

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

Revised October 2019

FOREWORD

The past members of the Executive Committee hope 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, in this manual, scan the table of contents and read the policy chapter, the section on Duties of Officers and Appointed Personnel, and the section on your office.

CONTENTS

FOREWORD.....	i
POLICIES ESTABLISHED BY THE EXECUTIVE COMMITTEE.....	1
Conducting Business.....	1
Attendance at District Events.....	1
Email Voting.....	1
Executive Committee and Board of Directors Minutes Review Committee	3
Records Retention.....	3
Rotation for LWML Banner, Young Women Representative, District Convention, and Retreat.....	3
Finances.....	3
District Convention Finances.....	3
Endowment	4
Expense Vouchers.....	4
Joyful Response Electronic Mite Offering	4
Travel Expenses	4
Mission Grants	5
National Convention	5
Delegates to National LWML Convention	5
Young Women Representative to National LWML Convention.....	5
District Retreat	6
Responsibilities of VP of Christian Life.....	6
Responsibilities of Host Zone.....	6
DUTIES OF OFFICERS AND APPOINTED PERSONNEL.....	8
President.....	10
Vice President of Christian Life.....	12
Vice President of Gospel Outreach	12
Vice President of Special Focus Ministries.....	14
Vice President of Organizational Resources	14
Bylaws Committee.....	14
Education Grants Program.....	15
Maintain this <i>Procedures Manual</i>	16
Vice President of Communication	16
Secretary.....	16
Treasurer.....	17
Zone President.....	18
Pastoral Counselor.....	19
Financial Secretary	19
Public Relations Director	19
Web Master	20
Editor	20
<i>U & I Together</i>	21

Archivist-Historian.....	24
Parliamentarian.....	25
Meeting Manager	25
Delegates to National LWML Convention	25
COMMITTEES	26
Bylaws Committee	26
Endowment Fund Committee.....	26
Mission Grants Committee.....	26
YWR Committee.....	26
H2H Committee	26
Nominating Committee	26
Convention Committees	27
Tellers Committees	27
Convention Minutes Review Committee.....	27
Convention Resolutions Committee	28
If a resolution is desired, this is how to write it	28
DISTRICT EVENTS	29
Legal Requirements.....	29
Insurance	29
Permission to Use Music	29
District Conventions.....	29
Convention Planning.....	29
Conducting the Business of the Convention.....	41
District Retreat	46
Responsibilities of VP of Christian Life	46
Responsibilities of Host Zone.....	46
Guidelines for the Host Zone.....	47
Checklist for Zone Retreat Planning.....	49
Other District Events.....	51
APPENDIX—FORMS	52
Vice President of Gospel Outreach	53
Utah-Idaho District Mission Grant Application.....	53
Solicit LCMS District or Synodical Approval.....	54
Project Will Be on the Ballot (Or Not)	55
Project Will Be Funded (Or Not).....	56
Request Funds When They Become Available.....	57
Vice President of Special Focus Ministries.....	58
National YWR Selection	58
Vice President of Organizational Resources	59
Education Grant Letter to Congregations	59
Vice President of Communication	60
Group Contact Information.....	60

Request Names of Convention Delegates.....	61
Group Membership and Delegate Information.....	62
Dues and <i>Quarterly</i> Invoice.....	63
Treasurer.....	64
Donation Acknowledgement	64
Expense Voucher	66
Nominating Committee	67
Nominations for Utah-Idaho District Office.....	67
Nominee's Consent and Biography.....	68
Convention Tellers	69
Tellers for Officers Worksheet	69
Tellers for Grants Worksheet.....	70

FIGURES

Convention floor layout.....	40
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TABLES

Rotation for National LWML Banner, Young Women Representative, District Convention, and Retreat	3
Elected and Appointed Personnel.....	8
Schedule of Executive Committee Actions	9
Life Cycle of a Mission Grant	12
Schedule for Education Grants.....	15
Items for U & I issues.....	22
Major Convention Responsibilities	30
Convention Budget and Registration Fee Worksheet.....	34
Convention Manual Content.....	36
Hotel Comparison for Site Selection	38

POLICIES ESTABLISHED BY THE EXECUTIVE COMMITTEE*

Conducting Business

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

* 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.

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 all the members.
24. These minutes shall be approved at the next regular meeting.
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.

Executive Committee and Board of Directors Minutes Review Committee

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. The committee members shall send their comments to the Committee Chairman, who shall work with the Secretary to produce approved minutes. The Committee Chairman will write a letter or email that the Secretary can file with the minutes stating that they are approved.

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.

Rotation for LWML Banner, Young Women Representative, District Convention, and Retreat

The zones providing the LWML convention banner carried by the District President and the Young Women Representative, and the zones hosting the District Convention and Retreat are listed below.

Rotation for National LWML Banner, Young Women Representative, District Convention, and Retreat

Year	National Convention Banner	National Young Woman Representative*	District Convention	District Retreat
2018			Yellowstone	Western
2019	Central	Western		Utah
2020			Western	Yellowstone
2021	Yellowstone	Central		Central
2022			Central	Western
2023	Western	Utah		Utah
2024			Utah	Yellowstone
2025	Utah	Yellowstone		Central

*If a second YWR is chosen she may be from any zone in the district. See policy on Page 6.

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 its Gospel Outreach, 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 officers, other elected personnel, and appointed personnel. 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.

Endowment

Heritage of Love Endowment Fund policy to be written.

Expense Vouchers

The expense voucher is used to request reimbursement for authorized district expenses. Expense vouchers can be obtained from the District 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 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 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 Gospel Outreach	One grant committee meeting per biennium
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

(Minutes, October 2001; revised per April 2016 Bylaws)

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. District pays the delegate's
 - a. convention registration fee, including the convention meal package
 - b. air fare
 - c. hotel room cost during the convention at the rate of two delegates per room.
2. Each zone president brings her zone delegate's travel plans to the Winter Executive Committee meeting before the national LWML convention.
3. 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 Women Representative to National LWML Convention

Nominations can be made by an individual or a group and sent to the Vice President of Special Focus Ministries prior to the Fall Executive Committee meeting. The members of the District Executive Committee will select the Young Women by a majority vote.

- LCMS member in good standing
- 22-35 years of age
- Mission minded - understands that LWML supports missions
- Willing to attend zone fall events (at zone's expense), be a speaker, give report
- Willing to fulfill obligation to the District since the District paid her expenses to attend the Convention
- Write a report for the *U & I Together*
- Should not be confused with scholarship people
- Letter will be sent to all nominees explaining her responsibilities

The Board will also select an alternate.

"...the Young Women Representative will be selected from the zone hosting the District Convention following the National Convention. The alternate will be from the same zone. If an additional Young Women Representative is to be sent to the convention, she will be selected from the entire District at large.) (Minutes, October 26, 1991)

District Retreat

(Minutes, October 7-8, 2016)

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

Responsibilities of VP of Christian Life

Each July, reserve Camp Perkins, if that is the location of choice, for the third week-end 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 sends the signed contract to Camp Perkins and copies to the host zone president and the VP of Christian Life.

Calculate the cost of registration for the cabin, the retreat center, and for one day plus two meals and submit them to the Executive Committee at its fall meeting for approval. Fifteen percent (15%) may be added to the contract price to cover retreat expenses. Send the approved registration fees to the zone host committee for the registration form.

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 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 host zone is responsible to forward the mite offering to the District Financial Secretary and to pay Camp Perkins, any program expenses, and any refunds. If any funds are left, the zone remits them to the District Financial Secretary.

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.

Refunds. If funds are available after all expenses are paid, up to 75% of the fees paid may be refunded to those who were unable to attend because of an emergency.

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 February 15 and the registration form by April 15. In convention years, take flyers and registrations forms 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
- registration forms.

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

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 twice a year, generally in October and February.

Elected and Appointed Personnel

	Year Elected		Votes in Board of Directors	Votes in Executive Committee & Convention
	2018, 2022	2020, 2024		
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
Appointed Personnel—Members of Board, not Executive Committee				
Editor	Two-year term; eligible for three additional terms		yes	no
Public Relations Director				
Archivist Historian				
Parliamentarian				
Meeting Manager				
<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>				

Schedule of Executive Committee Actions

Post-Convention	<ul style="list-style-type: none">• Approve appointments (appointed officers and special appointed personnel)
Early Summer— 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
Winter (odd numbered years)	<ul style="list-style-type: none">• Finalize plans for national LWML convention (zone presidents bring their delegate's itinerary and information for the registration form)• Select Young Women Representative to national LWML convention• Approve appointment of Nominating Committee Chairman• Select district convention scripture verse and theme• Select convention speaker(s)
Fall (odd numbered years)	<ul style="list-style-type: none">• Consider revisions to Procedures Manual• Approve registration fees for district retreat• Plan convention program• Select district convention logo• Approve convention budget and registration fees• Approve hotel and convention registration forms• Approve 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)• Consider Convention Committee information on banquet entertainment
Winter (even numbered years, often held in convention city)	<ul style="list-style-type: none">• Approve slate of candidates• Approve budget• Complete planning convention program, including review of worship service and Gifts from the Heart service• Approve Treasurer's choice of financial reviewer
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. When the Secretary emails the minutes, read them as soon as possible while your memory is fresh. Send her any corrections you find. They will not be read at the next meeting.
4. Write an article for the *U & I Together* as requested.
5. 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).]

6. Maintain files of all information, actions, and correspondence
 - a. prepare workable file for successor
 - b. send archival material to Archivist-Historian.
7. 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 Board meeting;
 - b. appoint the Public Relations Director, Web Master, Editor, Archivist-Historian, Parliamentarian, and Meeting Manager. It is good to have people in mind for these jobs before the election so that, if possible, they can be asked to serve and their appointment ratified by the Board at the post-convention meeting.
2. Preside over District Board and Executive Committee meetings, District Convention, and any other District meetings deemed necessary. Have a site in mind for the next meeting so that it can be announced before the present one is adjourned; 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, directions to the host church, housing needs, etc. A Saturday morning brunch seems to work well instead of a closing lunch.
3. Be an ex officio member of all committees except the Nominating Committee.
4. Appoint the Bylaws, Young Woman Representative (YWR) Committee, and Heart to Heart (H2H) Committees.
5. Attend
 - a. as many zone events as possible;
 - b. district retreat (usually held in July);
 - c. national LWML Board meetings and convention (Board meetings are usually held in January and just before the national LWML convention in June of odd-numbered years).
6. For the upcoming District Convention, appoint
 - a. Nominating Committee Chairman (appoint about 1 year before convention--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. Tellers for Grants, Tellers for Officers, Convention Minutes Review Committee, Convention Resolutions Committee, 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. Since the Nominating Committee Chairman is never a Board member, if she is not a delegate she cannot vote and should not be the chairman of the Tellers for Officers. (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 will need to work before the convention, it is most convenient to use members of the Executive Committee for this committee, e.g. zone presidents.

7. 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.
8. Prepare a District President welcome letter with highlights of the past biennium for the district convention manual.
9. Sign contracts, expense vouchers, and other documents as instructed by the Executive Committee.
10. 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. See the section in this manual on Legal Requirements for District Events for details.
11. Be aware of what all the officers and other responsible people are doing. If someone is not doing her job, see if help can be gotten. If necessary, let her know that she can resign. The key thing is to put someone in place to do the job in a manner that supports the person who is supposed to have done it.
12. After the national convention delegates have been chosen, find out their roommate preferences and reserve hotel rooms as requested. This usually assures a convention hotel close to the national convention site with everyone in the same hotel. National LWML makes housing arrangements for YWRs.
13. Keep delegates, YWRs, and guests from our District informed on times for the district photo, delegate orientation, 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.
14. Order mite boxes for the district when needed.
15. Obtain a debit card to be used by the District President only for LWML business.
16. 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.”
17. Send the President of national LWML a copy of all important correspondence.
18. 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. Share ideas, encouragements, resources, and scripture about sharing Jesus.

Prepare Convention Devotions. These may include room devotions, opening of a session, after the banquet, and closing devotions, depending on the convention agenda. Determine the time allotted and the focus of the devotion when the convention agenda is planned at the Winter Executive Committee meeting. 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.

U & I Together. Share ideas and resources for zones and groups. Seasonal ideas, e.g. Christmas, need to be sent months in advance to allow time for the zone or group to plan. Examples: Advent by Candlelight, Happy Birthday Jesus party.

Vice President of Gospel Outreach

U & I Together. Share ideas, encouragements, resources, and scripture about sharing Jesus.

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". Five letters/forms are given in the appendix to help you manage the grants (see page 52).

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 22ff22. Give her the grant criteria, the grant proposal form, and proposal deadlines.
- Note: A mid-September 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 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.
- 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.
- May
- 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 Forms section). 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

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.
3. Direct and promote the H2H Sisters program.

U & I Together. Share service ideas. These need to be written several months in advance to allow time for the zone or group to plan.

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.

Vice President of Organizational Resources

Bylaws Committee

Chair the Bylaws Committee. (See the Committee's duties listed in the bylaws.) 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).

Education Grants Program

Conduct the Education Grants 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 (must be in the Utah-Idaho LWML District).
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 page 59.

Schedule for Education Grants.

Date	Action
November/ December	<p>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.</p> <p>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.</p>
January 2	Send prepared mailing to churches.
January	<p>Send (email or snail mail) information about the education grant to</p> <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) <ul style="list-style-type: none"> ○ NOW District President & Administrative Assistant ○ Rocky Mountain District President & Administrative Assistant. • LCMS seminaries and colleges. See lcms.org for email addresses. <ul style="list-style-type: none"> ○ Concordia Theological Seminary, Fort Wayne – Director of Financial Aid ○ Concordia Seminary, St. Louis – Registrar.
May 31 st	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	<p>After receiving call documents of applicant(s)</p> <ul style="list-style-type: none"> • Complete an expense voucher requesting the treasurer to send you a check for each recipient. • Write congratulations card and send check with it. • Write letter to recipient’s home congregation informing them of the grant. • Send information about recipients to VP of Communication—including recipient’s home congregation, where they were called, and any other pertinent publicity information. <p>If there are no eligible applicants, request the treasurer to disperse the money according to the standing rule.</p>

Keep on file a list of all the Education Grant Program recipients, their home congregation, and when and where they took their first call.

Write 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 Fall meeting (odd year) before convention.)

Insert the list of policies supplied by the secretary in this manual.

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, as soon as a convention speaker is chosen and accepts, publicize it (speaker 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).
- Overseeing and approving materials created by the Public Relations Director, Web Master, and Editor.
- Maintaining the email list of people receiving District news.
- Maintaining a spreadsheet of zone and group officers with their contact information (name, email, phone number and address) and providing it to the Executive Committee members. (See form requesting this information, page 60.)
- Assisting district officers in communicating with LWML groups. For example, secretary in requesting delegate information before convention.
- Reminding groups to pay their dues and pay for the *Lutheran Woman's Quarterly's*. (See form on page 63.)
- Corresponding with the national LWML office on number of *Lutheran Woman's Quarterly's* sent to each group. Keep the district Treasurer informed as to the number.

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

Secretary

1. About February 1 in convention years, work with the Vice President of Communication to send a letter to each Group asking for the name of their delegate(s) and alternate(s). (See sample on pages 61 and 62 and Bylaws Article V, Section 2).
2. Provide a list of delegates to the President and the Convention Registrar as soon as possible (the President makes appointments from this list).

3. After the convention, send a draft of the minutes to the Convention Minutes Review Committee members. As appropriate attach copies of motions, reports of tellers committees, etc., so the committee can verify that the minutes are correct. The committee members will send their comments to the Committee Chairman, who will work with you to get an approved document. The Chairman should write a letter that you can file with the minutes stating that they are approved.
4. Provide copies of the convention minutes to each member of the Board of Directors and to each Group.
5. Receive reports prior to Board of Directors and Executive Committee meetings, compile and send to President and meeting participants.
6. Provide a copy of the minutes of Board of Directors and Executive Committee meetings to all Board members and to the National LWML President. Copies may be given to others who need them (e.g., minutes with instructions for the convention should be given to the Convention Chairman). (Note that the minutes include a list of those in attendance. An easy way to ascertain this is to send around an attendance sheet with spaces for name, position, and address. A tape recorder may be used to assist in taking minutes. Tapes may be erased and handwritten notes destroyed after the minutes are approved.)
7. Attach copies of the financial report to the minutes in both the permanent record book and the working copy.
8. Provide copies of standing rules and policies adopted by the District Convention and the Executive Committee to the Vice President of Organizational Resources. She maintains the bylaws and standing rules document and the policy section in this manual.
9. Sign contracts and other documents as instructed by the Executive Committee.
10. 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.”
11. Oversee Archivist-Historian

Treasurer

1. Send a quarterly financial report to the President and report at each regular meeting of the Executive Committee.
2. Distribute Mite boxes within the District. These are ordered by the District President.
3. Prepare the District budget and present it to the Executive Committee at its Winter 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.
4. Maintain a balance of \$1000 for ongoing expenses.
5. Pay education grant recipients upon receipt of their first call to serve as directed by the Vice President of Organizational Resources.
6. Remit mites to national LWML at least quarterly; the Executive Committee prefers monthly.
7. 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.

8. Pay the registration and other allowable expenses for travel, meals, and lodging for the District President, zone delegates, YWRs, and Pastoral Counselor attending the national LWML convention. (National LWML may pay some of the District President's expenses.)
9. Reimburse all district elected officers, appointed officers, and special appointed personnel for their travel expenses for district Board of Directors or Executive Committee meetings and other meetings when their attendance is requested by the President. (Use expense voucher, page 66.) Reimburse the following people for the meetings specified:

President	Zone events
VP of Gospel Outreach	One grant committee meeting per biennium
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

10. In the winter of district convention years, choose a financial reviewer and report the name to the Executive Committee for approval.

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. 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.
4. 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.
5. Select District Convention Chairman two years before your zone will host the District Convention.
6. Encourage nominations for the national LWML Young Women Representative when she will be selected from your zone. (She is selected at the Winter Executive Committee meeting before the national LWML convention from the zone that will host the next District convention.)
7. 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.

8. Bring the travel plans and information for the registration form for the zone's delegate to the national LWML convention to the Winter Executive Committee meeting before the national LWML convention.
9. 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. Serve on the Mission Grants Committee.
3. If requested, prepare convention Bible study.
4. Prepare the convention worship service (historically a festival communion service). Be prepared to discuss it at the Winter Executive Committee meeting before convention when the convention agenda is being planned (send courtesy copies to the Vice President of Christian Life and the President so that they can read it before the meeting).
5. 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.
6. Install newly elected officers at the District convention.
7. Serve as doctrinal advisor of printed materials to be distributed.

Financial Secretary

1. Deposit checks received monthly or more frequently.
2. Quarterly, send the District President and each of the Zone Presidents a breakdown of
 - Mite offerings from each group.
 - Dues paid by each group.
 - *Lutheran Woman's Quarterly* subscriptions paid by each group.
3. Prepare a quarterly Mite offering report for the *U & I Together*.
4. Write thank you letters for donations over \$100; see samples on pages 64 and 65. 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.")
5. 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 LWML members and national LWML. The Public Relations Director works closely with her to publicize District events.

1. Prepare table tents for Executive Committee meetings (the president will store them for reuse).

2. Prepare a display for the convention lobby if requested by the President.
3. For the convention, prepare table tents to reserve seating for the following groups:
 - Time Keeper (1 chair)
 - Minutes Review (3 women)
 - Speakers/Special Guests
 - Past Presidents
 - Voting Board (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.)
4. Appoint and oversee convention photographer. Send photos of officers, speakers, etc. to 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.

Create a web page for the district and keep it current.

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.

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.

Submit a draft of the *U & I Together* to the Vice President of Communication, President, and Pastoral Counselor for approval prior to publication.

Publication schedule

- Articles must be submitted to the president, editor, and VP Communication by the 15th of the month prior to publication.
- Each month's issue will be emailed between the 1st and 5th of the month by the VP of Communication to those on the large distribution list.
- The December issue will generally be one page with a devotion.

Every issue should include:

- Encouragement from the president (may be combined with news)
- Something devotional, perhaps a resource and ponder questions or mini Bible study questions (100-150 words), alternating between Pastoral Counselor (even months) and VP Christian Life (odd months)
- Calendar, with next convention (district or national) and district retreat. Include date & place of zone events 3 months in advance of the event.
- Officer contact information will not be published in the U & I because it is accessed via the website. (People can use "contact us" on website. The officer list can also be sent to the group presidents.)

Unscheduled Items. Some months are full of time-sensitive information. Other months have space available. Officers need to give information to the VP Communication as soon as it becomes available so that it is ready when space becomes available. Listed below are unscheduled items various leaders are asked to provide.

Any elected or appointed person

- Any items of interest on the national or district websites (tell what it is about and give link to website)
- Questions to ponder. Examples
 - Where is God working around you?
 - How can you make someone's day today?
 - Do you need to pause and ponder? Just breathe?

VP Christian Life

- Ideas for individuals; for example, Christmas devotional resource.

VP Gospel Outreach

- List of grants and their status when a grant is paid.
- When grant is paid, publish what 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.

VP Special Focus Ministries

- Service ideas for individuals.

VP Communication

- News as it becomes available. For example,
 - As soon as a convention speaker is chosen and accepts, publicize it (speaker biography, topic, etc.)
 - National grants
 - How to sign up for National and District news.

Treasurer

- Joyful Response
- Endowment

Zone Presidents

- Encourage groups to share about completed activities—pictures encouraged.

YWRs

- Occasional words of encouragement to our district’s young women.
- Encourage YWRs to attend district and national conventions.
- Convention reports following each convention.

Items for U & I issues

Even-Numbered Years		Person Responsible
June (new editor’s first issue)	Convention highlights	VP Communication
	Convention servant event report—after items are delivered	VP Special Focus Ministries
	List of Education Grant Program recipients	VP Organizational Resources
	District retreat publicity	VP Communication
July	Final publicity for district retreat	VP Communication
August	YWR district convention report	YWR committee
	Publicity on fall events—at least dates, complete detail for September ones	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
	Complete detail for October fall events	Zone Presidents
	Retreat highlights	VP Christian Life
October	Reports on fall zone events that happened in September	Zone Presidents
November	Report on fall zone events that happened in October	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 Organizational Resources
December	Devotion	Pastoral Counselor
Odd-Numbered Years		
January	Publicity on national convention (national usually sends short articles for bulletins)	President
	Final call for national YWRs	VP Organizational Resources
	Publicity on spring zone events (at least dates)	Zone Presidents
	Education Grants—how to apply (applications are due May 31)	VP Organizational Resources

February	Call for district mission grant proposals	VP Gospel Outreach
	More detail on zone 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
	Publicity on national convention (national usually sends short articles for bulletins)	President
March	Highlights from EC meeting, name YWR(s)	President
	National Board meeting update	President
	2 nd & final notice for Education Grants—how to apply (applications are due May 31)	VP Organizational Resources
	Thrivent Choice deadline reminder	Treasurer
	Publicity on national convention (national usually sends short articles for bulletins)	President
	District retreat publicity (notice of dates, theme, etc.)	VP Communication
	More detail on zone events	Zone Presidents
April	Report on zone events	Zone Presidents
	2 nd call for district mission grant proposals	VP Gospel Outreach
	Publicity on national convention (national usually sends short articles for bulletins)	President
	District retreat publicity	VP Communication
May	District retreat publicity & registration form	VP Communication
	Report on remaining zone events	Zone Presidents
	Quarterly Mite Offering Report, include thanks and encouragement for supporting missions	Financial Secretary
	Publicity on national convention (national usually sends short articles for bulletins)	President
June	List of Education Grant Program recipients	VP Organizational Resources
	District retreat publicity	VP Communication
July	Final publicity for district retreat	VP Communication
	Final notice for mission grant proposals	
August	YWR national convention report	National YWRs
	Publicity on fall events—at least dates, complete detail for September ones	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
September	Complete detail for October fall events	Zone Presidents
	Retreat highlights	VP Christian Life
	Call for nominations for district office	Nominating Committee chairman
October	Reports on fall zone events that happened in September	Zone Presidents
	Call for nominations for district office	Nominating Committee chairman

November	Report on fall zone events that happened in October	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	Devotion	Pastoral Counselor
Even-Numbered Years		
January	Publicity on district convention (give hotel information, say that registration form is coming next month)	VP Communication
	Publicity on spring zone events (at least dates)	Zone Presidents
	Education Grants—how to apply (applications are due May 31)	VP Organizational Resources
February (Convention issue)	More detail on zone events	Zone Presidents
	Divide convention publicity between February and March. Cover <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
March	Highlights from EC meeting	President
	National Board meeting update	President
	2 nd & final notice for Education Grants—how to apply (applications are due May 31)	VP Organizational Resources
	Thrivent Choice deadline reminder	Treasurer
	District convention publicity	VP Communication
	District retreat publicity (notice of dates, theme, etc.)	VP Communication
	More detail on zone events	Zone Presidents
April	Report on zone events	Zone Presidents
	District retreat publicity	VP Communication
	Final district convention publicity	VP Communication
May	District retreat publicity & registration form	VP Communication
	New officers, grants adopted (Deadline is before convention so hold space for these and president's article to be written after convention. Publish convention highlights and other reports in June.)	VP Communication
	Financial summary for biennium	Treasurer
	Final Mite offering report for biennium	
	Report on remaining zone events	Zone Presidents

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. Write a history of the activities of the District for the biennium and submit it to the District President by February 1 of even years.

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. Develop and administer meeting service support.

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 (usually reports to each group).

COMMITTEES

Bylaws Committee

See Vice President of Organizational Resources.

Endowment Fund Committee

See Policy (to be written)

Mission Grants Committee

See Vice President of Gospel Outreach

YWR Committee

The YWR Committee 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.
5. Report to the Vice President of Special Focus Ministries.

H2H Committee

The H2H Committee shall:

1. Promote awareness of H2H 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 H2H activities within their church.
3. Assist each zone president with H2H participation in zone events.
4. Report to the Vice President of Special Focus Ministries.

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. Prepares *Nomination* and *Nominee's Consent and Biography* forms. Samples are given on pages 67 and 68.) (Any Group member may nominate a person by submitting a completed nomination and consent form to a member of the Nominating Committee.)
2. 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.

3. Send each nominee the duties of her position from the bylaws and this manual. Obtain the written consent of all nominees to serve, if elected.
4. Submit the names of nominees to the Executive Committee for approval at the Winter meeting before convention.
5. Submit profiles and photos of approved candidates to the Vice President of Communication for publication and to the Convention Manual Chairman.
6. Prepare ballots with the names of approved candidates listed in alphabetical order for the convention.
7. 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 attached worksheet (page 69 for officers, page 70 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 prepares a draft of the minutes and sends copies to the committee members. As appropriate she may attach copies of motions, reports of tellers committees, etc., so the committee can verify that the minutes are correct. The committee members send their comments to the Committee Chairman, who works with the Secretary to get an approved document. The Committee Chairman should write a letter that the Secretary can file with the minutes stating that they are approved.

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 45.

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 child care.

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. (A seven-day event license costs \$66 as of February 2001. CCLI licenses can be obtained from www.ccli.com, 800-234-2446, 17201 N.E. Sacramento St., Portland, OR 97230.)

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 from the prior national LWML convention
- 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.

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

Major Convention Responsibilities

What	Who	When
Select Convention Chairman	Host zone president	2 years before convention
Investigate convention sites, prepare recommendation for Executive Committee	Convention Chairman	Fall Executive Committee meeting, 1 1/2 years before convention
Select facility and authorize contract to be signed	Executive Committee	Fall Executive Committee meeting, 1 1/2 years before convention
Select convention scripture verse, theme; guest speaker (at least in concept)	Executive Committee; Committee is encouraged to make suggestions	Winter meeting 1 1/2 years before convention
Select convention logo	Executive Committee	Fall meeting before convention
Banquet entertainment	Convention Committee provides information; Executive Committee gives instructions on what fits into program	Fall meeting before convention
Prepare convention budget and suggest registration fee (see Convention Treasurer)	Convention Committee; must be approved by the Executive Committee	Fall meeting before convention
Select convention Gifts from the Heart	VP for Special Focus Ministries recommends, Convention Committee may give her suggestions; Executive Committee adopts	Fall meeting before convention
Hotel and convention registration forms	Registrar prepares, Executive Committee approves	Fall meeting before convention; February 1 <i>U & I Together</i> deadline. Bring to Winter meeting to register Executive Committee members
Convention funds all come from registration fees. To give the Committee money to work with, the District pays the officers' registration fees early	District Treasurer	Winter meeting before convention
Convention program	Executive Committee	Winter 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 for
Communication

Publicize information as it
becomes available
Publicize opening service
for the benefit of local
people

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
- 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, preferably at the Fall meeting before convention. The only funds available are from registration. To give the committees money to work with, the District pays the officers' registration fees at the Winter 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 not yet appointed.
- Calls and presides at the Convention Committee meetings.
- Attends other committee meetings as needed.

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

[†] 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.

- 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).
- 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.)
- Convention Chairman signs Request for Payment form and forwards it, with the receipts, to Convention Treasurer for payment.

Registration

The Registrar should appoint as many persons 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 Fall meeting before convention so that they can meet the February 1 *U & I Together* deadline. 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 last date that refunds will be considered. See prior *U & I Together* or past committee reports for examples. Bring copies of the registration form to the Winter Executive Committee meeting so the Executive Committee members can fill them out there and the Treasurer can write the check for their registration fees.

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.)

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.

The Registration Committee is also responsible for meal tickets; these can be tucked in behind the name tag in the plastic holder. Each participant should complete the emergency information form and keep it in the name tag holder. The template for this form is in the convention committee materials.

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

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. 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.

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 should be in the files the committee receives). 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
- Registration refunds (see policy section).

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 Winter 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.

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				
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>				

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

Agenda Pledges (copy from last manual) Convention Rules (usually no changes from previous convention) Welcome letter from the district LWML president with highlights of the past biennium 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	Song Leader (obtain legal permission to use as necessary)
Grants Paid Report Grant Proposals	VP of Gospel Outreach
Biennium Financial Report Proposed Budget	Treasurer
Education 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	Resolutions Committee Chairman (ask the District President who she is)
History of the activities of the District for the biennium	Archivist-Historian
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) 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 Board 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.

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, podiums, 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 same room as the Board). 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 the Executive Committee selects. The Executive Committee will visit the facilities at the Winter meeting (probably in February). At that time, discuss what equipment is needed (e.g., microphones, banner poles and stands) so there are no last minute surprises.

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 on the morning the convention opens.

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

Hotel Comparison for Site Selection

Hotel Name			
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			
Board 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			

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 doesn't 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).

Table*		Lectern†
		3 chairs‡
School room style seating for voters (For special guests, Minutes Review Committee, Board members, delegates)	Center aisle§	School room style seating
Guest chairs or tables		

Convention floor layout.

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 (A seven-day event license costs \$66 as of February 2001. CCLI licenses can be obtained from www.ccli.com, 800-234-2446, 17201 N.E. Sacramento St., Portland, OR 97230).

This committee is also responsible for obtaining whatever other support is needed, such as an organist/pianist for worship service, piano or organ, song leader, and devotions. 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—coordinate with the President.

The committee provides

- 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 national LWML representative and other speakers at the airport and making them welcome. (See Legal Requirements section for insurance requirements.)

* 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.

- 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 Facilities and Support committee.
 - 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 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 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.

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 Women 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 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 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:) Madame 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.)*

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.

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

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

Responsibilities of VP of Christian Life

Each July, reserve Camp Perkins, if that is the location of choice, for the third week-end 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 sends the signed contract to Camp Perkins and copies to the host zone president and the VP of Christian Life.

Calculate the cost of registration for the cabin, the retreat center, and for one day plus two meals and submit them to the Executive Committee at its fall meeting for approval. Fifteen percent (15%) may be added to the contract price to cover retreat expenses. Send the approved registration fees to the zone host committee for the registration form.

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 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 host zone is responsible to forward the mite offering to the District Financial Secretary and to pay Camp Perkins, any program expenses, and any refunds. If any funds are left, the zone remits them to the District Financial Secretary.

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.

Refunds. If funds are available after all expenses are paid, up to 75% of the fees paid may be refunded to those who were unable to attend because of an emergency.

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 February 15 and the registration form by April 15. In convention years, take flyers and registrations forms 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
- registration forms.

The District's Public Relations Director is available to help the host zone prepare materials.

Guidelines for the Host Zone

Registration

Include the fee for the retreat center, the cabin and a day rate. A suggested wording is

Cabin and meals: \$xxx if postmarked by July xx; \$xxx if postmarked after July xx.

Retreat Center: \$xxx if postmarked by July xx; \$xxx if postmarked after July xx.

Sat. only, including 2 meals: \$xx if postmarked before July xx; \$xx if postmarked after July xx.

The earlier registration is usually set at \$10 less than the later fee. Please be aware that the retreat registration is based on 3 per room and there are only 10 beds available in the cabin.

If the zone does not have a checking account, the registrar's group account may be used for depositing fees and paying expenses.

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—See the template in the retreat manual for information to be included.

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, 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.

Crafts

These are encouraged and 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, 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 _____

Early Registration Date _____ Regular Registration Date _____

One Year 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 copy of Camp Perkins contract from the District President.
- _____ 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 Board 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.

Two Months Before Retreat

- _____ Inform Camp Perkins of arrangements needed (campfires, songbooks, Communion arrangements, use of paddleboats or other equipment, etc.)
- _____ Create evaluation tool.

Immediately After Registration Deadline

- _____ Prepare registration table items: program schedule and other handouts needed.
- _____ Prepare room assignments (see template in retreat manual).

Two Weeks Before Retreat

- _____ Confirm final numbers with Camp Perkins.
- _____ Check with Camp Perkins to see how early you can arrive to set up for the retreat.

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, pay Camp Perkins as per contract.
- _____ Collect District name tag holders to pass on to next District event chairperson.

Following Retreat

- _____ Complete evaluations and send retreat report to VP of Christian Life.
- _____ Send thank you notes to speakers and leaders. If gifts are given, this is a zone expense.
- _____ 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.

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. 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. established the budget envelop 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.

APPENDIX—FORMS

These forms are designed to be printed on Utah-Idaho LWML District letterhead, which can be attached to an email, or emailed via MailChimp with the district logo.

Vice President of Gospel Outreach, Mission Grants

Five documents, found on the next pages, are used in the grants process:

- Grant application
- Letter soliciting district or synodical approval
- Letter telling applicant their project will be on the ballot (or not)
- Letter telling applicant their project will be funded (or not)
- Form for the applicant to request funds when they become available.

Vice President of Special Focus Ministries

- National YWR Selection

Vice President of Organizational Resources, Education Grants

- Education Grant Letter to Congregations

Vice President of Communication

- Group Contact Information
- Request Names of Convention Delegates via Group Membership and Delegate Information form
- Dues and Quarterly Invoice

Treasurer

- Donation Acknowledgement
 - Financial Gift
 - Endowment Gift
- Expense Voucher

Nominating Committee

- Nominations for Utah-Idaho District Office
- Nominee's Consent and Biography

Convention Tellers

- Tellers for Officers Worksheet
- Tellers for Grants Worksheet

Vice President of Gospel Outreach

Utah-Idaho District Mission Grant Application

Project Name: _____

Organization: _____

Address: _____

Phone Number: _____ Email: _____

Contact Name _____ Phone: _____

Sponsor if not LCMS entity: _____

Amount requested: _____

Please address how your project fulfills our District's criteria for mission grants by answering the questions below.

Specifically, how would the funds be used?

What is the emphasis of the project?

Does it fit into the plans and projects of the LCMS?

Is it ready to implement?

Is it assured of continued maintenance?

Is it well documented with a robust governance structure?

Is there any additional information that would help us evaluate this project?

Submit this application and 3 pictures that illustrate your project (in .jpg format) to the Vice President of Gospel Outreach:

(name)

(address)

(phone)

(*email*)

The deadline for submitting grant applications is September 15, 2019.
Submitting an application does not guarantee a place on the ballot.

Solicit LCMS District or Synodical Approval

(Date)
(Addressee name)
(Street)
(City State ZIP)

Dear _(synodical district president where applicant is located or the LCMS Executive Director of Missions)_____,

The LWML Utah-Idaho District is seeking your approval of a grant proposal submitted to us by _____ for the purpose of _____.

Please review the attached application to ensure it fits in the plans of the Lutheran Church—Missouri Synod and is in doctrinal agreement with the LCMS.

Thank you for your partnership in the Gospel as we work together for our Lord.

In His Service,

(name)
V.P. of Gospel Outreach
(*email*)

Attach the application

Project Will Be on the Ballot (Or Not)

(Date)

(Addressee name)

(Street)

(City State ZIP)

Dear _____,

Thank you for your grant application for mission funding from the Utah-Idaho District.

On behalf of the Utah-Idaho District Executive Committee, I am pleased to inform you that your Mission Grant Application for \$_____ to help with _____ (grant name/purpose) _____ was selected to be on the ballot at our convention in **April 2020**.

At that time the LWML women will select the grants to be awarded funding for the **2020-2022** biennium. You will be notified of the results of the vote shortly after convention.

May God bless your work and this very important mission outreach endeavor.

OR

Thank you for sending your mission grant application to us for possible funding during our **2020-2022** Utah-Idaho District's biennium.

The Mission Grants Committee reviewed your application for _____ (grant name/purpose) _____ and presented it along with others for consideration by the Executive Committee. They have made their selection from the applications submitted; I am sorry to inform you that your application for _____ (grant name/purpose) _____ was not chosen for the ballot.

If you want to submit another application in the future, please contact me and I will be glad to send you the appropriate forms.

May God bless your work and the work of your organization in helping to spread the Gospel.

In His Service,

(name)

V.P. of Gospel Outreach

(*email*)

Project Will Be Funded (Or Not)

(Date)
(Addressee name)
(Street)
(City State ZIP)

Dear _____,

On behalf of the Utah-Idaho District of the Lutheran Women’s Missionary League, I am pleased to inform you that your Mission Grant Application for 2020-2022 was approved for funding.

At our convention on April 25, 2020, the LWML women voted to grant your request for \$_____ to help with _____ (grant name/purpose) _____. You will be notified when the funds are available for distribution.

May God bless your work and this very important mission endeavor.

OR

The LWML Utah-Idaho District convention met on April 25, 2020, and the grant information was shared with all the attendees. All grants were worthy of funding; however, I am sorry to inform you that your grant for _____ (grant name/purpose) _____ was not chosen.

If you would care to submit another Application in the future, please contact me and I will be glad to send you the appropriate forms.

May God bless your work and the work of your organization in helping to spread the Gospel.

In His Service,

(name)
V.P. of Gospel Outreach
(email)

Request Funds When They Become Available

(Date)
(Addressee name)
(Street)
(City State ZIP)

Dear _____,

Funds from Mite Box offerings and other mission donations are now available for _____(Name of Project)_____, which the Utah-Idaho LWML convention voted to give \$_____ .

Please complete the form below and return to me at your earliest convenience. You may request a partial amount now and the balance later if the entire amount is not needed at this time. When we receive the form, we will mail a check to the address you provide to assist you with your mission endeavors.

In His Service,

(name)
V.P. of Gospel Outreach
(address)
(phone)
(email)

(V.P. of Gospel Outreach put name of project here)

Our project is ready to use funds from the Utah-Idaho LWML mission grant. I request \$_____ at this time. The money will be used in the following manner:

Name _____

Address _____

Email Address _____ Phone Number _____

Please make check payable to: _____

Signed _____ Date _____

Vice President of Organizational Resources

Education Grant Letter to Congregations

Greetings to you in the Name of our Lord and Savior Jesus Christ.

The Utah-Idaho District of the Lutheran Women's Missionary League has established a grant program to assist students from our district who have accepted their first called position in the Lutheran Church–Missouri Synod. The grant amount is \$3,000 and is divided equally if more than one person is eligible.

If you are aware of anyone from your congregation who will be accepting his/her first called position in the LCMS this year, please notify them of this grant opportunity.

These are the requirements and steps to follow when applying for the grant:

1. The applicant's home church must be in the Utah-Idaho LWML District.
2. The applicant's call is his/her first call.
3. The applicant writes a letter to the VP of Organizational Resources requesting this grant.
4. This letter is to include the effective date of the call.
5. Applicant will submit a copy of the call papers for his/her first call.
6. The letter and copy of the call papers is due by May 31, 2019, in the hands of the VP of Organizational Resources at the address listed below.

Thank you for contacting anyone you know of who will be eligible for this education grant. Three announcements you might use in your bulletin or newsletter are given below.

In His Service,

(name)

Vice President of Organizational Resources

(address)

(phone)

(email)

Education Grant Announcements

1. The Lutheran Women's Missionary League, Utah-Idaho District, is offering grant money for anyone accepting his/her first call to full-time church work in the Lutheran Church–Missouri Synod this year. The application deadline is May 31, 2019. Please contact __(name)__, District Vice President of Organizational Resources, at __(email)__, for more details.
2. Education grant money is available to those accepting their first call this year to full-time church work in the Lutheran Church–Missouri Synod. This grant is offered by the Lutheran Women's Missionary League Utah-Idaho District. The deadline to apply is May 31, 2019. Please contact __(name)__, District Vice President of Organizational Resources, at __(email)__, for more details.
3. Do you know of anyone from your church home who is accepting his/her first full-time call this year to full-time church work in the Lutheran Church—Missouri Synod? The LWML Utah-Idaho District has education grant money available and we would like to hear from you by May 31, 2019. Please contact __(name)__, District Vice President of Organizational Resources, at __(email)__, for more details.

Vice President of Communication

Group Contact Information

Name of LWML Group:

Date:

Zone:

Church Name:

Address:

Phone Number:

Church Email Address:

Pastor's Name:

Number of LWML members at your church:

President

Name:

Address:

Phone Number:

Email Address:

Treasurer

Name:

Address:

Phone Number:

Email Address:

Request Names of Convention Delegates

 (date)

Dear Group President,

Our Utah-Idaho (U-I) District convention will be held in (place) on (date) . We pray God will bless those who attend and equip them to be a witness of His love and mercy.

The business of the U-I District is conducted at convention by the group delegates and voting officers. The number of delegates your group has depends on the number of members you have. Our bylaws state that the convention has "One elected delegate from each group having ten or fewer members and one elected delegate for each additional ten members or major fraction thereof (i.e. six or more), as of January 1 preceding the convention." The bylaws also state "the names of the elected delegates and alternates shall be in the hands of the Secretary of the District by April 1."

The number of Young Woman Representatives (YWRs) you send to the district convention is not limited by our bylaws. You may send as many as your group feels it can support financially.

Please complete the attached form *[You may choose to put the form on the website and include the link here. In which case they can download the form and email it to you.]* and return it to me by March 15, 2020, to the address below. However, you may type the information on the form, save it, and then send to me by email. Please be aware this is not a registration form; delegate registration forms and fees are to be sent to the convention registrar.

Thank you for your response to this request.

Blessings,

(name)
(email)
(address)
(phone)

Group Membership and Delegate Information

Date:

Church Name and City:

Name of LWML Group:

Number of LWML members in your group:

Number of delegates (*One elected delegate from each group having ten or fewer members and one elected delegate for each additional ten members or major fraction thereof (i.e. six or more), as of January 1 preceding the convention. You are encouraged to have an alternate for each delegate.*):

Delegates

<u>Name</u>	<u>Phone Number</u>	<u>Email</u>
1.		
2.		
3.		
4.		

Alternates

<u>Name</u>	<u>Phone Number</u>	<u>Email</u>
1.		
2.		
3.		
4.		

Young Woman Representative(s) (YWR)

<u>Name</u>	<u>Phone Number</u>	<u>Email</u>
1.		
2.		
3.		

Dues and *Quarterly Invoice*

 (date)

Dear Group President or Contact Person,

This letter is a reminder of your group's yearly dues and *Quarterly* payment.

Dues – The amount of your group's annual dues are based on the number of members you have. Dues are \$3.00 per member per year. Your group's dues help cover the cost of sending four delegates to the national convention every other year.

Quarterly – The Utah-Idaho District will pay for one LWML *Quarterly* for each member at the group's request. However, your group is encouraged to pay for these copies otherwise they are paid for by mite offerings the district receives. Please feel free to purchase extra copies for guests and visitors in your congregation. These copies must be paid for by your individual group.

After completing the information below, please send the form along with your check to the **Financial Secretary, (name, mailing address)** . Keep a copy for your own records.

Make check payable to: LWML Utah-Idaho District. This payment is due by March 1.

Dues and *Quarterly* Information

Group Name and City: _____

Dues:

Number of Members: _____ x \$3.00 = _____ per year.

U & I Together:

Email address the U & I Together is to be sent to:

Quarterlys:

If ordering 10 or more copies:

Number of *Quarterlys*: _____ x \$5.00 = _____ each year.

If ordering less than 10:

Number of *Quarterlys*: _____ x \$6.50 = _____ each year.

Your group is not responsible for any subscription that your group members order directly from LWML and pay for their own.

Treasurer

Donation Acknowledgement

Financial Gift

 (date)

(name)

(address)

Dear _____,

Thank you for your donation of \$ (amount) for the LWML Utah-Idaho District. Your gift, received on (date) , will ensure the continued work for the Lord's kingdom through the Utah-Idaho District.

We praise God for these abundant blessings and thank you for remembering the important work of the Utah-Idaho District. May God bless and keep you in His care.

Peace in Christ,

 (name) , Treasurer

LWML Utah-District

 (email)

 (phone)

FOR TAX PURPOSES: The Lutheran Women's Missionary League Utah-Idaho District is a 501(c)(3) nonprofit organization, EIN 23-7540676; we affirm that no goods or services were provided to you in return for your contribution other than intangible, religious benefits.

Endowment Gift

 (date)

(name)
(address)

Dear ,

Thank you for your generous gift of \$ (amount) for the LWML Utah-Idaho District’s Heritage of Love Endowment Fund. Your gift, received on (date) , will ensure the continued work for the Lord’s kingdom through the Utah-Idaho District.

As you are aware, the Heritage of Love Endowment Fund was launched at our convention this year in Pocatello. The policy is being written now and will establish the amount the Fund needs before any money can be withdrawn. We realize this may take some time; however, with additional gifts, this Fund will grow quickly. Then it will enable the U-I District to train and equip its leaders and also strengthen the Lord’s ministry into the future.

We praise God for these abundant blessings and thank you for remembering the important work of the U-I District. May God bless and keep you in His care.

Peace in Christ,

 (name) , Treasurer
LWML Utah-District
 (email)
 (phone)

As each has received a gift, use it to serve one another, as good stewards of God’s varied grace. (I Peter 4:10)

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.

Expense Voucher

Pay to: _____ Check # _____
 Date _____
 Address: _____ Amount _____

Charge to...	Travel*	Room/Meals	Registration	Total
District Grants				
LWML National Mites				
<i>LW Quarterly Invoice</i>				
District Communications				
Insurance				
Supplies/Printing				
Officer Expense				
District Convention				
National Convention				
Leadership Training				
Total				

***Round trip mileage is reimbursed at \$0.40/mile.**

Additional Information: _____ Donation (Optional) _____
 Net Check _____

Signed _____ Approved _____
 Position _____ Vice President _____
 Date _____ Date _____
 _____ President _____
 _____ Date _____

Nominating Committee

Nominations for Utah-Idaho District Office

I nominate

(Name and phone number) _____

(Address) _____

(Congregation/group) _____

for the office of _____

I nominate

(Name and phone number) _____

(Address) _____

(Congregation/group) _____

for the office of _____

(Signed) _____

(Please print name and phone number)

RETURN BY DECEMBER 15 TO:

(Nominating Committee Chairman's name)

(contact information)

Nominee's Consent and Biography

I consent to be nominated for the office of Utah-Idaho District _____.

I have read a description of the duties of this office, and I understand that it is a four-year commitment to serve the Lord through the LWML. With His guidance, if I am elected, I will fulfill this office to the best of my God-given ability.

(Signature) _____

Please tell us about yourself. Print or type your name, address, and phone number, as well as the name of your congregation and LWML group. Briefly describe your LWML experience, including offices you have held. Provide other information that will help the delegates decide how to vote—this can include church work, volunteer and professional experience, and any other pertinent information. Finally, enclose a black and white photo of yourself that can be used in the *U & I Together* and the convention manual.

RETURN BY JANUARY 15 TO:

(Nominating Committee Chairman's name)

(contact information)

Convention Tellers

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.