



Guidelines and Procedures
For
Lutheran Women's
Missionary League
Wyoming District



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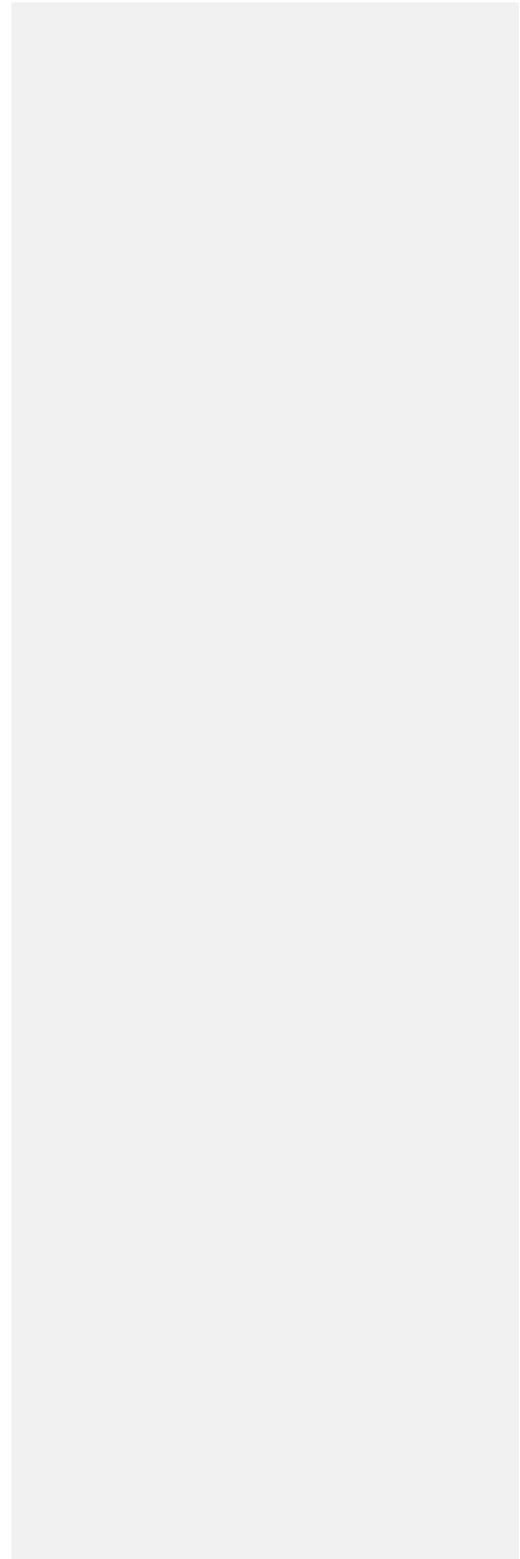
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INTRODUCTION

These guidelines are assembled to provide some basic yet consistent direction for the LWML Wyoming District Executive Committee to carry out its duties. Although these Guidelines should not be considered as "set in stone", it should also be noted that any and all work or activity put forth by their use must be in harmony with the objectives and purpose and structure of the LWML and The Lutheran Church --Missouri Synod of which it is a part. As executive board members fulfill their duties as set out in the LWML Wyoming District Bylaws, they should regularly access these Guidelines and the lwml.org website for information. While bylaws aren't easily amended, guidelines can be changed as duties change or are clarified. If changes are indicated, please contact the Vice President of Servant Resources. It is her duty to keep the guidelines current. Again, as material is accessed and may conflict with the objectives and purpose of the LWML and The Lutheran Church – Missouri Synod, please bring it to the attention of our Pastoral Counselors.

GENERAL GUIDELINES FOR DISTRICT LWML PRESIDENT

Immediately following election to office:

- Appoint a Secretary to the President, Parliamentarian, Communications Chair, Christian Life Committee Assistant, Human Care Committee Assistant and Leader Development Committee Assistant.
- Send names, addresses, e-mails, phone and position on board of all officers to the LWML office in St. Louis, MO.
- Fill out the Statistical Report of District Mission Grants Form and send to St. Louis, MO
- Send list of mission grants selected to the LWML Vice President of Gospel Outreach.
- Send Thank You notes via mail or e-mail to speakers, tellers, district outgoing officers, new officers (including those not elected), remaining officers and others.

Bylaws and responsibilities:

- Review district and national bylaws regularly.
- Review the bylaws and responsibilities listed.
- Review guidelines regularly and update as needed. Send updated guidelines to the VP of Servant Resources.
- Access www.lwml.org website regularly for new information and helps to fulfill your duties.

Executive/BOD meetings:

- Attend all meetings scheduled for the district or, in the event of an emergency, let the VP of Servant Resources know as according to bylaws she is the next person in line to manage the meeting. Secure meeting dates (typically the 2nd weekend in October, February and April), facility and meals with the Lutheran Ministries Center or Trinity Lutheran Church in Casper, WY.
- Make motel reservations for the board members and send room assignments 10 days prior to meeting to motel.
- Send initial notice of meeting one month prior to meeting. Send final notice of meeting, room assignments and agenda 10 days prior to meeting.

LWML WY District Spiritual Newsletter:

- Submit articles for the newsletter when scheduled.

LWML Board of Directors meeting:

- First meeting will be late January.
- Communication will be sent by LWML Meeting Manager.
- All forms are on LWML.org – Service - Secure Documents
- Expenses paid by LWML.

Zone Rallies:

- Send an LWML WY District report/letter to every zone via email.
- Attend or have someone represent you at Zone Rallies each fall to give LWML WY District report.

Mileage:

- Mileage one way at \$.30/mile and a \$5.00 allowance per meal will be paid by LWML WY District when attending various activities representing the board in the district.

Conventions:

- Prepare for LWML WY District Convention – see Convention Guidelines.
- Attend LWML Board of Directors convention meeting – see LWML Board of Directors' meeting above.
 - Have zones select their delegates and alternates to LWML convention by January so the names can be sent to LWML and the materials sent to them in plenty of time.

WY District LCMS Convention:

- Prepare an LWML booth for display at the convention.
- Prepare a greeting from the LWML WY District.

WY District Commission on Mission Services (CMS) and Commission of Congregational Services (CCS):

- Send a LWML report to the Chair of CMS and CCS and attend quarterly meetings if possible.
- LCMS WY District covers travel expenses.

Insurance:

- For President's travel is carried by WY District LCMS and paid for by them.
- Paid in April and carries over to new officer.

LWML WY DISTRICT CONVENTIONS – President Responsibilities

During the summer after the LWML Convention make arrangements to visit the hosting zone's Fall Rally and discuss:

- Logo and theme with Bible passage

If possible, at this time also tour the convention site and have this information available at the Fall Executive Board meeting. Invite the convention chair(s) to the fall meeting.

Fall meeting in year prior to convention:

- Select keynote speaker
- Select Bible study leader
- LWML representative is selected by LWML board
- Decide on banner used for processional
- Decide on equalization – Financial Secretary to contact societies
- VP Gospel Outreach communicates with societies requesting grant proposals
- Nominations chairman sends letters to societies requesting nominations for election of officers
- Contact LCMS WY District President about suggestions for Pastoral Counselor nominees
- Decide on convention manual and the printing

Winter meeting prior to convention:

- Finance committee, Nominations committee and Resolutions and Bylaws committee meet to make their decisions for the convention
- The registration fee is set
- Convention programs and manual are discussed
- Displays are decided
- Enclosures in convention packet are discussed

The president will take care of all correspondence concerning speakers, LWML representative, communion pastor and Bible study leader. She will also take care of making arrangements for their travel and housing during the convention. This will be paid by the District LWML.

After the spring meeting prior to the convention appoint:

- Minutes review committee
- Tellers for the selection of mission grants
- Tellers for the election of officers

Contact the Recording Secretary for a list of the delegates. Communicate with those selected that they would serve on the committee, and tell them who will meet with them when they come to convention to receive their instructions:

- Minutes review with Recording Secretary
- Mission grant tellers with VP of Gospel Outreach
- Election tellers with VP of Servant Resources

Communicate with zone presidents to review their duties at the convention reminding them that they will be in the processional at the opening of the convention carrying their zone banner.

Communicate with those who will be attending the convention as guests and the registration chair that they do not need to pay registration fee. This usually includes:

- Guest speaker and spouse
- LWML representative
- President of the Wyoming District LCMS and spouse
- Pastors who are counselors of the District LWML
- Pastors who are nominees for counselors to be elected
- Worship service pastor and wife
- Bible study leader and wife

Remember to take gavel and memory candle from file to convention; and be responsible for getting banner stands and poles from the Lutheran Ministries Center to the convention and back.

GUIDELINES FOR SECRETARY TO THE PRESIDENT

- Keep an updated list of all of the society presidents and **which zone** that they are in.
- Attend all meetings scheduled for the district or let the president know if you will not be attending.
- Review the district bylaws and the responsibilities listed: Article IX Section 4
- Review district and national bylaws regularly.
- As requested by the President, conduct official correspondence of the Executive Committee and the Board of Directors.
- At each district meeting, present a report on activities completed since the prior meeting. Submit a bi-annual position report to be printed in the district convention manual.
- If requested by the President and after conferring with her, prepare an agenda to be sent to members of the Executive Committee and the Board of Directors prior to their meetings.
- Guide societies to access www.lwml.org for the LWML Handbook, procedures and other available resources.
- Maintain a supply of stationary and mite boxes. Distribute to Board members as requested.
- Annually mail society record sheets to all district societies requesting names and addresses of society officers/contacts. **Add the name of their zone president on the form, so that she can receive a copy, also.**
- Maintain a file of all society officer/contact information and provide this information to the Board members as requested.
- Annually, mail zone record sheets to zone presidents requesting names and contact information for all zone officers.
- Maintain a record of the number of subscriptions to the LWML Quarterly that each society requests (this information is on the society record sheet.) Communicate with the LWML to make any changes in the number of subscriptions when a society requests a change (decreases in the number of subscriptions can only be made with the Spring Issue, increases/additions can be made any time of the year).
- Annually, mail each society president an invoice indicating how many subscriptions to the LWML Quarterly their society receives and how much they owe to the district (the district pays the entire bill for the LWML Quarterly and each society pays their share to the district.)
- Annually, in the fall (prior to the spring issue deadline,) LWML will send a list of all district societies and the number of subscriptions to the LWML Quarterly they will receive the following year. This list needs to be checked against the current information on the file from the society and any further changes need to be made. Also, check for any mailing address changes (society mailing address information is on the society record sheet) and communicate changes as needed. This list, after changes are recorded, is submitted to the District President for authorization and she submits it to LWML.
- Send this updated list to the Financial Secretary, so she knows how much each society should be paying

- Request monthly reports from the Financial Secretary for Lutheran Woman's Quarterly magazine subscriptions. Send a note and voucher to each society (president or treasurer) that have unpaid subscriptions. Include the guideline or standing rule that explains their responsibility to meet this payment.
- Review guidelines regularly and update as needed. Send updated guidelines to the VP of Servant Resources.
- **Send notes** to societies who have not paid for their quarterly subscription fees by March of the new year.

GENERAL GUIDELINES FOR VP FOR SERVANT RESOURCES

1. Attend each District meeting. Call the President when unable to attend for emergency reasons.
2. Review bylaw duties found in
 - a. Article VII Section 5
 - b. Article VIII Nominations
 - c. Article XIII Section 5 and 6
 - d. Article XIV Section 2, d.
3. Fill the temporary vacancy in the office of the President until the Board elects a new one (*See Article VI, Section 3 a).
4. Keep LWML Bylaws and LWML WY District Bylaws in files for reference
5. Review www.lwml.org and www.wyolwml.org regularly
6. The LWML Handbook is online – it can be printed off if needed regularly
7. Provide articles when requested by the Communications Chairman
8. Provide a report of activities at each District meeting
9. Keep district checkbook with you as you sign checks if the treasurer is absent.
10. Chairman of Nominations Committee;

ARTICLE VIII – NOMINATIONS

The Nominating Committee shall:

- a. consist of the Vice President of Servant Resources as chairman and three (3) members to be appointed by the chairman of this committee, by the October Executive Committee meeting of the year prior to the LWML District Convention.
- b. send the Nomination Packet (found in file or digital format) to LWML Wyoming District Board members by October preceding the district convention year.
 - i. Nomination Letter A (first two years of your term) or Letter B (second two years of your term.)
 - ii. Duties of Officers – Bylaws A or B
 - iii. Nomination Application Form
 - iv. Guidelines for each office if requested
- c. receive names of nominees for office from each society, or individual member, who have the privilege of proposing names of nominees for office .
- d. Arrange a teleconference with committee and a pastoral counselor to propose names for nominations.
- e. submit a slate consisting of at least two (2) candidates for each elective office, who have given their consent to serve if elected.
 - i. the committee determines the candidates to present to the Board of Directors for approval at the Winter (February) Meeting.
 - a) the committee presents a write-up and photograph of each candidate for the LWML Wyoming District webpage, pre-convention packet and the convention manual.
- f. prepare for convention:
 - i. enough ballots for the convention delegates (These are found in the file and in digital format)
 - a. Use either A or B for the correct term
 - b. names of the candidates shall appear in alphabetical order on the ballot.

- c. space for nominations from the floor (providing the nominee meets all qualifications for office and is present or has given written consent to such nomination.)
 - ii. prepare information for the election tellers who are appointed.
 - 1. Instructions for Tellers for ballot voting (in file and on digital)
 - 2. Instructions to Tellers on Counting Ballots
 - 3. Tellers Tally Sheet
 - 4. Report of Tellers (A or B depending on term)
 - a. Report to the convention body the results of the balloting
 - b. Give a copy of the report to the President.
 - iii. ballots are destroyed after the ballots are finalized and a motion is made.

11. Chairman of the Structure and Resolutions Committee;

ARTICLE XIV, Section 2 d

The Structure and Resolutions Committee shall be composed of the Vice President of Servant Resources and two (2) members appointed by the Executive Committee and shall:

1. study the bylaws of this District and submit to the Executive Committee for consideration such amendments as seem advisable;
 - a. keep copies of district bylaws on file at all times.
 - i. Review the district bylaws at least once a term to be sure they are up-to-date with what is being done on the national level.
2. submit required number of copies of changes or amendments approved by the Executive Committee to the LWML(national) Structure Committee for approval before presentation to the convention for adoption;
 - a. after LWML Structure Committee approval is received send information to the webmaster and convention chairman for publication
3. submit required number of copies to the LWML Structure Committee for filing after adoption by convention.
4. Make updated district bylaws available to all societies
 - a. send updated bylaws to webmaster for digital publication
 - b. send letter to all societies informing members of the updates
5. receive and review all bylaws and amendments of all zones and societies, as to their essential requirements, and approve those not in conflict with the bylaws of district and LWML.
 - a. Keep copies of zone bylaws on file and digital format
 - b. Every term encourage the zone to update bylaws and send hard copy and digital copy for records
 - c. Keep copies of all society bylaws
 - d. Every 4-6 years encourage the society to update bylaws and send a hard copy and digital copy for records.
6. review and submit necessary resolutions for presentation at the District Convention. (see file and digital format)

12. Be responsible for the outgoing president's gift from the Board of Directors, to be presented to her at the Board of Director's dinner.

STRUCTURE AND RESOLUTION COMMITTEE

1. Attend all district meetings regularly. Call the president if unable to attend.
2. Committee is composed of the Vice President of Servant Resources and two (2) members appointed by the Executive Committee.
3. Be familiar with LWML Bylaws and Guidelines.
 - a. Lwml.org
 - b. Search box – enter “Bylaws” hit return
 - c. Click on Bylaws and Committees link
 - d. Scroll down and find the link that is pertinent
4. Study the LWML WY District bylaws and submit to the Executive Committee for consideration such amendments or changes that seem advisable.
 - a. These amendments or changes can be printed in red on the original bylaws for easy reference
 - b. However, they must be printed in the parallel format for review (digital format on thumb drive included in files)
 - c. Once the Executive Committee has given approval then the changes (in parallel format) are sent on to the LWML Structure Committee
5. Submit required number of copies of changes or amendments approved by the Executive Committee to the LWML Structure Committee for approval before presentation to the convention for adoption. (reference LWML.org Bylaws and Structure for updated instructions) by November of the odd year for convention in the even year. Exceptions on timing can be made in an emergency.
6. Once the LWML Structure committee returns this form with comments then it can be sent to the convention manual chairman for inclusion in the manual and pre-convention packets. The webmaster can publish on the webpage also.
7. After adoption, update current bylaws to reflect changes and amendments
8. Send a copy to webmaster for publication on webpage
9. Send a digital copy to all zone presidents and societies with a letter stating the updates and to remove the old bylaws from files.
10. Make copies for any society requesting a hard copy and mail it.
 - a. Turn in an expense voucher for any supply cost incurred
11. Review the Guideline Manual
 - a. Contact each outgoing officer to verify that the guideline is correct
 - b. Make changes as necessary
 - c. Update Guideline Manual as necessary
12. Receive and review all bylaws and amendments of all zone and societies
 - a. Each bylaw should be updated within the recent 5-6 years.
 - i. Contact the society/zone president to review their bylaws
 - ii. If nothing has changed mark it as reviewed and the date
 - iii. Verify that no bylaw is in conflict with the district bylaws or the LWML bylaws (reference lwml.org bylaws and structures for the latest updates)
 - iv. Try to keep digital copies of the bylaws
 - v. There is a bylaw packet digital format for societies to use that make the process easier and more successful

- b. After review/update bring the bylaw to the next district meeting and state in a report that this bylaw has been reviewed and updated.
- 13. Review and submit necessary resolutions for presentation at the district convention.

NOMINATIONS COMMITTEE

1. The Vice President of Servant Resources is the chairman
 - a. Three persons are appointed to the committee by the chairman
 - i. Attempt to find committee persons from different parts of the district.
 - ii. While it isn't stated that the Executive Committee must approve these appointments, it is courteous to do so.
 - iii. The President cannot be on this committee even in an ad hoc position (this is according to Roberts Rules which is our parliamentary source)
2. Be familiar with LWML Wyoming District Bylaw Article VIII – NOMINATIONS
3. Review Nominating Committee Guidelines from lwml.org
 - a. Put lwml.org in your search engine
 - b. In the LWML search box: enter Nominating committee, hit enter
 - c. Click on the link Officers and Committees
 - d. Scroll down on the page and click on the [Nominating Committee Guidelines](#) link
4. The committee members will receive a nomination packet from the chairman in September/October of odd numbered years for the district convention held in the summer of even numbered year.
 - a. Send the packet out to all zone presidents to send to societies
 - b. Follow up with zone presidents to make sure the packets have been sent
 - c. Packets are generally sent email but may be sent via the postal service.
 - d. Your pastor may be able to help with hard copy disbursement by asking them to hand out copies at their Circuit meetings.
5. Attend meetings as called by the chairman (generally one executive board meeting and one or more teleconference meetings)
 - a. The committee will discuss the qualifications for any person who has turned in a nominee form or promote names that might be willing to accept a nomination.
 - b. All members of the committee will commit to speaking to persons to encourage them to serve but most importantly pray that God's will is done.
 - c. While our bylaw will state that we are "to find two (2) candidates for each office, if possible;" the intent is to fill the slate. The committee does not stop its search until the slate goes to publication.
6. A slate is to be presented at the February Board of Director's meeting but likely will be finalized at the April meeting.
7. The ballot
 - a. Names will be listed in alphabetic order for each office
 - b. Nominations from the floor will be accepted. A space needs to be provided
 - c. A space for a write-in will also be provided
8. If attending convention, be willing to help the chairman with finding tellers for the balloting of the election.

GENERAL GUIDELINES FOR VP FOR HUMAN CARE

Attend District LWML Board meetings as scheduled or called. Review national bylaws regularly and also district bylaws and listed responsibilities. Review guidelines regularly and update as needed. Send updated guidelines to the VP of Servant Resources. Access www.LWML.org regularly for new information.

- **August:** Verify with the college or students that they will be enrolled at the college they specified by a letter to the student or a phone call to the college they are attending.

Obtain checks from District LWML treasurer and send to respective schools – see letters in binder. Send checks to the college and not to the student.

Also verify enrollment of students that did not receive the four (4) main scholarships as the monies from the Bangert Fund and LeOra Pitsch Memorial Fund will be divided equally among them. Notify the District LWML treasurer and she will issue checks after the interest comes in for the quarter.

Guidelines for Pitsch LWML Scholarship: Must be a WY District LCMS member attending a LCMS secondary institution, preferably a seminary student. If no applicants meet this criteria, it may go to a direct descendent of Alex and LeOra Pitsch attending a LCMS secondary institution, preferably a seminary student.

- **October:** E-mail or send an article or announcement of scholarships from LWML available to the LWML Newsletter editor for the October Executive Board meeting. Also e-mail or send an announcement to the WY District President at the District Office in Casper so this can be published in the Wyoming District Roundup and the LWML Webmaster.
- **December:** Send out scholarship posters and letters to all society presidents, e-mail pastors in the Wyoming District and the LWML Webmaster advising them of scholarships offered and the amount. See samples on file in the binder. Contact the secretary to the District LWML President who will give you mailing labels of the current LWML society presidents.
- **January:** Obtain checks from the District LWML treasurer the first part of January for the second half of the scholarship. Mail to respective colleges.
- **February:** The year of the District convention, bring your report for the convention book to the Board of Directors' meeting and give to the Convention Chairman or person responsible for the convention manual.
- **March - June:** As requests come in, e-mail or send an application.

When the applications are received, you can make a graph on which to enter all information from each application. The information is taken to the Executive board meeting so it will be easier to make the selection of the recipients and the alternates. This will occur at the April board meeting.

- **April:** In the past, first priority for selection of recipients has been given to students who are planning to enter the ministry; then financial needs; grades; curriculum and references. A vicar is not considered for a scholarship the year of his vicarage. He may apply if another year of study at the seminary is required.

Notify the recipients, alternates and "non-recipients". See sample letters in binder.

Write an announcement of the scholarship recipients for the Wyoming District Roundup, the LWML Newsletter editor, the LWML Webmaster and the Wyoming District Student Scholarship Chairman. See letters in binders.

The VP of Human Care is the head of the Human Care Committee. See their guidelines for details.

GUIDELINES FOR HUMAN CARE CHAIRMAN

1. Attend all meetings scheduled for the district or let the president know if you will not be attending.
2. Report to District board what activities you have been working on, etc. before each district meeting by e-mail in October, February and phone conference in April.
3. Responsible for an article for the District Newsletter when requested by the Communications chair. (Usually once a convention year.)
4. During Convention year stay in communication with President regarding the Gift of the Heart ingathering. Make phone calls as needed to clarify items being collected and create a simple flyer to be sent to zones in the convention packets. During the convention help with the items collected from the Gifts of the heart in-gathering, i.e. sort, package, load.
5. Carry out any special requests from the District Board.
6. Submit all bills to district treasurer at board meeting.
7. Always keep your assistant informed of what is being done, and keep current in making copies of information received from National or other Districts.
8. Review district and national bylaws regularly.
9. Review the bylaws and responsibilities listed by accessing www.lwml.org website regularly for new information and helps to fulfill your duties.
10. Review guidelines regularly and update as needed. Send updated guidelines to the VP of Servant Resources.

SCHOLARSHIP COMMITTEE

1. Applicants of the LWML WY District Scholarships must be members of an LCMS WY District congregation attending the LCMS Concordia University System or Seminaries.
 - a. Number of scholarships given is determined by the LWML Wyoming District Board of Directors.
 - b. Church workers will be considered first
 - c. Other fields will be considered second (support for this is that the Concordias require their students to attend theology and doctrine classes, therefore they will be educated laymen when returning to their home congregations)
 - d. Financial considerations will be examined
 - e. Church and community activity is a plus
 - f. Grades will be considered in the case of a tie
 - g. Applicants in their vicarage year will continue to be considered
2. Applicants of the Pitsch Scholarship must be a member of an LCMS Congregation, attending an LCMS Concordia University System or Seminary and going into church work
 - a. Applicant must firstly be going into church work, preferably a seminarian
 - b. and if no applicants meet this criteria from the Wyoming LCMS District, then a descendent of the Pitsch family who has applied may be considered.
3. Applicants of LCMS WY District graduate levels are eligible for one of the scholarships after item 1. has been exhausted
 - c. Completed a degree at the LCMS Concordia University System or Seminary
 - d. Obtaining a graduate level degree at an LCMS Concordia University System or Seminary
 - e. Obtaining a graduate level degree at another institution because their field of study isn't offered at an LCMS Concordia University System or Seminary
4. Applicants pursuing colloquy are eligible for one of the six (6) scholarships after item 1. has been exhausted
5. Once the recipients are selected and notified they will receive their scholarship money paid directly to them as long as they are enrolled in their selected and approved school. (Generally an LCMS Concordia University System or Seminary with the exception of item 3.c.)
6. If there are not enough applicants for the six (6) LWML WY District scholarships – the remaining scholarship amounts will be remitted to the LCMS WY District to disburse as loan debt reduction according to the LCMS WY District guidelines.
 - f. LWML WY District will not determine who receives those funds
 - g. LWML WY District has the option to carry over an un-awarded scholarships for one year in the event a colloquy request is made mid-year.

General Guidelines for Vice President of Christian Life Archivist/Historian

- Attend all meetings scheduled for the district or let the president know if you will not be attending.
- May perform the duties of the office of president in the absence of/or the request of the president.
- Coordinates and chairs the Christian Life Department and is responsible for conducting the session of this committee at the board meetings. Department includes: Communication Chairperson; Chairman and Assistant of Christian Life Committee; Chairman and Assistant of Leader Development/Hope Committee; Chairman of the Young Women's Rep and her assistant and the Senior Counselor.
- Is in charge of the LWML booth at District Conventions. (Both the CPH booth and LWML booth should be in one room that can be locked.)
- Serves as District Historian by keeping a history of the district through a district scrapbook.
- Takes pictures at board meetings, workshops and conventions.
- Plans and supervises a historian display at District Convention and encourages each Zone Historian to participate.
- Prepares a summary of the District's activities every two (2) years and sends copies of all newsletters, minutes and the district convention manual to the National LWML Historian by August after the District LWML Convention.
- Purchases a past president's pin for the District President upon completion of her term of office. The outgoing president will present the new president with the diamond president's pin. The outgoing president receives a past president's pin to keep.
- Submits a two (2) year report for the District Convention Manual. If the District President wishes to include these reports in the manual.
- Keeps an updated file of materials and instructions for her successor.
- Review guidelines regularly and update as needed. Send updated guidelines to the VP of Servant Resources.
- Access www.lwml.org website regularly for new information and helps to fulfill your duties.
- Gathers and preserves record and other materials of historical significance to the district LWML
- Review the bylaws and responsibilities listed: Article VII Section 2.

GENERAL GUIDELINES FOR CHRISTIAN LIFE CHAIRMAN

1. Send copies of material requested, remembering to keep track of number of photocopies made if you need to reimburse your church.
2. Material from National and other Districts can be used for the Spiritual Resource Newsletter, (acknowledge source/give credit to the author). The new material will be put in file and listed on the Program Resource catalog and/or supplement*
3. Watch for your scheduled turn to submit an article for the Spiritual Resource Newsletter (the LWML WY District publication).
4. You are in charge of the opening devotion at the District Convention, using something with visual aids and/or actions, and using the theme of the convention. Material should be ready for the first Executive meeting of the year so the Pastoral Counselor may approve.
5. You are in charge of the prayer circles at District Convention. Find a short study/devotion that can be done in 15 minutes, using the theme and Bible verse of the convention. Have this ready for approval from the Pastoral Counselor.
6. Send letters to Zone Christian Life chairman to help with opening devotion and prayer circles as leaders. You should have at least 12 leaders and with no more than 8-10 people per circle. You may also need to ask the Zone Presidents to help with these two activities.
7. Prepare a Christian Life booth at the District Convention, displaying new materials, new catalog, or any free handouts of material available. These can be ordered from National. Use the display board that is found in the District Christian Life files.
8. Prepare a list of the new material (Update) for the Zone Christian Life chairman. This packet will be given to each Zone Christian Life Chairman at Convention.
9. Serve on the District Retreat Planning Committee, which has been assigned to the Christian Life, Leader Development, and Human Care Committees. The Retreat will be held the opposite year of the convention.
10. Always keep your assistant informed and make her copies of the information received from National and other Districts.

GENERAL GUIDELINES FOR LEADER DEVELOPMENT CHAIRMAN

1. Attend District Board meetings as scheduled or called.
2. Report to District Board on activities.
3. Submit articles for the Spiritual Resource Newsletter when requested by the editor usually 2-3 times per year. Select an article from the material you receive or write on a topic that pertains to Leader Development.
4. During convention year, prepare a report for the District convention manual.
5. During the District convention, prepare a Leader Development booth displaying new materials (ordered from National) and be part of the convention program as requested by the District board.
6. Carry out any special requests from the District Board.
7. Submit all bills to the District Treasurer at the Board meeting.
8. Always keep your assistant informed and make her copies of the information received from National or other Districts.
9. Keep a current file of Leader Development material received. Continually check www.lwml.org for current materials.
10. Refer to the LWML Handbook for Leader Development at www.lwml.org.
11. Be familiar with LWML Bylaws and LWML Wyoming District Bylaws.

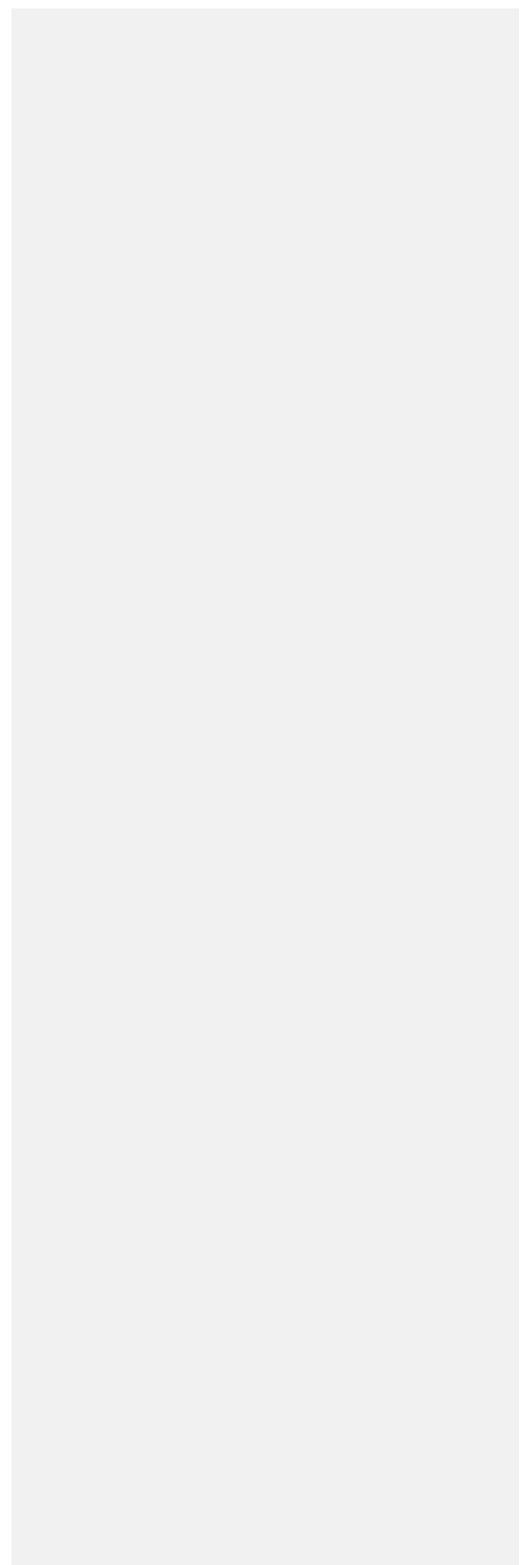
GUIDELINES FOR CHAIRMAN OF YOUNG WOMEN

1. For the National LWML Convention, two (2) Young Women from the Wyoming District LWML, shall be elected in odd number years to:
 - a. Attend the National LWML Convention.
 - b. Attend and coordinate the YWR program at the District LWML convention if feasible.
 - c. Speak to societies and zones in the District as requested.
 - d. Attend and participate in District Executive Committee meetings.
 - e. Coordinate with the National LWML Leadership Development Committee; serve as a liaison to Wyoming District Young women.
 - f. promote the involvement of Young Women in LWML and serve as a resource for zones and societies interested in increasing young women membership.
2. Selection of the Young Woman Representative shall be made in the following manner:
 - a. Prepare application forms and guidelines to be mailed to Society Presidents by the first week of December. The Society Presidents shall distribute the applications to eligible young women (suggested ages 22-35, inclusive) in their congregation.
 - b. All applications are returned to the Chairman and must be received by February 1.
 - c. Copies of the synopses of approved applications are made available to voting members.
 - d. Two young women shall be chosen by the board of Directors in the odd-numbered years to be the Young Woman Representative at the National LWML convention.
 - e. Notify the representatives selected and request a photo.
 - f. Write an article for the Next issue of the District LWML newsletter publicizing the representatives selected and include a photo of them if possible.
 - g. Inform and thank all other applicants.
 - h. The President communicates with the selected representatives about convention information, expectations, etc.
3. For the District Convention each society of the Wyoming District LWML is encouraged to select one or more Young Women Representatives. This shall be done in the following manner:
 - a. Send a letter to all zone presidents preceding their Spring Workshops.
 - b. Write an article for the District LWML newsletter preceding the District convention drawing attention to the program and encouraging young women to attend.
 - c. Administer the Young Women Representative program at the district convention.
 1. Provide special identification ribbons.
 2. Arrange a get-acquainted time before the convention convenes.
 3. Provide basic pertinent information about LWML.
 4. Arrange seating YWR's together at the convention and assist them with any questions they might have during the convention.
 5. Have the young women present one of the devotions for the general assembly.
 6. Host a special event for the YWR's exclusive of the convention.
 - d. Send follow-up correspondence to encourage continued participation in LWML.
 - e. Encourage district and zone officers to acknowledge the young women representatives as they see them throughout the activities in the district.
 - f. Write post-convention article for the District LWML newsletter about the YWR program at the District convention.
4. Maintain a resource list of Young Women's Bible studies, programs and ideas. Collect, assimilate and share all ideas for encouraging women to become members of the Wyoming

District LWML. This information is coordinated with the Wyoming District LWML Leadership Development committee for distribution to the LWML societies.

5. Submit a report to the Wyoming District LWML Executive Committee and Board of Director's at all officially called meetings.
6. Maintain all records and documents to be passed on to subsequent Chairman of Young Women.

GENERAL GUIDELINES FOR VP FOR GOSPEL OUTREACH



SELECTION OF MISSION GRANTS
LWML WYOMING DISTRICT GUIDELINES

GENERAL GUIDELINES FOR RECORDING SECRETARY

The recording Secretary shall:

1. Record minutes of the District Convention, District Executive Committee and the District Board of Director's meetings and report to these meetings.
2. Provide each member of the Board of Director's with a copy of the minutes of the meetings of the Executive Committee, the Board of Directors, and of the conventions. This includes Zone Presidents, and all appointed District officers.
3. Send a copy of the minutes of all Executive Committee meetings, Board of Director's meetings, and conventions to the National LWML Historian, National LWML President, and the Wyoming District LCMS President.
4. Keep an up-to-date roster of all past and present District officers and their term of office: including appointed personnel, standing committee chairmen and their term of office.
5. Prepare and file in a permanent record book the minutes of all Executive Committee meetings, Board of Director's meetings, and District Convention, including a record of current standing rules and a listing of all motions of the continuing action adopted at the conventions.
6. Keep an accurate record of the Organization of the LWML in the Wyoming District, such as dates of Charters of the societies.
7. The credentials of the elected delegates and alternates to the District Conventions shall be received by the recording secretary prior to the start of the convention: the recording secretary along with the district convention registration chairman is to make the official listing of delegates.
8. Present a report to the convention body.
9. Assist the President with reading or answering correspondence by her.
10. Send minutes of the Convention and Board of Director's meeting at convention to incoming and outgoing officers.

GUIDELINES AND INSTRUCTIONS FOR DISTRICT TREASURER

1. Open a checking account and order checks (about 700 used in 4 years.)
2. Have the Vice President of Servant Resources sign the bank signature card so she can write checks in the event of your absence. Give her at least 25 checks and make a note of the numbers. FEIN is in box given to you
3. Contact CNA Surety at 1-888-866-2666 to add your name on the Dishonesty Bond for the financial officers. The invoice is sent to Wyoming District Office, and is usually forwarded on to the Wyoming District President. She will then forward it on to you. This is due in September, so look for invoice in August.
4. Change name and mailing address for LCEF accounts.
5. Bills from national LWML for Quarterly Magazines (each quarter), District Annual Insurance Premium (sometime in April), District Convention-Travel Equalization (every other year), additional expenses from National Convention (every other year), and any other expenses we owe National LWML are sent as vouchers to the Wyoming District President, who will forward them on to you to be paid.
6. Contact the national LWML Treasurer at treasurer@lwml.org and let her know that you are the new Wyoming District Treasurer along with an email address that she may contact you. This also helps her put your email on her contact list, and your reports and emails don't go into a junk file.
7. All incoming monies MUST go through the Financial Secretary's books, even the interest on the bank account you have opened for the Treasurer.
8. You must have a voucher for every check written. Any bills requiring payment during the quarter can be taken care of and vouchers signed at the next Executive Board meeting. Copies of all vouchers will be sufficient for the auditors. The Convention Equalization Forms serve as vouchers for mileage payments. Be sure to date and mark check number on these.
9. Executive Board of Directors (BOD) meeting expenses:
 - a. Each board member can be reimbursed \$5.00 toward their Friday evening meal and the Saturday lunch meal is paid to the hosting LWML from either Trinity or Mt. Hope @ \$5.00 per person (if the church asks to be reimbursed).
 - b. Check hotel bill and ensure they charged the Lutheran Ministries Rate. Do not let them send bill to Wyoming District. Pay the **entire motel bill** for the rooms reserved at each Executive BOD meeting. Check the bill and get with the Financial Officer at BOD meeting to let her know who needs to pay extra costs of rooms/pets. The District will pay for the cost of a room when shared with 3 other board members (total of 4 in a room). However, if an individual wants to have a room by themselves or with one other person, the District will pay what the current rate for 4 people to a room, divided by 4, and the rest of the room cost is theirs. They need to pay the Financial Officer at the BOD meeting. They **do not** pay the motel. If there are pet charges, the person with the pet is to pay the hotel. If not, they need to reimburse the Financial Officer.
 - c. Mileage is paid at \$.30 per mile one way.
10. Checks for the Mission Grants are sent to the Vice President of Gospel Outreach. Checks for the Scholarships are sent to the Vice President of Human Care. You will be notified by these officers when the checks are needed.

11. At the end of **each month** when you record the monies received and deposit the check from the Financial Secretary, send 25% of the Mites collected to National LWML. Download the vouchers from [lwml.org site](http://lwml.org). Instructions are with the vouchers.
12. The fiscal year begins April 1 and ends March 31. Quarters end June 30, September 30, December 31, and March 31. At the end of each quarter, books are closed and quarterly reports are made after the third months check is received from the Financial Secretary. Email copies of the Treasurer's Report to all BOD Officers before the Executive Board meeting. Make a hard copy for your files, and take one to each BOD Executive Meeting, in case copies need to be made and handed out.
13. If it is necessary for the Treasurer to prepare any special mailings, send a copy to the District President.
14. **Convention Year Responsibilities:**
 - a. Books must be audited before the April meeting and a letter submitted by the auditor to be printed in the convention manual.
 - b. Prepare a Budget Report for the February meeting for a proposed budget for the upcoming Biennium. This is also printed in the convention manual.
 - c. Convention Treasurer is to be bonded through the District. Arrange this with the Financial Secretary.
 - d. Convention offerings are designated for adopted grants. See Bylaws – ARTICLE XVII-FINANCE, Section 4. "Voluntary offerings received at convention shall be applied to the adopted grants." You will be given instructions for any anniversary, special and worship service offerings that are gathered.
 - e. Work with the Financial Secretary to decide what amount is needed for equalization payments. Report at the Board meeting.
 - f. Decide at the Board of Directors meeting in February what the honorarium will be for speakers: i.e. National LWML representative, worship service preacher, Bible study leaders, convention speaker and any other VIP's. See special folder with convention information.
 - g. Prepare presentation to give at the District Convention when it is time for the Treasurer's report. Sample: "Madame President and Members of the Wyoming District Lutheran Women's Missionary League, my report is found on page xx of the Convention manual. The auditor's report is on page xx. The total expenditures for the 0000-0000 biennium were \$_____. These expenses also include expenses from the (previous) name the site Convention in 0000. (Report at this time what Mission Grants were paid or if not paid, the reason for not being paid.) Madame President, I move to accept the treasurer's report and auditor's report as printed in the manual." (After vote is taken, make any necessary announcements – such as reminders about equalization forms and reimbursements that can be made at the convention.)

Convention Treasurer pays for:

1. Postage, printing, supplies, etc. for all convention matters. For example, the pre-convention packets, and Convention manual.
2. Any copyright charges for music.
3. Airfare for main convention speaker or mileage at \$.30 per mile both ways. (National LWML pays the travel expenses for the National LWML Representative. The District receives a travel expense invoice later in the year which is then paid by the District.)

4. Motel charges for special guests: National LWML Rep, convention and worship service speakers.
5. All meal charges – including Board of Directors banquet.
6. Pastors and guests' registrations initially. This will be reimbursed by the District Treasurer.

District Treasurer pays for:

1. Board of Director's expenses (including counselors): \$10.00 for one night room allowance, \$.30 per mile one way for mileage, and other expenses incurred because of the convention.
2. Speaker's registration fees for attending the convention. See #6 on Convention Treasurer's duties. (These are paid because they eat with the others and the motel will charge for each plate.)
3. Honorarium for main speakers: National LWML Rep., Bible Study leader, worship service speaker and other speakers as decided by the Executive Board.
4. Travel expenses for speakers as decided by the Executive Board.
Equalization – Zone delegates are paid \$.30 per mile one way (one per society). Sit with Financial Officer and double check which societies have paid their equalization fees, so that you can write a check to one delegate. If their society hasn't paid, Financial Officer needs to remind delegate to get with their society's treasurer so that they can pay their fee before you can pay the delegate. Try to pay equalization at the convention to save postage.

Financial Secretary Guidelines LWML Wyoming District

A. Initial Procedures

1. Open a checking account. The District President and Vice President of Servant Resources also need to sign the signature card. Order Checks (you will use only about 50)
2. Arrange for a Fidelity Bond for the financial officers (Financial Secretary & Treasurer)

B. Monthly Procedures

1. Societies will send money to you after their monthly meetings or on a quarterly basis or whenever the society treasurer chooses to do so and will include a "Remittance Voucher" that will be filled out as to what the money is designated for.
2. Write out a receipt for the society, including the amount and for what it is designated. This will match the information on the voucher included with their check. Write the receipt # on the voucher. Mail the receipt along with a new remittance voucher back to the sender.
3. Deposit the checks in the bank account, itemizing each check on the deposit slip. Endorse each check by using the stamp provided and your signature.
4. Enter receipt data into computer system currently used. At the end of the month hard copy reports for the Financial Secretary's book.
5. Send a check at the end of each month to the LWML Wyoming District. Treasurer along with a monthly report of the distribution of remittances to all Board Members.

C. Quarterly Procedures

1. Prepare a quarterly report. Send a copy to all Board of Directors.

D. Annual Procedures

1. Prepare an annual report at the end of the fiscal year – March 31.
2. Prepare annual "Receipts Itemization Reports"
All receipts are to be reviewed in April or as soon as possible after the close of the fiscal year before each district convention. The report of the review is to be included in the convention manual. (This may be done yearly, but MUST be done biennially.)
3. After the convention the "old" records are to be taken to the Ministry Center in Casper for storage. This includes all printed reports, bank statements, vouchers receipt books etc.

E. Other Responsibilities

1. Order nametags for the newly elected officers and newly appointed officers. Info in tote.
2. Provide information to the Secretary to the President from the societies' annual Quarterly subscription payments and number ordered. She is the one who updated the records with the National office.
3. After the February Board of Directors meeting, prior to the district convention, send out to each society in the Wyoming District, and Equalization Letter and delegate for. The Secretary to the President can send you labels and envelopes to use.
4. Send out any other correspondence as directed by the Board of Directors.

5. When Presenting the biennial report at the District Convention, use the following Script as guide as you make your presentation to the assembly:
6. You will also have to report to the assembly at the convention the total for each offering held at convention.

WYOMING LWML COMMUNICATIONS CHAIRMAN GUIDELINES

1. The chairman serves as the link between societies, zones and district by sharing LWML news and events through the Wyoming District LWML Spiritual Resource Newsletter, the LWML Wyoming District Web Site and other internet communication as applicable.
2. The chairman is responsible for encouraging the use of the LWML Wyoming District Web Site.
3. The chairman is responsible for editing and maintaining the LWML Wyoming District Web Site.
4. The chairman is responsible for providing resources and suggestions for technical support and education.
5. The chairman is responsible for assisting with other technical needs of the organization especially during District Conventions.
6. The chairman is responsible for compiling, editing and assembling the newsletter three times per year-- Spring, Fall and Winter.
 - Material is obtained from the District Executive Board, Zone Presidents, local societies and national LWML.
 - Board members are notified in advance as to the rotation of their articles. Articles will be published after Executive Board meetings so as to facilitate communication of important information to zones and societies.
7. The newsletter is sent via electronic mail three times per year. A copy is to be e-mailed to all board members, counselors, zone presidents and a copy is to be posted on the LWML Wyoming District Web Site.
8. Write a brief report for the Convention manual.
9. The chairman is appointed by the District president and will take office immediately after the District Convention; however, the outgoing chairman is responsible for the issue immediately following the District Convention.
10. Keep detailed guidelines and information to pass along to the next chairman.

GUIDELINES FOR PASTORAL COUNSELORS

The Pastoral Counselor's duties shall include the following:

1. Attend all Executive Committee, Board of Directors Meetings and such other committee meetings as shall be assigned to him. He shall serve in an advisory capacity, counseling with God's Word and lovingly directing or redirecting attitudes in line with the mission of the church.
2. Act as advisor and attend each district convention during his term of office.
3. Prepare and present Bible Studies, Devotions, and Prayers as requested.
4. Assist in and/or prepare Worship Services, Installation of Officers and Other Support Services for the Conventions.
5. Serve as the Doctrinal and Theological Review Person for all written material, including District newsletters and spiritual resources.
6. In consultation with the Synodical District(s) Mission Project review committee and the LWML District project review committee, advise and recommend to the Board of Directors regarding Mission Projects.
7. Provide counsel and aid to individual district leaders and give the support in word, deed and prayer.
8. Report regularly on his activity with the Executive Committee and/or Board of Directors of the District LWML.
9. Write Articles for the official organ of communication as requested.
10. Encourage and inform Zone Pastoral Counselors.
11. This position begins as junior counselor for two years and moves into senior counselor position for the next two years.
12. The junior pastoral counselor will attend the national LWML convention.
13. The junior pastoral counselor performs the duties of the senior pastoral counselor in his absence, or at his request.

STANDING RULES AND GUIDELINES

New Society

Congregation must be incorporated
Bylaws must be approved by LWML Wyoming District Structure Committee
Present Certificate of Membership and Handbook at District LWML Convention following approval
Notify the LWML President when a new society joins – also if one is dropped

New Circle

Follow Bylaws of Society – under jurisdiction of Society, and carry out it's objectives

Lutheran Woman's Quarterly

Paid by society for number ordered. District LWML will pay for a minimal number of copies if a society is unable or unwilling to meet the expense.

Mite Boxes

Given to societies after making request to Secretary to the President. District LWML pays for them – but provides them free to societies.

Stationery

Board members will receive stationary free.

Board Meetings

Host society will be paid \$5.00 per person for lunch. Mileage paid is \$.30 a mile – one way

File Cabinet

It is located in the basement of the District Office (Lutheran Ministries Center) and can be used to file material that needs to be kept.
The Liability Insurance certificate is filed under L.

Visitor Policy

Wyoming District LWML Board of Directors and Executive Board meetings are to be attended by all members as defined in our bylaws, and anyone else may also attend as a guest upon notification to the President. Guests have neither voice nor vote, nor are they eligible for mileage reimbursement or other expenses in connection with their attendance.

Termination of Office: Any officer may be removed from office during their term office for:

- (a) failure to attend board meetings (unless excused by the District President);
- (b) failure to accomplish the duties required of their office, and
- (c) unchristian conduct.

Removal from office requires a three-fourths (3/4) vote of the board. Board officers including the officer to be removed are to be notified at least one week prior to the meeting. The individual designated for removal shall be given the opportunity to be heard at said meeting. If removal is approved by the board, a written letter of resignation shall be requested from the officer removed and placed in the records of the board.

Commented [TD1]: Should this be in bylaws?