

CHAPTER ONE OVERVIEW

To all elected and appointed officers, special appointed personnel and standing committees:

It is our prayer that with the additional knowledge and training found in LWML resources on the websites (www.lwml.org and www.kansaslwml.org) and in these *Leadership Guidelines*, you can become the LWML leader God chose you to be. Further, it is our hope that you will reach out to other women in the LWML Kansas District with training tools and insights to encourage and equip the women of the LWML in leadership roles so they can effectively and efficiently be dynamic witnesses to each other, to the League, and to the church at large.

Additions or changes to these Guidelines will be made by the Structure Committee after approval by the Executive Committee.

--LWML Kansas District Structure Committee

I. LUTHERAN WOMEN'S MISSIONARY LEAGUE (National)

A. OFFICIAL DESIGNATION

- The Lutheran Women's Missionary League (LWML) is the official women's auxiliary of The Lutheran Church—Missouri Synod (LCMS).
- It is also **Lutheran Women in Mission**, the dba ("doing business as") name adopted by the Board of Directors in January 1998.

B. LWML MISSION STATEMENT

The mission of the Lutheran Women's Missionary League is to assist each woman of The Lutheran Church—Missouri Synod in affirming her relationship with the Triune God so that she is enabled to use her gifts in ministry to the people of the world. (*Adopted October, 1988*)

C. OBJECT

- Mission Education, Mission Inspiration, Mission Service
- Financial grants for mission needs

D. MOTTO

"Serve the Lord with gladness." (*Psalm 100:2*)

E. LEAGUE PLEDGE

In fervent gratitude for the Savior's dying love and His blood-bought gift of redemption, we dedicate ourselves to Him with all that we are and have; and in obedience to His call for workers in the

harvest fields, we pledge Him our willing service wherever and whenever He has need of us. We consecrate to our Savior, our hands to work for Him, our feet to go on His errands, our voice to sing His praises, our lips to proclaim His redeeming love, our silver and our gold to extend His kingdom, our will to do His will, and every power of our life to the great task of bringing the lost and the erring into eternal fellowship with Him. Amen. (Rev. Harry Fricke, 1955)

F. ADDRESS

Lutheran Women’s Missionary League
 P.O. Box 411993
 St. Louis, MO 63141-1993

800-252-5965
 Fax: 314-268-1532
 Email: lwml@lwml.org
 Website: www.lwml.org

G. INCORPORATION

The Lutheran Women’s Missionary League (LWML) is incorporated with the state of Missouri as a General Not For Profit Corporation. A copy of the Articles of Incorporation may be found in the bylaws section of the national LWML handbook.

H. CONFIGURATION

NATIONAL	LWML Corporation 40 Districts by Proximity or Interest
DISTRICTS	Legally included in LWML Corporation DO HAVE Mission Grant Projects
ZONES	Are not included in LWML Corporation DO NOT HAVE Mission Projects DO NOT HAVE money-making projects MAY HAVE special MITE collections
SOCIETIES	Covered under Congregation non-profit exemptions SEND all MITE money to District MAY HAVE money-making projects

I. MEMBERSHIP

- LWML membership is available to any woman who is a communicant member of a Lutheran Church—Missouri Synod congregation. LWML membership is composed of Individual Members and all members of each society of congregations of the LCMS.
- The LWML Kansas District and national LWML do not address any other form of membership such as “associate,” “honorary,” “inactive,” etc. Members unable to attend meetings can support the LWML through prayers, their mite offerings, and reading the *Lutheran Woman’s Quarterly*.

J. LWML CONVENTIONS

- National LWML conventions are held biennially in odd-numbered years.
- The Kansas District is represented by at least one delegate from each zone.

K. FOCUS AREAS

The national LWML Board of Directors chooses Focus Areas around which to center its program for each biennium.

L. LUTHERAN WOMAN'S QUARTERLY

- The *Lutheran Woman's Quarterly*, published four times a year, is the official publication of the LWML.
- Subscriptions for the *Lutheran Woman's Quarterly* are handled through the District Distribution Manager. Numbers of copies received may be **reduced only once a year**, with notification to be sent to the Distribution Manager **prior to March 15**. Increases may be made at any time during the year. Publications are mailed to the church address; each LWML society shall promptly distribute them to its members.
- Cost of *Quarterly* subscriptions is paid from the LWML Kansas District treasury, with each society reimbursing the district for the *Quarterly* subscriptions it receives. The Distribution Manager will send a statement to each society annually, with payments to be sent to the District Financial Secretary along with a copy of the invoice statement and a remittance voucher.
- Individual *Quarterly* subscriptions are available through the LWML website: www.lwml.org.
- Members may submit articles to the *Quarterly*. Each issue focuses on a particular theme or emphasis. Information regarding the theme, along with the deadline, may be found in each issue of the *Lutheran Woman's Quarterly*.

M. eNews – THE CONGREGATION CONNECTION

- To keep LWML members and supporters informed around the United States, the Lutheran Women's Missionary League sends out LWML *eNews* — an electronic newsletter emailed to subscribers at least once a month. News of LWML Mission Grants, activities and a monthly prayer are featured, as well as other news and links to LWML resources.
- To subscribe and keep up to date with the latest LWML happenings, go to www.lwml.org and click on the *eNews* link on the left side of the home page. This will give you a simple form to fill in your email address. You may also click on the links provided to read past issues of LWML *eNews*.

N. FACEBOOK

Interact with the LWML through its Facebook page, [Facebook.com/TheLWML](https://www.facebook.com/TheLWML).

O. WEB REPORTER

- Each LWML society is encouraged to enlist a member of their congregation who would serve as a web reporter and be responsible for printing out pertinent copy from *eNews* and other LWML web pages, making that copy available to the leadership of their local society.
- Job description: Be able and willing to:
 - Retrieve copy from *eNews*, district and national LWML websites
 - Read and make copies and distribute to LWML society leadership
 - Send society news to *The Kansas Sonshine* Editor or the Social Media Coordinator

II. LWML KANSAS DISTRICT

A. MISSION STATEMENT

Empowered by the Holy Spirit, the LWML Kansas District will nurture, motivate and prepare LCMS women to serve the Lord with gladness. (*Adopted April 2012*)

B. WEBSITE

- The website for the LWML Kansas District is found at www.Kansaslwml.org. It has information pertaining to the LWML Kansas District, and contains materials that may be downloaded to speed up communication within the district.
- All District LWML officers, committee chairmen, committee members, or individuals may post pertinent information on the website by contacting the Vice President of Communication.

C. *THE KANSAS SONSHINE*

- *The Kansas Sonshine* is the official publication of the LWML Kansas District.
- Anyone may submit a newsworthy item to *The Kansas Sonshine* Editor for publication. All material is reviewed by the District President, the Vice President of Communication, and both Pastoral Counselors. The deadline for submitting material is the fifth day of the month prior to its publication in January, April, July, and October. Color or digital photographs may be submitted if they are clear and sharp. It is important that information is accurate and names are spelled correctly.

D. FACEBOOK

Fans are invited to interact with the activities of the Kansas District by following the Facebook page, www.facebook.com/KS.LWML.

E. DISTRICT CONVENTIONS

- LWML Kansas District Conventions are held biennially in even-numbered years.
- Representation is by at least two delegates from each society.

F. FOCUS AREAS

The LWML Kansas District Executive Committee (EC), at its meeting immediately preceding a District Convention, selects Focus Areas around which to center the district program for the biennium.

G. MEMBERSHIP

1. Society Membership:

- Societies are composed of LCMS women in congregations, on campuses, in resident homes or other societies. Any woman who is a communicant member of an LCMS congregation is eligible for membership in a society. Societies are encouraged to conduct regular meetings devoted to mission education, mission inspiration and mission service, and will endeavor to:
 - Support the aims of the LWML
 - Fulfill the Mission Statement
 - Promote the object of the LWML
 - Encourage the use of the *Lutheran Woman's Quarterly*
 - Distribute Mite Boxes and gather funds for support of district and national LWML Mission Grants
- Application for a society to become affiliated with the LWML shall be made to the District LWML President.
- Members of a society may hold elective office and are entitled to full voting privileges at the zone and district levels in accordance with the bylaws of these organizations.
- Each society should write basic bylaws outlining its structure and method of transacting business. Articles and sections on object, membership, and parliamentary authority must conform to national LWML bylaws. If requested, the District Structure Committee will provide societies with "Guideline for Writing Bylaws" and other helps as provided by national LWML.
- Societies have delegate representation at district conventions. The number of delegates a society may send to district convention is based on the membership of each congregational unit as of January 1 of the convention year (all societies within a congregation form one unit) and in accordance with the LWML Kansas District Bylaws. (See Recording Secretary in Chapter Two for additional delegate information).

2. Individual Membership:

- Individual membership is available to women in LCMS congregations with or without a group affiliated with LWML, and is designed for women who have an interest in the mission and ministry of the LWML organization, but cannot, for a variety of reasons, attend society meetings.
- Applications for recognition as an individual member should be made in writing to the District President.
 - a. Qualifications:
 - Be a communicant member of an LCMS congregation

- Support the mission and ministry of LWML
- Desire to participate in LWML activities
- b. Privileges:
 - May participate in a variety of LWML events and activities
 - May hold elective or appointive office on the zone, district or national level, if desired
- c. Responsibilities:
 - Understand the purpose of LWML and support LWML grants and programs
 - Send mite offerings to the District LWML
 - Obtain from the LWML Office a subscription to the *Lutheran Woman's Quarterly*, if not provided by the District LWML
- d. Voting Privileges:
 - Individual membership is not considered a society or a unit, and therefore does not confer voting privileges at the national and district levels.
 - The privilege of vote at zone meetings is determined by the zone bylaws.
 - If an individual member serves as an officer of a zone, district, or national LWML, she has all privileges of vote connected with that office.

III. SPECIAL FUNDS MAINTAINED BY KANSAS DISTRICT

A. GOD'S GRACIOUS GIFT FUND

- In 1993-94, the LWML Kansas District received gifts totaling \$54,177.90 from the Estate of Hulda Peterman. From the time of receiving the first check, and other gifts that have been given, funds have been invested in the Lutheran Church Extension Fund (LCEF). The name chosen for this fund is *God's Gracious Gift Fund.*, and is designated for unrestricted cash gifts given to the LWML. Real estate, personal property, and stocks will be accepted after being converted to cash, and may be given at any time as gifts, bequests and memorials.
- Including principal and interest, any amount in this fund in excess of \$10,000 will be used for mission and ministry as selected by convention delegates from the grant recipients proposed by the LWML Kansas District Gospel Outreach Committee.

B. STUDENT FINANCIAL AID FUND

- The Student Financial Aid Fund was established in 1986 with a special gift of \$500 from an LWML Kansas District member in memory of Mathilda Chappel. Contributions may be made by anyone as a memorial to a loved one, as a special gift designated for the fund in a will, or as a joy gift (living memorial) at the time of a birth, anniversary, birthday or other special occasion. All contributions made to this special fund are invested in a flexible investment account in the Lutheran Church Extension Fund (LCEF). The principal will remain in the LCEF, but interest earned will be given as financial awards to students going into full-time church work.

- Any principal acquired in excess of \$100,000 shall be applied to the interest available and awarded in the next school year in addition to the financial aid approved by the convention.

IV. COPYRIGHT INFORMATION

Copyright law is rooted in historic declarations of our nation's forefathers who deliberately sought to preserve and protect the creative intellectual property of individuals or their appointed agencies. Publishing houses and individuals secure copyrights and invest in registering these copyrighted materials with the United States Copyright Office in order to preserve those rights.

It is required, according to federal law, to seek permission from the copyright holder to photocopy, retrieve, or store any copyrights data in any form other than the bound book or electronic download originally purchased.

A. HYMNS

Hymns can have as many as three different copyrights. While many of the ancient hymn tunes of the church are no longer under copyright protection (Public Domain), some of the settings and text translations may still be copyrighted.

- *The Lutheran Hymnal*: Information is listed under the hymn.
- *Lutheran Worship*: Check for information beginning on page 969.
- *All God's People Sing*: Check for information beginning on page 272.

B. ONELICENSE.NET

With the purchase of ONELICENSE.NET, most materials in *Lutheran Service Book* can be copied for worship services. Audio and video of Sunday services may be recorded for distribution to the sick, shut-ins and elderly only, but may not be archived or distributed to members who were on vacation or missed services for other reasons. When recordings have been viewed by the sick, shut-ins and elderly, they must be destroyed or taped over unless additional permission is secured by the congregation from the copyright holders.

C. CHRISTIAN COPYRIGHT LICENSE INC. (CCLI)

- Only the LWML Kansas District and its 13 zones may use CCLI License No. 871692. All societies must use their congregation's license number. Concordia Publishing House (CPH) is not a member of CCLI.
- According to CCLI guidelines, each licensed organization is selected on a rotation basis to participate in a report for a period specified by CCLI. During this selection period, the district will be asked to submit reports based on duplication done under its license coverage.

D. LUTHERAN WOMEN'S MISSIONARY LEAGUE MATERIALS

When copying materials with an LWML copyright, please call the LWML office in St. Louis (800-252-

5965) to obtain permission to reprint. The Kansas District and its zones do not have automatic permission to copy these materials.

E. THE BIBLE

With the exception of the *King James Version* which is now in public domain, most modern translations used in our churches are still protected by copyright law. In many cases the publishers of these Bibles have established generous reprint rights for non-commercial use that will allow, in some cases, reprints of up to 500 words for no fee and without obtaining additional permission. Check the indicia page to see the terms the publisher has established.

F. OUT-OF-PRINT MATERIALS

Not without permission! The exclusive rights of copyright do not end when a work is out-of-print. Always first check with the publisher to see if an out-of-print work is available for copying.

G. MORE INFORMATION

Additional information regarding the licensing of CPH-owned materials can be found on their website, www.cph.org. They can also be contacted by email, www.copyrights@cph.org, or by phone at 800-325-0191.

V. PARLIAMENTARY PROCEDURE

A. WHEN QUESTIONS COME UP

- *Robert's Rules of Order, Newly Revised*, 11th edition (RONR) governs the proceedings of the district in all cases in which they are applicable, and where they are not inconsistent with LWML bylaws, applicable law, or Christian principles (*Bylaws, Article XVI*).
- *Robert's Rules of Order, Newly Revised in Brief*, 2nd edition, covers the most common topics in parliamentary procedure in a much smaller volume than *RONR* itself. Two other books that provide an informative, approachable introduction to parliamentary procedure are *The Idiot's Guide to Robert's Rules* and *Robert's Rules for Dummies*.
 - All of the above are available from a local bookstore, online at www.amazon.com and other retailers, or the National Association of Parliamentarians at www.parliamentarians.org.
- *Parliamentary Basics* is available for download at www.lwml.org.

B. A BASIC MEETING AGENDA

- Call to Order
- Opening Devotion or Bible Study
- Roll Call (optional)
- Reading and Approval of Minutes
 - The secretary reads the minutes from the previous meeting. If printed or emailed copies of the minutes are available for the voting assembly, opportunity may be given for that group

- to review the minutes, thus eliminating the need for the secretary to read the document.
- The president asks if there are any corrections. Any corrections are usually accepted by general consent.
 - The president then declares the minutes approved as read...or approved as corrected.
 - Correspondence not requiring action
 - Financial report
 - The treasurer states the beginning balance, receipts, disbursements, and ending balance.
 - The president asks if there are questions for the treasurer.
 - When questions have been answered, the president states that the report will be filed, but no further action is taken. (Treasurer's books are presented for financial review at the end of the Treasurer's term; that final financial review is the report that is adopted).
 - Reports of other officers
 - Reports of standing committees
 - Reports of special committees
 - Unfinished business, including tabled motions and unfinished business from a previous meeting
 - New business (communications requiring action, elections, recommendations)
 - Program (the program chairman is introduced)
 - Adjournment
- Closing devotion or prayer