

CHAPTER ONE OVERVIEW

To all elected and appointed officers, 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 Vice President of Organizational Resources after approval by the Executive Committee.

--LWML Kansas District Organizational Resources 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
801 Seminary Place, Ste. L010
St. Louis, MO 63105

Phone: 1-800-252-5965
Fax: 1-314-505-7506
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 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 Grants DO NOT HAVE money-making projects MAY HAVE special MITE collections
GROUPS	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 group of congregations of the LCMS.
- The LWML Kansas District and 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 conventions are held biennially in odd-numbered years.
- The LWML Kansas District is represented by at least one delegate from each zone.

K. FOCUS AREAS

The 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 District 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 group shall promptly distribute them to its members.
- Cost of *Quarterly* subscriptions is paid from the LWML Kansas District treasury, with each group reimbursing the District for the *Quarterly* subscriptions it receives. The District Distribution Manager will send a statement to each group annually, with payments to be sent to the District Distribution Manager 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. SOCIAL MEDIA SITES

Interact with the LWML through:

- Facebook page: [Facebook.com/TheLWML](https://www.facebook.com/TheLWML)
- Twitter: twitter.com/TheLWML
- Pinterest: pinterest.com/theLWML
- Google+: [+google.com/+LWMLorg](https://google.com/+LWMLorg)
- YouTube: youtube.com/TheLWML

O. WEB REPORTER

- Each LWML group 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 group.
- Job description: Be able and willing to:
 - Retrieve copy from *eNews*, LWML district and national websites
 - Read and make copies and distribute to LWML group leadership
 - Send group news to *The Kansas Sonshine* Editor or the Social Media Manager.

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 LWML 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 group.

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. Group Membership:

- Groups are composed of LCMS women in congregations, on campuses, in resident homes or other groups. Any woman who is a communicant member of an LCMS congregation is eligible for membership in a group.
- If a group meets all or most of the following guidelines it would be referred to as an active group:
 - Has officers or a coordinator/contact person.
 - Meets at least quarterly.
 - Participates in, or is aware and supportive of, zone and/or district events.
 - Contributes to mites and prays for the missions that are supported by mites.
 - Subscribes to the *Lutheran Woman's Quarterly*.
- Application for a group to become affiliated with the LWML shall be made to the District LWML President.
- Members of a group 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 group should write basic bylaws outlining its structure and method of transacting business. Articles and sections on object, membership, and parliamentary authority must conform to LWML bylaws. If requested, the District Organizational Resources Committee (formerly Structure Committee) will provide groups with "Guideline for Writing Bylaws" and other helps as provided by LWML.
- Groups have delegate representation at district conventions. The number of delegates a group may send to a district convention is based on the membership of each congregational unit as of January 1 of the convention year (all groups 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. Supporting Group

- Does not have officers or a coordinator/contact person.
- Does not meet or contribute to mites consistently, but subscribes to the *Lutheran Woman's Quarterly*, supports their home congregation as requested, and continues to pray regularly for the LWML.
- Some districts may refer to these groups as inactive, or have other categories. For the purpose of reporting the number of groups to LWML, please refer to these groups as supporting.

3. Active Member of a Group

- If a member of an active group participates on a regular basis in her group activities, she would be referred to as an active member.
- Active group members are eligible to represent their district at an LWML convention in accordance with their zone and district bylaws.
- Active members of a group 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.

4. Active Individual Membership
 - Active Individual Membership is available to women of 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 group meetings.
 - Applications for recognition as an individual member should be made in writing to the District President.
 - If an individual meets all or most of the following guidelines, she would be referred to as active:
 - Is a communicant member of an LCMS congregation
 - Participate in and is supportive of zone and/or district events
 - Contribute to mites and prays for the missions that are supported by mites
 - Subscribes to the *Lutheran Woman's Quarterly*
 - Voting Privileges
 - Active individual members may be eligible for voting privileges at the zone or district levels (refer to local bylaws), but are not eligible for voting privileges as an individual member at the national level (LWML Bylaws, Article II, Section 1e).
 - If an individual member is elected by her zone to represent it at a national level, she may do so but she will be classified as a zone representative.
 - If an individual member serves as an officer of a zone, district, or national, she has all privileges of vote connected with that office.
5. Supporting Member of a Group
 - Some LWML groups consider all communicant women in their congregation as members of their group. The women in this category do not actively attend any LWML function. The LWML District President should report them as supporting members to national.
 - Supporting group members are eligible to represent their district at an LWML convention ONLY in accordance with zone and district bylaws. This is discouraged as their knowledge of LWML activities would be limited.
6. Dual Parish Groups Meeting as One Group:
 - It is recommended that one group disband, with new bylaws written that incorporate both groups under one name. Alternately, both existing groups could disband, with the group applying for a new charter.
7. Disbanded Groups:
 - Notify the District President in writing that the group has been disbanded. If at some future date there is a desire within the congregation to re-activate an LWML group, the group must apply for a new charter.

III. SPECIAL FUNDS MAINTAINED BY LWML 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 as of May 31 of odd-numbered years 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 fund will be used to finance awards for students going into full-time church work.
- The principal amount should remain near, but not less than, \$10,000 (*Bylaws, Article XII, Section 4.A*).

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. Contact the "owner" of the copyright for permission to print or project the hymn.

- *The Lutheran Hymnal*: Information is listed under the hymn.
- *Lutheran Worship*: Check for information beginning on page 969.
- *Lutheran Service Book*: Information is listed under the hymn.
- *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 may use CCLI License No. 871692. All groups 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.
- What IS covered:
The CCLI license covers a "body of people." When the LWML Kansas District "body of people" is meeting, it can use songs from this license. (All meetings for the district, including the Christian Life Retreat, fall into this category.)
 - Printed lyrics (in any district booklets)
 - Projected lyrics (in PowerPoint or other multimedia on screen)
 - Download and copy lyrics from any CCLI licensed song
 - Download and copy vocal, lead and chord sheet music for musicians

- What is NOT covered:
 - Zone events (spring and fall rallies). As these are zone-sponsored events (not district-sponsored), the district CCLI license is not applicable.
 - If a zone meets in a church and uses all music from the hymnals provided by the church, there is no license infraction.
 - If a zone prints any words or music in their flyers or projects words or music onto a screen, the zone must have its own license. One-time Event Licenses (for less than 100 people) are available through CCLI for \$49.

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 LWML 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, 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