

PROCEDURES MANUAL
Lutheran Women's Missionary League
Utah-Idaho District

Revised April 2024

FOREWORD

The past members of the Executive Committee know this manual will be helpful to you as you assume your office. It gives the policies the Executive Committee has adopted for doing the District's business and outlines the procedures for carrying out the responsibilities of your office. To become familiar with your duties, first read the Bylaws. Then, read this manual. Note that responsibilities and tasks for your position may be listed beyond the description of your office, e.g., under District convention, *U & I Together* or district retreat.

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POLICIES ESTABLISHED BY THE EXECUTIVE COMMITTEE*

Conducting Business

Crisis Management and Incident Reporting

A crisis management team will be appointed by the President for each District convention and other events as the President deems necessary.

Membership

The Crisis Management Team shall consist of:

- District President
- Two members of the Executive Committee, designated First EC and Second EC
- A qualified medical person, if available, such as a registered nurse, paramedic, EMT or First Responder (referred to as Health Care Member, HCM).
- Pastoral Counselor

The President will appoint someone other than herself as chairman.

Preparation

The President

- Appoints the team members and directs the two EC members to each download the LWML Crisis Incident Report Form from the BOD Site tab on the District website.
- Ensures that Crisis Team contact information is to be printed on the schedule of the event or attendee name tags; include at least two team members names and cell phone numbers.
- Directs the event Registrar to provide Emergency Information Forms and ask participants to keep it in the name tag holder. (The template for this form is available on the BOD Site tab of the District website.)

Before the event begins, the team will tour the facility (preferably with a facility staff member) and identify emergency exits, the location of any AED equipment, and recommended entrance points for 911 personnel if needed.

Emergency Plan

The Crisis Management Team shall follow this emergency plan to the extent practical in the situation.

1. When a medical emergency occurs, the First EC deals with the emergency, the Second EC assumes crowd control and directs the group to proceed with the meeting while protecting the privacy of the ill/injured person. If necessary, the group may be directed to another room.
2. As appropriate, the First EC
 - A. Locates the person's roommate or friend to obtain medication, if any, or other pertinent medical information.

* At the 2008 District Convention the Executive Board was replaced with an Executive Committee and a Board of Directors. Policies listed here have been updated to reflect the current organization.

- B. Notifies the facility manager of the emergency and requests EMS care via a 911 call and/or AED equipment as appropriate.
 - C. Meets the EMS personnel on-site and directs them to the emergency and also to the location of the Emergency Information Form. **All individual medical information shall be handled in accordance with the federal Health Insurance Portability and Accountability Act of 1996 (“HIPAA”).**
3. The HCM and Pastoral Counselor will stay with the ill/injured person until EMS personnel are on-site and in charge of the emergency.
 - A. If transportation to the hospital is required, the HCM or Pastoral Counselor shall accompany the ill/injured party/patient to the hospital/emergency room. (They may not be able to directly accompany the patient in the ambulance.)
 - B. The HCM or Pastoral Counselor who goes to the hospital, will notify the Team Chairman of the situation.

Communications

In a crisis:

1. Inform all crisis team members.
2. Assess the situation.
 - A. Confirm all the facts:
 - 1) Who is involved
 - 2) What happened
 - 3) When did it happen
 - 4) Where did it happen
 - 5) How did it happen
 - 6) Name(s) of person(s) involved
 - 7) Injuries (personal and property)
 - B. Record everything in writing
 - C. Locate and talk to witnesses (if available). Get their contact information in case follow-up is needed.
3. The Team Chairman will provide complete written documentation of the emergency using the LWML Crisis Incident Report Form (obtained from First or Second EC) and attaching additional information as needed. Consent forms, etc., will be included in the documentation. The District President will review the report, notify national LWML, and provide copies as needed; the Meeting Manager will retain the report for 7 years.
4. No statement or identification of the person should be released until the next of kin or a family member has been notified and permission given.

Transporting Guests

LWML members who use their personal vehicles when transporting guests and speakers from out-of-the-District to District events shall provide to the District secretary copies of a valid driver's license and vehicle insurance with appropriate liability and personal injury.

Attendance at District Events

...the Secretary make a chart showing the attendance and sites of past retreats and conventions to be kept with the policy manual. (Minutes, October 1996)

Email Voting

1. All participants must have access to the necessary equipment for participation in the e-vote. (If any participants do not have access, an e-vote cannot be taken.)
2. The chair (president or committee chairman) shall develop the time frame for the vote.
3. A minimum of one week's notice shall be provided to all participants via email by the chair. Such notice shall include the motion and supporting documentation for the e-vote.
4. A second is not necessary for the motion to be considered.
5. The motion to lay on the table is not in order.
6. Each new main motion must be made in a separate, new email message with no other message thread included.
7. New motions in a new message thread may be introduced while there is another motion currently being debated. There is no limit on the number of simultaneous threads pending.

Opening a Question for Consideration

8. The chair shall assign a number to the motion and shall include the number in the subject line. (Example: Motion 1.)
 - The subject line must include the word "Motion."
 - The first line of the message must begin with "It is moved to (or that) ...". If the motion comes from a specific officer or committee member, "(name of officer) moves to (or that) ..."

Debate

9. Members shall use "Reply All" in all messages.
10. Members may respond at will, that is, without seeking recognition from the chair.
11. Secondary and incidental motions shall be given a letter designation in the subject line by the chair. (For example: The main motion is given the number 1. There is a motion to amend. The amendment is given the designation "a". In the subject line the amendment will be designated "Motion 1-a".)
12. Multiple secondary and incidental motions shall be given succeeding letter designations by the chair. (For example, a main motion, amendment, a motion to refer to a committee and a motion to postpone to a certain time are all pending. The main motion is 1, the amendment is a, the referral is b, and the postponement is c. Motion 1-a-b-c.) As each motion is disposed of, the corresponding letter in the subject line is removed.
13. In the case of conflicting secondary or incidental motions, the chair shall determine preference in recognition by the date/time stamp on the messages. When a higher-ranking motion is made first, the lower-ranking motion is not in order.
14. Messages with a date/time stamp after a secondary or incidental motion is stated by the chair shall be disregarded. The chair shall inform the member who made the disregarded motion that the motion is not in order at the time by using "Reply" rather than "Reply All."
15. The chair shall close debate by asking, "Are you ready for the question on Motion 1-a?" in the subject line.

Vote

16. The chair shall put the question to a vote by restating the pending question and requesting the members to vote now. The word “vote” shall be in the subject line. (Example: Motion 1-a Vote)
17. The chair shall include the time frame/deadline for the vote.
18. Members shall state, “I vote yes,” or “I vote no” in the first line of the response and use “Reply All”.
19. The secretary shall tally the votes and report the result of the vote to the participants, including the number of votes cast for and against the motion.
20. The chair shall announce the results of the vote.
21. The chair shall either state the next pending motion and open debate or shall declare the thread on “Motion (number)” closed.

Secretary's Records and Minutes

22. The secretary (or committee member so designated) shall compile and maintain the complete thread of the motion and its disposition including all secondary and incidental motions.
23. The secretary shall prepare minutes of the vote and shall send the minutes marked “draft” to the members of the Minutes Review Committee for approval.
25. Any member shall have the right to request a copy of the message thread of a motion.

Sample Minutes of an E-Vote

On October 15, 2009, at 2:45 p.m. CST, Catherine Luther, president of the Wittenburg District LWML, emailed to all members of the Board of Directors Motion 1: To allow grant recipient #23 Peace Lutheran Church to redirect their grant funds to build a preschool instead of an elementary school. Email debate continued until October 21, 2009, at 4 p.m. The chairman put the question to an e-vote at 5 p.m. on October 21, 2009. The vote closed at 5 p.m. on October 23, 2009. By a vote of 7 in favor and 1 opposed, the motion was approved.

Suzy Structure

Secretary

Reference: “Rules for Electronic Meetings” by the National Association of Parliamentarians.

Minutes Review Committees

Each biennium the District President shall appoint a committee of three Executive Committee members to review the minutes of Executive Committee and Board of Directors meetings. Before each convention the President shall appoint three voting members of the convention body to review the convention minutes.

After a meeting or convention, the Secretary emails a draft of the minutes to the review committee members. As appropriate she may include copies of motions, reports of committees, etc., so the committee can verify that the minutes are correct. The committee members shall email their comments to the Secretary and other committee members using “reply all”. Discussion via email and revisions will continue until a final version of the minutes is read and approved by all members of the Minutes Review Committee. The Secretary will maintain a file of emails from the Minutes Review Committee stating that minutes are approved. These may be included as needed with the final copy of the minutes for the archives.

Records Retention

Mission Grant Applications. Applications for grants that were not funded may be destroyed at the end of the biennium (i.e., after 2 years). Applications for funded grants may be destroyed at the end of the next biennium (i.e., after four years in case there was carryover).

Registration Forms. Convention and retreat registration forms may be destroyed after the event. Give a list of attendees and their contact information to the archivist.

Participant Information, Acknowledgment, Assumption of Risk and Release forms shall be retained as specified in the section on Legal Requirements (Page 45).

LWML Crisis Incident Reports shall be retained as specified in the section on Legal Requirements (Page 45).

Rotation for Young Woman Representative, District Convention, and Retreat

The zones hosting the District Convention and Retreat are listed below.

Rotation for Young Woman Representative, District Convention, and Retreat

Year	National Young Woman Representative*	District Convention	District Retreat
2024		Utah	Yellowstone
2025	Yellowstone		Central
2026		Yellowstone	Western
2027	Western		Utah
2028		Western	Yellowstone
2029	Central		Central
2030		Central	Western
2031	Utah		Utah

* See policy on Page 14.

Finances

District Convention Finances

Registration fees for the convention shall be set by the District Executive Committee in consultation with the host Convention Committee, in an amount expected to meet all expenses. An accurate accounting shall be kept by the Convention Treasurer. Any surplus shall be placed in the District treasury for defraying future convention expenses (District or national) and/or enabling YWR travel within the District, and conversely, any deficit shall be met by the District treasury.

If a person has registered for a convention and is unable to attend, the registration fee will be refunded upon request until two weeks prior to the convention date; alternatively, another person may attend in her place (i.e., just change names on the registration list and name tag).

The District shall pay the convention registration fees for members of the Executive Committee, the parliamentarian, and other elected or appointed personnel that the Executive Committee has assigned convention duties. The District does not pay hotel costs because an officer may stay in a home if desired (contact the Convention Chairman to do so).

Convention speakers engaged by the District shall be paid from the convention funds; they shall receive no less than \$50 plus expenses.

For synodical district presidents invited to the convention, we pay only their registration fee.

District Gift Acceptance Policy

The Lutheran Women’s Missionary League (LWML) Utah-Idaho District (hereinafter referred to as the District) solicits and accepts gifts that will help it fulfill its mission. This policy governs acceptance of gifts offered to the District.

1. Ethics

- A. All gifts to the District will be proposed, encouraged, and accepted in a form consistent with the known best interests of the donor.
- B. The District will urge prospective donors to seek the assistance of their own personal legal and financial advisors in matters relating to their gifts and the resulting tax and estate planning implications.
- C. Individuals representing the District will be circumspect in all dealings with donors and prospective donors in order to avoid the appearance of an act of self-dealing or conflict of interest.
- D. In no event will a check that is a donor’s gift be made payable to an individual who represents the District.

2. Definitions

- A. Restricted and designated. In not-for-profit accounting, “restricted” means the donor has placed restrictions on how the donation is to be used. “Designated” means the not-for-profit has designated the funds for a particular purpose. Funds are shown in these categories on the balance sheet. **Restricted is determined by the donor, designated is determined by the not-for-profit; they are different. Restrictions can only be changed by the donor.**
- B. Planned gifts are deferred receipt gifts, whether revocable or irrevocable, in which the donor retains an interest.
- C. A Charitable Gift Annuity is an arrangement between a donor and a non-profit organization in which the donor receives a regular payment for life based on the value of assets transferred to the organization. After the donor's death, the assets are retained by the organization.
- D. A Charitable Remainder Trust is an arrangement in which property or money is donated to a charity, but the donor (called the grantor) continues to use the property and/or receive income from it while living.

3. General Guidelines

- A. In general, the District will accept **unrestricted** gifts, and gifts **restricted** for specific programs and purposes that are consistent with LWML’s mission as stated in *Article II—Object* of the District’s bylaws.
- B. Acceptance of **restricted** gifts, other than for mites or the endowment fund, must be approved by the Executive Committee.
- C. Matching gifts may be accepted by the Executive Committee if they conform to this Gift Acceptance Policy.

- D. Endowment gifts that may become a named endowment fund must be approved by the Executive Committee. This includes outright or deferred gift commitments.
 - E. All gifts that the District accepts will conform to applicable laws and regulations.
 - F. The District will not accept gifts that
 - 1) Are for purposes outside the mission of the LWML.
 - 2) Are from anyone known to the District to be engaged in clearly illegal activities.
 - 3) Are too restrictive. For example,
 - a) Inhibit it from accepting gifts from other donors.
 - b) Are too difficult to administer.
 - c) Require special display facilities or security measures.
 - d) Require expenditures beyond the District's available resources.
 - G. The District also reserves the right to refuse gifts from any person or organization that publicly espouses a position that is contrary to the doctrine and practice of The Lutheran Church–Missouri Synod.
4. Policies on Types of Gifts
- A. Cash
 - 1) The District accepts **unrestricted** and **restricted** cash gifts that conform to the General Guidelines stated above.
 - 2) Gifts may be made in cash, by check, or by Electronic Funds Transfer.
 - 3) An **unrestricted** cash gift of one thousand dollars (\$1,000) or more will be deposited into the District Endowment Fund.
 - 4) An **unrestricted** cash gift of less than one thousand dollars (\$1,000) will be deposited in the account holding the District's general fund. At the next Executive Committee meeting the treasurer will notify the Executive Committee that these unrestricted funds have been received. The Executive Committee will designate how the funds are to be used.
 - 5) **Restricted** cash gifts for mites will be deposited in the District treasury.
 - 6) **Restricted** cash gifts for the endowment fund that have no further restriction will be deposited into the District Endowment Fund.
 - 7) **Restricted** cash gifts, other than for mites or the endowment fund, that are accepted by the Executive Committee will be deposited where determined by the Executive Committee.
 - B. Noncash
 - 1) Offers of noncash gifts shall be made through the District President.
 - 2) The Executive Committee shall decide whether or not to accept all noncash gifts.
 - 3) While all gifts offered to the District will receive serious consideration, a particular proposed gift may require extensive evaluation by the Endowment Committee and, when necessary, outside advisors. When outside advisors are used, their fees may be paid from the proceeds of the gift.

- 4) The District will seek the advice of legal counsel and/or the LWML Gift Planning Counselor relating to acceptance and processing of gifts when appropriate. Examples include:
 - a) Securities;
 - b) Real estate;
 - c) Life Insurance;
 - d) Tangible personal property;
 - e) Contracts or other documents requiring the District to assume an obligation;
 - f) Transactions with potential conflicts of interest;
 - g) Transactions with potential tax implications or other IRS concerns;
 - h) Trustee involvement; and
 - i) Other instances that are deemed appropriate by the Endowment Committee and/or Executive Committee.
- 5) The District's Endowment Committee may request the LWML Gift Planning Counselor to coordinate with the LCMS Foundation to facilitate acceptance and processing of noncash gifts.
 - a) If the LWML Gift Planning Counselor facilitates acceptance and processing of an **unrestricted** gift, ten percent (10%) will be distributed to LWML, St. Louis, MO for the Gifts of Love ministry, and ninety percent (90%) to the District.
 - b) If the LCMS Foundation processes a gift, they will provide a gift acknowledgement and thank you letter to the donor with the gift details.
- 6) Tangible Personal Property
 - a) Gifts of tangible personal property will be used by or sold for the benefit of the District. The District will make no representation to the donor of a gift of tangible personal property regarding the length of time the gift will be held by the District.
 - b) When it is expected that the District will liquidate the property, the District will consider the donor's expectations regarding the realized amount before accepting the property.
 - c) The District may require the donor to obtain an appraisal before agreeing to accept the gift.
 - d) The District will adhere to all IRS requirements related to disposing of gifts of tangible personal property and filing appropriate forms.
- 7) Other Property

Gifts of other property of any description, such as mortgages, notes, copyrights, royalties, licenses, and easements, will be accepted only after favorable evaluation by the Executive Committee, and as necessary, outside advisors.
- 8) Planned Gifts
 - a) The District will provide prospective donors with information about planned giving options through the Gifts of Love gift planning ministry but will always urge them to discuss specific planned giving options with legal and financial advisors of their own choosing.

- b) Donors of planned gifts will be asked to disclose, in writing, information regarding the nature and size of the gift. This information will be used for internal accounting purposes and will not be binding on the donor.
- c) Donors who have remembered the LWML in their charitable estate plan will be invited to enroll in the LWML Gifts of Love Legacy Circle by the District's Gift Planning Advocate. Donors will be provided with a Gifts of Love Legacy Circle brochure with an enrollment form. District leaders are encouraged to contact LWML Gift Planning Counselors for additional information and current resources regarding the LWML Gifts of Love Legacy Circle.
- d) When the LWML Gift Planning Counselor facilitates creation, acceptance, and processing of an **unrestricted** gift, ten percent (10%) will be distributed to LWML, St. Louis, MO for the Gifts of Love ministry, and ninety percent (90%) to the District.
- e) The District will promote and accept the remainder value from the following planned gift options:
 - i. Bequests
 - (a) The District will encourage prospective donors to make bequests/beneficiary designations to the District through their wills, codicils to their wills, their living trusts, and/or retirement accounts/annuities.
 - (b) Bequest gifts mature after the death of the donor and when the administration and settlement of the donor's estate has been completed. The District President or her designee will work with the donor's personal representative and/or other fiduciaries, as necessary and appropriate, to assist in a timely and accurate estate administration and settlement.
 - (c) The District will not serve as personal representative for the estate of a donor.
 - ii. Charitable Gift Annuities and Charitable Remainder Trusts
 - (a) The District will encourage prospective donors to establish Charitable Gift Annuities and/or Charitable Remainder Trusts as methods of making a gift to the District.
 - (b) The LWML Gift Planning Counselor is available to coordinate with the LCMS Foundation regarding establishing Charitable Gift Annuities and/or Charitable Gift Annuities for donors.
 - (c) The LWML will make no representation that could be interpreted as marketing Charitable Gift Annuities as an investment.
 - (d) The District recognizes that charitable trusts are established by the donor in consultation with his or her own estate planning attorney.
 - (e) Charitable Gift Annuities and Charitable Remainder Trusts can be managed and/or administered by the LCMS Foundation or by a commercial trust company of the donor's choosing.
 - iii. Beneficiary Designations
 - (a) The LWML will encourage prospective donors to name the District as the beneficiary or contingent beneficiary of their retirement plans, commercial

annuities, payable-on-death accounts, life insurance, and other financial assets as a method of making a gift to the District.

iv. Gifts of Remainder Interest

- (a) Life estate gifts are gifts of real property in which the donor retains use of the property during the donor's lifetime.
- (b) Life estate gifts are quite complex. The LWML Gift Planning Counselor is available to coordinate with the LCMS Foundation to facilitate acceptance of the asset for a gift to District.

5. Acknowledging Gifts

- A. The District will provide appropriate receipts and documentation to permit donors to avail themselves of all tax benefits to which they are entitled.
- B. Gift acknowledgments will state the amount of the gift, the date of the gift, and whether the donor received goods or services in exchange for the gift.
 - 1) The date of the gift for income tax purposes is determined according to IRS regulations. (For further information, see IRS Publication 526.)
 - 2) The acknowledgement will include IRS-acceptable wording for donations of \$250 or more. (The IRS does not give specific wording. The key is that the donor did not get any goods or services, only intangible benefits. This meets the requirements: "FOR TAX PURPOSES: The Lutheran Women's Missionary League Utah-Idaho District is a 501(c)(3) nonprofit organization, EIN 23-7540676 You have received no goods or services in exchange for this gift, other than intangible religious benefits.")
- C. Unrestricted cash gifts and cash gifts for mites or the endowment fund will be acknowledged by the District Financial Secretary or Endowment Financial Secretary, depending on where the funds are held, within fourteen (14) days of receipt of the gift with an appropriate letter of gratitude.
- D. The District President will send a personal note of thanks to donors, or their representative, for any gift to the endowment fund or cash gifts over one thousand dollars (\$1,000) to the District Treasury.
- E. When a donor makes a gift in memory of a deceased individual, the Financial Secretary receiving the funds will notify the family of the deceased or other designated individuals of the gift. (Minutes, June 2020)

Endowment Fund

1. Name

The Lutheran Women's Missionary League (LWML) Utah-Idaho District (hereinafter referred to as the District) has established an endowment fund known as the Heritage of Love Endowment Fund (hereinafter referred to as the Fund). It will be administered by the Endowment Committee (hereinafter referred to as the Committee) under the direction of the District's Executive Committee.

2. Purpose

The District in its 2018 Convention adopted the following Standing Rule, and amended it in 2020 to state:

The *Heritage of Love Endowment Fund* shall be managed according to policies established by the Utah-Idaho District Executive Committee to

- Support scholarships for women attending LWML events;
- Support leadership development through LWML; and
- Support other areas approved by the Utah-Idaho LWML Executive Committee. Proposed expenditures over \$5,000 must be approved by convention.

This policy establishes how the Fund will be managed.

3. Definitions

- A. Restricted and designated. In not-for-profit accounting, “restricted” means the donor has placed restrictions on how the donation is to be used. “Designated” means the not-for-profit has designated the funds for a particular purpose. Funds are shown in these categories on the balance sheet. **Restricted is determined by the donor, designated is determined by the not-for-profit; they are different. Restrictions can only be changed by the donor.**
- B. Investment policy. An investment policy states the goals and objectives of a portfolio. It can set expectations and strategies such as asset class allocations, time horizons, socially responsible investing,* or any other desired constraints.

4. Endowment Committee

The Committee consists of the Endowment Coordinator, Endowment Financial Secretary, and Endowment Treasurer, all to be appointed by the District President and approved by the Executive Committee. Their term of office shall be two years, with no term limit. With consent of the District President, the Coordinator may invite advisory members to serve on the Committee; advisory members do not vote.

5. Ethics

The Committee members will be circumspect in all dealings and will avoid the appearance of an act of self-dealing or conflict of interest. The Committee members will not engage in any transactions with the Fund in which the member has a direct or indirect financial interest and will, at all times, refrain from any conduct in which her personal interest would conflict with the Fund.

6. Committee Duties

- A. The Committee will receive and manage gifts for the benefit of the mission and ministry of the District. To this end it will:
- 1) Meet in person or by teleconference as often as deemed necessary for the best interest of the Fund but no less than annually, prior to the Executive Committee winter meeting.
 - 2) Administer the endowment according to procedures approved by the Executive Committee.
 - 3) Invest the endowment’s assets with the LCMS Foundation for growth with limited income generation until the value reaches \$50,000 at which time the investment objective will become providing modest income generation and potential for growth.
 - 4) Oversee the maintenance of complete and accurate financial records documenting the activities of the Fund. Accounting records for the Fund shall be kept separate from other District accounts.

* Socially responsible investing considers both financial return and social impacts of an investment.

- 5) Present a financial reviewer's report to the biennial District convention and at such other times as the Executive Committee may request.
 - B. The Committee may employ, upon approval of the Executive Committee, advisory services as deemed to be in the best interest of the Fund. This may include, but is not limited to, attorneys, accountants, investment advisors, brokers, custodial agents, and others as reasonably needed. Advisory services fees and management fees may be paid by the Fund.
7. Fiscal Year
- The fiscal year of the Fund will be the same as the fiscal year of the District.
8. Accounting and Reporting
- For accounting and reporting purposes, all gifts to the Fund are classified as follows:
- A. Unrestricted/Undesignated – Gifts that are not subject to donor-imposed stipulations and have not been designated for a specific purpose by the Executive Committee.
 - B. Unrestricted/Designated – Gifts that are not subject to donor-imposed stipulations but have been designated for a specific purpose by the Executive Committee.
 - C. Temporarily Restricted Net Assets – Gifts received that are subject to donor-imposed stipulations that will be met either by actions of the District or the passage of time.
 - D. Permanently Restricted Net Assets – Gifts received that are subject to donor-imposed stipulations that must be permanently maintained. (Donors of such assets generally permit the District to use all or part of the income earned from these assets for general or specific purposes.)
9. Fund Distribution
- A. Monies may be disbursed from the Fund as directed by the Executive Committee or convention for the purposes for which the Fund was created, see *Purpose* on page 10.
 - B. If the Fund balance, including unrestricted, temporarily restricted, and permanently restricted assets, is greater than \$50,000, the Committee may make recommendations regarding the use of Fund principal exceeding \$50,000 for the purposes for which the Fund was created. The District Executive Committee will make the final determination regarding the use of Fund principal. However, donor restrictions on the use of principal will control any proposed use.
 - C. Distributions of Fund principal will not be used for the general operations budget.
10. Powers
- In the best interest of the Fund, and without limiting the authority otherwise conferred or conflicting with applicable Federal and State fiduciary laws, the following additional authority is granted to the Committee:
- A. To hold property and to negotiate and execute documents on behalf of the Fund, in the name of the Fund, or in the name of a nominee(s) without disclosing any fiduciary relationship to anyone;
 - B. To allocate between income and corpus (in cases where reasonable doubt of the applicable law exists) in equitable proportions, any money or other property received, and any loss of expenditure;
 - C. To protect the Fund and its property against damage, loss or liability by carrying an appropriate level of insurance; and

- D. With the approval of the Executive Committee, to abandon any property interest deemed worthless or of insignificant value.

11. Dissolution

If the District or its successor should cease to exist, then the assets constituting the Fund at the date of dissolution will become the property of the national Lutheran Women’s Missionary League to be administered subject to the same donor restrictions. If the donor restrictions are no longer practical, the LWML may amend them to the minimum extent necessary in order to use the funds in a manner closest to the donor restrictions as possible. (Minutes, June 2020)

Expense Vouchers

The expense voucher is used to request reimbursement for authorized District expenses. Expense vouchers can be obtained from the BOD Site tab on the District website or the Treasurer. She will have these forms available at Board of Directors and Executive Board meetings as well as at conventions. Expense vouchers are to be submitted within 30 days of an event.

Completion of Expense Voucher:

1. Complete the form with all the necessary information.
2. Explain in the “Explanation” space the reason for the expense and dates incurred.
3. Attach receipts when appropriate.
4. Sign and date the voucher.
5. Send it to the District President for her approval and signature; she will submit it to the Treasurer. (The president sends her vouchers to the VP of Organizational Resources for approval.)

Donating Expenses:

1. Enter the amount of donated expenses on the “Donation” line.
2. Enter the net amount on the “Net Check” line.
3. A donation receipt letter will be given to you when any expenses are donated.
4. A check will be mailed or given to you for any amount in the “Net Check” line.

Joyful Response Electronic Mite Offering

. . . that the Utah-Idaho District Executive Committee offer Joyful Response electronic mite offering opportunity to the women of the Utah-Idaho District, and that the District Treasurer will manage the program . . . (Minutes, October 9-10, 2015)

Travel Expenses

All District elected officers, appointed officers, and special appointed personnel will be reimbursed for their travel expenses as specified in the Standing Rules for District Board of Directors or Executive Committee meetings and other meetings when their attendance is requested by the President. Reimbursement for those listed below to attend the meetings specified is also approved:

President	Zone events
VP of Special Focus Ministries	One trip to host city per biennium
Invited guests (e.g., nominating committee chairman)	Meetings as directed by the Executive Committee

When a chartered bus is provided to District or national functions all those eligible to have their travel expenses paid by the District will receive reimbursement for travel equal to that of the bus fare regardless of how they choose to travel.

When the District would provide an airline ticket to a national LWML function and the person chooses another mode of travel they shall be reimbursed no more than the airfare would have been.

Mission Grants

To support a wide variety of missions it is recommended that no grant appears on the ballot that was funded the previous Biennium for the same project. (Minutes, February 6-7, 2015)

National Convention

Delegates to National LWML Convention

1. The funds budgeted to support District representation at the national LWML convention shall be divided among the District President, zone delegates, Pastoral Counselor, YWR(s), and any others requested by the Executive Committee to attend the convention. The Executive Committee will establish criteria for allocating the funds among eligible people. (National LWML may pay some of the District President's expenses.)
2. If a delegate is unable to fulfill her duties, she must immediately contact the District President, who will arrange for the alternate to take her place. (Email clarification, October 2016)

Young Woman Representative to National LWML Convention

The Vice President of Special Focus Ministries shall solicit nominations for YWRs to the national convention and present them to the EC at its winter meeting before the convention. The EC will select two YWRs and an alternate from the zone hosting the next District Convention following the national convention. If there are not enough candidates from the designated zone, young women may be selected from the District at large.

In addition to complying with the guidelines from LWML, YWR nominees must be willing to

- Report on their national convention experience at the next District convention
- Attend zone fall event(s) (at the zone's expense), be a speaker, give report which may be via video that could be shown in other zones
- Write a report for the *U & I Together*.

DUTIES OF OFFICERS AND APPOINTED PERSONNEL

The table below shows which positions are on the Board of Directors and on the Executive Committee. The Board of Directors meets once during the biennium, usually in late summer or early fall after the District convention, to adopt goals for biennium. The Executive Committee meets at least four times per year, generally by video conference.

Elected and Appointed Personnel

	Year Elected		Votes in Board of Directors	Votes in Executive Committee & Convention
	2022, 2026	2024, 2028		
Officers—Members of Board and Executive Committee				
President	x		yes	yes
VP Christian Life	x			
VP Gospel Outreach		x		
VP Special Focus Ministries	x			
VP Organizational Resources		x		
VP Communication		x		
Secretary		x		
Treasurer	x			
Other Elected Personnel				
Pastoral Counselor ^a		x	no	no
Financial Secretary ^b		x	yes	no
Zone Presidents				
Zone President	Elected by zone, term begins at close of a District convention		yes	yes
Appointed Personnel—Members of Board, not Executive Committee				
Public Relations Director	Two-year term; eligible for three additional terms		yes	no
Webmaster				
Editor				
Social Media Facilitator				
Archivist Historian				
Parliamentarian				
Meeting Manager				
Nominating Chairman				
<p>a. The Pastoral Counselor is a nonvoting member of both the Board and Executive Committee.</p> <p>b. The Financial Secretary and appointed personnel are members of the Board of Directors but not of the Executive Committee. They attend Executive Committee meetings if so requested by the President.</p>				

The following table outlines major Board and Executive Committee business. Unless otherwise provided in the bylaws, the Executive Committee can alter this schedule without prior notice.

Schedule of Board and Executive Committee Actions

Executive Committee	
Post-Convention	<ul style="list-style-type: none"> • Approve appointments (appointed officers and special appointed personnel, Bylaws Committee)
Board of Directors	
August/ September (even-numbered years)	<ul style="list-style-type: none"> • Set District's goals for the biennium and advise the President on any other topics she places on the agenda
Executive Committee	
August/ September (even-numbered years; can be in conjunction with Board meeting)	<ul style="list-style-type: none"> • Select scripture verse and theme for District convention • Vice President of Christian Life presents speaker nominees for ranking • President will invite speakers as directed by the Executive Committee • Designate Thrivent Choice receipts during the biennium
Fall (even-numbered years)	<ul style="list-style-type: none"> • Select convention site and authorize contract to be signed • Approve registration fees for District retreat
February (odd-numbered years)	<ul style="list-style-type: none"> • Finalize plans for national LWML convention, including District cost share for persons District requires to attend • Select Young Woman Representative to national LWML convention • Approve appointment of Nominating Committee Chairman • Receive Endowment Committee report
Spring (odd-numbered years)	<ul style="list-style-type: none"> • Consider revisions to Procedures Manual and bylaws • Select convention logo
Early Fall (odd-numbered years, often held in convention city)	<ul style="list-style-type: none"> • Draft program for following year's District convention • Review proposed convention budget and registration fees • Review proposed Gifts from the Heart item(s) • Review & approve mission grant proposals for inclusion on the ballot • Approve recipient(s) of convention offering (one offering is for mission grants)
Late Fall (odd-numbered years)	<ul style="list-style-type: none"> • Approve convention budget and registration fees • Approve Gifts from the Heart item(s) • Approve registration fees for District retreat • Consider Convention Committee information on banquet entertainment • Approve bylaws amendments to be submitted to National Structure Committee
January (even-numbered years)	<ul style="list-style-type: none"> • Approve slate of candidates • Approve District budget to be presented to convention • Approve bylaws amendments to be voted on • Approve convention registration form • Approve convention servant event • Approve convention agenda for manual • Approve Treasurer's choice of financial reviewer • Receive Endowment Committee report
March (even-numbered years)	<ul style="list-style-type: none"> • Complete planning for convention program, including review of worship service and Gifts from the Heart service and all displays and vendors
Pre-Convention	<ul style="list-style-type: none"> • Review final plans for convention

All elected and appointed personnel are to:

1. Send the President a copy of all important correspondence.
2. Prepare a report for each Board of Directors or Executive Committee meeting they are to attend and email it to the President and Secretary by the date specified.
3. Keep a record of postage, printing, supplies, telephone, and travel expenditures with receipts and submit expense vouchers. [Note: Even if you do not want to be reimbursed, keep records and submit your expenses so the Treasurer has an accurate record for budgeting—your successor may need to be reimbursed. If you wish, you may note on the voucher "Do not reimburse, credit District Gospel Outreach" (or mites, your choice).]
4. Maintain files of all information, actions, and correspondence
 - a. Prepare workable file for successor
 - b. Send archival material to archivist-historian.
 - c. Use the BOD Site tab on the District website to store pertinent documents.
5. Information for publicity purposes is released *only* by the Vice President of Communication and her team. Other members are encouraged to share information *after* the Communication team has released it.
6. All vice presidents
 - a. Represent the District at zone events if requested to do so by the president.
 - b. Share resources from national LWML for encouraging and equipping women.

President

1. Immediately after District Convention
 - a. Conduct post-convention Executive Committee meeting;
 - b. Appoint the Public Relations Director, Web Master, Editor, Social Media Facilitator, Archivist-Historian, Parliamentarian, and Meeting Manager.
2. Preside over District Board and Executive Committee meetings, District Convention, and any other District meetings deemed necessary. Agree upon a date for the meeting. About a month before the meeting, send out a tentative agenda with specific assignments noted (e.g., Devotions), request for reports. For in-person meetings, have a site in mind for the next meeting so that it can be announced before the present one is adjourned. Provide directions to the host church, inquire about housing needs, etc. with the call to meeting. A Saturday morning brunch seems to work well instead of a closing lunch.
3. Store table tents for reuse at Board of Directors and Executive Committee meetings and conventions.
4. Be an ex officio member of all committees except the Nominating Committee.
5. Appoint the Bylaws, Young Woman Representative (YWR), and Heart to Heart (H2H) Committees and the Minutes Review Committee for Board and Executive Committee meetings.
6. Attend
 - a. As many zone events as possible;
 - b. District retreat (usually held in July);
 - c. National LWML Presidents Assembly meetings and convention (Presidents Assembly meetings are usually held in January and just before the national LWML convention in June of odd-numbered years).
7. For the upcoming District Convention, appoint

- a. Nominating Committee Chairman (February of odd-numbered years—notice of offices to be filled and names of Committee members should be in the *U & I Together* the fall before convention). The Nominating Committee Chairman is never an Executive Committee member. The rationale is to reach beyond the Executive Committee members and their circle of acquaintances;
 - b. Crisis management team (See Page 12 for details)
 - c. Tellers for Grants, Tellers for Officers, Convention Minutes Review Committee, Convention Resolutions Committee (if needed), and others necessary for business on the convention agenda (e.g., women to present convention rules, lead prayer before balloting). These appointments are made from the list of those eligible to vote at convention (most members of the Executive Committee, past presidents, and the delegates). Tellers must be independent--that means no one who is on the ballot can be a teller. While we have often used the Vice President of Gospel Outreach and the Nominating Committee Chairman as chairmen of the two tellers committees, there is no requirement to do so; furthermore, since tellers only function during the convention this is an excellent opportunity to involve other women. Since the Convention Resolutions Committee, if needed, will work before the convention, it is most convenient to use members of the Executive Committee for this committee, e.g., zone presidents.
8. Invite the national LWML representative, LCMS Rocky Mountain and Northwest District presidents, and other guests to District convention.
 - a. Send the *U & I* to the guests so that they get an idea of what our District is like.
 - b. Send a tentative convention agenda, highlight where they are on the agenda and how much time you have allotted them.
 - c. For speakers, specify what you want them to talk about.
 - d. Ask speakers if they want a private room or if they would prefer a roommate. Inform the convention host committee of the decision so they can make reservations for the speakers.
 - e. Keep in touch so you can get their flight times; tell the host committee so that their personnel can arrange to pick up the guests.
 - f. Address any concerns that they may have prior to convention.
 9. Prepare a history of the District for the biennium for the District convention manual. Send a copy to the archivist.
 10. Store the District banner.
 11. Sign contracts, expense vouchers, and other documents as instructed by the Executive Committee.
 12. Know current insurance requirements and ensure that District events are covered by insurance. The policy is obtained by national LWML and the District is charged for coverage; if an incident occurs, contact national for instructions. See the sections in this manual on Crisis Management (Page 1) and Legal Requirements for District Events (Page 45) for details.
 13. Be aware of what all the officers and other responsible people are doing. If someone is not doing her job, ask her what can be done to help her. If necessary, let her know that she can resign. **The goal is to put someone in place to do the job while supporting the person who resigned.**
 14. Keep delegates, YWRs, and guests from our District informed on times for the delegate orientation, District caucus, and any other pertinent information that the president has access to prior to convention. Communication is key to a meaningful experience for all. Help the delegates, who may never have been at a convention before, to know what they may expect at the convention.

15. Note: National LWML makes housing arrangements for YWRs and invoices District for the cost.
16. Encourage all District members attending the national convention to submit the names of people who might be good speakers for a future District convention to the Vice President of Christian Life along with their topic, the reason for recommending them, and any contact information that is available.
17. When received from National, forward the *Lutheran Woman's Quarterly* subscription form to the VP of Communication and Financial Secretary. After the Financial Secretary obtains updates from the groups, send the revised information to National.
18. Obtain mite boxes for the District when needed.
19. Obtain a debit card to be used by the District President only for LWML business.
20. Handle applications for new groups and individual members.

According to LWML.org, applications for individual membership are in the LWML *Leader's Manual*.

From the LWML website (<http://www.lwml.org/posts/handbook-resources/how-to-start-a-new-group?month=6&year=2018> on 10/5/2018): "The sequence of steps to officially form a new group includes:

- "The prospective new local group contacts their District LWML president and informs her that a new group wishes to be affiliated with the LWML.
 - "The District president sends the District's new LWML group form (if available; otherwise the form in the *LWML Welcome Packet* can be used) to the new local leader; the leader of the new group fills it out and submits it to the District president.
 - "The District president completes the LWML New Group Report Form. She mails, scans, or faxes the form to the LWML president.
 - "The LWML president sends (through the LWML Office) the new group a letter of welcome.
 - "The group may order their *Lutheran Woman's Quarterly* subscriptions through their District *Quarterly* chairman.
 - "Membership certificates give identity and recognition of name to new groups and relate them to the national organization. A free, downloadable blank membership certificate can be obtained by district presidents from the secure login portion of the website. The certificate may be placed in a frame, if desired, before presenting it to the new group. Presentations are often made by the District president at zone rallies; the new group is then announced and recognized at the next LWML District convention."
21. Send the President of national LWML a copy of all important correspondence.
 22. Send the National LWML Vice President of Gospel Outreach a list of the grants that will be funded on the form national sends the district presidents.
 23. Send a personal note of thanks to donors, or their representatives, for any gift to the Endowment Fund or cash gifts over \$1,000 to the District treasury.
 24. Send new Church Workers in Mission within the District a welcome letter along with other pertinent LWML information.
 25. The president's pin is passed from one President to the next. Order a past president's pin for yourself if desired.

Vice President of Christian Life

U & I Together

Contribute to the *U & I* as outlined in the Editor's section (Page 30) and Schedule table (Page 31).

Prepare Convention Devotions

These may include room devotions, opening of a session, after the banquet, and closing devotions, depending on the convention program. Determine the time allotted and the focus of the devotion when the convention program is planned at the Early Fall Executive Committee meeting in odd-numbered years. Devotions could be very short: readings, scripture, short thought, and prayer. Convention devotions can be an excellent time to involve women from the zones.

District Retreat

See the section on the District retreat in this manual. Include retreat information in your reports to the Executive Committee. Give the number in attendance to the District secretary and ensure that a list of attendees and their contact information is given to the archivist.

District Convention Speakers

Maintain the list of people who might be good speakers for a future District convention. When names are submitted, contact the candidate to see if they want to be on the list and what their fee is.

Vice President of Gospel Outreach

U & I Together

Contribute to the *U & I* as outlined in the Editor's section (Page 30) and Schedule table (Page 31).

Mission Grants

See the bylaws for the criteria for grants and the membership of the Mission Grants Committee. The table below gives the life cycle of a grant. Because your term began at convention, when grants were adopted, you begin "in the middle." Letters/forms to help you manage the grants are on the District website, BOD Site tab.

Life Cycle of a Mission Grant

Odd-Numbered Years

- Winter
- Ask the Vice President of Communication to publish a call for grant proposals in the *U & I*—see schedule on pages 31ff. Give her the grant criteria, the grant proposal form, and proposal deadlines.

Note: A September 1st deadline allows barely enough time to mail the proposals to the committee for their review, hold a committee meeting to select grants, and prepare a report for the Executive Committee's Fall meeting.

Note: Require photos illustrating the grant to be submitted with the application. Asking for photos later is more work for you and them.

- Spring
- Contact the NW District and Rocky Mountain District mission executives for grant ideas. You may also contact the national LWML Gospel Outreach Bank.
 - Notify each grant proposal sponsor when its proposal is received.

For each grant proposed, notify the appropriate synodical district or the LCMS Executive Director of Missions and solicit their approval of the grant unless the

applicant is listed as an RSO on lcms.org. (A Recognized Service Organization (RSO) is a 501(c)(3) not-for-profit organization that is independent of The Lutheran Church—Missouri Synod but whose operations foster the mission and ministry of the church, whose program activities are in harmony with the Synod, who agrees to respect and not act contrary to the doctrine and practice of the Synod, and has been granted RSO status by the Synod.)

- Fall
- Send each grant proposal **that meets the criteria (Bylaws Article XIV, Section 2)** to the committee members for their review prior to the committee meeting.
 - Chair the committee meeting that recommends grants for the ballot. This meeting may be a teleconference or video conference.
 - Review the criteria with the committee and ensure that all grant applications selected meet the criteria. To support a wide variety of missions it is recommended that no grant appears on the ballot that was funded the previous biennium for the same project.
 - Write the committee's report and present it to the Executive Committee for approval of the grants to appear on the convention ballot. The description of each grant should show how it meets the criteria.
 - Notify by letter or email the agencies whose grants will, or will not, be on the ballot.

Even-Numbered Years

- Winter
- Ask the Vice President of Communication to publicize the grants that will appear on the convention ballot. Give this information to the woman preparing the convention manual also. List the grants in alphabetical order and provide a brief description to help the general membership of the District guide their delegates in voting at the convention. The description of each grant should show how it meets the criteria.
- Spring
- Prepare the grant ballots for the convention (list them in the same order as in the convention manual, state "Vote for three grants"). Prepare a PowerPoint presentation for the convention.
- April
- Present the grants to the convention.
 - Notify the appropriate synodical district and the sponsors and/or recipients of the proposed grants whether or not their grant was adopted by the convention and, if adopted, how the grant will be paid. (The president will send the National LWML Vice President of Gospel Outreach a list of the grants that will be funded on the form national sends her.)

- Ongoing
- Monitor each grant until completion. Note that if a grant is adopted and then the recipients want to use the money for another purpose, they cannot do so; they must submit a new grant proposal. The bylaws provide for this situation.
 - The Treasurer will notify you when money is available for grants. When enough is available for a grant, notify the recipient that they may request their allotted amount; there is a Grant Request form you send them for this (see the BOD Site tab on the District website). Send a copy of this form to the Treasurer. The Treasurer will send the check directly to the recipient.
 - While it is desirable to pay grants adopted by the convention in the order of the number of votes received, don't hold money in the bank if Grant #2 is ready and #1 is not. (They are all supposed to be "ready to implement" before they appear on the ballot, but sometimes there are built in schedules. For example, funds for summer Vacation Bible School materials may be available in November but they don't need them until it is time to purchase the materials.)

Vice President of Special Focus Ministries

U & I Together

Contribute to the U & I as outlined in the Editor's section (Page 30) and Schedule table (Page 31).

YWR and H2H (Heart to Heart) Sisters programs

1. In conjunction with the YWR Committee, promote the District's YWR program.
2. Solicit nominations for YWR(s) to the national convention and present them to the EC at its winter meeting before the convention. See the policy on page 14.
3. Direct and promote the H2H Sisters program.

For national conventions, LWML will coordinate the YWR convention housing accommodations with the District president.

Gifts from the Heart

For the District Convention's Gifts from the Heart:

1. Bring suggestions for the Gifts from the Heart to the Fall Executive Committee meeting before the convention. The items should support the convention theme and be helpful to the host city. Work with the host zone to identify potential recipients and refine the suggestions before presenting them to the Executive Committee.
2. Ask the Vice President of Communication to publicize the Gifts from the Heart. Groups should be encouraged to get their entire congregation involved.
3. Ensure that a Gifts from the Heart dedication is included in the convention program, perhaps in a devotion or the closing service.
4. Obtain a count of the items gathered; assist in their distribution as appropriate.
5. Assist in national LWML Gifts from the Heart as requested.

Servant Event

Suggest servant event for the District convention to the Executive Committee for approval.

Vice President of Organizational Resources

U & I Together

Contribute to the U & I as outlined in the Editor's section (Page 30) and Schedule table (Page 31).

Bylaws Committee

Chair the Bylaws Committee. (See the Committee's duties listed in the bylaws and the timeline under Bylaws Committee in this manual.) All changes must be approved by the LWML Structure Committee. Ask the District President for the LWML Structure Committee Chairman's name and contact information. Ask the Structure Committee for the current procedures for submitting amendments for their review.

The files you inherited should have the correct format for proposed amendments (rationale followed by "existing" in left column, "proposed" in right). The dialog used to bring an amendment before the convention is given in the section of this manual on convention business.

When changes are adopted by the convention, update the bylaws and standing rules document using the wording from the minutes.

Have on file bylaws from each zone and encourage the zones to review their bylaws at least once during your term (i.e., every four years).

Church Worker Grant Program

Conduct the Church Worker Grant program. (See the Standing Rules, printed at the end of the Bylaws, for the details of this program.) The applicant must write to the Vice President of Organizational Resources requesting a grant and

1. Naming their home church (i.e., the church where they were members when they began course work to become eligible for a Call). The home church must be in the Utah-Idaho LWML District to meet the "from" criterion in the Standing Rule.
2. Including a copy of the call papers for their first call.

The table below outlines the grant process. You should have copies of all the letters, bulletin announcements, etc. in your files. A sample letter announcing the grants program is found on the BOD Site tab on the District website.

Schedule for Church Worker Grant

Date	Action
November/ December	Prepare mailing to go out the first week in January soliciting grant applications from students who have accepted their first call in the Lutheran Church–Missouri Synod. This information goes to all congregations in the Utah-Idaho District's geographic area, whether they have a group or not. Include in this mailing bulletin and newsletter announcements pertaining to the program.
January 2	Send prepared mailing to churches.
January	Send (email or snail mail) information about the Church Worker Grant to <ul style="list-style-type: none">• Vice President of Communication for publication in the <i>U & I Together</i> and on the District website.• Northwest and Rocky Mountain LCMS District offices (they should be aware of students from their districts who are completing their studies and are eligible for a call)

- NOW District President & Administrative Assistant
 - Rocky Mountain District President & Administrative Assistant.
 - LCMS seminaries and colleges. See lcms.org for email addresses.
 - Concordia Theological Seminary, Fort Wayne – Director of Financial Aid
 - Concordia Seminary, St. Louis – Registrar.
- May 31 Deadline to receive letters of application (Most calls are issued by the end of April. Students taking a call at other times may apply the following May.)
- June After receiving call documents of applicant(s)
- Complete an expense voucher requesting the treasurer to send you a check for each recipient.
 - Write a congratulations card and send the check with it.
 - Write a letter to the recipient’s home congregation informing them of the grant.
 - Send the VP of Communication a draft of an email to be released to the District; include recipient’s home congregation, where they were called, and any other pertinent publicity information.
- If there are no eligible applicants, request the treasurer to disperse the money according to the standing rule.
- Keep on file a list of all the Church Worker Grant Program recipients, their home congregation, and when and where they took their first call.
- Write a report for convention manual.
-

Maintain this *Procedures Manual*

Review their section with outgoing officers and revise as necessary so that current information is available for new officers. (If Executive Committee approval is needed for any proposed changes it should be requested at the Spring meeting in odd-numbered years.)

Vice President of Communication

The Vice President of Communication coordinates all District-wide communications. This includes

- Working with the Executive Committee, Convention Committee, and District Retreat Committee to identify news to be published. For example, publicize the speaker(s) biography, topic, etc. Several months before convention publish the time registration begins, convention starting and ending times, banquet start time, general agenda, speaker(s) biography and topic, and directions to the hotel. You may wish to provide a poster for groups to use and bulletin inserts (or newsletter article for congregations). Publicize the opening service and encourage people who can’t attend the entire convention to worship with us. Remind the zone presidents to talk about the exciting parts at the zone spring events.
- Selecting the media to be used (e.g., email, *U & I Together*, website, social media).
- Facilitating District virtual meetings and events (enable the Meeting Manager to be the alternate host for virtual meetings).
- Overseeing and approving materials created by the Public Relations Director, Web Master, Editor, and Social Media Facilitator.
- Maintaining MailChimp (or other designated mail service) email list of people receiving District news. Individuals sign-up via the website to receive District news and emails.

- Obtaining the directory of district personnel from the secretary, distributing it to the BOD, and, working with webmaster, uploading it to BOD page of website. In District convention years, the updated directory is to be distributed to the BOD and available on the website by June 1.
- Assisting District officers in communicating with LWML groups. For example, the secretary in requesting delegate information before convention or the financial secretary requesting groups to pay their dues and subscriptions to the *Lutheran Woman's Quarterly*. (See shared google doc.)
- Collaborating with the President, financial secretary, and the national LWML office on number of *Lutheran Woman's Quarterly*s sent to each group. The district financial secretary maintains the list and sends to the VP of Communication and District President for approval. District President sends it to National.

The Vice President of Communication also sends publicity material to the Northwest and Rocky Mountain Synodical Districts or national LWML as appropriate.

Secretary

1. Receive reports prior to Board of Directors and Executive Committee meetings, compile and send to President and meeting participants.
2. Minutes.
 - A. After a Board of Directors or Executive Committee meeting, or the District convention, email a draft of the minutes to the Minutes Review Committee members. As appropriate, include copies of motions, reports of tellers committees, etc., so the committee can verify that the minutes are correct. Work with the Committee as outlined under Minutes Review Committee on page 4.
 - B. Provide copies of the meeting or convention minutes to each member of the Board of Directors within 30 days of the meeting or convention. Copies may be given to others who need them (e.g., minutes with instructions for the convention should be given to the Convention Chairman).
3. Maintain the directory of district personnel with their contact information (name, email, phone number and address), term of office, and voting status and provide it to the Vice President of Communication. (See form requesting this information on the BOD Site tab on the District website. The original is a shared google doc.)
4. During January each year, work with the Vice President of Communications and the Financial Secretary to send a letter to each Group requesting updates to their information for the District Group Roster (for the Secretary) and for Dues and Quarterlies (for the Financial Secretary). (See samples on the BOD Site tab on the district website.) Group information should be updated by the Secretary on a Google Doc shared by the VP of Communication, Secretary and Webmaster. The Webmaster will post the Roster on the BOD website.
5. During January in convention years, work with the Vice President of Communication to send a letter to each Group asking for the name(s) of their delegate(s) and alternate(s). (See samples on the BOD Site tab on the District website and Bylaws Article V, Section 2).
6. Provide a list of delegates to the President and the Convention Registrar as soon as possible (the President makes appointments from this list).
7. LWML members who use their personal vehicles when transporting guests and speakers from out-of-the-District to District events shall provide to the District secretary copies of a valid driver's license and vehicle insurance with appropriate liability and personal injury.

8. Sign contracts and other documents as instructed by the Executive Committee.
9. Oversee Archivist-Historian
10. Maintain a chart showing the attendance and sites of past retreats and conventions. It is to be posted on the BOD Site tab of the District website along with this manual.

Treasurer

1. Send a quarterly financial report to the President and EC members and report at each regular meeting of the Executive Committee. This report shall include Designated Funds.
2. Report online giving to Financial Secretary.
3. Contribute to the *U & I* as outlined in the Editor's section (Page 30) and Schedule table (Page 31).
4. Distribute Mite boxes within the District. These are ordered by the District President.
5. Prepare the District budget and present it to the Executive Committee at its January meeting before the convention. Submit the budget approved by the Executive Committee to the Vice President of Communication for publication and to the woman preparing the convention manual.
6. Maintain a balance of \$1000 for ongoing expenses.
7. Pay Church Worker Grant recipients upon receipt of their first call to serve as directed by the Vice President of Organizational Resources. In the event that there are no recipients that year, divide the budgeted \$3000 per the Standing Rules as follows: \$1000 to be added to the Mission Grants budget for the next biennium and \$1000 each to the scholarship funds of Concordia Theological Seminary—Ft Wayne and Concordia Seminary—St Louis.
8. Remit mites to national LWML at least quarterly; the Executive Committee prefers monthly.
9. Notify the Vice President of Gospel Outreach when money is available to pay a grant. She will notify the recipient that they may request their allotted amount. When the recipient confirms that the project is ready for funding, the Vice President of Gospel Outreach will send a copy of the completed notification and an expense voucher to the treasurer. You send the check directly to the recipient. Send a copy of the signed voucher to VP of Gospel Outreach to notify her that payment has been made.
10. Pay the funds budgeted to support District representation at the national LWML convention as authorized by the Executive Committee.
11. Reimburse all District elected officers, appointed officers, and special appointed personnel for their travel expenses as specified in the Travel Expenses policy (Page 13). (Use expense voucher, found on the BOD Site tab on the District website.)
12. Choose a financial reviewer and present the name to the Executive Committee for approval at the January meeting of District convention years.

Zone President

1. If unable to attend a Board of Directors or Executive Committee meeting, appoint someone to represent you and so notify President.
2. Appoint a woman to each of the following District Committees: Nominating and Mission Grants (Gospel Outreach).

3. Obtain signed Participant Information, Acknowledgment, Assumption of Risk and Release form from participants who do not have a current form on file with the Meeting Manager (she will provide a list). Scan the forms and email the electronic copy to the Meeting Manager. Destroy the paper copies at the end of the biennium.
4. Invite the District President to your fall and spring events, including, if possible, the PR flyer so she is aware of any special items to bring along (e.g., Sack lunch, Gifts from the Heart items). Do not assume that she knows how to get to the host church—give her directions. As a courtesy, the registration fee should be waived for her and any other Executive Committee members in attendance not from the host zone. Always introduce her and all District board members present, whether they are from the host zone or not.
5. At the fall event, remind groups to fill out the form asking for the names of their officers and number of *Lutheran Woman's Quarterly's* desired and return it promptly. Remind them it is good to pay for their *Lutheran Woman's Quarterly's*, otherwise the cost comes from mites. Send the names of the current zone officers to the President, Vice President of Communication, and Secretary.
6. Select District Convention Chairman two years before your zone will host the District Convention.
7. Encourage nominations for the national LWML Young Woman Representative when she will be selected from your zone. (She is selected at the February Executive Committee meeting before the national LWML convention from the zone that will host the next District convention.)
8. Designate the group that will organize the District Retreat when it is your zone's turn. Some zones rotate the responsibility among groups; others have a zone-wide committee.
9. Provide the name of the zone's delegate and alternate to the national LWML convention to the District President when requested. (This will be early in convention years so identify the delegate and alternate by December before the national convention.)
10. Invite the zone's delegate to the national convention to report at the fall zone event.
11. Contribute to the *U & I* as outlined in the Editor's section (Page 30) and Schedule table (Page 31).
12. Perform other duties listed in zone bylaws.

Pastoral Counselor

1. As requested by the President, prepare Bible studies for Board of Directors and Executive Committee meetings.
2. Contribute to the *U & I* as outlined in the Editor's section (Page 30) and Schedule table (Page 31).
3. Serve on the Mission Grants Committee.
4. If requested, prepare convention Bible study.
5. Prepare the convention worship service (historically a festival communion service). Be prepared to discuss it at the March Executive Committee meeting before convention when the convention agenda is being completed (send courtesy copies to the Vice President of Christian Life and the President so that they can read it before the meeting).
6. As requested, work with the Vice President of Special Focus Ministries on the Gifts from the Heart dedication and the Vice President of Christian Life on the convention devotions.

7. Install newly elected officers at the District convention.
8. Serve as doctrinal advisor on printed materials to be distributed that have not previously gone through doctrinal review or been published through Concordia Publishing House. This includes vendors at District events.
9. Attend the national LWML convention (some expenses are paid by District).

Financial Secretary

1. Deposit checks received monthly or more frequently.
2. Monthly, send the District President and Treasurer a breakdown of
 - Mite offerings from each group.
 - Dues paid by each group.
 - *Lutheran Woman's Quarterly* subscriptions paid by each group.
 - Miscellaneous offerings from each group.
3. Quarterly, send each Zone President a report of her Zone groups' offerings as stated above.
4. Contribute to the *U & I* as outlined in the Editor's section (Page 30) and Schedule table (Page 31).
5. Working with the VP of Communication, request the groups to submit their desired number of *Lutheran Woman's Quarterly*s. National sends a form to the President in January. She will forward it to you. Return the updated subscription request form to the President by March 15 for submission to National.
6. Prepare a quarterly Mite offering report for the *U & I Together*.
7. Write thank you letters for donations over \$100; see samples on the BOD Site tab on the District website. Include IRS-acceptable wording for donations of \$250 or more. (The IRS doesn't give specific wording. The key is that the donor didn't get any goods or services, only intangible benefits. This meets the requirements: "FOR TAX PURPOSES: The Lutheran Women's Missionary League Utah-Idaho District is a 501(c)(3) nonprofit organization, EIN 23-7540676, and affirms that no goods or services were provided to you in return for your contribution other than intangible, religious benefits.")
8. Select two other members to help count offering money at the District convention. Offering totals will be reported to the convention body at the President's request.

Public Relations Director

The Vice President of Communication is the coordinator for all District communication, both to the Utah-Idaho District members and national LWML. The Public Relations Director works closely with her to publicize District events. The Public Relations Director shall:

1. Prepare table tents for Board of Directors and Executive Committee meetings (the President will store them for reuse).
2. For the convention, prepare table tents to reserve seating for the following groups:
 - Timekeeper (1 chair)
 - Minutes Review (3 women)
 - Speakers/Special Guests
 - Past Presidents
 - Voting Executive Committee (12, less women whose jobs require them to sit elsewhere)

- Nonvoting Board (8, less women whose jobs require them to sit elsewhere)
 - Delegates (obtain count from convention registrar, less women whose jobs require them to sit elsewhere, e.g., minutes review)
 - YWRs
 - Convention Committee (Some need seating at the back so they can go in and out without disturbing anyone. This needs to be reserved so guests don't take it.)
3. Prepare a display for the convention lobby if requested by the President.
 4. Appoint and oversee the convention photographer. Send photos of officers, speakers, etc. to VP of Communication and archivist. Examples of photos to be taken:
 - a. Registration table – registrars and several who are registering
 - b. Candid as attendees arrive for opening worship service
 - i) Worship leader – music leader, etc., various audience shots, offering being taken
 - c. Ingathering –
 - i) Individuals bringing items
 - ii) Workers sorting/packing items
 - iii) Picture of sign designating recipient(s)
 - d. Business meetings –
 - i) President officiating
 - ii) Bible Study leader
 - iii) Each speaker
 - e. Outgoing officers
 - f. All officers including new officers
 - g. Closing worship service

Web Master

The Vice President of Communication is the coordinator for all District communication, both to the Utah-Idaho LWML members and national LWML. The Web Master works closely with her to publicize District events.

- Maintain the District's website.
- Post new material as requested and be alert for other pertinent material via district communications and emails. Inform the VP of Communication of all updates for confirmation and follow-up.
- Review website monthly, remove outdated material, and update current information.
- Immediately after the District convention, send new officers and appointed personnel an invitation to the BOD page.
- By June 1 after a District convention, update the website with the changes due to election of officers and mission grants adopted. Post the directory of District personnel provided by the VP of Communication.
- Post a list of District officers with their email addresses.

Editor

The Vice President of Communication is the coordinator for all District communication, both to the Utah-Idaho LWML members and national LWML. The Editor works closely with her to publicize District events in the District's newsletter, the *U & I Together*.

The purpose of the *U & I Together* is to encourage Lutheran women in their faith walk and their support of the LWML's mission and to keep them informed of what is happening within our District and major national LWML news.

Our intended audience is all Lutheran Women in Mission, including ones that do not go to LWML meetings. Items that are intended solely for leaders can be sent in a separate email to leaders.

The Editor shall submit the draft of each issue of the *U & I Together* to the Vice President of Communication, President, and Pastoral Counselor for approval prior to publication.

The full *U & I* Newsletter is published quarterly, in February, May, August, November, and a one-page email announcement with a mustard seed devotion and timely information is published in January, March, April, June, July, September, October, and December.

Quarterly *U & I Together* Newsletter

- Articles must be submitted to the President, Editor, and VP of Communication by the 15th of the month prior to publication.
- Each issue will be emailed between the 1st and 5th of the month by the VP of Communication to those on the large distribution list.
- Every quarterly issue should include:
 - Encouragement from the President (may be combined with news)
 - Devotional (100-150 words) from the Pastoral Counselor
 - A resource and/or ponder questions or mini Bible study from the VP of Christian Life
 - Calendar, with next convention (District or national), zone events and District retreat from the VP of Gospel Outreach
- Other topics to be included at the appropriate times
 - From the VP of Gospel Outreach
 - List of grants and their status when a grant is paid.
 - When a grant is paid, publish what the project is about.
 - When the recipient has had time to spend the grant, ask for pictures/words about what they did with it and the result.
 - From the VP of Special Focus Ministries
 - Service ideas for individuals.
 - Occasional words of encouragement to our District's young women.
 - Words of encouragement for the District's YWRs to attend national and District conventions
 - Assist YWRs in writing article following each convention
 - From the VP of Communication
 - How to sign up for National and District news.
 - From the Treasurer
 - Joyful Response
 - Endowment
 - From the Zone Presidents
 - Encourage groups to share about completed activities—pictures encouraged

Monthly Announcement

- Published in January, March, April, June, July, September, October, December
- Devotion Mustard Seed
- Specific submissions for each month are listed below in the table.

Items for *U & I* Issues and Monthly Announcements

Even-Numbered Years		Person Responsible
June	Convention highlights	President
	Convention servant event report—after items are delivered	VP Special Focus Ministries
	List of Church Worker Grant Program recipients	VP Organizational Resources
	District retreat publicity	VP Communication
July		
August	YWR District convention report	District YWRs
	Publicity on fall events—at least dates, complete detail for September events	Zone Presidents
	Quarterly Mite Offering Report, include thanks and encouragement for supporting missions	Financial Secretary
September	Report on Board meeting if held in August	President
	October fall event dates	Zone Presidents
October		
November	Report on fall zone events	Zone Presidents
	Short report on the EC meeting	President
	Quarterly Mite Offering Report, include thanks and encouragement for supporting missions	Financial Secretary
	Call for national YWRs	VP Special Focus Ministries
December	Advent Mission Gift	Publicity
Odd-Numbered Years		
January	Publicity on national convention	President
	Final call for national YWRs	VP Special Focus Ministries
	Church Worker Grant—how to apply (applications are due May 31)	VP Organizational Resources
February	Call for District mission grant proposals	VP Gospel Outreach
	Publicity on spring events—at least dates, complete detail for March events	Zone Presidents
	Quarterly Mite Offering Report, include thanks and encouragement for supporting missions	Financial Secretary
	National mite status; deadline for biennium is to Financial Secretary by March 15 th	Treasurer
	Register for national convention	President
March	Highlights from EC meeting, name YWR(s)	President
	National Board meeting update	President
	2 nd & final notice for Church Worker Grant—how to apply (applications are due May 31)	VP Organizational Resources
	March Zone events dates (use information provided for February)	Editor

April	2 nd call for District mission grant proposals	VP Gospel Outreach
	April Zone events dates (use information provided for February)	Editor
	Retreat Save the Date	Publicity
May	Retreat publicity & registration information	VP Communication
	Report on Spring zone events	Zone Presidents
	Quarterly Mite Offering Report, include thanks and encouragement for supporting missions	Financial Secretary
	Publicity on national convention; link to national website for details	Editor
June	List of Church Worker Grant Program recipients	VP Organizational Resources
	Final publicity for District retreat	VP Communication
July	Final notice for mission grant proposals	VP Gospel Outreach
August	YWR national convention report	National YWRs
	Publicity on fall events—at least dates, complete detail for September events	Zone Presidents
	Call for nominations for District office	Nominating Committee chairman
	Quarterly Mite Offering Report, include thanks and encouragement for supporting missions	Financial Secretary
	National convention highlights	President
	List National Mission Grants for Biennium	VP Gospel Outreach
September	October fall events dates (use information provided for August)	Editor
	Retreat highlights	VP Christian Life
	Call for nominations for District office	Nominating Committee chairman
October	Call for nominations for District office	Nominating Committee chairman
November	Report on fall zone events	Zone Presidents
	Short report on the EC meeting	President
	Quarterly Mite Offering Report, include thanks and encouragement for supporting missions	Financial Secretary
	Call for nominations for District office	Nominating Committee chairman
December	Advent Mission Gift	Publicity

Even-Numbered Years		
January	Publicity on District convention (give hotel information, say that registration form is coming next month)	VP Communication
	Church Worker Grant—how to apply (applications are due May 31)	VP Organizational Resources
February (Convention issue)	Convention publicity <ul style="list-style-type: none"> • Speaker highlights • Things to be voted on (candidates, program of work, grants, bylaws [if any]) • Gifts from the Heart • Convention registration form 	VP Communication
	Quarterly Mite Offering Report and Mite status; deadline for biennium is to Financial Secretary by March 15 th	Financial Secretary
	Publicity on spring events—at least dates, complete detail for March events	Zone Presidents
March	Highlights from EC meeting	President
	National Board meeting update	President
	2 nd & final notice for Church Worker Grant—how to apply (applications are due May 31)	VP Organizational Resources
	District convention publicity	VP Communication
	March Zone events dates (use information provided for February)	Editor
April	April Zone events dates (use information provided for February)	Editor
	Final District convention publicity	VP Communication
May	District retreat publicity & registration information	VP Communication
	Convention report (new officers, list of grants, highlights)	VP Communication
	Financial summary for biennium	Treasurer
	Final Mite offering report for biennium	Financial Secretary
	Report on Spring zone events	Zone Presidents
May 15	Letter from new President, new officers, grants adopted	President

Social Media Facilitator

The Vice President of Communication is the coordinator for all District communication, both to the Utah-Idaho LWML members and national LWML. The Social Media Facilitator works closely with her to publicize District events.

- Follow national LWML social media guidelines, see table below.
- Create an active presence across social media platforms approved by the Vice President of Communication.
- Post new material as requested and be alert for other pertinent material.
- Follow national LWML social media as the Utah-Idaho District and share posts to District pages.
- Respond in a timely manner to questions and comments.
- Review social media pages weekly.

LWML on Social Media—District Administration Guidelines as Directed by National LWML

(<https://unite-production.s3.amazonaws.com/tenants/lwml/attachments/60652/LWML-social-media-guidelines-for-districts.pdf>, 9/16/2021)

A. DEFINITIONS

1. The term, "Facebook" shall be used to describe the website, www.facebook.com, defined generally as a social networking website that is operated and privately owned by Facebook, Inc.
2. The term, "Twitter" shall be used to describe the website, www.twitter.com, defined generally as a social networking website that is operated and privately owned by Twitter, Inc.
3. The term, "District Page" shall be used to describe all Facebook and Twitter pages produced and administered by LWML Districts.

B. SETUP OF THE DISTRICT PAGE

1. In naming district Facebook pages, Districts are encouraged to use the "official" names as determined for tax purposes and per the LWML updated Style Sheet.
2. Please inform the Information Technology Committee of any new pages created at social@lwml.org. We are here to assist you with any questions you may have.

C. GENERAL ADMINISTRATION GUIDELINES

1. As a convenience to District Page administrators, all content available for public viewing on the lwml.org website is pre-approved for use on the District Page.
2. To encourage interaction with LWML fans both at the District level and the National level, the District Page must add the official LWML Facebook page (www.facebook.com/TheLWML) as a favorite page.
3. All Districts are responsible for setting up their own District Page, creating their own Administrative Guidelines, and appointing their own administrator(s) to post and edit content on the District Page.
4. All questions regarding the creation and administration of District Pages should be directed to the LWML Information Technology Committee.
5. Since the LWML is not able to review all content on District Pages for doctrinal soundness, all District Pages should contain the following Disclaimer under the "Info" tab: "The comments and opinions expressed herein on this website do not necessarily reflect the beliefs and point of view of the Lutheran Women's Missionary League or The Lutheran Church—Missouri Synod. Statements are made exclusively by the author(s) and appear as written and have not been subjected to the Lutheran Women's Missionary League or The Lutheran Church—Missouri Synod doctrinal review process."
6. All District Pages should use the ESV Bible when quoting Scripture. All District Pages should contain the following language regarding use of Scripture quotations under the "Info" tab: "Unless otherwise indicated, Scripture quotations are taken from the The Holy Bible, English Standard Version® (ESV®) Copyright © 2001 by Crossway, a publishing ministry of Good News Publishers. All rights reserved."

D. RESTRICTIONS

1. To avoid confusion with the official LWML Facebook and Twitter Pages which does use the LWML logo as its default image, no District Pages are to use the LWML logo as their default image or logo. An image of the District's banner is the suggested default image.
 2. As a safety measure to protect the identities of our LWML members and social media users, no District Pages are to permit photo "tagging" (identification of individuals in photos). The administrator of the District Page has the ability to enforce this through the "Settings" tab of the District Page.
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Archivist-Historian

1. Follow the guidelines of national LWML. They have information on what type of material to save and how to save it. If you did not get adequate information in your files, contact the national LWML Archivist-Historian. Ask the District president for her name and address.

2. Receive a copy of the History of the District for the biennium from the President to be included in the material that is sent to the National Archivist-Historian.

Parliamentarian

1. Provide guidance to officers and convention committees as they prepare for the District convention. This includes providing the convention dialog, found in the section of this manual on conventions, to those who need it but do not have a copy of this manual (e.g., Nominating Committee Chairman).
2. Be available to Tellers Committees as they count ballots.

Meeting Manager

1. Host virtual meetings at the request of the Vice President of Communication.
2. Make facility reservations for in-person District Board and Executive Committee meetings. This includes arrangements for accessing the facility on the days of the meeting and closing facility when completed.
3. Assist in lodging arrangements for out-of-town members, with either lodging in local volunteer homes or making reservations at a local hotel. Reservations are to be paid by the out-of-town members, not by the Meeting Manager but the Meeting Manager usually uses her card to guarantee the reservation. Occasionally the District will choose to pay for the lodging of a specific person but that is on a case-by-case basis.
4. Arrange for donated food items for meals during the meeting. Generally, a brunch occurs mid-morning of the Saturday portion of an in-person Executive Committee meeting. Usually, a local volunteer is recruited to set up the food items and to clean up. This person can be the Meeting Manager.
5. Arrange for donated food items for light snacks at in-person meetings that will last more than two hours.
6. Become familiar with the in-person meeting location and ensure that meeting attendees are aware of the location of bathrooms and emergency exits.
7. Maintain file of signed *Participant Information, Acknowledgment, Assumption of Risk and Release* forms as specified in the section on Legal Requirements (Page 45).
 - Provide a list of people with current forms on file to those organizing U-I District-sponsored or -related activities, including Zone activities. For the District Retreat, send the list to the Vice President of Christian Life as well as to the Retreat Committee.
8. Maintain Incident Reports as specified in the section on Legal Requirements (Page 45).

Delegates to National LWML Convention

National LWML sends the information about the convention and decisions to be made to the delegates' homes.

The delegate

- Reads the information packet from national LWML soon after receiving it (call the District president with any questions).
- Brings pertinent parts of the packet to all business sessions.

- Represents her zone at all business meetings of the convention (note that the convention rules require delegates to be seated several minutes before the session opens).
- Participates in the other convention activities.
- Participates in District activities, e.g., caucus and photo (Note that this requires maintaining contact with the District President. For example, if the delegate makes her own travel arrangements, she must tell the President when she is arriving and how she may be contacted.)
- If requested, participates in special convention activities. For example, if a vice president is unable to attend the convention one of the delegates may be asked to do something in the vice president's place.
- Reports to the members of her zone.

COMMITTEES

Bylaws Committee

The Bylaws Committee consists of the Vice President of Organizational Resources as chairman, the Parliamentarian, and two additional members appointed by the President. The committee

- Reviews the District’s bylaws for needed changes, considers changes proposed by others, and oversees the amendment process.
- Reviews zone bylaws and amendments and approves those not in conflict with the bylaws of the District and national LWML.

Suggested Timeline for District Bylaws Review

Post convention meeting	President appoints two people to serve on the Bylaws Committee
	Bylaws Committee reviews bylaws
	Bylaws Committee drafts amendments to make changes it recommends
Spring (odd-numbered years)	President requests EC members to review bylaws and include suggested changes in their report for the EC meeting
	EC considers proposed amendments, may provide guidance for Bylaws Committee to draft amendments
Late Fall (odd-numbered years)	EC approves amendments to be submitted to LWML Structure Committee
	VP of Organizational Resources submits approved amendments to the LWML Structure Committee
January (even-numbered years)	VP of Organizational Resources presents Structure Committee’s report to EC
	EC approves amendments to be presented to the convention
At least two months before convention	Proposed amendments are published in the <i>U & I Together</i> , or in a mailing to the groups,
Convention	Convention votes on amendments
	VP of Organizational Resources prepares final copy and distributes it to the Board members and the national LWML Structure Committee Chairman

Endowment Fund Committee

Note: These procedures cover currently anticipated situations. If other situations arise the Committee will consult the policy on page 10 and the Executive Committee, as needed.

Administrative Procedures

All cash gifts are handled per the District Gift Acceptance Policy in the Procedures Manual. Cash gifts are

- Deposited by District Financial Secretary
- Reported to Executive Committee on next District treasurer’s report.

If a gift is given to the Endowment Fund, all records are given to the Endowment Committee members. The Endowment Committee Financial Secretary will update the information and maintain the Fund’s legal records.

The District Treasurer will remit the funds to the LCMS Foundation and report same to the Executive Committee.

Meetings and Communication

1. The Coordinator will arrange for an Endowment Fund Committee meeting in person or by teleconference as often as deemed necessary for the best interest of the Fund but no less than annually. She will distribute the meeting minutes within 30 days after the meeting.
2. The District President or any member of the Committee may call a meeting.
3. Two members of the Committee constitute a quorum.
4. All communications received by a Committee member that pertain to the Endowment Fund will be shared with the other Committee members via email immediately.

Records

1. The Endowment Committee Financial Secretary will record all the details of gifts received on a confidential report that is shared only with the Endowment Fund Committee. All documents pertaining to a gift are permanent records; they may be filed electronically.
2. The Endowment Committee Treasurer will maintain the Committee's books and prepare the annual treasurer's report.
3. All Committee records, including minutes and reports, will be backed up with an external source for security each time a new entry has been made.
4. Each Committee member will deliver all documents and minutes to her successor with an external source for security.

Reporting

The Committee will prepare an annual report for the winter meeting of the District's Executive Committee. This report shall include the Endowment Committee treasurer's report, the Endowment Committee's review of the investment performance, and any other items the Committee deems useful for the Executive Committee to understand the Endowment.

Individual Position Duties

1. The Endowment Coordinator shall:
 - A. Preside at all meetings of the Committee.
 - B. Record complete and accurate minutes of all Committee meetings and provide a copy of the minutes to:
 - 1) Each Committee member,
 - 2) The District President, and
 - 3) The District Secretary.
 - C. Provide all new members of the Committee a copy of this policy and assist them in understanding the function and purposes of the Fund.
 - D. Serve as the primary communication liaison with external parties employed for legal, investment, accounting and reporting, and other advisory needs and provide notes on such communications to the other Committee members.
 - E. Vote, or refrain from voting, securities having voting privileges and/or give any type of proxy (with or without voting directions) to vote the same.
 - F. Present an annual, written investment performance report to the Executive Committee.

2. The Endowment Financial Secretary shall:
 - A. Receive, deposit, and record all gifts to the Fund as directed in the District Gift Acceptance Policy.
 - B. Acknowledge all gifts received by the Fund with appropriate letters of gratitude in accordance with the District Gift Acceptance Policy and including, whenever feasible, the value ascribed to each gift.
 - C. Provide information about all gifts received to the other Committee members and the President.
 - D. Assist with classifying gifts being received in accordance with the Endowment Fund policy, *Accounting and Reporting*, page 12.
 - E. Maintain the Fund's legal records, including the permanent file of Committee minutes and a permanent record of all donor gifts received and the original remitting document establishing the donor's intent and restrictions.
 - F. Keep a complete set of minutes to be delivered to her successor.
3. The Endowment Treasurer shall:
 - A. Record the classification of all gifts to the Fund.
 - B. Maintain accounts with financial institutions approved by the Executive Committee.
 - C. Receive investment statements on behalf of the Fund from all external parties and record investment earnings and activities.
 - D. Arrange for copies of investment statements to be sent to the Endowment Coordinator and Endowment Financial Secretary as they become available.
 - E. Request the District Treasurer to issue checks to the LCMS Foundation when funds are available to invest.
 - F. Request the LCMS Foundation to disburse monies from the Fund to the District Treasurer as directed by the District Executive Committee or convention.
 - G. Submit a written financial statement to the Executive Committee at least annually.
 - H. Keep a complete set of minutes to be delivered to her successor.

Mission Grants Committee

See Vice President of Gospel Outreach for process details.

About Selecting Mission Grants

From the Bylaws:

The Mission Grants Committee shall consist of the Vice President of Gospel Outreach as chairman, the Pastoral Counselor, and four members, i.e., one member appointed by each zone president, and shall:

- a. Solicit grant proposals;
- b. Investigate, evaluate, and select proposed mission grants to be submitted to the Executive Committee for approval and inclusion on the District convention ballot.

Mission grants must meet the following criteria:

- a. Have a mission emphasis, extending the ministry of the Word;

- b. Fit into the plans and projections of the LCMS and be approved by the appropriate LCMS district;
- c. Be current and ready for implementation;
- d. Be well documented;
- e. Be assured of continued maintenance.

Policy:

To support a wide variety of missions it is recommended that no grant appears on the ballot that was funded the previous biennium for the same project.

Custom:

- We tend to have twice as much money requested on the ballot as is budgeted for grants. For example, if the budget is around \$30,000 the grants on the ballot would total around \$60,000. This is a rule of thumb, not of law.
- Many grant applications request arbitrary amounts. Either the grants committee or the executive committee can adjust the amounts. Amounts are sometimes reduced to get more grants on the ballot.
- Variety in the type of project is good. If two projects are quite similar and you need to trim somewhere to reach the dollar goal, you can drop a project.
- If a grant application does not clearly state how they meet the criteria you may, but are not required to, ask the applicant for more detail.

YWR Committee

The YWR Committee reports to the Vice President of Special Focus Ministries. It shall:

1. Promote awareness of YWR programs and information within the District through *U & I Together* and the District’s website.
2. Assist groups within the District in ways to include YWR activities within their church.
3. Assist each zone president with YWR participation in zone events.
4. Organize YWR activities for the District convention. Submit the budget for these activities to the Convention Host committee in time for it to be included in the draft convention budget submitted to the EC for approval.

H2H Committee

The H2H Committee reports to the Vice President of Special Focus Ministries. It shall:

1. Promote awareness of H2H programs and information within the District through the *U & I Together* and the District’s website.
 - a. Assist groups within the District in ways to include H2H activities within their church.
2. Assist each zone president with H2H participation in zone events.

Nominating Committee

The Nominating Committee consists of a chairman, appointed by the District President subject to the approval of the Executive Committee, and four members, each appointed by a zone president. The Nominating Committee

1. Becomes familiar with the eligibility requirements in bylaws Article IX, Nominations, Sections 2 and 3 as well as the duties of each office to be filled.
2. Prepares *Nomination* and *Nominee's Consent and Biography* forms. (Samples are given on the BOD Site tab on the District website.) Any Group member may nominate a person by submitting a completed nomination and consent form to a member of the Nominating Committee.
3. Requests the Vice President of Communication to publish notice of offices to be filled, the duties involved, and names of Committee members in the summer before convention and distribute the *Nomination* and *Nominee's Consent and Biography* forms. (See schedule for *U & I* issues and monthly announcements, Page 31.)
4. Send each nominee the duties of her/his position from the bylaws and this manual. Obtain the written consent of all nominees to serve, if elected.
5. For nominees for Pastoral Counselor, request the endorsement of their synodical district president.
6. Submit the names of nominees to the Executive Committee for approval at the January meeting before convention.
7. Submit profiles and photos of approved candidates to the Vice President of Communication for publication and to the Convention Manual Chairman.
8. Prepare ballots with the names of approved candidates listed in alphabetical order for the convention.
9. Present the candidates to the convention. The formal wording for this report is given in this manual in the section on conventions.

Convention Committees

Tellers Committees

The tellers distribute, collect, and count the ballots. It is the responsibility of the tellers to ensure that only those authorized to vote do so. **GIVE BALLOTS ONLY TO DELEGATES AND VOTING OFFICERS**, not advisors or guests. The convention hostesses will help by directing delegates and guests to different seating areas, but you are responsible for balloting.

We use six tellers, the Committee Chairman and five other women. The President will explain to the convention how voting will be done. All the voters stand. The tellers walk in front of their tables, handing each voter a ballot. When a voter has her ballot, she sits down and votes. The tellers walk by again with a bucket and each voter puts in her ballot. The individual tellers verify that only those with the correct badges vote. Don't forget the President's table.

After it appears that everyone has voted, the President will ask if everyone has voted, and, when they have, declare the polls closed. The chairman of the tellers takes the ballots and locks them up until time to count them.

Count the ballots in teams of two, both tellers verifying what the ballot said and the tick marks to count it. That should prevent errors which would require recounting. Record as illegal a vote for too many candidates (that doesn't affect the other offices on the ballot though) or too many grants. Not voting when one could counts as a blank. Use the worksheet (page 43 for officers, page 44 for grants). The Parliamentarian will be available while the ballots are being counted to answer any questions you may have.

The Vice President of Gospel Outreach and the Nominating Committee Chairman will prepare the ballots. The chairman of the Tellers Committee is responsible for 1) getting the ballots, 2) working

with the convention Facilities and Support Committee to obtain ballot collection buckets (we have them, also used for offerings), 3) instructing the tellers, 4) locking up the ballots and supervising the counting process, 5) reporting to the convention. The formal wording for the report to the convention is given in the section on conventions in this manual. Give the President and Secretary copies in advance; as a courtesy, mark those who won.

Convention Minutes Review Committee

To review and approve the convention minutes, the committee members must be able to hear the convention business—they get a "front row" seat. To have something to compare the draft prepared by the Secretary to, other than their memories, they must take their own minutes. In general, it is not necessary that they get the exact wording of items of business because a copy has been handed to the Secretary or published in the manual for things that were planned. But not everything is planned—amendments from the floor that are not presented in writing need to be noted, as does whether something passed or failed.

After the convention, the Secretary and Committee members prepare the final minutes as described under Minutes Review Committees on page 4.

Convention Resolutions Committee

If needed, a Convention Resolutions Committee may be appointed to prepare resolutions to be offered on the convention floor. In some organizations such a committee may combine related resolutions received from members, put them in proper form, and organize all resolutions into a logical order for presentation. Resolutions may also be prepared by a single person. It is desirable for resolutions to be printed in the convention manual; at a minimum a copy must be given to each voting member of the convention.

If a resolution is desired, this is how to write it.

If a preamble is used, the form of a resolution is:

Whereas, [the first clause];
Whereas, [next to last clause]; and
Whereas, [last clause];
Resolved, That [action to be taken];
Resolved, That [further action]; and
Resolved, That [action to be taken].

Note that each "whereas" and "resolved" is indented and followed by a comma and a capital letter, and that the only period is at the very end. If there is no preamble, begin with *Resolved*.

All resolutions received in time should be printed in the convention manual. They are numbered XX-YY, where the XXs represent the year of the convention and the YYs are the order in which they appear in the convention manual.

The dialog for presenting resolutions to the convention is given on page 61.

Tellers for Officers Worksheet

Number of ballots _____ * (The chairman of the tellers needs to verify that this doesn't exceed the number of voters reported by the Registrar.)

Office:
Number of votes cast:
Necessary for election: (1 more than half)
(Insert name of candidate, tally votes)
(Insert name of candidate, tally votes)
(Insert name of candidate, tally votes)
Illegal votes (& why):
Blank: ^a

Office:
Number of votes cast:
Necessary for election: (1 more than half)
(Insert name of candidate, tally votes)
(Insert name of candidate, tally votes)
(Insert name of candidate, tally votes)
Illegal votes (& why):
Blank: ^a

Office:
Number of votes cast:
Necessary for election: (1 more than half)
(Insert name of candidate, tally votes)
(Insert name of candidate, tally votes)
(Insert name of candidate, tally votes)
Illegal votes (& why):
Blank: ^a

Office:
Number of votes cast:
Necessary for election: (1 more than half)
(Insert name of candidate, tally votes)
(Insert name of candidate, tally votes)
(Insert name of candidate, tally votes)
Illegal votes (& why):
Blank: ^a

* Not reported, just used to make sure we didn't miss anything.

Tellers for Grants Worksheet

[List the grants or use a ballot. For the final report that goes to the President and Secretary, list the dollar amount the grant will receive.]

Grant	Votes received
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
Number of illegal ballots:	
Number of ballots:*	
Number of blanks:†	

* Not reported. The chairman verifies that the number of ballots does not exceed the number of voters reported by the Registration Committee and that all the votes "add up" (i.e., the sum of votes for all grants plus blanks equals number of ballots times number of grants one can vote for).

†Not reported, just used to make sure we didn't miss anything.

DISTRICT EVENTS

Legal Requirements

Insurance

As of 2016, District events are insured through Lutheran Trust. The 2015 policy states that “Throughout the year, certain events or naming additional insureds may generate additional premium. Each event outside of a convention or information booth should be reported for evaluation to see if a charge needs to be made.” Examples listed are:

1. Runs on public streets – 5K, etc.
2. Taking kids to a camp.
3. Convention events which include childcare.

The policy may change every year. Contact the President for details on current insurance requirements.

Permission to Use Music

A CCLI license may be required for the music selected. CCLI event licenses can be obtained from www.ccli.com, 800-234-2446.

Participant Information, Acknowledgment, Assumption of Risk and Release Form

The *Participant Information, Acknowledgment, Assumption of Risk and Release* form is to be completed by all those volunteering with the District or participating in District-sponsored or -related activities, including Zone activities. A participant’s form is valid for the biennium, i.e., from the beginning of a convention to the beginning of the next convention. These forms will be retained by the Meeting Manager until the end of the next biennium (i.e., at least two years).

Incident Reports

When the Crisis Management Team is activated, a report must be completed (See Page 1). The President will determine if the report is to be sent to national LWML. Incident Reports need to be kept for 7 years.

District Conventions

Convention Planning

The host zone is responsible for the physical arrangements for the convention; the Executive Committee is responsible for the content of the convention (the major tasks are listed in the following table). Consequently, the Convention Committee and the Executive Committee work closely together in planning the convention. In summary, the Convention Committee is responsible for:

- Investigating potential convention sites and reporting their findings and recommendation to the Executive Committee
- Providing support for the convention and the worship service [for example, hostesses, musicians, altar furnishings (the District has communion ware), ushers]
- Displaying the Utah-Idaho District banner
- Registration
- Preparing the convention manual

- Menus; the banquet table decorations, table favors, master of ceremonies, and entertainment
- Gifts to be given to guest speakers and the national LWML representative.

The Executive Committee is responsible for developing the convention program, including

- Selecting speakers
- Creating the agenda (Note: schedule vote on grants early so organizations on the ballot can set up tables or speak)
- Approving displays and vendors (any books/literature/etc. that have not gone through LWML/LCMS doctrinal review must be given to the District Pastoral Counselor for review.)

Major Convention Responsibilities

What	Who	When
Select Convention Chairman	Host zone president	2 years before convention
Select convention scripture verse, theme; guest speaker (at least in concept)	Executive Committee; Host Committee is encouraged to make suggestions	May be in conjunction with Board meeting held August/September of even-numbered years
Investigate convention sites, prepare recommendation for Executive Committee	Convention Chairman	Before Fall Executive Committee meeting in even-numbered years
Select facility and authorize contract to be signed	Executive Committee	Fall, even-numbered years
Select convention logo	Executive Committee	Spring, odd-numbered years
Draft convention program	Executive Committee	Early Fall odd-numbered years
Prepare convention budget and suggest registration fee (see Convention Treasurer)	Convention Committee; must be approved by the Executive Committee	Review Early Fall, approve Late Fall, odd-numbered years
Select convention Gifts from the Heart	VP of Special Focus Ministries recommends, Convention Committee may give her suggestions; Executive Committee adopts	Review Early Fall, approve Late Fall, odd-numbered years
Banquet entertainment	Convention Committee provides information; Executive Committee gives instructions on what fits into program	Late Fall odd-numbered years
Convention registration form	Registrar prepares draft, Public Relations Director prepares final copy, Executive Committee approves	Approve January before convention

Approve information for publicity and convention manual <ul style="list-style-type: none"> • Slate of candidates • District budget • Servant event • Convention agenda 	Executive Committee	January before convention
Convention funds all come from registration fees. To give the Committee money to work with, the District pays the officers' registration fees early	Registrar sends approved registration form to the VP of Communication for posting on the website. EC members and parliamentarian complete form and send to District Treasurer. Treasurer submits forms and registration fee to registrar	Soon after January meeting before convention
Complete convention program, including all displays and vendors	Executive Committee	March meeting before convention
Song leader, other musicians	Facilities and Support Committee--unless Executive Committee has particular song leader as part of program	
Publicity	Vice President of Communication	Publicize information as it becomes available Publicize opening service for the benefit of local people

Convention planning should begin over two years in advance. The women of the host zone should go to the convention prior to theirs knowing that "we're next" so that they observe how things are done. About the time of this prior convention the host zone president appoints the Convention Chairman. Her first job is to investigate convention sites--this must be done early, before our date is taken. The Chamber of Commerce in the host city may be able to supply a list of hotels and their facilities. (See section on Facilities for our requirements.) The Chairman or host zone president reports on the facility options at the Fall Executive Committee meeting 1 1/2 years before the convention; the Executive Committee selects a facility and authorizes a contract to be signed.

At least one year prior to convention, the Convention Chairman appoints the other committee chairmen.* Each committee chairman secures the members of her committee when they are needed. The Convention Chairman, committee chairmen, and host zone president form the Convention Committee. This committee should begin work about one year prior to the convention. The following committees are recommended:

- Registration

* Provide District President with a list of committee chairmen and their addresses and phone numbers.

- Convention Treasurer
- Convention manual
- Convention packets (the material given to each person as she registers)
- Facilities and Support
- Hostess
- Banquet/Entertainment/Special Event

The Convention Committee will hold periodic meetings to chart progress. It is a good idea for each committee chairman to provide the Convention Chairman a written report on work completed and that remaining to be done.

The Convention Committee will prepare a budget for convention and suggested registration fees* (see worksheet in section on Convention Treasurer). These must be approved by the Executive Committee, present the proposed budget and registration fee at the Executive Committee's Early Fall meeting the year before convention. The only funds available are from registration. To give the committees money to work with, the District pays the officers' registration fees soon after the January Executive Committee meeting before convention.

The Convention Committee asks a congregation in the zone, perhaps that of the zone counselor, to be the host congregation. The District Pastoral Counselor works with the host congregation's pastor in the preparation of and serving at the communion service.

Convention Chairman

- Makes initial arrangements with the convention hotel if Facilities and Support Chairman has not been appointed yet.
- Calls and presides at the Convention Committee meetings.
- Attends other committee meetings as needed.
- Approves purchases and bills for payment, see Suggestions for All Convention Committees below.
- Is responsible for compiling the Acknowledgments for the convention manual; these pages are to be sent to the Convention Manual Chairman well within her deadline.

Suggestions for All Convention Committees

- Upon request and at periodic Convention Committee meetings, provide the Convention Chairman a written detailed report on work already completed and future plans. (How work is delegated, etc.)
- Provide the Convention Chairman with a list of all names of committee members under your chairmanship.
- Keep copies of correspondence, including email.
- Notify Convention Chairman of each committee meeting.
- Supply a copy of all committee minutes to the Convention Chairman.
- Get all commitments in writing (note that only District can sign contracts).
- Each committee is responsible for all its own signs or posters (e.g., "Registration" above their table).

* Establish and publish fees for a) entire convention and b) banquet only (e.g., for husbands). Establish fee for guest speaker only (no food or manual) for use of registration committee in special situations.

- Notify Facilities and Support Committee Chairman if other properties are needed (e.g., number of tables for registration).

Procedure for purchases, based upon approved budget:

- Committee chairman determines what is needed and obtains permission from the Convention Chairman before making a purchase. Submit receipts for all purchases to the Convention Chairman with a Request for Payment form. Do this even if you are donating the item so that the Treasurer can accurately track the costs of convention. (See the sample on the next page. An Excel version of the form is available on the BOD Site tab of the District website.)
- Convention Chairman signs Request for Payment form and forwards it, with the receipts, to Convention Treasurer for payment.

Request for Payment

LWML Utah-Idaho District Convention Request for Payment

Pay to:

Mail to:

Date	Description	Amount
Total		

Please attached receipts to the request

Donation (Optional) _____

Net Check _____

Signed _____ Approved _____

Convention Committee Chair

Date _____ Date _____

HC Treasurer ONLY

Check # _____ Date _____ Amount _____ Date Mailed _____

INSERT HC Treasurer Name, Address, Phone, Email

Registration

The Registrar should appoint as many people as she deems necessary. See past committee reports for recommendations.

The convention registration form should be planned and ready for the Executive Committee's approval at the January meeting before convention. (Note: All participants must complete the *Participant Information, Acknowledgment, Assumption of Risk and Release* form. Append it to the registration form.)

State that convention registrations postmarked after the date that is the Friday two weeks prior to the convention are late; encourage the women to register so you can plan for them. Be sure to include the last date that refunds will be considered. See prior *U & I Together* or past committee reports for examples.

As the registrations come in, record them so that they can be sorted by name, LWML zone and group, and registration category (delegate, etc.). Note: it is not a registration unless money is included! The chairman should be prepared to send a list of delegates to the District President upon request. (Groups are supposed to send the names of their delegates to the Secretary, but cross checking with her is often necessary.) At the close of the convention, give a list of attendees and their contact information to the archivist.

Exhibitors are required to register and pay the registration fee (there is no additional table fee).

The Registrar is responsible for the credentials report at the business sessions. (The correct wording is given later in this chapter.) It is important to count the voters correctly. This report must be correct because we cannot have more ballots than registered voters.

Name tags must readily identify if a person is a voter or not. Different colors can be used, e.g., yellow, white, and lavender. The LWML logo sticker may also be used. (The District purchased name tag holders that are used for conventions and retreats. The last retreat committee should have given them to the Convention Chairman or zone president.)

Each participant should complete the Emergency Information Form and keep it in the name tag holder. The template for this form is available on the BOD Site tab of the District website.

The Registration Committee is also responsible for meal tickets; these can be tucked in behind the name tag in the plastic holder.

The members of the Executive Committee are usually extremely busy the day the convention begins. As a courtesy, take their registration materials to the pre-convention Executive Committee meeting and register them there.

At the close of the convention, give the name tag holders to the president of the zone hosting the next retreat. To get them back from the women, have a receptacle near the door at the close of the convention. Have it announced that you are going to collect them and request that they remove their name and tuck the string inside.)

The Registrar is the one who receives the money; it simplifies matters if she is also able to be the Convention Treasurer.

EMERGENCY INFORMATION
Your Name: _____
Person to contact in case of emergency:
Name: _____
Relationship: _____
Phone (home, cell): _____
Allergies: _____
Medications: _____

Convention Treasurer

The Convention Treasurer receives the registration fees from Registration Committee and deposits them, pays all bills authorized by Convention Chairman, and accounts for all moneys concerning the convention. It has worked well to use an LWML group’s bank account for the funds. The Convention Chairman needs to know who the signers on the account are in case the Convention Treasurer is unable to serve.

A worksheet for preparing the budget is shown in the following table (an Excel spreadsheet that will do all the calculations is available on the BOD Site tab of the District website). To assist the next convention committee, prepare your final report according to that worksheet also. Expenses taken from registration fees include:

- Badges, manuals, handouts, paper and duplicating expenses
- Expenses for opening service
- Meals, banquet favors, decorations and entertainment
- All expenses for national LWML representative, registration fee for synodical district presidents, guest speaker expenses/fees
- Gifts and honoraria
- Small gifts for YWRs, YWR pins, expenses for YWR activities at convention
- Registration refunds (see policy section).

Convention Budget and Registration Fee Worksheet

	Expenses for Prior Conventions		Budget <i>Your Year</i>	For Calculating Registration Fee
	20__ <i>4 Years Prior</i>	20__ <i>2 Years Prior</i>		
Speakers				
Keynote Speaker				
Transportation				
Room & Meals (beyond meals in registration fee)				
Registration				
Honorarium				
Subtotal				
National LWML Representative				
Transportation (see note)				
Room & Meals (beyond meals in registration fee)				
Registration				
Honorarium				
Subtotal				
Additional Speaker				

Transportation				
Room & Meals (beyond meals in registration fee)				
Registration				
Honorarium				
Subtotal				
Synodical District Presidents (2)				
Registration				
Subtotal				
Convention Site				
Meeting Rooms				
Equipment (microphones, screens, etc.)				
Subtotal				
Subtotal this page				
Subtotal from previous page				
Committee Expenses				
Publicity				
Registration Supplies (e.g. name tags, handouts)				
Manuals				
Hostess Supplies				
Opening Service (communion, etc.)				
Banquet Decorations and Entertainment				
Gifts for Speakers				
YWR program expenses				
Other				
Subtotal				
Actual Food Costs				
TOTAL COST				
Offsets to Expenses (subtract from total cost to calculate amount of income required)				
"Free" rooms provided by hotel	()	()	()	
Donated items (include costs to guide next committee)	()	()	()	
Subtotal	()	()	()	()

Income Needed from Registration Fee				
Projected attendance				÷
Per person cost				=
Lunch (\$/person)				+
Banquet (\$/person)				+
Estimated minimum registration fee				=
<p>Note: National LWML equalizes the travel expenses for all district conventions and bills the District after all conventions have taken place. Therefore, we must budget for this expense, but the convention books will probably be closed and the balance turned over to the District Treasurer before this bill is received. District will pay the bill out of the funds turned in.</p>				

Convention Manual

The Convention Manual Chairman sets the deadline for receipt of reports, prepares the material for printing, gets cost estimates from printers, and has the manual printed. Keep an itemized account of all expenses. Look at previous manuals and follow their pattern.

Deadline. Ask the District President to have officers' reports submitted to you at the January Executive Committee meeting before convention. This is early enough that you can grant some extensions. The Treasurer will not be able to meet this deadline—the budget will be set at this meeting, so she will need to go home and prepare a clean copy for you and the books will not close until March 31. Notify the Executive Committee of the deadline for any changes. Type the reports as they come in.

Layout. Page layout for the manual should be based on the principles of 1) minimizing flipping pages (present things in the order of the agenda), 2) presenting material that needs to be considered together on facing pages (e.g., Biennium Financial Report and Proposed Budget; two pages of grant proposals), and 3) setting the tone up front (e.g., LWML pledge, national LWML president's letter). Printing some sections on different colored paper is helpful but may be too expensive (if you use color, plan to print pictures on white).

Typing and Proofing. Keep a backup in case the computer crashes. Have two other people proofread your copy prior to printing—choose people who have experience in proofing. You may want to ask if an Executive Committee member would be willing to be one of them because her extra knowledge may allow her to catch something another person would not.

Review and Approval. Give the Convention Committee Chairman and the District President an opportunity to approve the manual before printing. Send them each the .pdf that you will send to printing.

Printing. Use professional printing, a very high-quality copier, or a combination thereof (e.g., cover and photo pages professionally printed, balance copied).

Items to Be Included. (Not necessarily in this order. The purpose of this list is to tell you who is responsible for various items.)

Convention Manual Content

Crisis Management Team’s contact information Agenda Pledges (copy from last manual) Convention Rules (usually no changes from previous convention) Invitation to next national LWML Convention Pictures and Biographies of Guest Speakers	District President
Optional (decided by Pastoral Counselor and President) • Worship Service (generally separate, handed out at worship) • Bible Study (generally in manual) • Gifts from the Heart dedication, Installation Service	District Pastoral Counselor; Bible study leader
Optional (decided by President and VP) • Opening and/or Closing Devotion • Room devotion	VP of Christian Life
Songs (optional—may be only on screen)	Song Leader (obtain legal permission to use as necessary)
Grants Paid Report Grant Proposals	VP of Gospel Outreach
Biennium Financial Report Proposed Budget	Treasurer
Church Worker Grant report Bylaws Amendments, if any	VP of Organizational Resources
Pictures and biographies on nominees for offices	Nominating Committee Chairman (After you receive the initial information there may be additional candidates—their information may go directly to you.)
Resolutions, if any (unlikely)	Resolutions Committee Chairman (ask the District President who she is)
History of the District for the biennium	President
Pictures and Biographies of Entertainers	Convention Committee member who is handling entertainment
Acknowledgments (List Convention Committee members here)	Convention Chairman

Facilities and Support

The Facilities and Support committee works with the hotel to arrange meeting spaces for convention activities, obtain audio-visual equipment, and reserve sleeping rooms for speakers. It

obtains items such as buckets for collecting ballots that are needed for the program planned by the Executive Committee. (Ballot buckets are stored in the District archives.)

We require a large meeting room that will seat voters at tables (school room style or round tables) and guests in chairs or at tables (which they prefer). Look at prior convention attendance in your zone to estimate numbers. We need a smaller meeting room (seats 20) for the Executive Committee and for counting ballots. Depending on the program, we may want break-out rooms. It is very desirable to have a separate banquet hall so the hotel can be setting up while we are in session. The table on the next page lists many of the details used to select the convention site. Present a hotel comparison to the Executive Committee at its Fall meeting about 1 ½ years before your convention (a Word copy of the form is on the BOD Site tab of the District website).

Hotel Comparison for Site Selection

Hotel Name	Hotel 1	Hotel 2	Hotel 3
Dates available			
Contact Person (Name, phone, email)			
Hotel location/ easy to find?/ parking cost			
Proximity to possible host church			
Meeting room for 150 with at least 60 classroom style?			
Audio/Visual <ul style="list-style-type: none"> • PowerPoint, our computer their projector? • 3 mics Piano? Flags?			
Separate dining area? Prices <ul style="list-style-type: none"> • Lunch • Dinner 			
Accommodates special dietary needs?			
4 breakout rooms/areas (have used lobby) Give sizes			
EC meeting room for 20? (also use for tellers, perhaps a breakout)			
Registration area			
Area for 10 display tables			
Rules on alcohol (communion & social)			
Hospitality Room? (bring own food & beverage) If yes, fits how many people?			
Total Meeting Space Rental Fee			
Sleeping Room Price & Description			
Complimentary breakfast? (describe)			
Extra features			
Comped rooms? If yes, 1 per how many reserved?			
Suite available?			
Place to walk outside?			
Comments			

The Facilities and Support Chairman should meet with the Convention Committee and the hotel contact person to discuss how the room should be laid out with chairs, tables, podium, lecterns,

microphones, etc. See Figure 1 for example of layout. There will need to be registration and display tables and a place for the pastors to robe for the worship service if it is at the hotel (if handy they can use the same room as the EC). Find out what equipment is included in the rental fee and what will be extra. Obtain, in writing, what the hotel will provide and its cost.

The District President signs the contract with the hotel selected by the Executive Committee. The Executive Committee will visit the facilities at the Early Fall meeting several months before the convention. At that time, discuss what equipment is needed (e.g., microphones, banner poles and stands) to be prepared for convention.

Check if 'WELCOME Lutheran Women's Missionary League' is permissible on marquee or elsewhere.

It is also suggested that the Facilities and Support Committee Chairman be followed by a hotel employee to take care of last-minute requests in the hours before the convention opens.

Audio/Visual control booth*	Table†		Lectern‡
			3 chairs§
School room style or round table seating for voters (For special guests, Minutes Review Committee, EC members, delegates)	Center aisle**		School room style or round table seating
Guest chairs or tables			

Figure 1. Convention floor layout.

The hotel may include some rooms at no additional charge. Such rooms are often referred to as “comped”, meaning complimentary. If the hotel comps sleeping rooms, the comped ones reduce our overall costs. So, it is essential that our women be encouraged to stay at the convention hotel to maximize the number of comped rooms. Comped rooms may be used for speakers so that the host committee does not have to pay for their rooms or may be used by another person (who pays the host committee the convention rate for use of the room).

The convention committee will ensure that the convention is covered by a CCLI license if the song leader wishes to use music that requires this license. CCLI event licenses can be obtained from www.ccli.com, 800-234-2446.

The Facilities and Support Committee is also responsible for obtaining whatever other support is needed, such as

- Audio/visual equipment and someone to run it.

* Consult Vice President of Communication for best location of AV booth.

† For (center to outside) President, Parliamentarian, Secretary. President needs lectern on desk and mike.

‡ With mic for speakers.

§ For those waiting to go on stage.

** Two floor mikes preferred for business session.

- Piano or organ and an organist/pianist for the worship service.
- Song leader. (It is a good idea to provide music for 10 to 15 minutes preceding business sessions; this can start as solo and then move to songs—the President will tell you what is desired.)
- Flags for opening ceremonies.
- Offering plates for worship service and other convention offerings. The ballot containers, kept with the communion ware and other District items, can be used to collect offerings.
- Six ballot containers for convention elections—show chairmen of tellers committees where they are.
- Any properties other committees or chairmen need or request.

Hostess

This committee is responsible for the following:

- Greeting delegates and guests as they arrive at the convention hotel
- Meeting the national LWML representative and other speakers at the airport and making them welcome. (See Transporting Guests, page 2)
 - Find out their travel plans (including home address, arrival and departure times, airline flight number, etc.) from the District President.
 - Inquire if they need PowerPoint or any special equipment--refer these needs to the VP of Communication.
 - Know where they need to be, and when, and then help to make it happen as planned.
 - Treat them as personal guests - do not expect them to fend for themselves.
 - Find out ahead of time what expenses are to be reimbursed and arrange for the necessary receipts and Request for Payment forms (available from the Convention Treasurer) to be given to the Convention Chairman to sign so the Treasurer can issue checks before they leave.
- Ushers for offerings (see convention agenda).
- Communion set-up—Altar Cross, Paraments, see District President for the District's communion ware. If a floral arrangement is desired, consider using the same one on the altar at the Worship Service and on the President's table during the business meeting (work with Facilities and Support).
- Take tickets for meals.
- Training for all of the above (a brief orientation before the convention should be sufficient).

Hostesses should wear very obvious identification of some sort.

Banquet/Entertainment

If the Executive Committee chooses to have a banquet, the Convention Committee plans all the meals and decorates for the banquet. (A useful, functional table favor is well received.) When meeting with the hotel personnel to plan the menu, find out what they cook well and what holds well for such a large group. It is also important to find out if they will accommodate special dietary needs. The Convention Committee should approve the choices and inform the District Executive Committee (note that this is an important part of the budget and registration fee). However, in the preliminary planning it is necessary for the Convention Chairman and the Executive Committee to work together to decide what meals to have (e.g., brunch vs. breakfast and lunch)--this depends on whether or not the hotel has a complimentary breakfast and/or the program chosen.

Seating. We usually do not have a head table; we scatter the special guests and officers among the guests. (But special guests sit in the best areas—near the front and facing the stage.) This can be done by having place tags for those people—if so, a hostess should be able to direct them to their table so they don't have to hunt for their seat (and remember to reserve a place for their spouse). Verify that the District President wants to do this.

If the Executive Committee chooses to have entertainment, it should be lined up at least six months prior to the convention. The key factors to remember are that the evening—meal, entertainment, devotions (by Vice President of Christian Life)—should end by 9:30 p.m. and that this is the only taste of convention some people will have. Because of this, discuss your ideas with the Executive Committee at the Fall meeting before convention. You select the Master of Ceremonies.

Conducting the Business of the Convention

The convention begins when the President declares "The ___th Biennial Convention of the Utah-Idaho District of the National LWML will be in order." Then follow the opening ceremonies. Remember "God before Country" when calling for prayers and pledges. The business of the convention begins with the adoption of the Registration Committee's report, the convention rules, and the agenda.

Vice President on Duty

The Vice President on Duty ensures that speakers are in the queue so there is no delay when it is their turn to speak. If the President wishes to participate in the business, the Vice President on Duty presides (at the president's lectern) while the President speaks at the other lectern. The Vice President may perform other duties to enable the convention to run smoothly.

Registration Committee Report

(Registrar - Always hand the Secretary a copy just before the meeting starts)

President: May we have the report of the Registration Committee

Registrar: Madame President, the Registration Committee reports

_____ Voting District Officers and Zone Presidents

_____ Voting Past Presidents

_____ Delegates

_____ Total Entitled to Vote

_____ Young Woman Representatives

_____ Guests (include non-voting officers here)

_____ Pastors

_____ Total Registration

(If the Registrar is a Voting Member of the convention the report concludes as follows.) On behalf of the Committee, I move adoption of the report.

(If the Chairman is not a Voter, the President needs to prearrange for someone to move adoption of the report. Also arrange for a second.)

Appointed Person: Madame President

President: _____(name)

Appointed Person: I move adoption of the Registration Committee's report.

(In either case, the motion is handled as follows.)

President: You have heard the Registration Committee's report. Are there any questions? All those in favor of adopting the report please say "Aye"; those opposed please say "No". *(Takes a majority vote.)* Motion carried.

(THIS IS REPEATED AT THE BEGINNING OF EACH BUSINESS MEETING---IF YOU'RE ONLY HEARING SPEAKERS, NOT CONDUCTING BUSINESS, YOU CAN OMIT THIS REPORT.)

Adoption of Convention Rules

President: The proposed convention rules will be presented by _____ (name) _____. They are found on page ____ of your convention manual.

Appointed Member of Executive Committee: Madame President, the proposed convention rules printed on page ____ of the manual were approved by the Executive Committee. In summary, they say *(give summary rather than reading to save time.)* On behalf of the Executive Committee, I move adoption of the convention rules as printed in the manual.

President: Is there any discussion of the rules as printed? All those in favor of adopting the convention rules please rise. *(count)* You may be seated. Those opposed please rise. You may be seated. *(count)* There being 2/3 in the affirmative, the convention rules are adopted.

Adoption of Agenda

President: The agenda, found on page ____ of your convention manual, will be presented by _____ (name) _____.

Appointed Member of Executive Committee: Madame President, on behalf of the Executive Committee, I move adoption of the agenda as printed on pages ____ and ____ of the convention manual.

President: *(Conducts discussion, vote, states result. This requires a majority, so is done by voice vote.)*

Appointment of Committees

Then follows the announcement of who has been appointed to committees (Minutes Review, Resolutions, Tellers for Officers, and Tellers for Grants).

General Form for Reports to the Convention

This is the general form; some specific reports are given in subsequent sections.

President: The _____ will be presented by _____. The _____ is found on page ____ of the convention manual.

Person reporting: Madam President, the _____ is found on page ____ of the convention manual. *(Give highlights, special things they should know -- DO NOT READ PRINTED REPORT. Conclude with a motion, if needed, or signal that you are finished, e.g., Madam President this concludes the _____ report.)*

Financial Reports

The President calls for these reports as they arise on the agenda.

President: We will now hear the report of the Treasurer, _____ (name) _____. Her report is found on page ____ of your convention manual.

Treasurer: Madame President, my report is printed on pages ___ and ___ of the convention manual. *(Because the Treasurer's report is printed in the manual, she need only say that and mention anything of note (e.g., exceeded mite goal—Praise the Lord). At the conclusion the President says:)*

President: Thank you _____ (name) _____. We will now hear the report of the financial reviewer. It is found on page _____ of the convention manual and will be given by _____. *(The report is presented by the reviewer, if possible, or by a member of the Executive Committee.)*

Person reporting: Madam President, the financial review report is found on page _____ of the convention manual. *(Give highlights, special things they should know -- DO NOT READ PRINTED REPORT.)*

(Someone needs to move adoption of the report. If the reviewer gave it, the President should arrange for someone else to do it. If a member of the Executive Committee gave it, she concludes as follows.) Madam President, I move the adoption of the financial review report.

President: *(Conducts discussion, vote, states result. This requires a majority, so is done by voice vote.)*

Presentation of Proposed Budget

President: The Treasurer, _____ (name) _____, will present the proposed budget for the next biennium. It is found on page _____ of your convention manual.

Treasurer: Madame President, the Executive Committee has prepared the proposed budget found on page _____ in the convention manual. *(Say whatever you want to, probably read it, end with the following:)* Madam President, on behalf of the Executive Committee, I move the adoption of the proposed budget.

(President proceeds with discussion and vote. Treasurer stays near mike during discussion in case questions arise.)

Nominating Committee Report

President: _____ (name) _____ will present the Nominating Committee's report. Information about the candidates is found on page _____ of your convention manual.

Nominating Committee Chairman: Madame President, the Nominating Committee submits the following nominations, on page _____ of the convention manual.

For *(office) (names)*, *(Repeat for all offices to be filled, name them in the order in which the offices are listed in the bylaws. That is the end of her report, she leaves the stage.)*

President: For *(office) (names)* are nominated by the Nominating Committee. Are there any further nominations for *(office)*? *(If there are nominations, you have to be sure their written consent has been submitted and that they meet the qualifications for office stated in the bylaws. If these conditions are met, you state the person has been nominated and ask for further nominations. Finally,)* If not, nominations are closed. *(Repeat for all offices EXCEPT PASTORAL COUNSELOR—HE MUST BE PREAPPROVED BY HIS SYNODICAL DISTRICT PRESIDENT.)*

Then the nominees are introduced, i.e., somebody calls their name and they come on stage. They should have been primed to be ready. The President may introduce them herself or ask someone else, e.g., the Nominating Committee Chairman, to do so.

Bylaws Amendments

President: The proposed amendments to the bylaws will be presented by _____. They are found on page _____ of the convention manual.

Person reporting: Madam President, the proposed amendments to the bylaws are found on page ___ of the convention manual. The first amendment would (*briefly state purpose*). Article __, Section __, paragraph __ now states: (*read it*). If amended it will state: (*read it*). On behalf of the Executive Committee, I move adoption of this amendment. (*Do not read if long—the object is to communicate the purpose—they have the text in the manual.*)

President: It has been moved to amend the bylaws to (*brief statement*). Is there any discussion on the proposed amendment? (*Allow discussion*) If there is no further discussion, all those in favor of adopting the first bylaw amendment to (*brief statement*) please rise. (*Have 2 people prepared to count in case 2/3 in favor isn't obvious.*) All those opposed please rise. (*Announce result—e.g., there being 2/3 in favor, the amendment is adopted.*)

(*Repeat the process for the next amendment. When two or more amendments deal with the same subject, so it is reasonable to expect delegates to be in favor of all or opposed to all, they may be voted on as a package if the convention does not object.*)

Tellers Report

(*Give the President and Secretary copies in advance. As courtesy, mark those who won.*)

President: We will now hear the report of the tellers for ___ (*grants/officers*). ___ (*name*) ___ is chairman of that committee.

Chairman: Madame President, (*She then reads her report. For grants its number of votes cast, each grant with its votes, and illegal if any (and WHY - e.g. marking too many grants). For officers it is name of office, number of votes cast, necessary for election, number received by each candidate, number of illegal votes. All offices are reported at once.*)

President: [*She reads the report again, but after reading a "winning" grant she says that it will be funded for \$___, and after reading the results for an office she declares the winner elected. (If there is a tie she says "No election" and we reballet.)*]

Chairman: Madame President, (*If the Chairman of the Tellers is not herself an officer or delegate she must arrange for one of her members to move destruction of the ballots—inform the President who will do it.*)

President: ___ (*name*)

Chairman: I move that the ballots be destroyed at the close of this convention. (*She sits down.*) (*She should prompt a member of her committee to second the motion.*)

President: (*Handles the motion.*)

Presenting Resolutions to the Convention

President: We will now consider the resolutions found on page ___ of the convention manual. ___ (*name*) ___ is chairman of that committee. (*Another member may be presenting the resolution, if so call on her instead.*)

Committee Member: Madame President, on behalf of the Resolutions Committee, I move the adoption of resolution XX-YY. (*Read it. Then sit down, unless you're presenting another resolution at this time, in which case you step back from the mike wait until the President handles this one.*)

IF DEBATABLE (i.e., it is business)

President: It is moved and seconded (*understood second because it came from a committee*) to adopt the resolution just read. (*Call for discussion, conduct the vote, and announce the results just like any other motion.*)

IF COURTESY

President: All those in favor please (*say Aye, or Rise if motion called for rising vote of thanks, in which case you start clapping. Never ask for No vote on courtesy resolution.*)

Convention Closing

At the end of the convention, the President should ask if there is any further business to come before the convention. After that we do closing ceremonies. Finally, she declares the __ th Biennial Convention of the Utah-Idaho District to be adjourned sine die ("without day", pronounced sign E die E).

Miscellaneous

Some definitions

Recess means something short, like a coffee break.

Adjourn means the end of business, either for a meeting or for the convention.

Meeting means when we get together for a while to do business, e.g. a morning.

Adjourn sine die ("without day", pronounced sign E die E) means the end of the convention.

You can recess, adjourn, and set a time for the next meeting by means of a motion. However, in our convention the President should simply declare that we will take a 15-minute recess or that the (morning) meeting is adjourned until, say, 1:30 p.m. After the recess or at the appointed time to start the next meeting, she declares the convention in order.

District Retreat

Zones take turns in hosting our retreat. The rotation schedule can be found in this manual. This retreat is usually held at Camp Perkins. The Vice President of Christian Life is the Executive Committee member responsible for the retreat and works with the host zone in an advisory capacity.

All women are invited to attend. All attendees will participate in the planned studies and activities.

The division of responsibilities for the retreat is as described below.

Responsibilities of VP of Christian Life

1. Each July, reserve Camp Perkins, if that is the location of choice, for the third weekend in July of the following year. Note: Camp Perkins holds \$750 as a reserve deposit, and this amount is rolled over each year. After receiving the Camp contract, send it to the District President to sign. The District President then returns the signed contract to you to forward to Camp Perkins. Provide a copy to the host zone president.
2. Calculate the cost of registration for the cabin, the retreat center, and for one day plus two meals as follows and submit them to the Executive Committee at its fall meeting for approval. Send the approved registration fees to the zone host committee for the registration form.

The registration charge for Retreat is calculated as follows:

- The base registration fee is Camp's minimum charge divided by their minimum number of attendees
- The registration fee for attendees is the base registration plus up to 15% (base x 1.15)

If there is a surplus, it is to be remitted to the District to defray future retreat costs. (Note: This is not the revolving fund used to reserve our place at Camp.) If authorized by the Executive Committee, 50% of the surplus funds from prior years may be used to reduce registration fees, bring in a speaker, or other purposes.

3. Provide a detailed retreat report to the Executive Committee before the fall meeting at which the registration fee for the next retreat will be adopted.
4. Update the Camp Perkins Retreat Manual as needed, including adding evaluations and pertinent materials from the recently completed retreat. As soon as possible after the retreat ends, pass on the Manual to the zone president responsible for the next retreat. As liaison, be available for consultation with the zone hosting the retreat.

Responsibilities of Camp Perkins

Camp Perkins will handle registration and room assignments. We will publicize that registration closes July 1. Requests for refunds will be handled according to Camp policy.

The EC will set a registration fee that is designed to bring in more funds than are contractually owed to Camp Perkins. Camp will remit the surplus funds to the District Financial Secretary.

Responsibilities of Host Zone

Bible Study Leader

In consultation with the VP of Christian Life, select the Bible Study Leader. The Executive Committee may request that the District Pastoral Counselor lead the Bible Studies in years in which there is not a District Convention. The zone may wish to ask its pastoral counselor.

Consideration should be given to someone gifted in teaching. Retreat evaluations have consistently requested small group discussion-centered studies versus large-group or lecture Bible studies.

Finances

The District is responsible for the registration fee for the Bible Study leader only. The host zone requests the District Treasurer to pay the registration.

The host zone is responsible for any program expenses. Donations or Thrivent Action Team funds can be used for Retreat expenses. The Host Zone Retreat chairman sends expense vouchers to the District President for approval for reimbursement.

The Retreat Committee forwards the mite offering to the District Financial Secretary.

Communion

If Communion is held, there must be a host congregation. If the zone pastoral counselor attends at zone request to lead Sunday worship or Communion, the zone is responsible for paying his registration. The District pays his registration only if he is the Bible Study leader/presenter.

Publicity

Send a save-the-date type paragraph that includes dates, speaker, and theme to the VP of Communication by March 15 and the registration information by April 15. In convention years, take flyers to convention (perhaps one of each for each group).

Publicity items to be developed include:

- letter-size poster suitable for bulletin boards
- announcements for church bulletins
- publicity for spring zone events and convention.

The District's Public Relations Director and the VP of Communication are available to help the host zone prepare materials.

Participant Information, Acknowledgment, Assumption of Risk and Release form

All participants must complete LWML's *Participant Information, Acknowledgment, Assumption of Risk and Release* form. The Meeting Manager will give you a list of people who have a current form on file. You do not need to get a second form from them. Those who do not have a form on file may complete it when they arrive at Camp.

Reporting

After the retreat, the host zone prepares a report on the retreat and puts a copy in the Retreat Binder and sends a copy to the VP of Christian Life. The report needs to include

- The report from Camp Perkins showing the number of attendees, money received, Camp's fee, and the amount to be sent to the District.
- Utah-Idaho District Retreat Finance Report form. (An Excel version is on the BOD Site tab of the District website. Ask the VP of Christian Life to download it.)
- Summary of evaluation comments
- Copy of schedule of weekend activities

Review the retreat book and suggest updates to the VP of Christian Life.

Guidelines for the Host Zone

Give a list of attendees and their contact information to the archivist for the District's records.

Music

If not using hymnals or song books supplied by Camp Perkins, be sure to obtain copyright permission—even for words only. If no zone song leader or accompanist is available, check to see if other zones may have a leader or accompanist.

Name Tags

Use the name tag holders supplied by the District.

- Front—Use bold, easily-read print. Include the city and church.
- Back—Provide an emergency information form and ask them to fill it out. A Word document to print a sheet of these forms is on the BOD Site tab of the District website. Ask the VP of Christian Life to download it.

EMERGENCY INFORMATION	
Your Name:	_____
Person to contact in case of emergency:	
Name:	_____
Relationship:	_____
Phone (home, cell):	_____
Allergies:	_____
Medications:	_____ _____

Mixers/ice breakers

Do not use games based on laughing at others' mistakes or that put people on the spot. Emphasize ideas that build community. E.g., Find a person with ...

Evening Snacks

The host zone supplies all snacks. Coffee pots, filters, coffee, tea, sugar, creamer, and cups are provided by Camp Perkins in the Retreat Center.

Sunday morning

The host zone supplies rolls or muffins for early risers. This is not breakfast as Camp Perkins provides a nice midmorning brunch.

When a pastor is not available and Camp staff leads a Sunday morning event, it is called a celebration, not a worship service as Camp staff are not ordained.

Crafts

These are not required, though many enjoy them. If done, they are prepared by the zone planning committee. Consider making crafts that can be used as outreach.

Skits

If these are included, they should fit with the theme. Skits can sometimes serve as comic relief.

Emmaus Walk

Make it an opportunity, *not a requirement*. Provide topics to discuss.

Ingathering

If holding an ingathering, include it in the publicity and arrange for a prayer or dedication of the items. One possibility would be to check the Camp Perkins website for their wish list.

Checklist for Zone Retreat Planning

(Please make a copy of this checklist or get a Word copy from the BOD Site tab on the District website, so you can write on it and make notes. These are suggested timelines, but the more time you allow yourself, the more likely you are to be successful.)

Date of Retreat _____

Fall Before Retreat

- _____ Receive the **Camp Perkins Retreat Manual** from Vice President of Christian Life. **READ** through this checklist and the Policies section of the *U & I Procedures Manual* (find under a tab in the retreat manual) so that you understand all the obligations and duties of the Zone Retreat Chair and Committee. Contact VP of Christian Life regarding questions.
- _____ Read the evaluations and reports from previous retreats.
- _____ Receive signed copy of Camp Perkins contract from the Vice President of Christian Life.
- _____ Consider desired retreat outcomes and goals for the retreat you are planning.
- _____ Select theme.
- _____ Select speaker/Bible study leader.
- _____ Obtain written confirmation from speaker/Bible study leader.
- _____ Consider including a Mite offering.

After Fall District Executive Committee Meeting

- _____ Receive budget and registration information from VP of Christian Life.
- _____ Develop schedule and program focusing on purpose and goals.
- _____ Develop publicity information for the retreat. You may work with the VP of Communication who can help you distribute materials. See the policies for specifics.

Three Months Before Retreat

- _____ Arrange transportation for speaker, if needed.
- _____ Determine special needs of speaker (which are supplied by Zone) – whiteboard, projector, etc.
- _____ Arrange for music leader and accompanist.
- _____ Enlist individual groups to supply evening snacks and fruit/pastry for early Sunday morning.
- _____ Prepare ice-breaker material.
- _____ If including the following ---
 - _____ Determine crafts and gather supplies. Enlist help of skilled crafters to teach.
 - _____ Organize skits.
 - _____ Organize Emmaus walk.
- _____ Create evaluation tool.

On the Schedule Specified by Camp (About 3 Weeks Before Retreat)

- _____ Inform Camp Perkins of arrangements needed (campfires, songbooks, Communion arrangements, use of paddleboats or other equipment, etc.)
- _____ Check with Camp Perkins to see how early you can arrive to set up for the retreat.

Immediately After Registration Deadline

- _____ VP of Christian Life confirms final numbers with Camp Perkins and informs the Zone Retreat Chairman
- _____ Prepare registration table items: program schedule and other handouts needed.

At Retreat

- _____ Make site preparations: arrange meeting room, set up snack and game area, etc.
- _____ Set up registration table.
- _____ Lead retreat.
- _____ Designate someone to take pictures and give them to the VP of Communication.
- _____ Distribute and collect evaluation forms.
- _____ In conjunction with registrar and VP of Christian Life, review contract with Camp Perkins and establish the registration funds collected, Camp's fee, and the amount to be remitted to District.
- _____ Collect District name tag holders to pass on to next District event chairperson.

Following Retreat

- _____ Complete evaluations and retreat report. Put one copy in Retreat Binder, send one copy to VP of Christian Life. Include
 - _____ Utah-Idaho District Retreat Finance Report (An Excel version is on the BOD Site tab of the District website. Ask the VP of Christian Life to download it.
 - _____ Invoice from Camp Perkins
 - _____ Summary of evaluation comments
 - _____ Copy of schedule of weekend activities
 - _____ Suggest updates to retreat manual.
- _____ Send thank you notes to speakers and leaders. If gifts are given, this is a zone expense.
- _____ VP of Christian Life: Send a thank you and any appropriate evaluation to Camp Perkins.
- _____ Gather together sample materials and give to the VP of Christian Life who will put in plastic sleeve in the back of the retreat manual.
- _____ Give name tags holders to next District event chairperson.
- _____ Registrar: Give a list of attendees and their contact information to the archivist.
- _____ Send the *Participant Information, Acknowledgment, Assumption of Risk and Release* forms to the Meeting Manager.

Utah-Idaho District Retreat Finance Report

Date: _____ Host Zone: _____

Income

	# of guests		Registration fee		
Retreat Center	_____	X	_____	=	\$ _____
Cabin	_____	X	_____	=	\$ _____
Saturday only	_____	X	_____	=	\$ _____
Total Registration Fees:					\$ _____
Miscellaneous Income:					\$ _____
Total Income:					\$ _____

Donated items & their value (e.g., purchased with Thrivent Action Team funds): _____

Expenses

Camp Perkins (Please attach the invoice):	\$ _____
Supplies:	\$ _____
Miscellaneous Expenses:	\$ _____
Total Expenses:	\$ _____

Difference between income and expenses: \$ _____

MITES: \$ _____

When you send the surplus and mites to the Financial Secretary, please separate the totals.

Other District Events

The District may sponsor special events. These events must be authorized by a convention or the Executive Committee as these are the only entities that can act for the District. It is recommended that the motion authorizing the event address:

1. How the chairman will be selected (e.g., appointed by the Executive Committee)
2. How the committee members will be selected (e.g., by the appointed the event chairman, subject to approval by the District President)
3. Reporting and oversight responsibilities (e.g., the event chairman is responsible to the District President and will report to the Executive Committee during the planning phase and present a final report after the event)
4. How the Executive Committee will exercise its fiscal responsibilities (e.g., establish the budget envelope within which the committee must operate or specify a date by which the committee must present a budget for approval).

The legal requirements for a District event are spelled out in this manual; see the section titled Legal Requirements for District Events. The logistics of a District event are very similar to those of a convention. The committee is urged to read the section of this manual on planning a convention.