would like to join another zone that is close in proximity and would involve less travel may apply to be transferred after completing the following requirements:

- a. The unit desiring to join a different zone should send a letter with the unit's pastor's signature requesting the transfer to the Zone President of the zone they wish to join before the Zone Executive Board Meeting.
- b. The unit requesting the change would attend the Fall Rally of the zone they wish to join and make the formal request. At the Fall Rally all members of the zone would vote on the request.
- c. Upon acceptance by the Zone the unit would send a letter with the unit's pastor's signature to the LWML ND District Board of Directors and the Zone they are leaving stating the transfer.

STANDING POLICIES AND OPERATING POLICIES

Listed below are additional standing policies and operating policies of the LWML ND that are relevant to the Board of Directors.

Address Lists

The LWML ND will decline all requests to borrow, buy or use any or all address lists or mailing labels of our members.

The LWML ND President is the official spokesperson for the LWML ND. All public statements must be approved by the LWML ND President. The President may also appoint a spokesperson.

Meeting Expenses

Expenses for travel, food and housing are paid by the LWML ND. Meal reimbursements are \$6.00 for breakfast, \$10.00 for lunch, and \$12.00 for dinner. *(3-2015; rev.11-07-15)*

Name Badges

LWML ND elected and appointed personnel will be provided a name badge to be paid out of LWML ND funds.

PRESIDENT JOB DESCRIPTION

The President shall:

1. preside at all meetings of the LWML ND Board of Directors (BOD);
 - a. in consultation with BOD, set dates for meetings;
 - b. in consultation with BOD, select sites for regular meetings;
 - c. if meeting will be held at a church, ask Meeting Coordinator to contact selected unit to host meeting;
 - d. prepare official call to meeting letter and tentative agenda for meetings of BOD;
 - e. make assignments of prayer and devotion leaders and Crisis Management Team for meetings of the BOD;
 - f. serve on the Crisis Management Team;
 - g. prepare a report for all BOD meetings, sending the report electronically to the Meeting Coordinator for distribution. If unable to meet the deadline, prepare four (4) copies of the report for the BOD meeting.
2. approve expense vouchers and co-sign, with the treasurer, all checks for legitimately incurred expenditures;
 - a. sign all copies of approved vouchers submitted by the Treasurer;
 - b. sign requisitions and checks for mission grants approved by the BOD and submitted.
3. serve as an ex-officio member of all committees except the Nominating Committee;
 - a. be informed of all meetings and invited to attend;
 - b. attend committee meetings when possible;
 - c. receive a report of all committee meetings from the chairman of the committee;
 - d. be kept informed of activities of officers and committees;
 - e. receive copies of all important correspondence of officers and committee chairmen;
 - f. attend the Mission Grants Committee meeting at which mission grants are selected to be presented to the convention voting body;
4. appoint all standing committees, appointed officers and special committees with the approval of the BOD;
5. be responsible for giving any new/updated names, addresses, phone, and e-mail to the Communication Committee so the roster may remain current;
6. fill all vacancies that occur in the elected and appointed positions with the approval of the BOD, except the office of President;
7. after recommendation from the District LCMS President, fill any pastoral counselor vacancy with the approval of the BOD;

8. issue the LWML Certificate of Membership to individual units;
 - a. send a welcome letter to the unit and mail a copy to the District Historian and their zone Historian;
 - b. notify the LWML office of their membership;
9. receive written notification from units that have disbanded and notification from their zone president;
 - a. send them a letter of acknowledgement;
 - b. notify the LWML office of their disbandment with the form provided in the Leaders Manual;
10. sign all contracts, legal documents, and other official papers for the District LWML;
11. be bonded and have authority to sign checks as the second signature or in an emergency;
12. respond to all mail and electronic mail in a timely manner;
13. maintain good communication with the zones;
14. receive and pass on prayer requests electronically or via phone;
15. serve as the official spokesperson for the LWML ND;
 - a. when invited, represent the LWML ND at District LCMS conventions;
 - b. when invited, represent the LWML ND at conventions, gatherings and other meetings;
 - c. when unable to attend an event, appoint an official representative to attend the event and represent the LWML ND;
16. preside at the District LWML Convention;
 - a. submit tentative agenda to the BOD for approval and prepare a final agenda for the convention manual;
 - b. contact and invite official guests to the convention as determined by the BOD;
 - c. contact and invite convention speakers as determined and approved by the BOD;
 - d. purchase a counselor's pin to be presented to the incoming Junior Counselor at the convention and voucher the cost of the pin to the Financial Secretary;
 - e. extend courtesies to special guests and speakers for the convention and invite them to the pre-convention BOD dinner;
 - f. invite nominees for office to attend the pre-convention BOD meeting;
 - g. prepare a report to be included in the convention manual;
 - h. report activities of the office of the President and the BOD to the convention;
 - i. appoint a Crisis Management Team for the convention;
 - j. appoint three (3) delegates to serve on the Resolutions Committee for the convention prior to the convention;
 - k. appoint two (2) delegates to serve on the Minutes Review Committee for the convention prior to the convention;

LWML NORTH DAKOTA Leader's Manual

- l. appoint tellers for the election of officers at the convention prior to the convention;
- m. appoint tellers for the mission grants election at the convention prior to the convention;
- n. notify all appointees to the Resolutions Committee, Minutes Review Committee, Election of Officers Tellers and Mission Grants Tellers at least two (2) weeks prior to the convention, giving instructions on voting procedure and reporting to the chairman;

17. LWML Conventions

- a. in the EVEN-NUMBERED YEARS, appoint a LWML ND Travel Coordinator to be responsible for compiling information as to the best and most economical mode of transportation to the LWML convention to be held the following year;
- b. in the ODD-NUMBERED YEARS (the year of the LWML convention), prepare the delegate registration information and arrange for delegate housing with Travel Coordinator as soon as possible after the annual LWML BOD meeting (January or February);
- c. arrange for a delegate orientation meeting (traditional or electronic) to be held in the spring prior to the LWML convention;

18. LWML Board of Directors

- a. attend the annual LWML BOD meeting;
- b. attend the LWML BOD meeting held prior to the LWML convention;
- c. serve as the liaison for the LWML and the LWML ND;
- d. share information and material from the LWML with the members of the LWML ND;

19. LCMS ND District

- a. attend or appoint a representative to attend the ND LCMS Planning Council;
- b. supply the ND LCMS office with a current listing of LWML officers and dates of meetings and other events;
- c. upon invitation to the ND LCMS Convention (held every three (3) years), write a letter of greeting for the convention manual and bring greetings to the convention body;
- d. upon invitation, speak to the new pastors and workers in the District at the annual orientation for new workers;

LWML NORTH DAKOTA Leader's Manual

20. Newsletter

- a. write a president's message for the LWML North Dakota District newsletter and send it to the News Editor before the deadline;
- b. encourage all committees to submit pertinent articles to the News Editor in a timely fashion;
- c. proof the newsletter along with a counselor;

21. maintain a file of materials pertinent to the responsibilities of this office and pass on to successor; and

22. update this job description as necessary.

Revised (Feb.2014)

VICE PRESIDENT OF MISSION GRANTS JOB DESCRIPTION

The Vice President of Mission Grants shall perform duties of the office of the president in the absence or at the request of the President and shall:

1. serve as chairman and coordinate the Mission Grants Committee, calling meetings when necessary;
2. attend and prepare a report for all LWML ND District Board of Directors meetings, sending the report electronically to the Meeting Manager for distribution. If unable to meet the deadline, prepare four (4) copies of the report for the BOD meeting;
3. prepare a mission grants progress report for each BOD meeting, listing what grants have been paid and what recommendation you will make as to which grants should be paid next as monies become available. Some grants are paid in installments according to the needs of the recipient. (Grants are prioritized and paid, normally, in order, according to which received the highest number of votes, so make sure you know how many votes each of the grants received at the last convention.);
4. keep an accurate record of all expenses, postage, copies, phone, mileage, etc. and submit a voucher with receipts for reimbursement to the Treasurer at the next BOD meeting. If the amount is sizable you may send a voucher anytime. If a receipt is not available and the amount is over \$25.00, fill out a missing receipt form.
5. encourage mite giving;
6. attend district functions such as retreats, workshops, etc. and the LWML conventions if at all possible;
7. serve as a LWML ND representative at zone fall rallies if asked;
8. prepare prior to LWML ND convention, an officer's report as well as a mission grants report for the Convention Manual;
9. maintain a file of materials pertinent to the responsibilities of this office and pass on to successor;
10. give materials that are three (3) years old or older to the Archivist/Historian. This removes copies from your first year in the office so be sure to keep sample copies to what you have done for reference of new officer.
11. update this job description as necessary;
12. participate in the District prayer chain;

13. make Mission Grant Proposal Forms available to anyone who needs them;
14. ask that Mission Grant proposals be sent to you six (6) months prior to convention and date proposals when received (they should appear on the ballot in the order they were received);
15. schedule a Mission Grants meeting to study grant proposals in advance of the BOD meeting where convention matters are finalized. The purpose of this meeting is to propose a new mission grant goal and recommend mission grants for the convention ballot. A goal for mission grants should be proposed for the upcoming biennium before approving grants for balloting. This should be done using past biennium's and actual mite offerings as a guideline. Those invited to participate are the committee members, LWML ND President, ND LCMS President, ND LCMS Business Manager, and the LWML ND Senior Counselor;
 - a. recommendations of guidelines for approving grant proposals:
 - the grant must be mission in emphasis;
 - the grant must fit into the plans and projections of the LCMS;
 - the grant must be current and ready for implementation within the next two (2) years; and
 - the grant must be well documented by answering all of the questions on the proposal form;
 - the grants must be projects/programs of the LCMS or its Recognized Service Organization (RSO)
 - b. as grants are considered, prayerfully consider and evaluate that some are:
 - grants that repeat each biennium;
 - grants promoted by individuals to every unit/society;
 - grants that are promoted by large mailings;
 - grants that request very large sums of money;
 - grants that request monies for, what seem like, operating expenses or capital funding;
 - grants which may be funded by other LWML districts;
 - grants which are only remotely connected to the LCMS;
 - grants should cover a wide array of areas/service organization;
16. present the proposals that the committee recommends to the LWML ND BOD, making copies of the committee recommendations of the mission goal and the proposals for each of the members. Samples are in your file. Be prepared to present the background information of each proposal for discussion and for a more intelligent vote of the BOD;
17. prepare grant proposals selected for ballot by the BOD for the Convention Manual. Also, a list of the proposals that were not selected at this time, an updated list of past grants, and a progress report of current grants shall be included in the manual;

18. prepare a listing of the grants that will appear on the ballot, along with a short synopsis of each, to be included in the Convention Packet that will go out to each unit;
19. write to those who submitted grants and let them know the grant's standing either accepted or not selected at this time (sample letters are in your file);
20. prepare ballots for the convention (a sample is in your file);
21. notify elected grants that they will be funded as mite monies are paid. (This also appears on the proposal form). It is important that they know grants will not be funded unless the need is known (a sample letter is in the file);
22. at each BOD meeting present a motion to approve funding of grants between meetings, as monies become available. Have copies of this motion and an update (progress report) on all grants;
23. before requisitioning funds, write or call the contact person within the grant to make sure they are ready for implementation. This needs to be done only in cases where there is a question. If the grant is not ready and will not be pursued within a reasonable amount of time, bring this information to the BOD and refer to the District Bylaws;
24. requisition funds, sending the completed form to the Treasurer, making a copy for your file. It is signed by the President and the Treasurer and then returned to the VP of Mission Grants. Write a cover letter, making a copy for your file, and mail it to the recipient along with the check. (samples are in your file);
25. keep the Grants History file current;
26. perform additional duties as requested by the President and/or BOD.

MISSION GRANTS COMMITTEE JOB DESCRIPTION

The Mission Grants Committee shall by example and as facilitators, set forth a program for the LWML ND to encourage members of the District to willingly and prayerfully be active in mite-giving and aware of mission organizations that could be proposed for a LWML ND mission grant.

The members also shall willingly and joyfully:

1. serve under the direction of the Vice President of Mission Grants;
2. be appointed by the LWML ND President;
3. serve a term of two (2) years or until their successors are appointed, being eligible for re-appointment;
4. make Mission Grant Proposal Forms available to anyone who needs them, encouraging individuals and societies to send in proposals for needy mission organizations;
5. read and pray over all the information on each grant proposal;
6. attend the Mission Grants Committee meeting to select a mission grant goal and recommend mission grants for the District LWML Convention ballot;
7. help prepare the Mission Grant proposal presentation to be given at the convention;
8. constantly pray for all those involved in each of our mission grants – from those who administer the organization, to those who teach and work, to those who receive the Gospel by Word and deed;
9. participate in the District prayer chain;
10. attend District LWML Board of District (BOD) meetings if requested by the President; and
11. perform additional duties as requested by the President and/or BOD.

Revised (Feb.2004)

VICE PRESIDENT OF CHRISTIAN LIFE JOB DESCRIPTION

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

1. serve as chairman and coordinate the Christian Life Committee, calling meetings when necessary;
2. attend and prepare a report for all LWML ND Board of Directors (BOD) meetings, sending the report electronically to the News Editor for distribution. If unable to meet the deadline, prepare four (4) copies for the BOD meeting;
3. prepare a report for the District Convention Manual;
4. submit articles for the newsletter when requested or as necessary;
5. perform duties at district conventions as designated by the President. This may include setting up and staffing a Christian Life booth, participating in sketches, leading devotions, programs, etc.;
6. attend and represent their office at district functions, encouraging other sisters in Christ to attend the same;
7. dispense LWML Resource Library materials as requested and update the list as new material is added;
8. be familiar with and encourage the use of LWML spiritual resources such as Bible studies, prayer services, devotions, sketches, videos, etc.;
9. plan and conduct retreats
 - a. meet with Christian Life Committee members before the November BOD meeting to discuss the past retreat and to begin plans for the next retreat;
 - b. choose a theme and ask the LWML Junior Counselor to prepare the Bible studies;
 - c. make arrangements for the time and place of retreat;
 - d. set the registration fee and the agenda;
 - e. assign duties for tasks such as servant events, music and fellowship activities;
 - f. ask the District Public Relations Director to print a registration brochure and publish information in the district newsletter;
 - g. distribute registration brochures at the district convention and/or mail to each zone Christian Life Chairman and past retreat attendees in July;
 - h. submit all monies and expenses to the Financial Secretary and send an article to the Archivist/Historian and the News Editor;

LWML NORTH DAKOTA Leader's Manual

10. design and distribute the unit Christian Life survey in August. These are to be returned to each zone Christian Life Chairman for her report at the fall rally. She sends a report on to you. You may wish to extract information from these reports for the newsletter;
11. attend the LWML convention if at all possible. This is not required and is not paid by the District. It is a good resource for ideas and information;
12. maintain a file of materials pertinent to the responsibilities of this office and pass on to successor;
13. participate in the District prayer chain;
14. update this job description as necessary;
15. keep an itemized account of all expenses with receipts and submit a voucher to the Financial Secretary for reimbursement; and
16. perform additional duties as requested by the President and/or BOD.

Revised (Oct.2004)

CHRISTIAN LIFE COMMITTEE JOB DESCRIPTION

Members of the Christian Life Committee shall by example and as facilitators, encourage the use of LWML spiritual resources such as Bible studies, prayer services, devotions, sketches, videos and other such materials to assist all women with their relationship to our Triune God. This may be accomplished by retreats, workshops, and/or other events. By these actions, members will also enhance the recipients' spiritual growth.

The members also shall willingly and joyfully:

1. serve under the direction of the Vice President of Christian Life;
2. be appointed by the LWML ND President;
3. serve a term of two (2) years or until their successors are appointed, being eligible for re-appointment;
4. participate and facilitate workshops, retreats and other district functions;
5. participate in the District prayer chain;
6. attend LWML ND Board of Director (BOD) meetings if requested by the President; and
7. perform additional duties as requested by the President and/or BOD.

Revised (Oct.2004)

VICE PRESIDENT OF HUMAN CARE JOB DESCRIPTION

The Vice President of Human Care shall perform duties of the office of the president in the absence or at the request of the President and shall:

1. serve as chairman and coordinate the Human Care Committee, calling meetings when necessary;
2. attend and prepare a report for all LWML ND Board of Directors (BOD) meetings, sending the report electronically to the News Editor for distribution. If unable to meet the deadline, submit four (4) copies for the BOD meeting;
3. prepare a report for the District Convention Manual;
4. plan and facilitate in-gatherings and/or servant events at conventions;
5. participate in the District prayer chain;
6. submit articles for the newsletter when requested or as necessary;
7. attend and represent her office at district functions, encouraging other sisters in Christ to attend the same;
8. conduct workshops as directed by the BOD;
9. encourage mite-giving, servant events and in-gatherings by example;
10. update this job description as necessary;
11. keep an itemized account of all expenses with receipts and submit a voucher to the Financial Secretary for reimbursement;
12. maintain a file of materials pertinent to the responsibilities of this office and pass on to successor; and
13. perform additional duties as requested by the President and/or BOD.

Revised (Oct.2004)

HUMAN CARE COMMITTEE JOB DESCRIPTION

Members of the Human Care Committee shall by example and as facilitators, set forth a program for the LWML ND to encourage the members of the District to seek out ways and means to serve others who are in need of services, physical aid, material goods such as clothing, and emotional help. This may be accomplished by in-gatherings, workshops and/or servant events. By these actions, members will also enhance the recipient's spiritual growth.

The members also shall willingly and joyfully:

1. serve under the direction of the Vice President of Human Care;
2. be appointed by the LWML ND President;
3. serve a term of two (2) years or until their successors are appointed, being eligible for re-appointment;
4. participate and facilitate workshops, in-gatherings, servant events and other district functions;
5. participate in the District prayer chain;
6. attend LWML ND Board of Director meetings if requested by the President; and
7. perform additional duties as requested by the President and/or BOD.

Revised (Oct.2004)

VICE PRESIDENT OF SERVANT RESOURCES JOB DESCRIPTION

The Vice President of Servant Resources shall perform duties of the office of the president in the absence or at the request of the President and shall:

1. serve as chairman and coordinate the Servant Resources Committee, calling committee meetings when necessary;
2. attend and prepare a report for all LWML ND Board of Director (BOD) meetings, sending the report electronically to the News Editor for distribution. If unable to meet the deadline, prepare four (4) copies for the BOD meeting;
3. be responsible for the selection of two (2) Young Women Representatives to the LWML Convention;
 - a. prepare YWR application forms for distribution;
 - b. prepare returned applications, deleting names to present to the BOD for voting;
 - c. notify all applicants, thanking them and reporting the BOD's selection;
4. submit articles for the newsletter when requested or as necessary;
5. attend and represent her office at district functions, encouraging other sisters in Christ to attend the same;
6. prepare a report for the convention manual;
7. plan and conduct young women's retreats and leadership workshops as directed by the BOD;
8. prepare, distribute, compile and maintain a District Personnel File to aid in identifying the talents, skills and interests of women throughout the District;
9. assist units with ideas for re-energizing, restructuring and/or recruiting members;
10. update and maintain the District Leader's Manual with the assistance of the Parliamentarian and the Chairman of the Bylaws Committee;
11. serve as a LWML ND representative to zone rallies if requested;
12. keep a file of material pertinent to the responsibilities of this office and pass on to successor;
13. participate in the District prayer chain;
14. keep an itemized account of all expenses with receipts and submit a voucher to the Financial Secretary for reimbursement;

15. update this job description as necessary; and
16. perform additional duties as requested by the President and/or BOD.

Revised (June 2014)

SERVANT RESOURCES COMMITTEE JOB DESCRIPTION

Members of the Servant Resources Committee shall by example and as facilitators, set forth a program to actively assess women's gifts, talents and skills and to encourage them to use them to serve others.

The members also shall willingly and joyfully:

1. serve under the direction of the Vice President of Servant Resources and attend committee meetings;
2. be appointed by the LWML ND President, serving a term of two (2) years or their successors are appointed, being eligible for re-appointment;
3. facilitate and participate in workshops, retreats and other district functions;
4. attend LWML ND Board of Director (BOD) meetings if requested by the President; and
5. perform additional duties as requested by the President and/or BOD.

YOUNG WOMEN'S COMMITTEE JOB DESCRIPTION

Members of the Young Women's Committee shall by example and as facilitators, set forth a program to actively recruit and encourage young women to use their talents and skills to serve others.

The members also shall willingly and joyfully:

1. serve under the direction of the Vice President of Servant Resources and attend committee meetings;
2. be appointed by the LWML ND President, serving a term of two (2) years or until their successors are appointed, being eligible for re-appointment;
3. plan, facilitate and participate in young women's activities at workshops, retreats and other district functions;
4. attend LWML ND Board of Director (BOD) meetings if requested by the President; and
5. perform additional duties as requested by the President and/or BOD.

VICE PRESIDENT OF COMMUNICATION JOB DESCRIPTION

VICE PRESIDENT OF COMMUNICATION

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

1. Serve as chairman and coordinate the Communication Committee, calling meetings when necessary;
2. Oversee all duties of the Communication Committee, including: Public Relations, LWML Display, Convention Manual, Website maintenance/Webmaster, News Editor, and LWML Store
3. Attend and prepare a report for all LWML ND Board of Directors (BOD) meetings, sending the report electronically to the Meeting Manager for distribution. If unable to meet the deadline, submit four (4) copies of the BOD meeting;
4. Prepare a report for the District Convention Manual;
5. Attend and represent her office at district functions, encouraging other sisters in Christ to attend the same;
6. Update this job description as necessary;
7. Keep an itemized account of all expenses with receipts and submit a voucher to the Financial Secretary for reimbursement, including those expenses donated;
8. Maintain a file of materials pertinent to the responsibilities of this office and pass on to her successor;
9. Perform additional duties as requested by the President and/or BOD; and
10. Maintain the District LWML database and update as necessary.

COMMUNICATION COMMITTEE

The Communication Committee is composed of the Vice President of Communication as the Chairman, News Editor, Public Relations, Webmaster, LWML Store Manager, Historian, and as many members as deemed necessary by the President.

NEWS EDITOR JOB DESCRIPTION

1. Attend all LWML ND Board of Directors meetings;
2. Encourage units to submit ideas that work in their units for sharing, especially related to mission education, service, and inspiration;
3. Be responsible for creating the official publication of the LWML ND;
4. Be appointed by the President and directly responsible to the VP of Communication. Appointment is reviewed and evaluated by-annually with no specified term limit;
5. Accumulate and assemble all LWML news items that will be printed in the LWML ND District publication. Deadline dates for all leaguers to submit material for the publications will be set by the editor and they will be observed. The editor produces the newsletter, convention newsletter(s), and others as requested. The material comes from the zones and units, BOD meetings, conventions, retreats, and national LWML. A schedule for the year will be set up for whom and what department(s) will be responsible for articles or reports for a specific issue. The editor should establish a system to remind these persons in a timely manner of these deadlines;

LWML NORTH DAKOTA Leader's Manual

6. When a draft newsletter has been completed, submit a copy of the newsletter to the President, Senior Counselor, VP of Communication, and all other Communication Committee members for proofing before printing;
7. When affirmation has been received to proceed with printing, submit the final draft to printer for reproduction;
8. Mail or email a copy of the newsletter to the LCMS District office, Quarterly Editor-in-Chief and News Editor, national editors and Presidents, LWML office and others;
9. Produce and distribute District Convention newsletter(s) as requested. At least one copy of the final newsletter should be placed in a storage receptacle for easy access and safekeeping and the Historian will retain a copy for posterity.

Detailed Duties of the News Editor:

1. Coordinate all work with the President and Senior Counselor. The Editor will attend all BOD meetings, the convention, and a retreat, if possible. The Editor is responsible for providing newsletters for zone rallies, retreat and convention. The Editor attends the national trainings, as requested, to receive training in writing and other communication skills. The Editor will be required to make a yearly formal written report and submit it to the Convention Manual. Travel expenses are covered to LWML ND meetings to and to convention. Housing is provided at the conventions, as well. Retreat expenses are the Editor's own financial responsibility, but are well worth it.
2. The purpose of the newsletter is to promote the objectives of the LWML:
 - a. News of upcoming events
 - b. Inspirational articles of mission efforts of the LWML
 - c. Update of the District mission grants
3. Determine content of publication, newsgathering, writing, editing, layout and graphics, photography, production, and distribution. Sets up a deadline schedule for members to submit news/photos. Acknowledge all submissions and return photos to owners when requested.
4. Keep a record of all expenses including postage, printing or copying, supplies, telephone, and travel expenditures and submit an expense voucher in duplicate with receipts to the Financial Secretary. Any large items purchased for use in production of the newsletter become the property of the LWML and these items will be passed on when the Editor's term is completed.
5. Maintain a file of all information, action, and correspondence received. Prepare a workable file for successor. Transfer files, manuals, handbooks, and all other pertinent information regarding this office to successor within thirty (30) days after appointment.
6. Refer to past issues when in doubt. Never be afraid to be creative – each editor must develop her own style. Never hesitate to call someone for help. The Editor's most important helper will be the Lord. Rely on Him and everything will be fine. The News Editor is a very important part of the LWML. Never feel that the "job" is just that – "a job". It is a gift and talent not all people are capable of and the Lord has led the LWML District President to choose you as the News Editor.
7. Periodically read job description and update as necessary.
8. Participate in the District prayer chain.
9. Perform additional duties as requested by the President and/or BOD.

Rev. (Feb.2015)

Public Relations – Media Marketing Director Job Description

The Public Relations – Media marketing Director shall:

- a. Keep an itemized account of all expenses with receipts, including those expenses donated, and submit a voucher to the Financial Secretary for reimbursement.
- b. Maintain a current mailing list for weekly and daily newspapers, radio and television stations.
- c. Submit LWML news articles to ND LCMS newsletter as applicable and The Lutheran Witness North Dakota supplement.
- d. Submit a copy of all work to the President and Junior Counselor for approval prior to printing and distribution.
- e. Update this job description as necessary.
- f. Participate in the District prayer chain.
- g. Perform additional duties as requested by the President and/or BOD.
- h. Maintain a file of materials pertinent to the responsibilities of this office and pass on to successor.

Rev. (Feb.2015)

RECORDING SECRETARY JOB DESCRIPTION

The Recording Secretary shall:

1. Prepare a report for all LWML ND Board of Directors (BOD) meetings, sending the report electronically to the Meeting Manager for distribution. If unable to meet the deadline, prepare four (4) copies of the report for the BOD meeting;
2. Attend and record all proceedings of the Board of Directors;
 - a. properly record motions and all pertinent business of the Board;
 - b. collect copies of all reports at BOD meetings and file with minutes of that meeting;
 - c. send minutes to the minutes review committee for corrections;
 - d. forward minutes to the District webmaster to post on the secure website;
 - e. forward the signed and dated paper copy of the minutes in secretary's book to the historian after they have been approved or corrected at the next meeting;
 - f. save minutes on a computer disk to have available for the current and immediately prior biennium;
 - g. sign and date a paper copy of the minutes after they have been approved or corrected at the next meeting, and turn over to the Historian.
3. Receive from the President the action of vote taken by electronic messaging and include in the minutes of the meeting at which the electronic vote is ratified;
4. Maintain a list of voting members of the BOD;
5. Receive credentials of delegates prior to convention;
 - a. meet with convention registrar prior to opening of convention proceedings to confirm count of voting membership;
 - b. send names to zone presidents to confirm membership in LCMS;
6. Record the District Convention proceedings;
 - a. sit on stage at convention with the President, the Parliamentarian, the Senior Pastoral Counselor, and any other as designated;
 - b. after the District Convention minutes have been approved by the BOD (at the first regular meeting after convention), distribute copies of the convention minutes to all units in the District, including a copy of new District Bylaws, if requested by the President or Bylaws Committee;
7. as assigned by the President, at convention announce the goals and objectives of the convention and confirm that the registration count is accurate;
8. participate in zone rallies as a representative from the BOD, if requested;
9. prepare a written biennial report to be published in the convention manual;

LWML NORTH DAKOTA Leader's Manual

10. keep accurate up-to-date records of the standing motions;
11. participate in the District prayer chain;
12. submit articles for the newsletter when requested or as necessary;
13. keep an itemized account of all expenses with receipts and submit them to the Treasurer for reimbursement;
14. update this job description as necessary;
15. maintain a file of materials pertinent to the responsibilities of this office and pass on to successor; and
16. perform additional duties as requested by the President and/or BOD.

Revised (Feb.2015)

FINANCIAL SECRETARY JOB DESCRIPTION

The financial secretary shall:

- 1) Be bonded at the expense of the District LWML for an amount determined by the Board of Directors(BOD);
 - a) The President, Treasurer and Financial Secretary are bonded for the amount of \$25,000.00 each.
 - b) This bond is provided by Lutheran Trust, Inc. 1500 Wall St Saint Charles, MO 63303. The treasurer is billed for the premium the April of each year (6-1-22).
- 2) Be able to navigate in the Quickbooks program. Reports are generated from this program also.
- 3) Receive all monies and deposit them in a bank approved by the BOD;
 - a) Deposit all monies in an account at a local bank that the LWML District President opens. There shall be three (3) signatures on the account.
 - b) Remittances come from unit treasurers who submit Mite box offerings, delegate fund monies and Quarterly subscription monies, accompanied by a completed remittance form. The Financial Secretary will complete a remittance form when necessary.
 - c) Remittances also come from zone secretary/treasurers who remit rally offerings and delegate fund contributions.
 - d) Miscellaneous income comes from many sources – Financial Secretary will complete a remittance form when necessary.
- 4) Keep an itemized account of all receipts;
 - a) Prepare a monthly report and forward to treasurer listing all units and their contributions for mites, delegate funds and quarterly subscriptions. All other receipts are also entered in this report.
- 5) Transfer to the District LWML Treasurer all monies received, after recording all receipts;
 - a) On or about the 1st of each month, the financial secretary sends to the treasurer the reports listed in 4a and a check from the financial secretary's LWML ND account for all monies deposited, maintaining a balance of \$50. The treasurer signs the check fulfilling the requirement by bonding insurance company for 2 signatures.
- 6) Reconcile bank statements monthly and sends a copy of it and the account register to whomever is appointed by the President for a second reconciliation (to meet requirements by bonding insurance company 1/1/04);
- 7) Submit records for financial review to the biennial convention;
- 8) Supply societies in the District with remittance forms and mite boxes for offerings;
 - a) Mail out as requests are received.
 - b) Make them available at District conventions, retreats, rallies, etc.
 - c) Order Mite Boxes as needed from: LWML/CPH (800-325-3040). LWML, 3558 S. Jefferson Ave., St. Louis, MO 63118 Order remittance forms as needed from print shop most convenient for financial secretary.

LWML NORTH DAKOTA Leader's Manual

- 9) Serve as a member of the Special Gifts and Bequests Committee;
 - a) Meet at least once a year with committee members.
 - b) Mail a new joy card and thank you to contributor each time one is processed.
- 10) Submit financial reports to the BOD meetings;
 - a) Reports of all activities are prepared for presentation at BOD meetings, with copies for all in attendance (unless previously sent to members electronically). Reports should be brief and concise and must include a list of all receipts since the last BOD meeting.
 - b) Submit quarterly subscription report, delegate fund report and mite giving report by zone to zone presidents and the district president at each BOD meeting.
 - c) In March, the financial secretary prepares a report of unit's mite offerings for the period March 1 through February 28 and mails to each unit.
- 11) Submit financial reports covering previous two fiscal years to district convention;
- 12) Submit articles for the newsletter when requested or as necessary;
- 13) Participate in the District prayer chain;
- 14) Update this job description as necessary; and
- 15) Perform additional duties as requested by the President and/or BOD.
- 16) Destroy financial records after 7 years (*revised Nov 7, 2020*)

OTHER

- 1) Upon retirement, within sixty (60) days following the convention, deliver to the successor all material and funds pertinent to the office.
- 2) All remittance forms should be retained five (5) years.
- 3) Financial Secretary will maintain all records pertinent to her office.
- 4) Financial Secretary replies to, or refers to the proper office, all requests for information
- 5) Financial Secretary attends all meetings of the BOD and the District Convention, for which she is reimbursed mileage, meals and lodging. She attends as many LWML conventions, rallies and retreats as possible at her own expense.
- 6) Financial Secretary may present bills for expenses incurred such as postage, supplies, and telephone calls. Envelopes and letterheads are available from the district and should be picked up at BOD meetings.
- 7) Financial Secretary may be asked to represent the District at one or more fall rallies.
- 8) Mail arrives almost every day and should be opened at once. Check for a remittance form. Be sure the amounts agree. If no form, prepare one. If check has not been signed, return it as soon as possible. If a check is written to the Financial Secretary rather than the LWML ND District, endorse your name by hand and then use the endorsement stamp.

BRIEF SUMMARY OF DUTIES

Daily

Open mail and check that everything is correct. Correspond as necessary.

Monthly

Deposit monies received. Prepare mite report and financial statement. Mail appropriate items to the Treasurer.

Before BOD Meetings

Prepare written report for meeting, showing all receipts since last meeting, with copies available for all attending.

Annually

Feb. – send quarterly bills to each unit

March – send a mite report to each unit

March – save all computer records for fiscal year to disk and keep on file

Biannually

Submit records for financial review

Prepare report of duties performed by Financial Secretary for Convention Manual.

As requested

Mail remittance forms and mite boxes.

Order remittance forms and mite boxes as needed.

Answer special correspondence.

Answer special requests from other officers.

Revised (Oct.2006; Feb.2015)

TREASURER JOB DESCRIPTION

The Treasurer shall:

1. be bonded at the expense of the District for an amount determined by the Board of Directors(BOD);
 - a. The President, Financial Secretary, and Treasurer are bonded at \$25,000.00 each;
 - b. This bond is provided by Lutheran Trust, Inc. 1500 Wall Street Saint Charles, MO 63303; the Treasurer is billed for the premium April of each year (6-1-22);
2. be able to navigate in a Quickbooks software accounting program. Reports are generated from this program;
3. be acquainted with the financial structure & policies of LWML;
4. have knowledge of banking procedures;
5. strive to be accurate, methodical and prompt;
6. upon entering the office:
 - a. open a checking account with the check of remaining funds from the outgoing treasurer;
 - b. order check blanks;
 - c. ensure three signatures on the account (Treasurer, Financial Secretary, President);
7. receive all monies of the LWML ND from the Financial Secretary. These will be sent around the 1st of each month;
 - a. If money is received from a unit or individual, it should be mailed to the Financial Secretary for deposit and recording;
 - b. Sign the check from the Financial Secretary as the 2nd endorser;
8. receive all bills, prepare, sign, and submit to the District President all expense vouchers for her approval;
 - a. Treasurer will receive all bills – some directly from supplier, some from other officers. Treasurer examines them, prepares and signs a voucher for each one, and submits a report of requested payments to the District President for her approval. District President approves all vouchers for payment either by email or by signing the voucher.
 - b. Unless there is an urgent request, vouchers are submitted only once a month, at the time remittances are sent from the Financial Secretary
 - c. At the end of each month when report is prepared, a voucher is prepared remitting 25% of the regular mites collected that month to National LWML.

- d. Vice President of Mission Grants will prepare requisition forms for all grant payments as approved by BOD. Treasurer adds the voucher number, signs, and pays as monies are available. The Treasurer should keep a list of the Mission Grant Projects and payments made to cross check.
 - e. Include as much detail on vouchers as practical, such as invoice numbers, number of Quarterlies, number of miles, etc... this is helpful for later reference.
 - f. Copy bank statement and checkbook reconciliation each month and send to appointed person for a second review. Currently, this person is Janell Harlow. This procedure is done to meet requirements by bonding insurance company 1/1/04)
9. write checks for all authorized disbursements;
- a. upon approval from District President, write checks for disbursements and record date and check number on voucher and all information in computer
 - b. send checks to District President for second signature and mailing;
10. keep an itemized account of all income and disbursements;
- a. Prepare a monthly report listing receipt and disbursement totals along with beginning and ending checking account balances and delegate fund balance;
 - b. Send monthly report to President, Vice President of Mission Grants, Financial Secretary, News Editor and Chairman of Gifts and Bequests Committee. Financial Secretary will send reports to be included in this mailing;
11. serve as a member of the Special Gifts and Bequests Committee;
- a. meet at least once a year with committee members
 - b. voucher monies to LCMS Foundation custodial account (#CU90025375) as instructed;
 - c. allocate 20% of monthly joy card contributions to LCMS Foundation custodial account. (These are paid quarterly in May, August, November, and February)
12. attend and prepare a report for all District LWML ND Board of Directors meetings, sending the report electronically to the News Editor for distribution. If unable to meet the deadline, prepare thirty (30) copies of the report for the BOD meeting;
- a. report all activities of this office from the date of the last BOD meeting to the date of the BOD meeting reporting for;
 - b. report should include, but not be limited to, detailed income and expense transactions, delegate fund balance, Mission Grant totals for biennium, checking account beginning and ending balances;
13. prepare a proposed budget for the BOD meeting prior to the District Convention for approval;
- a. a rough draft of this report should be prepared including proposed budget and accrual figures from the biennium reporting on and proposed budget figures

LWML NORTH DAKOTA Leader's Manual

- for the next biennium. Submit rough draft to District President and Financial Secretary for review and complete final copy after discussion.
- b. after concurring with District President and Financial Secretary, prepare a proposed budget for BOD to approve;
14. prepare reports for the District Convention Manual;
 - a. a financial report for the biennium (two (2) fiscal years). Fiscal year is March 1 to February 28 or 29;
 - b. the proposed budget approved by the BOD for the next biennium;
 - c. a report of all activities of this office for the biennium;
 - d. These are all prepared early in March as soon as the books close on February 28-29;
 15. submit books for financial review prior to the convention;
 16. participate in the District prayer chain;
 17. submit articles for the newsletter when requested or as necessary;
 18. upon retirement, within sixty (60) days following the convention, deliver to the successor all materials and funds pertaining to the office;
 19. update this job description as necessary; and
 20. perform additional duties as requested by the President and/or BOD.

OTHER

1. All vouchers should be retained five (5) years. (Standing motion – Finances – 4/12/96).
2. Treasurer will maintain all records pertinent to her office.
3. Treasurer attends all meeting of the BOD and the District convention, for which she is reimbursed mileage, meals and lodging. She attends as many LWML conventions, rallies, and retreats as possible at her own expense.
4. Treasurer may present bills for expenses incurred such as postage, supplies, and telephone calls. Envelopes and letterheads are available from the district and should be picked up at BOD meetings.
5. Treasurer may be asked to chair a fall rally or to represent the District at one or more fall rallies.

BRIEF SUMMARY OF DUTIES:

MONTHLY:

Deposit monies received. Prepare financial report and vouchers. Obtain District President's approval on vouchers, write checks and send to District President for second signature.

Enter all information in the computer.

LWML NORTH DAKOTA Leader's Manual

Mail appropriate items to District President, Vice President (Mission Grants), Financial Secretary, Newsletter Editor, and Chairman of Gifts & Bequests Committee.

BEFORE BOD MEETINGS:

Prepare financial report for meeting, showing all receipts and disbursements since last meeting along with beginning and ending checking balances.
Reconcile receipt amounts with Financial Secretary.

ANNUALLY:

March – save all computer records for fiscal year to floppy disk and keep on file.
March – prepare annual financial report with beginning and ending checking balances and all receipts and disbursements. Reconcile receipt figures with Financial Secretary.

BIENNUALLY:

Submit records for financial review.
Prepare financial reports for Convention Manual.
Prepare report of duties performed by Treasurer for Convention Manual.

AS REQUESTED:

Order voucher forms as needed.
Answer special correspondence.
Answer special requests from other officers.

Revised (Oct.2006)

PASTORAL COUNSELOR JOB DESCRIPTION

The first and foremost task of an LWML Pastoral Counselor is that of advising the Board of Directors and other committees as shall be assigned to him and also the convention. As such, he should be available to counsel with God's Word and to lovingly direct or redirect toward Christian attitudes in the mission of the church.

The Pastoral Counselors shall:

1. attend and prepare a report for all LWML ND Board of Director (BOD) meetings, sending a report electronically to the Meeting Manager/Travel Coordinator for distribution. If unable to meet the deadline, submit four (4) copies at the BOD meeting;
2. attend other committee meetings as shall be assigned to him;
3. attend and advise each District Convention during his term of office;
4. serve on the Crisis Management Team;
5. prepare and present Bible studies, devotions, and prayers as requested;
6. attend other LWML ND workshops and retreats as requested;
7. assist in and/or prepare worship services, installation of officers and other support services for the District Convention;
8. serve as the doctrinal and theological review person for all materials produced for use or for publication;
9. in consultation with the District LCMS Mission Grant Review Committee and the LWML ND Grants Committee, advise the BOD regarding mission grants;
10. provide counsel and aid to individual LWML ND leaders and give them support in word, deed, and prayer;
11. write articles for the newsletter when requested or as necessary;
12. prepare a report for the District Convention Manual;
13. keep an itemized account of all expenses with receipts and submit a voucher to the Financial Secretary for reimbursement;
14. be available to inform and encourage zone counselors; and
15. perform additional duties as requested by the President and/or BOD.

Revised (Oct.2004; Feb. 2015)

SENIOR COUNSELOR JOB DESCRIPTION

The Senior Counselor shall:

1. Serve as doctrinal advisor to the:
 - a. Servant Resources Committee;
 - b. Mission Grants Committee;
 - c. Special Gifts and Bequests Fund Committee; and
 - d. Communication Committee.
2. Be responsible for the Bible studies, opening and closing devotions, and closing worship at the District Fall Retreat **in his 1st year** serving as Senior Counselor.
3. Be responsible for the Bible study to be led at the Fall Zone Rallies **in his 2nd year** serving as Senior Counselor.
4. Perform specific duties for the LWML ND Convention:
 - a. prepare Bible studies;
 - b. prepare two or three room devotions; and
 - c. make preparations for the convention opening worship service. Normally the Senior Counselor is the preacher with the host pastor and/or the Junior Counselor serving as liturgist and assisting with the distribution of the Lord's Supper.

Revised (Oct. 2004; rev.Aug.2012; rev.June 2016)

JUNIOR COUNSELOR JOB DESCRIPTION

The Junior Counselor shall:

1. Attend the LWML convention in odd-numbered years;
2. Serve as doctrinal advisor to the:
 - a. Christian Life Committee;
 - b. Human Care Committee; and
 - c. Bylaws Committee.
3. Be responsible for the Bible study to be led at the Fall Zone Rallies **in his 1st year** serving as Junior Counselor.
4. Be responsible for the Bible studies, opening and closing devotions, and closing worship service at the District Fall Retreat **in his 2nd year** serving as Junior Counselor.
5. Be responsible for the closing worship service at the LWML ND Conventions, with the Senior Counselor performing the installation of officers.

Revised (Oct.2004;rev.Aug.2012;rev.June 2016)

PARLIAMENTARIAN JOB DESCRIPTION

The Parliamentarian shall:

1. assist the President and anyone in the District, zones or local LWML in matters of procedure and order at meetings;
2. attend and prepare a report for all LWML ND Board of Directors (BOD) meetings, sending the report electronically, if possible, to the News Editor for distribution. If unable to meet the deadline, prepare four (4) copies of the report for the BOD meeting
3. write articles for the newsletter when requested or as necessary;
4. study and become familiar with the LWML ND Bylaws;
5. serve as an ex-officio member of the District Bylaws Committee;
6. assist the Vice President of Servant Resources with updating the District Leaders Manual;
7. have available at all times the LWML Handbook, LWML and LWML ND Bylaws, and the most current copy of Roberts Rules of Order—Newly Revised for reference and study;
8. answer requests from officers and individual members;
9. update this job description as necessary;
10. keep an itemized account of all expenses with receipts and submit a voucher to the Financial Secretary for reimbursement;
11. participate in the District prayer chain; and
12. perform additional duties as requested by the President and/or BOD.
13. Convention responsibilities
 - a. prepare a written report covering the past biennium for the convention manual;
 - b. compile Convention Standing Rules for the convention manual and read from the podium, as directed by the President;
 - c. be seated near the President, ready with aid, if a parliamentary need arises and if requested by the President;
 - d. follow the agenda closely with the President;
 - e. review podium etiquette at the BOD meeting prior to the convention

revised (Feb.2015)

ARCHIVIST/HISTORIAN JOB DESCRIPTION

The Archivist/Historian shall:

1. gather and preserve records and other materials of historical significance to the District, adding activities to the on-going history of the LWML;
2. receive and file minutes of all Board of Directors (BOD) meetings, District Convention minutes and manual;
3. receive and file materials of historical value from all District board members, committees and zones;
4. attend and prepare a report for all LWML ND BOD meetings, sending the report electronically to the Recording Secretary for distribution. If unable to meet the deadline, prepare four (4) copies of the report for the BOD meeting;
5. conduct interest conferences at conventions and workshops as requested by the President;
6. prepare a Historian's display for each District Convention;
7. update the picture file, labeling all pictures with names, date and place;
8. prepare a District biennial history, submitting one (1) copy to the LWML Historian, one (1) copy to the President, and retaining one (1) copy for the Historian files;
9. send a copy of all BOD minutes, convention minutes, bylaw changes and the District newsletters to the LWML Historian biennially;
10. attend, if possible, the conference on archives and history held at Concordia Historical Institute, St. Louis;
11. participate in the District prayer chain;
12. submit articles for the newsletter when requested or as necessary;
13. prepare a report for the District Convention Manual;
14. update this job description as necessary;
15. keep an itemized account of all expenses with receipts and submit a voucher to the Financial Secretary for reimbursement;
16. maintain a file of materials pertinent to the responsibilities of this office and pass on to successor;
17. use acid free materials, file everything in Hollinger boxes and label well; and
18. perform additional duties as requested by the President and/or BOD.

Revised (Feb. 2015)

BYLAWS COMMITTEE CHAIRMAN JOB DESCRIPTION

The Chairman of the Bylaws Committee shall:

1. attend and prepare a report for all LWML ND Board of Directors (BOD) meetings, sending a report electronically to the News Editor for distribution. If unable to meet the deadline, submit four (4) copies at the BOD meeting;
2. submit proposed amendments or revisions to the BOD at least one (1) year prior to the District Convention in order to have all the necessary work done by convention time (even-numbered years);
3. email a cover letter (letting the LWML Structure Committee know of the deadline for return of the bylaws review), the proposed amendments or revised bylaws and the current bylaws to the LWML Structure Committee for review and approval. (A minimum of two (2) months time for the LWML Structure Committee to complete its review and to submit the final report is needed.);
4. Publish the proposed amendments at least thirty (30) days prior to the LWML ND Convention.
5. keep your LWML Handbook and this job description current;
6. assist the Vice President of Servant Resources with updating the District Leaders Manual;
7. submit articles to the newsletter when requested or as necessary;
8. participate in the District prayer chain;
9. keep an itemized account of all expenses with receipts and submit a voucher to the Financial Secretary for reimbursement;
10. maintain a file of materials pertinent to the responsibilities of this office and pass on to successor;
11. prepare a report for the District Convention Manual;
12. perform additional duties as requested by the President and/or BOD; and
13. Keep accurate up-to-date records of standing rules.

Revised (Feb. 2015)

BYLAWS COMMITTEE JOB DESCRIPTION

The Bylaws Committee shall:

1. upon being appointed to the LWML ND Bylaws Committee, obtain a copy of the ND District Leaders Manual and read carefully, paying special attention to the list of guidelines and duties for your office;
2. read, study and become familiar with the complete set of LWML ND Bylaws;
3. attend committee meetings upon request of the Chairman of the Bylaws Committee or the President;
4. review LWML Bylaws and amendments and recommend changes to the LWML ND Bylaws;
5. review, offer suggestions and approve new or amended zone bylaws;
6. review, offer suggestions and approve new or amended unit bylaws;
7. keep records and receipts of expenses incurred in carrying out the duties of this office and submit a voucher to the Financial Secretary for reimbursement;
8. review and suggest updates to the Standing Rules when necessary or as directed to do so by the President; and
9. perform additional duties as requested by the President and/or BOD.

Revised (Feb. 2015)

NOMINATING COMMITTEE CHAIRMAN JOB DESCRIPTION

The Chairman of the Nominating Committee shall:

1. study and become familiar with the LWML ND Bylaws especially the specific sections on officers/elections and nominations/elections.
2. use LWML ND stationery and envelopes for necessary correspondence (chairman may obtain from District and distribute to committee);
3. encourage committee members to be actively involved in contacting potential nominees in person, via phone, letters, email;
4. prepare a tentative timeline for contacts and completion;
5. obtain nominations for Pastoral Counselors from the members of the District LWML Board of Directors (BOD) prior to the fall District BOD meeting, in the odd-numbered years, and submit these names to the President of the ND District LCMS for approval. Also request his recommendations;
6. submit all approved names for Pastoral Counselor to the LWML ND BOD. They shall elect up to four (4) nominees to submit back to the Nominating Committee. The Nominating Committee would then choose two (2) from that list to run for the position;
7. notify ND LCMS President of LWML ND Nominating Committee's decision;
8. ensure that nominees for office must be LWML ND members, must have held an office in their society or zone, and nominees for president must have served as a voting member of the LWML ND BOD prior to being nominated for president;
9. call committee meetings when necessary, but wise use of time and expenses point towards phones, letters, and email;
10. when candidates express their desire to serve, thank them and let them know that God will give them the knowledge and strengths to do as He wills. Ask each woman to return her resume', picture, and, if chosen to run, written consent to serve;
11. send the candidates letters explaining convention agenda and procedure for introducing them to the assembly (campaigning is never part of LWML ND conventions);
12. prepare ballots for the election of officers, including blank lines in case there are nominations from the floor. Pastoral counselors cannot be nominated from the floor of the convention.
 - a. prepare ballots for the convention in the number requested by the President;

- b. list nominees first in order of the office they are running for, and second alphabetically;
 - c. check with Parliamentarian for procedure if nominations are made from the floor;
 - d. give ballots to chairman of tellers;
13. give a tally report form to chairman of tellers;
14. give a Nominating Committee report to the convention body, preparing a copy for the President and the Recording Secretary;
15. present the candidates for each office to the convention body, following the procedure as instructed by the Parliamentarian;
16. contact all nominees after convention encouraging their continued involvement and support of our Lord's purpose through the LWML ND and thanking them for their willingness to serve;
17. meet with the incoming chairman at the Transition of Officers meeting usually held in August after the convention;
18. attend and prepare a report for all LWML ND District Board of Directors (BOD) meetings, sending the report electronically to the News Editor for distribution. If unable to meet the deadline, prepare four (4) copies of the report for the BOD meeting;
19. submit articles for the newsletter when requested or as necessary;
20. participate in the District prayer chain;
21. keep an itemized account of all expenses with receipts and submit a voucher to the Financial Secretary for reimbursement;
22. prepare a report for the District Convention Manual;
23. maintain a file of materials pertinent to the responsibilities of this office and pass on to successor;
24. update this job description as necessary; and
25. perform additional duties as requested by the President and/or BOD.

NOMINATING COMMITTEE JOB DESCRIPTION

The Nominating Committee shall:

1. study and become familiar with the LWML ND Bylaws, especially the specific sections on officers/elections and nominations/elections;
2. study and become familiar with the job descriptions in the District Leaders Manual, especially the ones for the offices for which you will be seeking candidates;
3. attend retreats, rallies, meetings and other LWML functions and be aware of potential willing candidates;
4. receive and carry resume' forms to all LWML functions;
5. obtain LWML ND mailing lists from the Recording Secretary or the Chairman of the Nominating Committee;
6. record your contacts (name, date, which office, etc.) and share the information within your committee;
7. prepare name badges for candidates for convention if requested;
8. participate in the District prayer chain;
9. perform additional duties as requested by the President and/or Board of Directors.

Revised (Oct. 2004)

SPECIAL GIFTS AND BEQUESTS COMMITTEE JOB DESCRIPTION

The Special Gifts and Bequests Committee shall:

1. receive notification of gifts and bequests and make recommendations to the Board of Directors on their acceptability;
2. promote the Special Gifts and Bequests Fund;
3. meet at least once a year or more frequently as deemed by the committee for the best interest of the fund;
4. invest, manage and maintain this fund to enhance the mission and ministry of the LWML using principles of Christian stewardship; and
5. Encourage the use of Joy Cards.

The Chairman of the Special Gifts and Bequests Committee shall:

1. attend and prepare a report for all LWML ND Board of Directors (BOD) meetings, sending the report electronically to the Recording Secretary for distribution. If unable to meet the deadline, prepare four (4) copies of the report for the BOD meeting;
2. prepare a Special Gifts and Bequests Committee report for the Convention Manual.;
3. submit articles for the newsletter when requested or as necessary;
4. keep an itemized account of all expenses with receipts and submit a voucher to the Treasurer for reimbursement;
5. participate in the District prayer chain; and
6. perform additional duties as requested by the President and/or BOD.

Revised (Oct 2004;Mar 2015)

Convention Manager Job Description

LWML NORTH DAKOTA Leader's Manual

The Convention Manager reports to the President and the Board of Directors (BOD) and serves as liaison between the BOD and the Convention Co-Chairmen. She is responsible for the implementation of all aspects pertaining to the LWML ND biennial convention.

Duties include but are not limited to:

1. Praying for the convention, President, Co-chairs and Committees;
2. Presenting two or more possible convention themes to March BOD 2 years prior to convention;
3. Presenting possible dates to March BOD 2 years prior to convention;
4. Writing convention goals for approval to November BOD 1 ½ years in advance of convention;
5. Visiting possible site(s) and presenting a report to BOD in November 1 ½ years in advance of convention;
6. Creating a budget of projected expenses;
7. Asking BOD for a minimum of \$2,000 to be used to open a convention bank account;
8. Signing a contract with the host site;
9. Recommending registration costs and meal costs to November BOD 7 months in advance of convention;
10. Ensuring Call to Convention deadline of March 15 the year of convention is kept – that all materials are to Newsletter Editor at that time;
11. Ensuring that all materials for the convention manual are given to the Newsletter Editor by April 15 of the year of convention;
12. Meeting with Convention Co-chairs several times to go over site rooms and schedule of events;
13. Answering questions via email, phone;
14. Writing Messenger articles before and after convention;
15. Writing church bulletin announcements for the four Sundays before convention and sending them to President for distribution to the LCMS churches;
16. Writing convention prayer starters and sending them to President for distribution;
17. Writing convention Evaluation Form and giving to Co-chairs for printing and placement in convention packets;
18. Getting information to Newsletter Editor for Registration Form prior to March 15 deadline;

19. Ordering t- shirts for mite walk participants – getting quantities and sizes from convention Registrar;
20. Writing Convention Committee Report Form and putting together a ringbinder for Co-chairs to collect/file reports from each committee to be given to next convention Co-chairs;
21. Writing a welcome for the convention manual and sending it to Newsletter Editor by April 15
22. Making announcements at convention or asking Co-chairs to do so;
23. Preparing seating chart and processional line-up for BOD, Past District Presidents and special guests;
24. Overseeing and working with the Co-chairs on all aspects of the site during convention, ensuring that everything is satisfactory and according to the agenda, including temperature of the convention hall, meals, exhibits, audio-visual, registration, etc.;
25. Serving as timekeeper and lining up those next on agenda at convention;
26. Helping set up banner and candle at church and then move them to convention hall;
27. Approving expenditures with receipts before they are paid by convention treasurer;
28. Storing stoles, candle, podium parament and other items at home until the next convention;
29. Performing other duties as described by President and BOD

Revised (Oct. 2014)

Meeting and Travel Coordinator

The Coordinator shall:

1. attend and prepare a report for all LWML ND Board of Directors (BOD) meetings, sending the report electronically to the News Editor for distribution. If unable to meet the deadline, prepare four (4) copies of the report for the BOD meeting;
2. handle physical arrangements for LWML ND meetings:
 - a. Lodging
 - i. Shop around for the best rate at a hotel/motel. Reserve 15 rooms and inquire as to the cancellation policy. Keep a record of the person you spoke with, the rate and whether a continental breakfast is included. Inform the President of the last date to reserve, so she can inform the rest of the attendees.
 - ii. Send the hotel a copy of the roster and cancel any rooms that will not be used by the cut-off date.
 - iii. Assign roommates, two (2) per room, except for the counselors who each has his own room. If you haven't heard from all members of the BOD, contact them by phone or email. If a member of the BOD brings her spouse, she will pay for the room and be reimbursed for half (½) of the total cost of the room.
 - iv. Make sure room keys are ready upon arrival.
 - v. Arrange for payment of the master bill.
 - b. Contact the host church's LWML President about meals. Ask for appropriate meals and explain cost reimbursement at \$6.00/plate for lunch. Many churches feed us and donate the meals as their gift to the LWML, but we do not want to financially burden any LWML unit and they may choose to recover costs at their discretion. Some churches ask for the actual amount it costs to make the meals. We pay the amount they ask.
3. handle correspondence for the President, which includes
 - a. thank you letters for speakers, etc.;
 - b. welcome letters to new pastors into the District; and
 - c. letters of congratulations for noteworthy events, such as church anniversaries, installations, ordinations, etc.
4. maintain Health and Emergency Information Forms on all members of the BOD and those attending other District functions;
5. serve on the Crisis Management Team at the BOD and as specified by the President;
6. serve as time-keeper at conventions;

7. send out prayer requests in the absence of the President and Vice President of Mission Grants;
8. participate in the District prayer chain;
9. keep an itemized account of all expenses with receipts and submit a voucher to the Financial Secretary for reimbursement;
10. update this job description as necessary;
11. keep a file of materials pertinent to the responsibilities of this office and pass on to successor; and
12. perform additional duties as requested by the President and/or BOD.

Revised (Oct.2004)

ZONE PRESIDENT JOB DESCRIPTION

Zone Presidents shall:

1. read and study your zone bylaws, District Bylaws and Robert's Rules of Order, Newly Revised;
2. attend and prepare a report for all LWML ND Board of Directors (BOD) meetings, sending the report electronically to the News Editor for distribution. If unable to meet the deadline, prepare four (4) copies of the report for the BOD meeting. This report should cover all zone activities since the last BOD meeting;
3. if unable to attend BOD meeting, select any elected zone officer to attend as the authorized zone representative with voice and vote and notify the District President of substitution;
4. keep a file and pass on to your successor, including the following:
 - a. copy of the most recent zone bylaws;
 - b. copy of the most recent District Bylaws;
 - c. copy of the current LWML Handbook;
 - d. Robert's Rules of Order, Newly Revised and President's Handbook;
 - e. copy of District Leaders Manual; and
 - f. a current listing of all District, zone, and unit officers, committee members and counselors;
5. arrange a meeting of zone officers, counselor and committee members to plan zone rallies and workshops;
 - a. Fall Rally- The theme for the fall rally is chosen by the LWML ND BOD and the Bible study is prepared by the Senior Counselor. A copy of the Bible study is sent to the Zone Pastoral Counselor and is to be led by him at the fall rally. Fall rallies are usually scheduled in the month of October. Each zone is responsible for setting the date and place of the rally and arranging for a speaker for the rally. A list of speakers is available from the District President. A representative from the BOD may attend each fall rally to bring information from the LWML ND. She should be given 15-20 minutes on the program for her report. A business meeting should be part of the fall rally. At this meeting officers are elected and in the LWML Convention years (odd-numbered years), a zone delegate and alternate are chosen to represent the zone at the LWML convention. Delegates and alternates must be submitted by January 1. Delegate funds are also received at this meeting. Delegate fund monies are to be collected from each unit and should be sent to the Financial Secretary.
 - b. A spring rally/workshop may be planned by the zone Christian Life Committee, Servant Resources or Human Care Committee or any

combination of committees that you choose. LWML ND committees may be contacted for help in planning the program for this event. It is not necessary to have a speaker at a workshop. There are many programs available from the LWML catalog.

- c. Offerings taken at both the fall and spring events should be remitted to the Financial Secretary after the zone and host unit expenses have been deducted. Expenses, however, should not include the cost of the lunch served by the host unit.
 - d. submit a copy of the event and program and minutes to the following:
 - District President
 - Archivist/Historian
 - Public Relations Committee
 - News Editor
 - Recording Secretary;
6. perform specific duties in regard to Fall Rallies:
- a. contact the zone Nominating Committee in regards to slate of officers and ballots;
 - b. remind units to bring their delegate fund;
 - c. check with host unit about physical arrangements;
 - d. have hostesses greet guests as they arrive;
 - e. appoint someone to give a response to the welcome;
 - f. have a plan for hosting rallies, either by invitation or rotation;
 - g. introduce LWML ND representative early in the program and give her time during the business meeting to report;
 - h. offerings taken at the opening service of the rally are remitted to the Financial Secretary after expenses have been deducted;
7. submit a copy of the minutes of the fall rally and report to the following:
- District President
 - Zone President
 - Zone Counselor
 - Recording Secretary
 - Archivist/Historian
8. give information of sites and dates of the spring and fall rally to the News Editor;
9. submit name, address and telephone number of both zone delegate and alternate to the LWML Convention to the President;
10. send names and addresses of all zone officers and counselor to the Recording Secretary;

11. participate in the District prayer chain;
12. keep an itemized account of all expenses for District responsibilities with receipts and submit a voucher to the Financial Secretary for reimbursement;
13. update this job description as necessary; and
14. perform additional duties as requested by the LWML ND President and/or BOD.

Revised (Oct.2004; Feb -2015)

LEADER HELPS

CONTENTS

Individual Membership Guidelines

Reporting a New Society in a District

How to Be a Better Chairman

Transition of Office

Group Behavior

Guidelines for Crisis Management

LWML Code of Ethics

LWML Conflict of Interest

An LWML Style Guide

INDIVIDUAL MEMBERSHIP GUIDELINES

QUALIFICATIONS FOR INDIVIDUAL MEMBERSHIP

- ❖ Member of an LCMS congregation without a woman's organization affiliated with the LWML.
- ❖ Member of an LCMS congregation with a woman's organization affiliated with the LWML but unable to fulfill that society's qualifications for membership. College students would be included in this category.

APPLICATION FOR INDIVIDUAL MEMBERSHIP

Application for individual membership should be made in writing to the respective LWML district president.

District Responsibilities

- ❖ Notify zone presidents of individual member's congregation; notify society president so member can be encouraged to participate in society activities.
- ❖ Send individual member a mite box and any other materials that would encourage and support the member.

Individual Member Responsibilities

- ❖ Obtain an individual subscription to the LWML official publication directly from the LWML Office.
- ❖ Remit mite money as specified by district bylaws.
- ❖ Be aware of the objectives of the LWML in mission education, mission inspiration, mission projects, and mission service and fulfill these objectives in all ways possible.
- ❖ Individual members may attend zone, district, and national meetings and conventions. Individual members do not have a vote at national and district conventions except when serving as an elected delegate of a zone or district.

REPORTING A NEW SOCIETY IN A DISTRICT

1. LWML ND President fills out New Society Report Form and sends to LWML President.
2. LMWL President sends new society a welcome letter, with a copy sent to the LWML ND President.

How TO BE A BETTER CHAIRMAN

George Prince, in "How to Be a Better Meeting Chairman" (*Harvard Business Review*, 1969), says the performance of the meeting chairman is the key variable in determining meeting effectiveness.

Prince's research indicates that the meeting chairman must apply specific operating techniques in order to overcome any major stumbling blocks. Here are nine key principles of effective meeting chairmanship:

1. Never **compete** with **group members**. This means that the chairman does not contribute her ideas throughout the meeting, but at specific times, after all other ideas have been thoroughly explored.
2. **Listen to the group members**. The chairman's job is to understand what is on the participant's mind and help her thoughts along, not make a judgment.
3. **Don't** permit anyone **to be put on the** defensive. Assume there is value in any notion a group member offers. Accept all positive points of view of an idea before allowing anyone to say something negative. When an idea falters, try to keep it alive, and if it still lacks substance, do not condemn it, but temporarily set it aside. It might be useful in a later context. Avoid pinning down an individual; rather, address the group.
4. **Use every member of the group**. Nurture the quiet member. Control the member who tends to dominate the meeting by avoiding her eyes when asking for input and acknowledging you understand her point when she becomes repetitious.
5. **Keep the** energy level **high**. Your own levels of interest, alertness, and intensity are contagious. Use analogies to stimulate creativity. Encourage humor, but don't allow the meeting to degenerate into a story-telling session.
6. **Keep the members informed about where they are and what is expected**. Post progress notes on a flip chart. Clearly separate different steps in a meeting.
7. **Remember that you are not permanent**. Rotate the chairmanship during the meeting. When others know that they will get a chance to lead, they will be more committed to helping make the meeting productive, especially as they discover how much every leader needs all the support she can get. Rotation also helps the chairman develop her subordinates.
8. **Do not manipulate the group**. If you know in advance what conclusions you want the group to reach, either don't bother calling the meeting, or be explicit about the decision at the beginning of the meeting.
9. **Work hard at the technique of chairmanship**. Like any new skill, learning how to chair effective meetings is hard work, but as you master it, it becomes fun.

TRANSITION OF OFFICE

When changes in office occur, both outgoing and incoming officers can assist in a smooth and efficient transition.

OUTGOING OFFICER

Pray for the new officer.

Remember that all official records and minutes belong to the office and should be accurate and complete for transfer.

Review Files

- Put in order and label clearly
- Put materials and papers of a transitory nature in a separate file to be reviewed by incoming officer before being discarded
- Remove unimportant or personal correspondence
- Be alert for items of historical significance; give or send these items to the appropriate archivist-historian

Prepare for Transfer to New Officer

- Officer guidelines, if available
- Up-to-date mailing lists
- Resource materials pertaining to the office: *LWML Handbook, Leaders Manual, Quarterly file*, etc.

Meet with New Officer

- Review together records files, and materials
- Discuss time line for the office; list those items which require attention in the immediate or near future
- Be willing to help, but do not stifle change

Express Thanks

- Write any necessary letters of thanks
- Thank God for the opportunity to serve Him

INCOMING OFFICER

Pray for God's guidance.

Have a confident attitude; God-given strengths and talents will help fulfill your new responsibilities.

Acquire a complete picture of the Lutheran Women's Missionary League objectives, structure, bylaws, and planning process

Meet with Outgoing Officer

- Review together records, files, and materials
- Discuss time schedules
- Ask questions to clarify any aspect of the office
- Begin fulfilling the responsibilities of the office immediately
- Prepare a schedule for the entire term of the office; note specific dates and deadlines to be met

Serve the Lord with gladness!

Suggested Reference

Passing the Baton (LWML Catalog, #71227)

GROUP BEHAVIOR

As leaders, it is essential to understand the characteristics of a group and how a group functions. To do that, one must understand the various roles people play in a group. A leader needs to learn to review and improve group effectiveness so that each person in the group understands her responsibility to move the group toward accomplishment of its purpose.

CHARACTERISTICS OF A GROUP

Background

Know the history, attitudes, expectations, and feelings that have developed in the group. These influence the work and activity of persons in the group.

Togetherness

Togetherness in Christ enables members to work effectively, share responsibility, achieve goals, and enjoy Christian relationships with one another.

Subgroups

Cliques can be disruptive, but if they are understood, and the atmosphere is positive, subgroups can be used to an advantage.

Goals

The goals of a group should be stated with specific time frames. Goals need to be measurable, so results can be evaluated.

Member Behavior

A group is made up of unique individuals. It is vital for each individual to contribute to the group. Individual members need to care for one another, share ideas, and listen to each other.

Communication Patterns

A basic responsibility of a Christian group is to communicate Christ. This is done not only by the spoken word, but also by verbal posture, facial expressions, gestures, and voice tones. An open, honest, and enthusiastic group that is willing to listen and to accept each other can more readily share the message of Christ.

Atmosphere

A good atmosphere helps in expressing ideas and feelings. This atmosphere depends on the degree of openness, acceptance, and freedom to speak.

STANDARDS AND PROCEDURES

The standards and procedures are set by a majority of the group members. When a person joins a group, they, in effect, accept the group's procedures.

Each person as a social being comes into a group with personal needs that affect other members of the group and the tasks of the group. When these needs are recognized and dealt with, the individual and the group benefits.

These needs include the following:

- To share
- To know what is expected of me
- To be responsible, accountable, and available
- To see progress
- To be informed
- To have reliable leadership
- To have the sense of belonging
- To share in planning group goals

A dynamic leader will apply group-behavior principles. They will know the individual members of the group and promote a system in which each member has the opportunity for expression and is encouraged to participate. A good leader who is patient and kind, yet firm and fair, will keep the group moving and will instill hope and a sense of urgency in the group. They will keep the goals of the group in the forefront.

The LWML, as a group, has the distinct advantage in being able to apply biblical principles to all meetings. Devotions, Bible studies, and prayer set the tone for the meetings. Business meetings, rallies, conventions, retreats, and committee meetings thus have the potential to be dynamic group meetings.

GUIDELINES FOR CRISIS MANAGEMENT

The Crisis Management Plan below offers chairmen a guide for how a Crisis Management Team should be structured. The L WML strongly encourages chairmen to have a written Crisis Management Plan in place for every L WML event. Crisis team members should be aware of their responsibilities and prepared to act should the need arise.

The **Crisis Management Team** shall be identified as the following:

- President
- Vice President of Mission Grants
- Meeting Coordinator
- Qualified medical personnel i.e. Registered Nurse (RN)
- Pastoral Counselor

EMERGENCY PLAN

The Meeting Coordinator maintains **Health and Emergency Information Forms** on all attendees. The forms are kept on-site.

When a medical emergency occurs, notify the RNs, the Meeting Coordinator, and other medical personnel, who go to the person(s) involved immediately.

The President assumes crowd control and directs the group to proceed with the meeting while protecting the privacy of the injured person. If necessary, her designee may direct the group to another room.

The Pastoral Counselor locates the person's roommate for purposes of obtaining medication, if any, etc.

The Meeting Coordinator notifies the hotel manager of the emergency and requests EMS care via a 911 call. The Meeting Coordinator will provide the injured person's Health and Emergency Information Form for reference.

The Meeting Coordinator meets the EMS personnel on-site and directs them to the emergency.

The Vice President of Mission Grants and/or qualified medical personnel will stay with the injured person until EMS personnel are on-site and in charge of the emergency.

If transportation to the hospital is required, the qualified medical personnel and/or Pastoral Counselor accompany the injured party/patient to the hospital/emergency room. (They may not be able to directly accompany the patient in the ambulance.)

After diagnosis/care at the hospital, the Meeting Coordinator will notify the President of the situation. *The Pastoral Counselor will contact the family of the person.* The President will also keep the group informed of the patient's condition, especially LWML coworkers and friends if approved by the patient.

The Meeting Coordinator will provide complete written documentation of the emergency, including implementation of the emergency plan. All supporting medical reports, consent forms, etc., will be included in this documentation following any HIPPA requirements. Copies of this document should be sent to the LWML President, LWML attorney, and insurance provider.

No statement or identification of the person should be released until the next of kin or a family member has been notified and HIPPA requirements are fulfilled.

COMMUNICATIONS IN A CRISIS

- ✓ **Inform all crisis team members.**
- ✓ **Assess the situation.**
 1. **Confirm all the facts:**
 - Who is involved
 - What happened
 - When did it happen
 - Where did it happen
 - How did it happen
 - Name(s) of person(s) involved
 - Injuries (personal and property)
 2. **Record everything in writing.**
 3. **Locate and talk to witnesses (if available).**

<p style="text-align: center;">LUTHERAN WOMEN'S MISSIONARY LEAGUE CODE OF ETHICS</p>

The Lutheran Women's Missionary League (LWML) Board of Directors adopts this Code of Ethics on behalf of the members of the LWML to guide the conduct of the LWML's Board of Directors, and volunteer leaders.

In our various capacities as volunteers, or elected leaders, we work together to *Serve the Lord with Gladness*.

These roles demand a high standard of integrity, trust, and stewardship. The Board of Directors, and volunteer leaders will strive to be aware of the consequences of their actions.

Our service must reflect compliance with the law and the highest standards of professional knowledge, conduct, care, and respect for each individual served.

There will be times when the choice of conduct is not clear. When faced by an unclear choice, ask yourself this question: *"If my actions were to be published, would LWML supporters agree that the best interests of all were served?"* If the choice is still not clear, ask for guidance from your supervisor, other LWML officers, or pastoral counselors.

Responsibilities shall be conducted consistent with the Scriptures and the Lutheran Confessions. (For those not familiar with the Lutheran Confessions, Scripture should be used to interpret the expected conduct.)

**LUTHERAN WOMEN'S MISSIONARY LEAGUE
CONFLICT OF INTEREST POLICY**

The term *conflict of interest* describes any circumstances that would cast doubt on an officers, or volunteer leader's ability to act with total objectivity with regard to Lutheran Women's Missionary League (LWML) interests.

The LWML is fully committed to conducting its responsibilities in a manner reflecting the highest degree of integrity and honesty. The success of LWML in conducting its affairs is the sum effort of each individual—board and committee member, and officer—in executing her or his responsibilities with good judgment and in an ethical manner.

Activities shall not be entered into which may be knowingly detrimental to the interests of LWML and its subsidiaries.

Information acquired in the course of carrying out LWML duties shall not knowingly be used in any way that would be detrimental to the welfare of the LWML and its subsidiaries.

No officer of LWML or its subsidiaries shall vote on any transaction in which the individual shall receive a direct or indirect financial gain.

A volunteer leader, or officer is not to use her or his position for personal gain beyond the compensation and benefits paid by the LWML.

Gifts, gift certificates, cash payments, extravagant entertainment, free services, or loans from anyone doing business with LWML may constitute a conflict of interest. Exceptions are advertiser's novelty gifts of nominal value (less than \$25.00), occasional meals, and infrequent entertainment, which are customary and proper and do not place the recipient under obligation.

Activity deemed inappropriate under this policy will be discussed with the party involved. Such activity shall cease or the position will be vacated.

Responsibilities shall be conducted in a manner reflecting the highest degree of integrity and honesty consistent with the *LWML Handbook*, the personnel policies as appear in the *LCMS Personnel Policies Handbook* (adopted by LWML July 1999), and civil laws.

Print name _____

Signature _____ Date _____

AN LWML STYLE GUIDE

As Revised September 2003

In general, the LWML follows the *Associated Press Stylebook*. The exceptions and organization-specific additions supercede any with which they are in conflict. These styles are to be used in all LWML publications and communications, with the exception of the *Lutheran Woman's Quarterly*, which has its own style guidelines.

ABBREVIATIONS AND ACRONYMS

Follow an organization's full name with an abbreviation or acronym in parentheses— Lutheran Hour Ministries (LHM)—if you refer to the organization later in the text. References to The Lutheran Church—Missouri Synod, Lutheran Women's Missionary League, Concordia Publishing House and the Evangelical Lutheran Church in America do not need to be followed by the acronym, since these four are commonly mentioned in LCMS publications.

The acronyms LCMS and LWML are not acceptable on first reference except in internal communications meant for an LCMS audience. In press releases or publications likely to be read by a non-Missouri-Synod audience, the first reference should include the full name with the acronym in parentheses. "The Missouri Synod" or "the Synod" also may be used as a substitute noun form.

Write "International Lutheran Laymen's League" as a first reference; "Int'l LLL" thereafter.

BIBLE REFERENCES

Capitalize all references to the Bible, including *Biblical*, *Scripture*, *Scriptural*, *God's Word*, the *Word*, etc. Lowercase "scripture" when used as a general term for religious writings, such as "Buddhist scriptures."

Except for the New International Version (NTV), which is the Bible translation generally used in LCMS publications and study material, cite the translation used in capital-letter abbreviations following the chapter and verse citation.

Quotations from Scripture should be in quotation marks or italics with the reference following in parentheses. The period goes after the closing parenthesis.

- *In the beginning God created the heaven and the earth* (Gen. 1:1 KJV).
- "In the beginning God created the heaven and the earth" (Gen. 1:1 KJV).

Books of the Bible should be abbreviated in the text according to the following standard abbreviations. (Note: The name of the last book of the New Testament is "Revelation.")

Old Testament

Gen.	Num.	Judges	2 Sam.
Ex.	Deut.	Ruth	1 Kings
Lev.	Joshua	1 Sam.	2 Kings
1 Chron.	Prov.	Dan.	Nah.

LWML NORTH DAKOTA Leader's Manual

2 Chron.	Eccl.	Hos.	Hab.
Ezra	Song of Songs	Joel	Zeph.
Neh.	Is.	Amos	Hag.
Esther	Jer.	Obad.	Zech.
Job	Lam.	Jonah	Ma!
Ps.	Ezek.	Micah	

New Testament

Matt.	2 Cor.	1 Tim.	2 Peter
Mark	Ga.	2 Tim.	1 John
Luke	Eph.	Titus	2 John
John	Phil.	Philemon	3 John
Acts	Col.	Heb.	Jude
Rom.	1 Thess.	James	Rev.
1 Cor.	2 Thess.	1 Peter	

BOARD OF DIRECTORS

Capitalize the Lutheran Women's Missionary League's Board of Directors or LWML Board of Directors.

BYLAWS

Capitalize "bylaws" only when it appears with the name of the organization: LWML Bylaws, district bylaws.

CAPITALIZATION

Capitalize pronouns that refer to any person of the Triune God (except who, whom, whose). Capitalize "Name" in phrases such as "in the Name of the Lord" or "Jesus' Name." If used as a separate phrase at the end of a prayer, the phrase is, "in Jesus Name. Amen."

All references to false gods are lowercased (except for proper names: Baal, Siva). Capitalize "Satan" or "Lucifer," but lowercase "devil" and "satanic."

Capitalize all references to the message of salvation through faith in Christ, and to Law/Gospel. Capitalize Good News when the Gospel message is meant.

Capitalize titles when referring to specific LWML positions of office. Otherwise, capitalize titles only when preceding the name. For example:

- The LWML Meeting Manager arranges housing for the Board of Directors.
- The Carolinas District has a meeting manager.
- President Jones will speak at the rally.
- Donna Jones is our zone president.

Capitalize "district," "zone," "committee," etc., only when part of a proper name. For example:

- The Ohio District hosted the event.

LWML NORTH DAKOTA Leader's Manual

- The Christian Growth Committee will meet Jan. 23, 2002.
- Sally attended the district convention.
- Each committee should submit a report on its progress.

Refer to “An LWML Style Sheet for Frequently Used Words and Terms” (the next section) for the preferred capitalization and usage of various words and terms.

INTERNATIONAL CENTER

The building that houses the Synod staff is the International Center, not “synodical headquarters.”

LCMS

In references to The Lutheran Church—Missouri Synod, “The” is always capitalized when the church name stands alone or in a passage of text and a dash is used, not a hyphen. There is no space before or after the dash. When the acronym is used, there is no dash; that is, “LCMS” not “LC—MS.” Always use the capitalized definite article (The) when referring to The Lutheran Church—Missouri Synod itself, but not its entities: the Lutheran Church—Missouri Synod Foundation.

Capitalize “Synod” and “Synodwide” when used as adjectives: the Synod convention. Do not use the word *synodical*.

TITLES

Use “Rev. or “Dr.” before a clergyman’s full name (when not in a direct quotation). Do not use “the” before “Rev.” or “Dr.” “Pastor” -also may be used as a title for a clergyman, but should be limited to ministers who lead congregations.

LWML FORMS

CONTENTS

Individual Membership Form

A sample application form for LCMS women seeking individual LWML membership.

Health and Emergency Information Form

Used for Crisis Management in case of an emergency at an LWML function.

Personnel Resource Profile Form

Used by all LWML members interested in serving on a district committee. Must be submitted to the LWML President.

YWR Application Form

Used for young women to apply to represent the District at the next LWML Convention.

Mission Grant Proposal Guide

Question and answer guide to submitting a mission grant proposal.

Mission Grant Form

Used to apply for a district mission grant.

Missing Receipt Form

Must be used if a board member is applying for reimbursement of more than \$25.00 and does not have the receipts.

LWML Individual Membership Form

I wish to become an individual member of the Lutheran Women's Missionary League. I fully support the mission statement of the LWML, and I pledge to serve my Lord by supporting mission grants, service programs, and fellowship events sponsored by the LWML.

I am a communicant member of this LCMS congregation.

Name

Address

City, State ZIP

Telephone

Fax

E-Mail

Name

Address

City, State ZIP

Signature

Date

LWML HEALTH AND EMERGENCY INFORMATION FORM

Please complete this form and return it to the L WML Meeting Manager

PERSONAL INFORMATION

Name _____

Address _____

City, State, Zip _____

Home Telephone _____

EMERGENCY INFORMATION

Whom should we notify in case of an accident or medical emergency? (Please list two persons with different addresses who are not at this LWML meeting with you.)

Name:	Name:
Address:	Address:
Telephone:	Telephone:
Relationship:	Relationship:

MEDICAL INFORMATION

Insurance/HMO _____ Policy # _____

Medicare # (if applicable) _____ Policy # _____

Primary Physician Name _____

Address _____

Phone _____

Do you have any health conditions (e.g. allergies, chronic conditions), special circumstances, or medications that should be know about before any emergency treatment? _____

Your signature _____ Date _____

LWML NORTH DAKOTA Servant Resources Personnel File

Name: _____

Street or P.O. Box: _____

City, State, Zip: _____

Home Phone (with area code): _____

E-Mail: _____

Age range: _____ 20-29 _____ 30-39 _____ 40-49 _____ 50-59 _____ 60+

LWML Zone: _____
Congregation: _____

Present Occupation: _____ Past Occupation: _____

Past LWML Experience: _____

The information on this form, including names, addresses, and personal data, will not be shared outside the LWML.

Check the appropriate items to indicate your Talents/Skills/Interests and Committees/Offices in which you may be interested in serving.

- Talents/Skills/Interests**
- _____ Art
 - _____ Graphic Art
 - _____ Journalist/Writing
 - _____ Musician – Piano, Organ
(Circle: Vocal, Instrumental)
 - _____ Choir Director
 - _____ Banner Construction
 - _____ Scrapbooking
 - _____ Nurse/EMT/1st Response
 - _____ Photography
 - _____ Computer/Power Point
 - _____ Accounting/Bookkeeping
 - _____ Sales/Displays
 - _____ Child Care

- LWML ND Committees/Offices**
- _____ Christian Life Committee
 - _____ Servant Resources Committee
 - _____ Mission Grants Committee
 - _____ Human Care Committee
 - _____ Public Relations Committee
 - _____ Meeting Manager
 - _____ Bylaws Committee
 - _____ Financial Secretary/Treasurer
 - _____ Young Women's Committee
 - _____ Gifts and Bequests
 - _____ Travel Coordinator
 - _____ Leader Development
 - _____ Nominating Committee
 - _____ News Editor/Assistant
 - _____ Historian
 - _____ Recording Secretary

Other Comments: _____

Please return form to:

Qualifications

1. Any mature young woman who is preferably 18-35 years of age and a member of the LCMS may become a Young Woman Representative at the LWML Convention.
2. She shall have a deep love and devotion to her Lord Jesus Christ and be willing to participate in all aspects of this program of the LWML.
3. She shall be able to be away from home and/or work for the entire convention and travel time.
4. She shall be willing to attend all sessions of the convention, sitting in assigned seating though she will not be able to vote.
5. She shall complete the application form and return it to the Vice President of Servant Resources.

Expectations

1. She will attend all sessions of the LWML Convention and all activities for Young Women Representatives.
2. She will give an oral report to the LWML ND District Convention following the LWML Convention.
3. She will commit herself to involvement in her local, zone and district LWML activities, including support of young women's functions.
4. She shall be willing to share her impressions and experiences in the LWML ND District Messenger and the ND District Supplement to the Lutheran Witness.
5. She will keep an accurate and detailed record of her expenses with receipts and submit them to the District LWML Financial Secretary for reimbursement. The LWML ND District will cover registration, housing, meals and travel expenses.

Please send completed application form to:

LWML NORTH DAKOTA Leader's Manual
Application for Young Women Representative
To National LWML Convention

Name _____ Age _____

Address _____

City _____ State _____ Zip Code _____

Telephone _____ Email _____

Occupation _____ Church Name _____

- 1) The LWML motto is "Serve the Lord with Gladness." (Ps. 100:2) How do you do this in your life?

- 2) What groups/activities have you been active in at church?

- 3) What is your knowledge of and level of participation in LWML, if any?

- 4) Why do you desire to attend the national LWML convention?

- 5) What do you feel are the special strengths (gifts) that God has given you?

- 6) The convention is an interesting and spiritually inspiring event. It is, however, also a working session of the organization, and at times the sessions can be long and the days and evenings are packed with events. There is very little free time and it can be very tiring. Understanding all of this, can you willingly accept participating in the full scope of the convention?

- 7) We ask that you have someone who knows you well (i.e. friend, society president, etc.) list their name and relationship to you and answer the question, "Why do you feel this individual would be a good candidate to attend the national LWML convention?" (Use and attach a separate sheet of paper.)

Please return completed application to:

Your Guide to Submitting a District Grant Proposal **North Dakota District • 2004**

The District of North Dakota LWML presents Mission Grants to worthy projects selected by the members of the ND LWML at their biennial conventions.

Who may submit a proposal?

Any individual LWML member, a society, zone, or a district synodical board.

Where will I get my ideas for a mission grant?

- Correspond with missionaries
- Search out educational needs in the LCMS school system
- Study the special ministry programs in your community, to the underprivileged, aged, retarded, families, rehabilitation programs, etc.
- Get involved as a volunteer and the ideas will just come!

Once I have an idea for a mission grant, what do I do about it?

- Research the project thoroughly.
- Does it fall within the framework of the criteria for LWML mission grants?
LWML Mission Grant Criteria are:
 - * Must be mission in emphasis - extending the ministry of the Word
 - * Must fit into the plans and projections of the LCMS
 - * Must be current and ready for implementation within the next two years
 - * Must be well-documented (must be able to answer all questions on Proposal Form)
- Speak or write to the people involved. Ask such questions as:
 1. Are there other funding sources? If this is a partial funding, who will fund the remainder? Will continued support be assured after the District LWML monies from this grant are expended?
 2. Who will be the contact person if the project is adopted?
 3. Will this person implement, administer the funds and conduct the follow-up? If not, who will?
 4. How many people will benefit from this project?
 5. Is there continued maintenance and support once the project has begun?
- Know the deadlines for submission! The bylaws state that proposals must be submitted to the VP of Mission Grants at least six months prior to the District Convention. Therefore all proposals for the 2006 Convention must be sent to Paulette Huber by October 1, 2005.

Now that I have the information, how do I prepare a proposal?

Your grant proposal should have two parts:

1. The Mission Grant Proposal Form.
2. The Resolution. **(Make 6 copies of each part!)**

The Mission Grant Proposal Form must be filled out completely. If you have any questions, just call your VP of Mission Grants or one of the committee members and they will be happy to help. Detailed information needed:

- Cost of land, facilities, construction, equipment, etc.
- Complete budget for proposed program.
- Amount of salaries, scholarships, etc.
- If partial funding, source of remaining funds.
- Who is responsible for implementing project, administering funds, continuing maintenance and support.
- How the use of funds and this project fit into the projections of LCMS

LWML NORTH DAKOTA Leader's Manual

The Resolution should be concise and specific. It must include project goals (Bible based), rationale and needs, purpose for which funds will be used, and amount needed. This resolution is what will be presented to the voting assembly if the proposal is accepted on the basis of the above criteria. This is not difficult! You can do it! (Don't let the "whereas" and "therefore be it resolved" bother you – just add them to the sentences. Here are some hints for writing a grant proposal:

- Start with a purpose/goal statement. (Make it Bible-based.)

(Example)

WHEREAS, Our Lord Jesus has instructed parents to bring up their children in the way of the Lord and has asked that the little children be brought unto Him, and

- State the rationale and needs,

(Example)

WHEREAS, JC Christian School is a necessary mission field in a new neighborhood, and has already drawn new members to the LCMS church, and

WHEREAS, Bible based materials vastly expand the Christian knowledge of our children, and

WHEREAS, Up-to-date video equipment enhances learning capabilities

- Summarize,

(Example)

THEREFORE BE IT RESOLVED, that the ND District Lutheran Women's Missionary League in convention in Bottineau, ND on June 23-25, 2006, grant \$5,000 for the purchase of audio-visual equipment and new Bible based textbooks to the JC Christian School.

Now, what do I do?

Mail the **6 copies** of the Grant Proposal Form, **6 copies** of the Resolution, and photos to the VP of Mission Grants. She **MUST** receive them by: _____.

Paulette Huber

1447 1st St. S

Dickinson, ND 58601 Questions?... (701) 225-3205 or Email: Paulette.Huber@sendit.nodak.edu

What happens when she receives it?

- Your proposal is dated and checked to make sure that all the necessary information is included and LWML guidelines have been followed.
- It is prepared for presentation to the Mission Grants Committee.
- The Mission Grants Committee, guided by prayer and the District criteria, selects the proposals to

bring to the Board of Directors (BOD) for approval along with a suggested Mission Grant goal (dollar amount).

- If approved by the LWML ND BOD, the proposal will be placed on the ballot of the convention.
- All Grant Proposal recipients are notified if/when their project is placed on the ballot and again immediately after the convention to indicate if the project has been accepted or rejected.

Anything Else?

YES! SUPPORT ALL THE GRANTS WITH YOUR PRAYERS AND YOUR MITES. Maintain enthusiastic communication with your fellow LWML members, your whole church body, and your Lord. Rejoice that we have such great opportunities for service in the LWML and continue to:

SERVE THE LORD WITH GLADNESS!

LWML NORTH DAKOTA DISTRICT MISSION GRANT PROPOSALS

Mission grant proposals shall be submitted in resolution form to the Vice President of Mission Grants at least six (6) months prior to the District convention. Proposals may be submitted by LWML members, societies, units, zones and LCMS Boards. (Bylaws Article XV, Section 1) Ministries seeking funding should:

- be mission in emphasis, extending the ministry of the Word;
 - fit into the plans and projections of the LCMS;
 - be current and ready for implementation;
 - be on-going in nature, continuing after the grant money has been expended.
-

WRITING THE PROPOSAL

Prepare the cover sheet of your mission grant proposal, including the following items:

- Name of grant or mission project
- Location of project
- Amount requested
- Name and address of person submitting proposal
- Name and address information of the person within the project to whom the funds will be sent.

Prepare a separate detailed information paper (single-sided, single-spaced, maximum length 2 pages) about the ministry. The information should include:

- Project goal
- Needs
- Purpose for which funds will be used
- Tentative date funds will be used
- Budget and cost information
- Are there similar existing programs in your area? What? Where?
- How does your program differ, broaden or support?
- Staff description: Who? How many? Qualifications?
- Long term maintenance & sustainability
- Additional reasons you feel this project is important
- Other comments or information.

Prepare a proposal in resolution form. Be concise and specific. Start with a purpose/goal statement. Include ministry needs, amount of funds requested and purpose for which the money will be used.

(Example)

WHEREAS, Christ in His Holy Word has instructed parents to bring up their children in the way of the Lord and has asked that little children be brought to Him; and

WHEREAS, JC Christian School is a necessary mission field in a new neighborhood and has already drawn new members to the LCMS church; and

WHEREAS, Bible-based materials vastly expand the Christian knowledge of our children; and

WHEREAS, up-to-date video equipment enhances learning capabilities;

THEREFORE BE IT RESOLVED, that the Lutheran Women's Missionary League ND District in convention in Wahpeton, ND in June 2014 grant \$5,000 to JC Christian School for the purchase of audio-visual equipment and new Bible-based textbooks.

Prepare 2-4 photos to be included with the proposal, either on a CD or to be sent electronically.

- Choose pictures that best illustrate your grant and communicate your mission.
- Write a short description for each photo.

The grant proposal must be submitted by October 1 in the odd year prior to convention in the even year to the Vice President of Mission Grants either as an email attachment with photos to:

missiongrants@ndlwml.org OR

6 (six) copies and a CD of photos mailed to: VP of Mission Grants.

After recommendation by the Mission Grants Committee, approval for ballot by the LWML ND Board of Directors and vote by the delegates in convention in June in the even year, you will be contacted by July 1, in the even year as to whether or not your mission project has been chosen for funding.

God bless you as you continue in His Word & work!

Thank you for submitting this proposal and please continue to support all of the mission projects with your prayers and your mites.

LWML NORTH DAKOTA DISTRICT GRANT PROPOSAL

Name of grant/project: _____

Location of grant: _____

LCMS? Yes or No -or- Recognized Service Organization (RSO)? Yes or No

Amount requested: \$ _____

Name of LWML member/unit/society/ zone/LCMS Board submitting project for grant:

Name: _____

Address: _____

Phone: _____ Email: _____

Name of contact person within the project: _____

Address: _____

Phone: _____ Email: _____

If your project is selected, to whom should the check(s) be issued? _____

To whom should the check be sent?

Name: _____

Address: _____

LWML ND District

MISSING RECEIPT FORM

I hereby certify that the following expenses were incurred by me on behalf of the Lutheran Women's Missionary League:

\$ _____ Lodging

\$ _____ Meals

\$ _____ Office Supplies

\$ _____ Postage

\$ _____ Other

\$ _____ Total

The original receipt(s) for the above items are missing.

(signature)

(date)

Approvals:

(signature)

(date)

(signature)

(date)