

EXPENSES ELIGIBLE FOR DISTRICT REIMBURSEMENT

EVENT / Personnel	Registration	Mileage (\$0.20/mile)	Lodging Wed.	Lodging Thurs.	Lodging Fri/Sat	Meals
DISTRICT MEETINGS--EC and general BOD (paid from District Budget)						
Executive Committee		X		X	X	
Pastoral Counselors		IRS RATE		X	X	
Board of Directors (Committee Chairman, Zone Presidents, and Appointed Personnel)		X			1 night (1/4 of one room)	
KAOL (paid from District Budget)						
Executive Committee		X			X	
Pastoral Counselors		IRS RATE			X	
Board of Directors (Committee Chairmen, Zone Presidents, and Appointed Personnel)		X			1 night (1/4 of one room)	
Committee Members		X			1 night (1/4 of one room)	
DISTRICT COMMITTEE MEETINGS (Paid from District Budget)						
Committee members & Appointed Personnel		X				
DISTRICT CONVENTION (Pre-paid by individual and reimbursed from convention budget)						
Executive Committee	X	X	X	X	X	X
Pastoral Counselors	X	IRS RATE	X	X	X	X
Pastoral Counselor Candidates	X	IRS RATE		X	X	X
Department Committee Chairmen	X			Minimum of 2/room	Minimum of 2/room	
Department Committees (see Notes)	X				Minimum of 2/room	
Appointed Personnel	X	X		X	Minimum of 2/room	
Zone Presidents (when attending BOD meeting prior to Convention)		X		1 night-(1/4 of one room)		
Past District Presidents	X	X		X	X	X

NATIONAL CONVENTION (paid from District Budget)					
District President (expenses not covered by national as BOD member)	X	Approved mode of travel based on location		1/2 of one room, assuming 2/room	X
One (1) Pastoral Counselor	X			X	X
Two (2) Young Woman Representatives	X			X	X
Executive Committee (District will reimburse \$50 of national convention expenses)					

NOTES:

- Department committees may be allowed to voucher room expenses for Thursday evening before convention if the schedule requires their attendance early Friday morning.
- Meals will not always be a covered expense. When appropriate, meals will be provided at meetings or events without additional charge to participant.
- Voucher is to be submitted to the President within sixty (60) days from date of expense.
- All personnel always have the option to 'donate' expenses, however vouchers are to be submitted to the District so an accurate accounting may be maintained of all expenses incurred, paid and donated.



Lutheran Women's Missionary League Kansas District
2022-2024 Expense Voucher

Voucher # 40-

Pay to: _____

Date _____

Mail to: _____

Amount _____

Check # _____

Charge to:	Date								
Event									
On Account									
Mileage Rate is \$.20/mile Only enter # of miles. The amount will calculate automatically.									
	#	# X .20	#	# X .20	#	# X .20	#	# X .20	Totals
Travel (total miles)		\$ -		\$ -		\$ -		\$ -	\$ -
Lodging									\$ -
Meals									\$ -
Office/General Supplies									\$ -
Postage									\$ -
Printing									\$ -
									\$ -
									\$ -
									\$ -
									\$ -
Total		\$ -		\$ -		\$ -		\$ -	\$ -
Donation (Optional)									\$ -

Additional Information (if needed):

Net Check \$ -

Signed _____

Approved _____

Position _____

President

Date _____

Date _____

Only fill in the highlighted areas. Keep one copy for your files. revised
Send one copy of this voucher to the President by mail or email. Scan or attach any receipts. May 2022
To save: click on file, then save as. Name the file (date) (your last name)

LWML KANSAS DISTRICT - EXPENSE VOUCHER EXPLANATION

- The Kansas District expense voucher is used to explain to the District your personal expenses incurred while in service to the LWML, to request a reimbursement check for those expenses, and to document donations. Click here or go to www.kansaslwml.org and click on About us, Organizational Resources, and Expense and Remittance Vouchers. Check here for [Expenses Eligible for Reimbursement](#).
- **Expense voucher:** Open the expense voucher on the Kansas LWML website. Download this file to your computer. Fill in the purple highlighted areas only.
- **Pay to line:** Enter your name
- **Mail to:** Enter your address. This shows through the mailing envelope window, so please fully complete.
- **Save a master copy:** For ease of future digital copies where this information stays the same, **save the document** to your computer with a file name such as LWML Kansas District expense voucher master. When requesting future reimbursements, open this document that you have saved. Fill in the highlighted areas with the appropriate information. This is an Excel worksheet so amounts will be automatically calculated and added. A word of caution: The worksheet is protected to prevent you from entering a number in an incorrect cell and causing a formula to be replaced. If a formula isn't performing, then exit out, do not save it, and begin again.
- **Voucher #, Date, Amount, Check # in upper right corner:** Please do not write anything here.
- **Charge to:** Fill in the date and name of the event. There are columns for 4 events. Expenses from various events may be included on the same voucher. Expenses for each event should be recorded in the column below the event name. Some expense types have been added to the rows for your convenience. You may change all but the Travel (miles) row.
- **Mileage:** Enter the total number of miles traveled for each event in the purple highlighted spaces. The \$ amount will calculate for you. If you need to re-enter a number, use the backspace or delete key. Using the space bar to delete may result in a formula error.
- **Lodging, meals, etc...:** You may change any of these cells to the appropriate expense. Enter the dollar amount for each expense in the corresponding purple highlighted cell.

Note: Totals will carry across to the far-right column and will be totaled in the Total row.

- **Donation:** Enter any amount you would like to donate for each event in the appropriate column. The total of Donations will be calculated in the Totals column and will be automatically deducted from the total.
- **Net check:** This will automatically be calculated after deducting any donation amount. This is the amount your check will be written for.
- **Signature, Position, and Date:** Electronic signatures are accepted.

Email one copy to the President at president@kansaslwml.org

Retain one copy for your files.

Save the completed copy on your computer with the date in the file name, e.g., 2023-01-01 Expense Voucher.

LWML KANSAS DISTRICT REMITTANCE VOUCHER

DATE _____

CONGREGATION _____
 CONGREGATION CITY _____
 GROUP/ZONE _____
 GROUP/ZONE TREASURER _____
 ADDRESS _____
 CITY/STATE/ZIP _____
 PHONE# _____
 EMAIL _____

If your donation is in memory of or in honor of, list name of who is recognized by the gift and the address of the person or family.

[] Send Mite Boxes (available at no cost): qty. _____

MITE OFFERINGS	\$
DAY OF PRAYER	\$
DISTRICT MISSION GRANTS	\$
GOD'S GRACIOUS GIFT FUND	\$
LEADER DEVELOPMENT	\$
STUDENT FINANCIAL AID	\$
MISCELLANEOUS MONIES	\$
	\$
TOTAL REMITTANCE	\$
Please fill out only ONE CHECK and ONE VOUCHER for all enclosed remittances.	
MAKE CHECK PAYABLE TO: LWML KANSAS DISTRICT	
MAIL CHECK AND VOUCHER TO: LWML KANSAS DISTRICT FINANCIAL SECRETARY	
Please copy completed form for your records.	

(Updated November 2019)

LWML KANSAS DISTRICT REMITTANCE VOUCHER

DATE _____

CONGREGATION _____
 CONGREGATION CITY _____
 GROUP/ZONE _____
 GROUP/ZONE TREASURER _____
 ADDRESS _____
 CITY/STATE/ZIP _____
 PHONE# _____
 EMAIL _____

If your donation is in memory of or in honor of, list name of who is recognized by the gift and the address of the person or family.

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MISCELLANEOUS MONIES	\$
	\$
TOTAL REMITTANCE	\$
Please fill out only ONE CHECK and ONE VOUCHER for all enclosed remittances.	
MAKE CHECK PAYABLE TO: LWML KANSAS DISTRICT	
MAIL CHECK AND VOUCHER TO: LWML KANSAS DISTRICT FINANCIAL SECRETARY	
Please copy completed form for your records.	

HOW TO USE THE REMITTANCE VOUCHER

THE LWML KANSAS DISTRICT REMITTANCE VOUCHER is a downloadable document that can be printed. Please complete the form and mail it with your check to the Financial Secretary. Always keep a copy for your records.

VOUCHERS SHOULD BE FILLED OUT COMPLETELY AND CLEARLY, so the Financial Secretary knows exactly where the money is to be used and to whom credit should be given.

VOUCHERS ARE USED to remit offerings for Mites, Day of Prayer, God's Gracious Gift Fund, Student Financial Aid, and District Mission Grants, as well as any special memorial or honorarium gifts.

MEMORIALS OR GIFTS should include the name of the person being remembered or honored. The address of the contributor should also be included, so the gift may be acknowledged.

ALL MONIES SUBMITTED TO THE DISTRICT should be made by check payable to the **LWML KANSAS DISTRICT**, and sent to the District Financial Secretary—**NOT** to the District Treasurer.

MITE BOXES AND SPECIAL GIFT CARDS WITH ENVELOPES are also available at no charge from the District Financial Secretary.

Groups – Please note:

Reimbursement to the District for ***Lutheran Woman's Quarterly* subscriptions and the Website maintenance fee** should be sent to the Communication Committee's Distribution Manager. Payment is made by following the instructions on the *Lutheran Woman's Quarterly* and Website Maintenance Fee Remittance Form, which can be found on the LWML Kansas District website under Organizational Resources/Financial Resources. Please do **NOT** send your payment for *Quarterlies* to the Financial Secretary.

Memorials/Honorariums may be given to any of these designated funds of the LWML KS District:

- **God's Gracious Gift Fund (GGGF)** - Funds are disbursed to mission organizations, schools or other special grants based on the vote of the delegates at each convention.
- **District Mission Grants** - Funds are disbursed to mission organizations, schools or other special grants based on the vote of the delegates at each convention. These funds are paid as mite offerings and mission grant donations are received.
- **Student Financial Aid (SFA)** - Funds are awarded to qualified applicants who attend the Concordia Universities or seminaries and enroll in church work program studies.
- **Leader Development** - Funds are used to develop LWML women as leaders in the Kansas District.

Fill out the form below and mail to the Financial Secretary of the LWML Kansas District. Make check payable to the LWML Kansas District. Your canceled check is your receipt.

LWML Kansas District Financial Secretary
PO Box 314
Arma, KS 66712

OR

Make your donation online and indicate the fund you desire to designate for your donation.

THANK YOU FOR YOUR GIFT!

To God's Glory

A gift of \$[Amount] to the LWML Kansas District is enclosed.

In loving memory of -OR- In honor of

Name

This contribution is to be used for the LWML Kansas District (please mark one)

- God's Gracious Gift Fund
- District Mission Grants
- Student Financial Aid
- Leader Development

Given by: YOUR Name

Address: YOUR Address

For memorials or honorariums, the card on the next page may be given to the family or individual.



To God's Glory

A gift in loving memory of -OR- A gift in honor of

Name

has been made to the
Lutheran Women's Missionary League Kansas District

- God's Gracious Gift Fund
- District Mission Grants
- Student Financial Aid
- Leader Development

By YOUR Name

Address YOUR Address



LWML INDIVIDUAL MEMBERSHIP FORM

I wish to become an individual member of the Lutheran Women’s Missionary League. I fully support the mission statement of the LWML, and I pledge to serve my Lord by supporting mission grants, service programs, and fellowship events sponsored by the LWML.

Name

I am a communicant member of this LCMS congregation:

Address

Congregation Name

City, State, Zip

Congregation Address

Home Phone

Congregation City, State, Zip

Cell Phone

Email

Signature

Date

Return to:

Kim Burdett
LWML Kansas District President
kimburdettlwml@gmail.com
26311 W. 108th St., Olathe, KS 66061
913-780-6579 (h) 913-485-0966 (c)



**APPLICATION TO FORM A NEW GROUP of the
LUTHERAN WOMEN'S MISSIONARY LEAGUE**

Date: _____ District: _____

The Lutheran Women in Mission of _____ Lutheran Church
have joined together to form an LWML group named _____
with (number) _____ members.

Signature of Pastor _____

Church Address _____

City, State, Zip _____

Group Contact Person _____

Address _____

City, State, Zip _____

Phone and Email _____

Officers (optional):

President Name _____

Phone, Email _____

Vice President Name _____

Phone, Email _____

Secretary Name _____

Phone, Email _____

Treasurer Name _____

Phone, Email _____

**Send this completed form to your LWML district president.
You may find her contact information here: <http://www.lwml.org/districts>**



MISSION GRANT PROPOSAL APPLICATION

Please refer to the Guidelines for Mission Grant Proposal/God’s Gracious Gift Fund Proposal for completing this form.

Date received _____
(For committee use only)

Please select one of the following (refer to Guidelines for suggestions):

District Mission Grant

God’s Gracious Gift Fund

Either Grant

APPLICATION DEADLINE IS SEPTEMBER 1, YEAR

_____ of _____
(LWML GROUP / INDIVIDUAL) (CONGREGATION / CITY)

is submitting the following project for consideration at the YEAR LWML Kansas District Convention.

The proposed project is for _____
(ORGANIZATION)

in _____
(CITY / STATE / COUNTRY)

Recipient contact information: _____
(NAME)

(STREET ADDRESS OR P.O. BOX) (CITY / STATE / ZIP CODE)

(PHONE NUMBER) (EMAIL ADDRESS)

The recipient must be affiliated with one of the following. Please check the one that applies to this request.

- LWML LCMS District LCMS Recognized Service Organization (RSO) of LCMS

The money is needed for _____
(Be as specific as possible. Attach additional sheet if necessary.)

Amount requested \$ _____

Is the need current? [] Yes [] No

When is the money needed? *(Keep in mind this proposed project must be viable during the 2022-2024 biennium.)*

Has the project had other funding sources? [] Yes [] No *(If yes, list other funding sources and amounts.)*

How does this project share the Gospel with those who haven't before heard or believed it?

Why do you think this would be a good project for LWML Kansas District?

This application is submitted by:

Name _____ Address _____

Phone _____ Email _____

Return to: NAME, VP of Gospel Outreach
CONTACT INFO
grants@kansaslwml.org

APPLICATION DEADLINE
SEPTEMBER 1, YEAR

Note:

- 1.** *If emailing this grant application or if using the electronic online form, you will receive an acknowledgement of receipt of the application. If acknowledgement is not received **within three (3) days**, please contact the VP of Gospel Outreach.*
- 2.** *If the grant application is mailed through the postal service, you will receive an acknowledgement of receipt. If acknowledgement is not received **within ten (10) days**, please contact the VP of Gospel Outreach.*



MISSION GRANT PROPOSAL AND GOD'S GRACIOUS GIFT FUND PROPOSAL

*How then will they call on him in whom they have not believed?
And how are they to believe in him of whom they have never heard?
And how are they to hear without someone preaching?
And how are they to preach unless they are sent?*
(Romans 10:14-15a)

LWML Kansas District **Mission Grants** are selected by convention delegates and *paid during the biennium in which they are selected*. Mission grants are paid from mite offerings received during the biennium.

LWML Kansas District **God's Gracious Gift Fund Grants** are selected by convention delegates and *paid immediately after the convention is ended*. A specific total amount for grants is determined prior to the convention and is paid following the convention. The total amount available will be announced on the LWML Kansas District website prior to the convention.

Choose which grant is appropriate for the mission needs. Typically, Mission Grants require a large amount of funding and God's Gracious Gift Fund Grants require a smaller amount of funding. A proposal option is to allow the LWML Kansas District Gospel Outreach (GO) Committee select the grant that best fits the application.

Deadlines are strictly followed. Please pay close attention to all deadline dates.

Grant proposals may be submitted by an LWML Group or individual. Proposals must be for individuals or groups affiliated with LCMS or a Recognized Service Organization (RSO).

The grant recipient must be affiliated with one of the following: LWML, LCMS, an LCMS District, or a Recognized Service Organization (RSO) of The Lutheran Church – Missouri Synod.

Please be as specific as possible when indicating the need for funds. Attach additional pages if necessary. Keep in mind that the proposed project must be viable during the biennium in which it is requested. Photographs are welcome, but not required.

All application information will be used to choose the grant proposals that will be brought before convention delegates.

WELCOME LETTER FOR INDIVIDUAL MEMBERS

Dear _____,

WELCOME!

The Lutheran Women's Missionary League Kansas District welcomes you as an Individual Member. We invite you to join with the members of the _____ Zone as they gather to enjoy fellowship with other LWML members at their annual fall (spring) meeting. The next event is scheduled for

_____.

The president of the _____ Zone is:

(Name)
(Street Address)
(City, State, ZIP)
(Telephone)

We invite you to send your Mites on a monthly basis to the District Financial Secretary. She is

(Name)
(Street Address)
(City, State, ZIP)
(Telephone)

We will send you information in the near future regarding a personal subscription to the *Lutheran Woman's Quarterly*.

Once again, we wish you God's richest blessings as you join with us in serving our Lord through the LWML.

In His name,

(District President)
(Street Address)
(City, State, ZIP)
(Telephone)

Zone Event Statistical Information Report

Name of Zone:

Date and Place:

Number in attendance:

Event Name:

Zone Officers: *please list any additional officers*

Position	Name
President	
Vice President	
Secretary/Treasurer	
Treasurer	

Business Items and Actions Taken:

Ingathering Information:

Servant Activity Information:

Presentation Information:

Additional Comments:

Reported by: _____

(Name, title)



Name _____
(Please Print) Last First

**LUTHERAN WOMEN’S MISSIONARY LEAGUE KANSAS DISTRICT
PARTICIPANT INFORMATION AND RELEASE FORM**

The purpose of this Participant Information and Release is to identify each person (“Participant”) who wishes to volunteer with the Lutheran Women’s Missionary League Kansas District (“LWML Kansas District”) or to participate in LWML Kansas District-sponsored or LWML Kansas District-related activities. As a condition to becoming a Participant, LWML Kansas District requires you to provide the following information and to release LWML Kansas District from any liability for your safety and wellbeing when volunteering for LWML Kansas District and while participating in any LWML Kansas District-sponsored or LWML Kansas District-related activities, including optional activities scheduled in conjunction with conventions or any meetings. LWML Kansas District may copy this form for use at optional activities. Please scan and email back to Kansas District Meeting Manager, Debbie Lehman at meetingmanager@kansaslwml.org

Name/Address: _____

(*the following four questions are optional as your event may require)

*Allergies and Other Known Health Risks/Problems: _____

*Special Diet Restrictions (not preferences): _____

*Reaction to Diet Restriction/Medication Needed: _____

*Person to Contact in the Event of an Emergency (Name, Address, Telephone Number(s), Relationship): _____

LWML recommends leaving all verbiage in the General, COVID-19, and Photo Release sections as is. Changing the wording may diminish the effectiveness of the release.

GENERAL RELEASE

The undersigned acknowledges and agrees as follows: LWML Kansas District assumes no, and disclaims all, liability for my safety and well-being while I am a Participant. In consideration of LWML Kansas District permitting me to be a Participant, I (a) acknowledge and agree that LWML Kansas District cannot and does not accept any (and expressly disclaims all) responsibility for my safety and well-being; and (b) waive all claims arising from my volunteering for LWML Kansas District and participation in LWML Kansas District-sponsored or LWML Kansas District-related activities. Knowing and understanding the risks relating to my being a Participant, I release and discharge LWML Kansas District, its directors, officers, employees, and agents from all claims, demands, actions and causes of action that I may have, now or in the future, relating to or resulting from any illness or injuries (including death), loss or damage suffered by me while I am a Participant.

COVID-19 RELEASE

Without limiting the generality of the General Release above, the undersigned acknowledges and agrees as follows: LWML Kansas District has put in place preventative measures to reduce the spread of COVID-19; however, LWML Kansas District cannot guarantee that any Participant will not become infected with COVID-19.

Therefore, on behalf of myself and my heirs, executors and assigns, I understand, acknowledge and agree as follows:

- (a) COVID-19 has been declared a worldwide pandemic by the World Health Organization; and COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact;
- (b) Federal, state and local governments and health agencies recommend social distancing and have, in many locations, prohibited the congregation of groups of people, among other preventative measures;
- (c) Participating in LWML Kansas District-sponsored activities could increase the risk of contracting COVID-19 for me and those I come in close contact with;
- (d) I voluntarily and knowingly assume the risk that I may be exposed to or infected by COVID-19 by volunteering for LWML Kansas District or participating in LWML Kansas District-sponsored or LWML Kansas District-related activities, and that such exposure or infection may result in personal injury, illness, permanent disability and death;
- (e) I am voluntarily participating in LWML Kansas District-sponsored or LWML Kansas District-related activities and/or volunteering for LWML Kansas District for my personal benefit and the value of such benefit is sufficient consideration for my voluntary execution of, and compliance with, this Participant Information, Acknowledgment, Assumption of Risk and Release;
- (f) LWML Kansas District cannot and does not accept any (and expressly disclaims all) responsibility for my safety and well-being while I am volunteering for LWML Kansas District or engaged in any LWML Kansas District event or activity;
- (g) I voluntarily acknowledge and agree to assume all risks related to COVID-19 and I accept sole responsibility for any injury to myself (including, but not limited to, personal injury, disability and death), illness, damage, loss, claim, liability or expense, of any kind, that I may experience or incur in connection with my volunteering for LWML Kansas District and/or participation in LWML Kansas District-sponsored or LWML Kansas District related activities ("Claims"); I release, covenant not to sue, discharge and agree to hold harmless LWML Kansas District, its employees, agents, and representatives, from and against the Claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto; and
- (h) The foregoing release includes any Claims based on the actions, omissions or negligence of LWML Kansas District, its employees, agents and representatives, whether a COVID-19 infection occurs before, during or after my volunteering for LWML Kansas District and/or my participation in any LWML Kansas District-sponsored or LWML Kansas District-related activities.

PHOTO RELEASE

I grant to LWML Kansas District and its assigns the right and permission to take photographs and audio and video recordings during my participation, and to retain, publish and distribute, without charge or fee, such photographs and audio and video recordings. Without limiting the foregoing, I agree that these images and recordings may be used in publications, including electronic publications and websites, and in audio-visual presentations, promotional literature, advertising, and in other similar ways.

SIGNATURE: _____

DATE: _____

PRINTED NAME: _____

PARENT'S SIGNATURE (if under 18): _____

DATE: _____

PRINTED NAME: _____

LWML CRISIS INCIDENT REPORT FORM

Name of Victim _____ Date _____ Time _____

Address _____ Phone _____

Other Persons Involved in Incident:

Name _____ Name _____

Address _____ Address _____

Phone _____ Phone _____

Location of Incident: _____

Description of Incident: _____

Injuries (Personal and Property): _____

Description of Action Taken: _____

Witnesses:

Name _____ Name _____

Address _____ Address _____

Phone _____ Phone _____

Emergency Personnel:

Department _____ Name of Responder _____

Next of Kin Notified: ___ Yes ___ No If Yes, Name: _____

Person Completing This Form:

Name _____ Title _____ Date _____

Address _____ Phone _____



LWML KANSAS DISTRICT NOMINATION CONSENT FORM

“Serve the Lord with Gladness” (Psalm 100:2)

I HEREBY CONSENT TO HAVE MY NAME SUBMITTED AS A CANDIDATE FOR THE OFFICE OF

_____, LWML KANSAS DISTRICT,

ON THE BALLOT AT THE LWML KANSAS DISTRICT CONVENTION TO BE HELD IN

_____, KANSAS, ON _____.

NAME: _____

SIGNATURE: _____

ADDRESS: _____

EMAIL: _____ PHONE: _____

+++++

INFORMATION FORM

If you wish to complete and submit this form via email, please contact the Nominating Committee Chairman, at nominations@kansaslwml.org for the Word document.

SPOUSE AND IMMEDIATE FAMILY MEMBERS’ NAMES:

MEMBER OF (congregation name/city):

PLEASE LIST PRESENT AND/OR PAST POSITIONS AND/OR EXPERIENCE

LOCAL LWML:

ZONE:

DISTRICT:

NATIONAL:

OTHER CHURCH RELATED EXPERIENCE:

WORK (*outside of church*) EXPERIENCE:

HOBBIES AND INTERESTS:

OTHER:

Check all you have direct access to:

Desktop Computer Laptop Computer Smartphone Copier Printer Scanner

RETURN COMPLETED FORM TO:

CHAIRMAN: _____

ADDRESS: _____

EMAIL: _____

Please email a recent photo to _____

This information will be published in *The Kansas Sonshine* and in the convention manual.

Thank you!



LUTHERAN WOMEN *in Mission*
Office of the President
CURRENT PRESIDENT ADDRESS HERE
president@kansaslwml.org
CURRENT PRESIDENT PHONE NUMBERS HERE
CURRENT YEARS HERE Biennium

Dear LWML Member:

As a Lutheran Woman in Mission, you are a gifted child of God! Enabling you to use your gifts in ministry to the people of Kansas and of the world is part of the mission of Lutheran Women's Missionary League. The Executive Committee is always looking for volunteer personnel to serve on District Committees and in appointed positions; it is most helpful to have information available with the names of women willing to serve.

This letter suggests the possibility of such an appointment for you. It should not be considered as a commitment on your part, or as an actual appointment. However, your response will enable your new District President and the Executive Committee to fulfill their responsibilities in a timely manner. Indicate your interests on the attached form. If you have questions, call or email me, using the contact information above; I will forward all forms to the new Executive Committee. If you are willing to serve the Lord and lead the women of the LWML Kansas District, complete and return the *Committee Appointment – Personnel Profile (CAPP) Form*; it will be of great value during the appointment process.

- ❖ The appointment is for two years. Committee members are eligible for one consecutive reappointment to the same committee.
- ❖ Committee members help plan and attend the annual Kansas Assembly of Leaders (KAOL).
- ❖ Committee members are expected to attend the District Convention in the spring of even numbered years. A full schedule of responsibilities keeps committee personnel very busy before and during the convention.
- ❖ Standing Committee Chairmen are members of the Board of Directors (BOD) and attend BOD meetings once or twice a year (just prior to the convention and at the KAOL).
- ❖ The LWML Kansas District is responsible for expenses incurred for the ongoing work of the committee.
- ❖ Although the responsibilities are great, so are the rewards! You will be strengthened in your spiritual walk; and, you will form deep and lasting friendships as you use your God-given gifts. Many of our current officers and committee members are employed outside the home; many hold offices and are also involved in their local LWML Groups and Zones.
- ❖ Talk this over with your family. Be in prayer. Discuss with a trusted friend or a District Officer.
- ❖ For more information, see *Gifts, Chosen for You – Spiritual Gifts Bible Study* at www.lwml.org.
- ❖ **Return the form to CURRENT PRESIDENT NAME at president@kansaslwml.org.**

The LWML Kansas District values you and your gifts! You have been given much. This opportunity for service may be in God's plan for you. May you continue to be blessed by serving with gladness wherever He calls you.

May God guide and bless your service decisions,

PRESIDENT SIGNATURE OR NAME

LWML Kansas District President (YEARS OF CURRENT PRESIDENT TERM)

***Now there are varieties of gifts, but the same Spirit; and there are varieties of service, but the same Lord
(1 Corinthians 12:3-5).***



COMMITTEE APPOINTMENT – PERSONNEL PROFILE (CAPP)

Name: _____ Date: _____

Address: _____

City, State, Zip: _____

Phone: _____

Email: _____

LWML Kansas District Zone: _____

Congregation: _____

VOLUNTEER AND EMPLOYMENT EXPERIENCE:

LWML (Group, Zone, District): _____

Church: _____

Community: _____

Employment: _____

I have been involved with other goal setting or leadership training: _____

Other information: _____

There's more, please complete the back of this page.



**CHECK THE APPROPRIATE BOXES TO INDICATE GIFTS, TALENTS, SPECIAL SKILLS
 AND INTEREST IN POTENTIAL COMMITTEE APPOINTMENTS**

Spiritual Gifts:	Special Skills:	Technology Skills:	Committees/Positions:
<input type="checkbox"/> Administration	<input type="checkbox"/> Artist	<input type="checkbox"/> Data Maintenance	<input type="checkbox"/> Caring Service
<input type="checkbox"/> Evangelism	<input type="checkbox"/> Banners/Worship Art	<input type="checkbox"/> Photography	<input type="checkbox"/> Christian Life
<input type="checkbox"/> Faith	<input type="checkbox"/> Editor/Manuscripts	<input type="checkbox"/> Presentations	<input type="checkbox"/> Communication (Publications/Media)
<input type="checkbox"/> Generosity	<input type="checkbox"/> Editor/Newsletter	<input type="checkbox"/> Social Media-Facebook	<input type="checkbox"/> Gospel Outreach (Mission Grants)
<input type="checkbox"/> Hospitality	<input type="checkbox"/> Goal Setting/Planning	<input type="checkbox"/> Social Media-Twitter	<input type="checkbox"/> Gospel Outreach (Scholarships)
<input type="checkbox"/> Mercy	<input type="checkbox"/> Graphic Design	<input type="checkbox"/> Videography	<input type="checkbox"/> Organizational Resources (Bylaws)
<input type="checkbox"/> Prayer	<input type="checkbox"/> Journalism	<input type="checkbox"/> Web Design	<input type="checkbox"/> Special Focus Ministries (Heart 2 Heart Sisters)
<input type="checkbox"/> Service/Helping	<input type="checkbox"/> LWML Store	<input type="checkbox"/> Other: _____	<input type="checkbox"/> Special Focus Ministries (Young Women)
<input type="checkbox"/> Teaching/Bible Study	<input type="checkbox"/> Musician	<input type="checkbox"/> Other: _____	<input type="checkbox"/> Archivist-Historian
<input type="checkbox"/> Wisdom	<input type="checkbox"/> Proofreading	<input type="checkbox"/> Other: _____	<input type="checkbox"/> Convention Planning
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Writer/Bible Study	<input type="checkbox"/> Other: _____	<input type="checkbox"/> Lutheran World Relief Fall Pickup
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Writer/Devotions	<input type="checkbox"/> Other: _____	<input type="checkbox"/> Meeting Manager
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Other: _____	<input type="checkbox"/> Other: _____	<input type="checkbox"/> Mission Trips/Travel
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Other: _____	<input type="checkbox"/> Other: _____	<input type="checkbox"/> Parliamentarian
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Other: _____	<input type="checkbox"/> Other: _____	<input type="checkbox"/> Other: _____

Check all you have direct access to: ___ Desktop Computer ___ Laptop Computer ___ Smartphone
 ___ Copier ___ Printer ___ Scanner ___ Fax machine

Other Comments: _____



LUTHERAN WOMEN *in Mission*
Office of the President
CURRENT PRESIDENT ADDRESS HERE
president@kansaslwml.org
CURRENT PRESIDENT PHONE NUMBERS HERE

POTENTIAL APPOINTMENT TO COMMITTEE OR SPECIAL PERSONNEL

Please check one box and return this Committee Appointment – Personnel Profile to LWML Kansas District President at the address above.

- Yes, I would consider an appointment to serve on a LWML Kansas District Committee at this time.

- I am unable to serve at this time. Please keep my name on file for future consideration for LWML Kansas District Committee/Appointed Personnel service.

I understand that this is for information and planning purposes and does not obligate me to serve.

Signature: _____



LUTHERAN WOMAN'S QUARTERLY AND WEBSITE MAINTENANCE FEE REMITTANCE FORM

Complete this form and mail it with your payment by **March 15**

LWML GROUP INFORMATION:

LWML Group Name _____ Church/City _____

Address *Quarterly* is to be mailed to _____

Attention (name) _____

LWML Group Treasurer's Name _____

Treasurer's phone _____ Treasurer's email _____

REMITTANCE INFORMATION:

Number of *Quarterly* subscriptions requested # _____
Multiply by rate (1-9 copies, \$7.50 each; 10 or more copies, \$6.00 each) x _____

SUBTOTAL = \$ _____

Add Yearly Website Maintenance Fee (**see explanation below) + \$ **10.00**

TOTAL REMITTANCE DUE = \$ _____

Make checks payable to: **LWML Kansas District**

Mail **THIS FORM** and the **PAYMENT** to:

PLEASE DO NOT SEND A DISTRICT REMITTANCE VOUCHER

DISTRIBUTION MANAGER NAME HERE
LWML Kansas District Distribution Manager
MAILING ADDRESS HERE

Contact information: (email) distribution@kansaslwml.org OR (phone) PHONE NUMBER HERE

****The \$10.00 Web Maintenance Fee helps pay the website web hosting fee (paid yearly), the website domain registration (paid yearly), and the website administrator's fee (paid every six months). These fees are necessary to make the website work for our district, zones, LWML groups, all of our members, congregations, and guests who use the LWML Kansas District website. The website includes an abundance of information that LWML group, zone, and district leaders use and share with others to keep everyone informed. It is requested for ALL LWML groups in the LWML Kansas District to pay this minimal annual fee, and it is very much appreciated. Thank you for your support of the LWML Kansas District website.**

SERVICE OF RECOGNITION FOR NEW GROUPS/MEMBERS

Leader calls the name of the new group (or members)

Leader to new group (or members):

We welcome you into membership of the Lutheran Women's Missionary League of _____ Zone.

You have expressed a desire to affiliate with the LWML and assist in its objectives to develop and maintain greater mission consciousness among the women of the church and to gather funds for mission projects. Together we will help one another grow spiritually and reach out in love and service to others.

As you "Serve the Lord with Gladness" by sharing your time, talents, and abilities in His Kingdom through the LWML, we pray His special blessing for you.

Dear Heavenly Father, we thank You and praise You for Your free gift of salvation and for the privilege of being called to be members of your Kingdom. We thank You for the opportunity to serve You through the LWML. Help us to grow in Your grace and increase our service. Give us Your joy and peace at all times. We pray in Jesus' Name. Amen.

Leader addresses organization:

These new members are now co-workers in the Lutheran Women's Missionary League. It will be your privilege to welcome them and share with them the joys and blessings of fellowship.

INSTALLATION SERVICE

Meditation

“I Will Be With Thee”

In the name of the Father and of the Son and of the Holy Spirit. Amen.

Today, as you assume the responsibilities and privileges of leadership in the Lutheran Women’s Missionary League, there is a text of Scripture which is applicable. When God revealed himself to Moses in the desert, the Lord said, “Put off your shoes from your feet, for the place on which you are standing is holy ground.” (*Exodus 3:5*)

God was calling Moses to a role of leadership. But Moses was offering excuses. Moses felt unworthy. “Who am I that I should go to Pharaoh and bring the sons of Israel out of Egypt?” (*Exodus 3:11*)

The Lord promised, “but I will be with you...” (*Exodus 3:12*)

Moses feared he would not have the confidence of the people, that he was incapable as a leader. He said, “I am not eloquent...I am slow of speech.” (*Exodus 4:10*)

Dear friends, the place on which you stand is holy ground. You stand before the Lord. You will be serving Him. He is sending you to be a leader among His people. His promises are as valid to you today as they were to Moses. He will always be with you. He will teach you what you shall do, if you seek his guidance.

Dedicate all that you are in loyal, loving, obedient service to Him who loves us and gave Himself for us.

(This meditation may precede any of the installation services, if desired.)

--LWML Handbook 2015

INSTALLATION OF OFFICERS

(1)

Installing Pastor or Officer: In the name of the Father and of the Son and of the Holy Spirit.

You have been called into the service of our Lord through the Lutheran Women's Missionary League. The women of this organization have honored you by placing their trust and confidence in your abilities as Christian leaders. You in turn will honor our Lord by performing your duties to the best of your ability. In all our tasks we look to God for guidance in His Word.

"Let each of you look not only to his own interests but also to the interest of others." (*Philippians 2:4*)

"May you be strengthened with all power according to His glorious might for all endurance and patience with joy." (*Colossians 1:11*)

"Put on love, which binds everything together in perfect harmony." (*Colossians 3:14*)

In the presence of God and of your fellow members do you, (name) as president, (name) as vice-president, (name) as secretary (etc.) accept the office to which you have been elected, and will you faithfully fulfill the required duties as God gives you grace, strength, and wisdom to the glory of Christ our Lord and in service to the LWML? If so, answer, "Yes, with the help of God."

Response: **Yes, with the help of God.**

Installant (to membership): Dear sisters in Christ, having heard God's Word and the promise of your officers, do you intend to encourage, help, and respect your elected leaders? Do you intend to re-dedicate yourselves to being living members of this organization? If so, then answer, "We do."

Members: **We do.**

Installant:

May God bless you, elected officers and members, with His Holy Spirit, that you may prove faithful stewards of Christ our Lord.

Let us pray: Gracious God, grant us, Your servants, every spiritual gift necessary to complete our tasks in harmony with Your plans for us and for this organization. Lead us to discover our greatest potential as well as our limitations. Help us accept the humanity of one another. Most of all, instill in all of us daily dependence on You, our loving Father. Amen.

The God of peace make you perfect in every good work to do His will, working in you that which is well-pleasing in His sight; through Jesus Christ, to whom be glory forever and ever. Amen.

--LWML Handbook 2015

INSTALLATION OF OFFICERS

(2)

Leader (to elected officers): Dear sisters in Christ Jesus, you have come forward to assume the duties of your respective offices. I now ask you, are you aware of the responsibilities of your office, and are you willing to pledge yourselves to your task? If so, then answer, “Yes, with the help of God.”

Elected Officers: **Yes, with the help of God.**

Leader: “Therefore encourage one another and build one another up, just as you are doing. But we beseech you to respect those who labor among you and are over you in the Lord and admonish you, and to esteem them very highly in love because of their work. Be at peace among yourselves.”

Leader (to members): Dear sisters in Christ, having heard God’s Word and the promises of your officers, do you intend to encourage, help, and respect your elected leaders? Will you offer them your love, cooperation, and assistance and promise to pray for them? As one body, knit together, will you pledge yourselves to carry forward the goals of (society, zone, district) in whatever way the Lord asks of you? Then answer, “We will.”

Members: **We will.**

Leader: Lord Jesus, our Leader and Head, You have called us to be members of Your body, the church. We thank You for knitting us together in this one body. Together we rededicate ourselves to You with all that we are and have. We promise to serve You willingly. Show us where each of us may serve You best.

Take our hands and use them to care for our neighbor.

Take our feet and help us to go the extra mile for people in need.

Take our voices and listen to the praises we sing.

Take our lips and use them to tell others of Your gracious, redeeming love.

Take our dimes and dollars, and use them to extend Your kingdom.

Most of all, dear Jesus, take our will, and give us the power to do Your will—until all Your children, both far and near, are at last joined forever in eternity with You. Amen.

--LWML Handbook, 2015

INSTALLATION OF DISTRICT OFFICERS

Pastor asks the newly elected district officers to come forward, join hands and form a small circle. Then he calls for the outgoing and remaining officers to join hands and form a larger circle around the newly elected officers.

Pastor (speaking to the newly elected officers): Dear Sisters in Christ Jesus, the Lord has called you for special service in His kingdom through your work with the LWML _____ District. By coming forward, you have demonstrated your willingness to assume the duties of your respective offices. I now ask you, are you aware of the responsibilities of your position and are you willing to pledge yourselves to perform the tasks set before you? And, whatever you do for the District LWML, will you do it all in the name of the Lord Jesus, giving thanks to the Father? If so, then answer, “Yes, with the help of God.”

*Newly Elected Officer: **Yes, with the help of God.***

Pastor: Having stated your intentions to perform the tasks required of you, “...I urge you to live a life worthy of the calling you have received. Be completely humble and gentle; be patient, bearing with one another in love. Make every effort to keep the unity of the Spirit through the bond of peace. There is one body and one Spirit—just as you were called to one hope when you were called—one Lord, one faith, one baptism; one God and father of all who is over all and through all and in all. But to each one (of you) grace has been given as Christ apportioned it.” (*Ephesians 4:1-7 (NIV)*)

Pastor: Now will you step back and join the circle of sisters who have served before you, some of whom will remain to share in your work for LWML and others who will leave this circle to serve the Lord in other capacities.

Pastor: Dear Sisters, you stand on holy ground before the Lord. You have been or will be serving Him in the LWML _____ District. We thank those of you who will be leaving this special circle for all that you have done to further God’s kingdom within the District. Our prayers will continue to go with you in whatever direction the Lord leads you.

Pastor: (As he calls each of the outgoing officers by name, she steps back and the gap in the circle is closed. When the outgoing officers stand outside the circle, the Pastor continues with a blessing for them.)

Our love and thanks to all of you in Christ Jesus. Go in peace to serve the Lord. Amen.

(After the blessing, the outgoing officers return to their seats).

Pastor: Now we have a different circle of friends and co-workers for God’s kingdom in the LWML _____ District. The circle has not been broken, but strengthened by our common love for Jesus

and desire to share His story and His love. We do this in service for Him and it becomes our unity of purpose.

Remembering that He is always with us to guide us, our circle will become stronger knowing that Christ is its center.

Pastor (speaking to convention body): Dear sisters in Christ, having heard the promises of your duly elected officers to serve with the help of God, do you intend to hold them in high regard and encourage them in such service? Will you lift up your officers in prayer, offering them your love, cooperation and assistance? Will you let the peace of Christ rule in your hearts since as members of one body you were called in peace to serve the Lord? If so, then answer, "We will."

Convention Delegates and Guests: **We will.**

Pastor (speaking to the assembly): Having given your pledge to love, respect, and pray for Your Leaders, now please join hands for prayer.

Pastor: Holy Father, you have given different kinds of gifts, but the same Spirit; different kinds of service, but the same Lord. We thank you for calling each of us to be a vital part of the body of Christ. Help us to work together in love and eagerly search out ways to share Your love with a world that is lost. Now in fervent gratitude for Your dying love and blood-bought gift of redemption, we renew our dedication to You by pledging:

Our willing service wherever and whenever You have need of us.
Our hands to work for Your kingdom;
Our feet to go on Your errands;
Our voices to sing Your praises;
Our lips to proclaim Your redeeming love;
Our mites to extend Your kingdom;
Our will to do Your will
Our service to bring the lost and erring into eternal fellowship with You.

Pastor (speaking to the newly-elected officers): May the grace of God be with you as you serve the Lord with gladness. Amen.

--LWML Handbook, 2015

BLESSING OF THE QUILTS

Leader: We gather today in the name of our compassionate Savior, to give thanks for women like the Biblical Dorcas who use their willing hands to give comfort and life's necessities to those in need.

All: **We thank you, Father, for Dorcas of old and the women who follow in her footsteps, using their talent with needles and thread.**

Leader: To you, Merciful Lord, we give thanks for all the faithful women who, alone in their homes or in small groups, cut and sew together the colorful scraps of fabric to form tops of spectacular patterns and hues.

All: **Lord, we ask your blessings for these women as they create their labors of love.**

Leader: Lord, Source of all Comfort, we express our gratitude for the caring women who gather in members' homes and in church basements and fellowship halls to quilt, tie, and bind the "comforters."

All: **We thank you for the quilters and ask you to bind our hearts in love for the people these quilts will comfort in times of stress.**

Leader: Father, we now dedicate this rainbow of quilts to the glory of God and ask that you shower blessings upon the people of many colors who will use them for warmth, for shelter, for luggage, for sustaining live.

All: **Lord, teach us, also, to use our talents to reach out to the world's downtrodden people as these quilters have learned to do.**

Leader: Jesus, we ask that you continue to bless the work of the quilters, the Lutheran Women's Missionary League, and Lutheran World Relief (or substitute name of other organization to whom quilts are sent).

All: **Bless their work, O Lord, and may it draw people to you.**

Leader: For to You, O Lord, is the glory forever and ever.

All: **Amen.**

--LWML Handbook, 2015

LUTHERAN WOMEN'S MISSIONARY LEAGUE KANSAS DISTRICT

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

Office of the Recording Secretary

District Convention Delegate and Balloting Information (date)

Dear Group President/Treasurer,

As we make plans for the (year) District Convention, this letter outlines procedures that you and your delegates must follow to ensure their eligibility to vote at the convention.

This letter will serve as notification that your group is allowed ___ delegates, based on the membership recently reported by you to the District Directory Manager. If your congregation has more than one group, total membership is added together to determine unit membership as of January 1. District bylaws specify that the voting assembly of the LWML Kansas District Convention shall include at least two (2) delegates from each unit; additional delegates are allowed for each additional 20 members or major fraction thereof. An easy formula to use is the following: 1-30 members, 2 delegates; 31-50 members, 3 delegates; 51-70 members, 4 delegates, 71-90 members, 5 delegates, 91-110 members, 6 delegates. Please contact me if you have any questions.

By (date 4 weeks prior to the convention), you, as group president or treasurer, will notify your Zone President of the number of delegates attending from your group. It is not necessary to provide her with delegate names, only the total number of delegates attending. There is no Group Delegate Credential Form to complete, and the convention registration form does not have a block to indicate "delegate" or "alternate." When delegates register at the convention, they will be asked to sign a Zone Delegate Registration Sheet for your respective zone, sub-categorized by group. These forms will have the correct number of signature lines based on the number of eligible delegates from your group. They will receive a ribbon or other delegate designation for the name badge, identifying them as a voting delegate. Delegates must have registered and signed the Zone Delegate Registration Sheet before the first convention session on Saturday morning (change time if necessary).

Your Zone President will notify me by (date 2 weeks prior to the convention) with the number of delegates from your group. If this number changes, please notify her no later than noon on _____. No changes in delegates can be made after the start of the first convention session on _____.

Delegates will be seated by Zone for this first convention session. Officer candidates will be introduced and voting procedures explained. All voting will be completed during this convention session. Delegates who cannot vote at this time will forfeit their voting privileges.

Attached is one copy of the convention registration form that goes directly to the Convention Registrar. Please make copies for all women attending the convention from your congregation. This form can also be found in the convention issue of *The Kansas Sonshine*, and on the website at www.kansaslwml.org. Please ask your delegates to review carefully this special convention issue, as it has information about Bylaws changes, officer candidates, mission grants, and other proposed items that will be considered by the delegates.

Delegates are encouraged to contact any District officer with questions they might have regarding any of the convention activities.

Serving with gladness,

Recording Secretary and Convention Credentials Chairman
Contact information: Address, phone, email, etc.

Convention Theme and Verse

LUTHERAN WOMEN'S MISSIONARY LEAGUE KANSAS DISTRICT

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

Office of the Recording Secretary

District Convention Delegate and Balloting Information (date)

Dear Zone President,

Emails or letters were sent today to all Group Presidents/Treasurers with delegate information related to the _____ convention. I have requested that the groups **respond to YOU by (date 4 weeks prior to the convention)** with the number of delegates who will be attending from their group. They will give you the number of delegates attending, not their names. You, in turn, will be responsible for providing me with that information by **(date two weeks prior to the convention)**.

When delegates register at the convention, they will be asked to sign a Zone Delegate Registration Sheet for your respective zone, sub-categorized by group. These forms will have the correct number of signature lines based on the number of eligible delegates from each group. They will receive a ribbon or other delegate designation for the name badge, identifying them as a voting delegate. Delegates must have registered and signed the Zone Delegate Registration Sheet **before the first convention session** (enter correct time if it has been changed), or they will not be allowed to vote. NO changes in delegates will be allowed after that time.

At the Board of Directors meeting preceding the convention, you will receive an envelope with your zone name that will include: (1) a cover sheet that indicates the appropriate number of ballots for your zone, a place for you to record how many ballots were distributed (based on the registered delegates shown on the Zone Delegate Registration Sheet), the number of blank ballots remaining in the ballot packet, and a place for your signature; and (2) ballots for District Officer and Pastoral Counselor election, Mission Projects and God's Gracious Gift Fund. The number of ballots will be based on the information provided by the groups to you as of **(date 2 weeks prior to the convention)**. If you have changes in the number of delegates from your zone, notify me prior to the BOD meeting.

Prior to the first convention session, you will be responsible for picking up the Zone Delegate Registration Sheet from the registration table. If additional registered delegates have signed this form since the Board of Directors meeting, please obtain additional ballots from me.

Delegates will be seated by Zone during the convention session in which voting will take place. Officer candidates will be introduced and voting procedures explained. Delegates who cannot vote at this time will forfeit their voting privileges. The balloting will be done at the close of this convention session at approximately **(time)**. We have allotted 30 minutes for balloting. As Zone President, you will serve as voting verification clerk for your zone, and will need to be available with the ballots for your zone when polls open. When all delegates from your zone have completed voting, sign and complete the information on the ballot packet, and return the envelope to me (with any unused ballots inside).

For your convenience, I am attaching a copy of the letter I sent to the Group Presidents explaining the delegate registration protocol, and a list of all groups in your zone with the number of delegates allowed. If you have questions, please email or call me. I am looking forward to seeing you in _____.

Serving with gladness,

Recording Secretary and Convention Credentials Chairman
Contact information: Address, phone, email, etc.

Convention Theme and Verse

TALLY SHEET, OFFICER ELECTIONS

20 ____ LWML KANSAS DISTRICT CONVENTION AT _____

PRESIDENT _____	PRESIDENT _____
1 st Count _____ 2 nd Count _____	1 st Count _____ 2 nd Count _____
VP OF CARING SERVICE _____	VP OF CARING SERVICE _____
1 st Count _____ 2 nd Count _____	1 st Count _____ 2 nd Count _____
VP OF COMMUNICATION _____	VP OF COMMUNICATION _____
1 st Count _____ 2 nd Count _____	1 st Count _____ 2 nd Count _____
RECORDING SECRETARY _____	RECORDING SECRETARY _____
1 st Count _____ 2 nd Count _____	1 st Count _____ 2 nd Count _____
FINANCIAL SECRETARY _____	FINANCIAL SECRETARY _____
1 st Count _____ 2 nd Count _____	1 st Count _____ 2 nd Count _____
PASTORAL COUNSELOR _____	PASTORAL COUNSELOR _____
1 st Count _____ 2 nd Count _____	1 st Count _____ 2 nd Count _____

TALLY SHEET, OFFICER ELECTIONS
20_____ LWML KANSAS DISTRICT CONVENTION AT _____

VP OF CHRISTIAN LIFE _____	VP OF CHRISTIAN LIFE _____
1 st Count _____ 2 nd Count _____	1 st Count _____ 2 nd Count _____
VP OF GOSPEL OUTREACH _____	VP OF GOSPEL OUTREACH _____
1 st Count _____ 2 nd Count _____	1 st Count _____ 2 nd Count _____
VP OF ORGANIZATIONAL RESOURCES _____	VP OF ORGANIZATIONAL RESOURCES _____
1 st Count _____ 2 nd Count _____	1 st Count _____ 2 nd Count _____
VP OF SPECIAL FOCUS MINISTRIES _____	VP OF SPECIAL FOCUS MINISTRIES _____
1 st Count _____ 2 nd Count _____	1 st Count _____ 2 nd Count _____
TREASURER _____	TREASURER _____
1 st Count _____ 2 nd Count _____	1 st Count _____ 2 nd Count _____
PASTORAL COUNSELOR _____	PASTORAL COUNSELOR _____
1 st Count _____ 2 nd Count _____	1 st Count _____ 2 nd Count _____

**TALLY SHEET, ELECTION OF MISSION GRANTS
or GOD'S GRACIOUS GIFT FUND RECIPIENTS**

20_____ LWML KANSAS DISTRICT CONVENTION AT _____

No. 1 _____	No. 2 _____
1 st Count _____ 2 nd Count _____	1 st Count _____ 2 nd Count _____
No. 3 _____	No. 4 _____
1 st Count _____ 2 nd Count _____	1 st Count _____ 2 nd Count _____
No. 5 _____	No. 6 _____
1 st Count _____ 2 nd Count _____	1 st Count _____ 2 nd Count _____
No. 7 _____	No. 8 _____
1 st Count _____ 2 nd Count _____	1 st Count _____ 2 nd Count _____
No. 9 _____	No. 10 _____
1 st Count _____ 2 nd Count _____	1 st Count _____ 2 nd Count _____

**TALLY SHEET, ELECTION OF MISSION GRANTS
or GOD'S GRACIOUS GIFT FUND RECIPIENTS**

20_____ LWML KANSAS DISTRICT CONVENTION AT _____

No. 11 _____ 1 st Count _____ 2 nd Count _____	No. 12 _____ 1 st Count _____ 2 nd Count _____
No. 13 _____ 1 st Count _____ 2 nd Count _____	No. 14 _____ 1 st Count _____ 2 nd Count _____
No. 15 _____ 1 st Count _____ 2 nd Count _____	No. 16 _____ 1 st Count _____ 2 nd Count _____
No. 17 _____ 1 st Count _____ 2 nd Count _____	No. 18 _____ 1 st Count _____ 2 nd Count _____
No. 19 _____ 1 st Count _____ 2 nd Count _____	No. 20 _____ 1 st Count _____ 2 nd Count _____

**REPORT OF TELLERS
ELECTION OF OFFICERS
20____ LWML KANSAS DISTRICT CONVENTION AT _____**

(Sample)

PRESIDENT

Number of Votes Cast _____
 Necessary for Election..... _____
 _____ received _____
 _____ received _____
 Illegal Votes (if any)..... _____

VP OF CARING SERVICE

Number of Votes Cast _____
 Necessary for Election..... _____
 _____ received _____
 _____ received _____
 Illegal Votes (if any)..... _____

Signed: _____ Chairman

Prepare four copies of the report.

Two original signed copies of the report should be prepared and given to the President and the Recording Secretary.

Two copies of the original report should be prepared. One is given to the Parliamentarian and one is given to the Teller Chairman.

Follow the same procedure for each office.

Have signature lines for all tellers who must sign the report.

REPORT OF TELLERS
MISSION GRANTS or GOD'S GRACIOUS GIFT FUND RECIPIENTS
20_____ LWML KANSAS DISTRICT CONVENTION AT _____

(Sample)

Number of Votes Cast _____
 Necessary for Election..... _____

PROPOSAL	No. Votes
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____

Signed: _____ Chairman

Prepare four copies of the report.
 Two original signed copies of the report should be prepared and given to the President and the Recording Secretary.
 Two copies of the original report should be prepared. One is given to the Parliamentarian and one is given to the Teller Chairman.
 Follow the same procedure for each office.
 Have signature lines for all tellers who must sign the report.

As a courtesy to the Chair, the Chairman of the Tellers Committee for Mission Grants or God's Gracious Gift Fund grant recipients prepares, in the presence of all tellers, a separate report of the grant recipients in the order of selection to total the adopted allocations in the Work Program. The chairman **does not** read this report, but hands it to the Chair for her to announce the sequence of the selected grant recipients after the ballot totals have been announced.

(Sample)

<u>Proposal No.</u>	<u>Amount</u>
6. _____	\$ 5,000
2. _____	1,500
1. _____	4,000
4. _____	2,000
3. _____	5,000
8. _____	<u>2,500</u> of \$4,000
Total adopted for Mission Grants (or God's Gracious Gift Fund)	\$20,000



LWML Basic Information

The Lutheran Women's Missionary League (LWML) is an official auxiliary of The Lutheran Church—Missouri Synod. The organization offers opportunities for joyful service to all women in the congregation.

LWML Mission Statement

The mission of the LWML 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.

LWML Kansas District Mission Statement

Led by the Holy Spirit, the LWML Kansas District will equip women to proclaim Christ, support missions, and serve the Lord with gladness.

Resources

The LWML website, www.lwml.org includes a page just for you. The Church Workers in Mission page can be found under the "Service" tab on the home page. You will find clickable links to resources there. Many other resources can be found under "The Word" tab. Please bookmark these pages that contain a wealth of information and are updated often.

LWML Kansas District Website

On our district website, www.kansaslwml.org, you will find up-to-date information about current mission grants, events, and our list of officers, among other items.

Mite Offerings are gathered in each group or by individuals. Mite Boxes are available on the LWML website or from your local group. Based on the Bible account of the widow's mite (Luke 21:1-4), these offerings are a major emphasis of the LWML and support missions throughout the district, the nation, and the world.

LWML Official Publication

The *Lutheran Woman's Quarterly*, the official publication of the LWML, is published four times per year. An individual subscription may be ordered online for download and/or paper copy at <https://lwml.360unite.com/lutheran-womans-quarterly>.

LWML Kansas District Newsletter

The Kansas Sonshine is published quarterly and may be found on the LWML Kansas District website, <https://www.kansaslwml.org/sonshine-archives>. You may subscribe to our email list at that same link to receive publication notification.

Serving the Lord through the LWML

Opportunities for service are endless for women in the LWML. The participation and encouragement of church workers is needed and appreciated. We invite you to get to know the women of the LWML, join in their activities, and together, serve the Lord with gladness!



**Office of the President
LWML Kansas District**

Kim Burdett

26311 W 108th St., Olathe, KS 66061
president@kansaslwml.org
913-780-6579 (h) 913-485-0966 (c)

Greetings from the LWML Kansas District!

It is with great joy that the women of the Lutheran Women in Mission welcome you to the Kansas District. We look forward to getting to know you!

We want you to know that we have been praying for you, your family, and your new church family. Relocating is a daunting experience, and as you begin your ministry in Kansas, we will continue to keep you in our prayers, confident that God will guide your ways.

We are providing a packet of basic information about LWML and invite you to explore the LWML website for more details at www.lwml.org. The national website includes a page for pastors and church workers at <http://www.lwml.org/church-workers-in-mission> with links for topics and resources for your use. LWML strives to develop a mission consciousness in the church and community through prayer, service, Bible study and Mite Box offerings to support local, national and international ministries. We encourage you to check out our Kansas LWML website at www.kansaslwml.org as you have the opportunity; visit often for updates. We hope you find this packet of sample resources and the websites useful to you in your ministry.

The LWML Kansas District has two Pastoral Counselors to assist with LWML:

- Rev. Dr. Rocco Mallardi from Hays, counselor.rocco@kansaslwml.org (Senior Counselor)
- Rev. Michael J. Schmidt from Manhattan, counselor.michael@kansaslwml.org (Junior Counselor)

Please contact either of them, any woman of the LWML, or me with any questions you may have. All glory be to Jesus Christ, our Savior!

Serving the Lord with Gladness,
In His Grace,

Kim Burdett
LWML Kansas District President

“Serve the Lord with Gladness” Psalm 100:2

Mission Statement of the LWML:

“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.”



**Office of the President
LWML Kansas District**

Kim Burdett

26311 W 108th St., Olathe, KS 66061
president@kansaslwml.org
913-780-6579 (h) 913-485-0966 (c)

Greetings from the LWML Kansas District!

It is with great joy that the women of the Lutheran Women in Mission welcome you to the Kansas District. We look forward to getting to know you!

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- Senior Pastoral Counselor's NAME AND EMAIL ADDRESS HERE (Senior Counselor)
- Junior Pastoral Counselor's NAME AND EMAIL ADDRESS HERE (Junior Counselor)

Please contact either of them, any woman of the LWML, or me with any questions you may have. All glory be to Jesus Christ, our Savior!

Serving the Lord with Gladness,
In His Grace,

President's Name Here
LWML Kansas District President

“Serve the Lord with Gladness” Psalm 100:2

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Church Workers in Mission Guide Zone Presidents, LWML Groups

The Church Workers in Mission (CWIM) program of the LWML is in place to welcome new pastors and church workers new to the Kansas District. The LWML strives to develop a mission consciousness in the church and continues to support our pastors and church workers through prayer, service and Bible study. We want our pastors and church workers and their families to feel welcome and informed of the mission of the LWML.

A CWIM Coordinator will be appointed by and will report to the Vice President of Special Focus Ministries. The CWIM Coordinator will put together a packet of information to be given either in person or by mail to the new pastor or church worker* **within two months** of his/her arrival in Kansas.

Because of the intended timeliness for contact, the CWIM Coordinator will rely on Zones and local LWML Groups, as well as the LCMS Kansas District, to inform her of new pastors/church workers to the Kansas District.

LWML Groups should try to complete the following tasks:

- Contact the LWML KS District CWIM Coordinator with information about new (to the Kansas District) pastors or church workers* in their congregation.
- Make a personal call to the new pastor/church worker to welcome and encourage him/her to attend LWML events in his/her congregation, as well as zone and district events.
- Give a personal note of welcome that includes a schedule of upcoming LWML events, either in the local LWML Group, zone or district; include a group program book or bylaws, if available.
- Pray for the pastor/church worker, his/her family and his/her work with the congregation; especially pray for him/her during LWML meetings.
- Encourage the pastor's wife/church worker's spouse, if applicable, by informing and educating her about LWML. Give a special invitation for her to attend LWML meetings or events.

Zone Presidents should try to complete the following tasks:

- Contact the LWML KS District CWIM Coordinator with information about new (to the Kansas District) pastors or church workers* in their zone.
- Give or mail a personal note of welcome that includes dates of upcoming LWML events, inviting and encouraging him/her to attend whenever possible.
- Pray for the pastor/church worker, his/her family and the congregation he/she is serving.
- Make sure the pastor/church worker knows who to contact if he/she needs additional LWML information (LWML Group president, zone president, zone pastoral counselor, district president, district counselors).
- If there is not an LWML Group in the congregation of the new pastor/church worker, do as many LWML Group tasks (listed above) as possible to make sure he/she is welcomed by and informed of LWML Kansas District.

LWML resources for Church Workers in Mission may be found at <https://www.lwml.org/church-workers-in-mission>.

As follow up, the LWML KS District CWIM Coordinator will report to the VP of Special Focus Ministries, who in turn will report to the Executive Committee. A note of welcome to incoming pastors/church workers* will be listed in *The Kansas Sonshine*.

*As of July, 2020, only pastors who are new to the Kansas District have been officially welcomed by the LWML Kansas District. There has been discussion to include church workers (i.e., DCE's, teachers) at a future date.

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Lutheran Women’s Missionary League
Kansas District
Guidelines for LWML-Kansas District Endowment Fund

I. NAME

The Lutheran Women’s Missionary League-Kansas District (LWML-KSD) will have an Endowment Fund and be known as the LWML-Kansas District Endowment Fund (herein referred to as Fund). It will be administered by the Endowment Committee (herein referred to as Committee).

II. PURPOSE

The purpose of the Fund is to promote, encourage, receive, and manage special gifts for the benefit of the mission and ministry of the LWML-KSD. The Fund will support a primary focus for mission and ministry in the LWML Kansas District.

- A. Leader Development
- B Gifts of Love
- C. Short-term Mission Opportunities
- D. Other Ministry Areas

Leader Development – Will focus on, but not be limited to, any expenditure or purpose related to leadership development of current LWML leaders offered by national or a district. It may also be used by current LWML leaders or members to attend events, seminars, meetings, on-line, and college courses that will enhance their skills and be of benefit to ministry in the LWML. It may also provide for, but not be limited to, subsidies in full or in part for LWML members, Young Women Representatives, and/or Heart to Heart Sisters. This monetary assistance will be eligible for use in attending national events and conventions, Kansas District events, conventions, and retreats or for other events that may be of benefit to service in the LWML.

Gifts of Love – will provide funds to the Lutheran Women’s Missionary League Gifts of Love ministry.

Short-term Mission Opportunities – will provide funds for district LWML members to participate in short-term mission opportunities approved by the Executive Committee.

Other Ministry Areas – will provide funds for those ministries deemed to be of highest need as approved by the Executive Committee (e.g. Disaster Response).

III. GOVERNANCE

- A. The Committee will oversee the operations of the Fund and be comprised of at least three or more members. The three (3) mandated members will be a Coordinator appointed by the LWML-KSD President, the elected Financial Secretary, and the elected Treasurer of LWML-KSD. A district pastoral counselor will serve in an advisory capacity. The district president will serve as ex-officio in an advisory capacity.
- B. The Committee will manage the Fund.
- C. The Coordinator will be the primary promoter of the Fund.
- D. The Coordinator will preside at all meetings of the Committee.

- E. Other ad-hoc or ex-officio members may be invited to serve by the Coordinator of the Fund with approval of the LWML-KSD President.
- F. The Coordinator will be the responsible party for maintaining complete and accurate minutes of all meetings of the Committee. A copy of the minutes will be provided to each Committee member and the LWML-KSD President.
- G. Each mandated member will keep a complete set of minutes to be delivered to her successor.

IV. DUTIES

A. General

1. The Committee will convene at least two (2) times annually or more as deemed necessary for the best interests of the Fund.
2. The Committee will establish written rules for the conduct of its administrative operations.
3. The Committee may recommend standards and goals, within the stated purposes of the Fund, to guide in the investment and spending of the monetary assets. Recommendations will be presented to the LWML-KSD Executive Committee for approval.
4. The Committee shall oversee the maintenance of complete and accurate financial records and transaction books to account for the activities of the Fund.

With respect to individual position duties they will include:

B. Coordinator

1. Provide all new members of the Committee a copy of the “Guidelines for the LWML-Kansas District Endowment Fund” and assist in their understanding of the function and purposes of the Fund.
2. Inform LWML-KSD members at least bi-annually of the purpose of the Fund and periodically arrange opportunities for members to meet with the LWML Gift Planning Counselor for individual guidance.
3. Serve as the primary communication liaison with external parties employed for legal, investment, accounting and reporting, and other advisory needs.
4. Acknowledge all gifts received into the Fund with appropriate letters of gratitude, being respectful of all Internal Revenue Service regulations, and including whenever feasible a value ascribed to each gift. All directives of the donor should be honored.
5. Maintain a permanent log of all donor gifts received and the original remitting document so that knowledge of donor intent and restrictions, legal fiduciary responsibilities, and archival records retention purposes can be satisfied.

C. Financial Secretary

1. Receive, deposit, and record all special gifts on behalf of the Fund.
2. Assist with identification of the type of gift being received in accordance with accounting guidelines.
3. Provide information for all gifts received and the original remitting document to the Coordinator for acknowledgment and archival purposes.
4. Provide information for all gifts received to the Treasurer for separate transfer to investment accounts and for recording the proper type and classification of the gift to the financial records.

D. Treasurer

1. Receive information for all gifts to the Fund from the Financial Secretary and record to the financial records of LWML-KSD.
2. Maintain accounts with financial institutions as recommended by the Committee and authorized by resolution of the LWML-KSD Board of Directors.
3. Prepare checks and other documents for transferring assets of the Fund.
4. Disburse monies from the Fund upon recommendation of the Committee and approval of the Executive Committee in accordance with the stated mission and ministry purposes of the Fund.

5. Receive investment statements on behalf of the Fund from all external parties and record investment earnings and activity.

6. Send a copy of the investment statement to the Coordinator when received.

V. FISCAL YEAR

For tax, accounting, distribution, or other purposes, the fiscal year of the Fund will be the same as the fiscal year of the LWML-KSD.

VI. ACCOUNTABILITY AND REPORTING

A. Accountability

For accounting and reporting purposes all gifts to the Fund are classified into three (3) net asset classes according to the existence or absence of donor-imposed restrictions.

1. Unrestricted Net Assets:

a. Unrestricted/Undesignated – Gifts received are general in nature and not subject to donor-imposed stipulations. The LWML-KSD Board of Directors may designate portions of its unrestricted net assets as board designated for various purposes.

b. Unrestricted/Designated – The LWML-KSD Board of Directors elected to incorporate these pre-determined board designations within the purpose of this Fund as stated in Section II. These designations support the ministry and mission of LWML-KSD with respect to Leadership Development, Gifts of Love, Short-term Mission Opportunities, and Other Ministry Areas deemed of highest importance by the Executive Committee.

2. Temporarily Restricted Net Assets – Net assets within this category are subject to donor-imposed stipulations that will be met either by actions of LWML-KSD or the passage of time.

3. Permanently Restricted Net Assets – Net assets of this classification are subject to donor-imposed stipulations in that they must be permanently maintained. Generally, the donors of these assets permit the LWML-KSD to use all or part of the income earned for general or specific purposes.

B. Stipulations and Privileges

In accordance with the cost/benefit considerations of accounting for transactions the LWML-KSD desires to retain the following two privileges with respect to the Fund:

1. A minimum \$5,000 contribution will be required in order to qualify for explicit donor-imposed restrictions.

2. The Committee will submit a recommendation to the LWML-KSD Executive Committee on whether to accept or reject a particular gift not meeting this guideline.

C. Reporting

1. A written investment performance report will be submitted to the LWML-KSD Board of Directors at the end of the fiscal year. This will be reviewed by the Coordinator for the Committee.

2. A written financial statement will be submitted to the LWML-KSD Board of Directors at the end of the fiscal year and biennium. This report will be the responsibility of the Treasurer and will be a separate financial statement extraction for the Fund.

VII. FUND MANAGEMENT AND FIDUCIARY RESPONSIBILITY

A. No member of the Committee will engage in any self-dealing or transactions with the Fund in which the member of the Committee has a direct or indirect financial interest and will, at all times, refrain from any conduct in which her personal interests would conflict with the Fund.

B. The Committee will have the right to recommend a qualified investment institution(s) to manage the assets of the Fund. Upon approval by the LWML-KSD Board of Directors, the Committee will have the authority to invest the assets of the Fund in accordance with the established investment goals, policies, and portfolio guidelines of the Fund.

- C. The Committee may employ upon approval of the LWML-KSD Executive Committee advisory services as deemed to be in the best interest of the Fund. This may include, but is not limited to attorneys, accountants, investment advisors, brokers, custodial agents, and others as reasonably needed. Advisory services fees and management fees may be paid by the Fund.

VIII. INVESTMENT AND SPENDING POLICY

A. Statement of Investment Policy As the LWML, there is respect for the obligation to express the values of our faith in all aspects of our lives, including the ways we seek to invest our monetary resources. The Committee will be prudent in stewardship by ensuring God's will is reflected in the way that the resources entrusted to the LWML-KSD are managed.

B. Investment Goals and Objectives

1. The assets of the Fund may be pooled for investment purposes; however, those assets required by a donor's written instructions to be held in a separate investment instrument(s) will be invested accordingly.
2. Assets will be invested wisely so that the investment returns may be used to maximize the goals and purposes of the Fund.

C. Fund Distributions

1. The net income of the Fund will be used for the purposes identified in Section II as determined by the LWML-KSD. Fund distributions may not be used to support the LWML-KSD general operations budget.
2. The net income of the Fund will be an amount determined by the LWML-KSD. It will be an amount appropriate for preserving the long-term value of the fund, with growth over time to keep up with inflation. It is recommended, but not required, that the net income of the Fund be between 3% and 5% of the annual fair market value of the Fund.
3. The Committee will make recommendations, no less than annually, regarding the amount and use of the net income of the Fund. The LWML-KSD Executive Committee will make the final determination regarding the amount and use of the net income of the Fund.
The LWML-KSD Executive Committee can release up to 10% of the principal in the Fund by a ¾ majority vote if it is not in conflict with the stated purpose or donor restrictions.
4. If the Fund balance, including unrestricted, temporarily restricted, and permanently restricted assets, is greater than \$100,000, the Committee may make recommendations regarding the use of Fund principal exceeding \$100,000 for the purposes identified in Section II. The LWML-KSD Executive Committee will make the final determination regarding the use of Fund principal exceeding \$100,000. Distributions of Fund principal will not be used for the general operations budget.
5. For individual donor gifts with restrictions that conflict with any of the above, the donor restriction will control.

IX. POWERS

The provision of these Guidelines will govern the management of the Fund. In the best interest of the Fund, and without limiting the authority otherwise conferred or conflicting with applicable Federal and State fiduciary laws, the following additional authority is granted to the Committee:

- A. To accept and receipt any inter vivos (gift while donor is living), testamentary (gift upon death), or other transfer of property to the Fund;
- B. To accept and receipt any gifts with special terms or conditions or containing limitations or directions as to the investment or use of the substance of the gift and the use or accumulation of the income.
- C. To accept and receipt, from any individual, firm, or corporation and not in limitation, direct gifts for the purpose of the Fund, gifts in memory of any deceased person, or in appreciation or recognition of any living person, gifts in the form of a bequest under a Will or Trust Instrument, and gifts or proceeds or portions of proceeds of insurance, annuity, or endowment policies or contracts, at any time;

- D. To accept and receipt any gifts and contributions made with special terms or conditions or containing limitations or directions as to the investment or use of the substance of the gift, or the use or accumulation of the income, provided that such are acceptable to the LWML- KSD Executive Committee.
- E. To hold property, and to negotiate and execute documents on behalf of the Fund, in the name of the fund or in the name of a nominee(s) without disclosing any fiduciary relationship to anyone;
- F. To allocate between income and corpus (in cases where reasonable doubt of the applicable law exists) in equitable proportions, any money or other property received, and any loss of expenditure;
- G. To vote, or refrain from voting, securities having voting privileges, and to give any type of proxy (with or without voting directions) to vote the same;
- H. To adopt procedures for the review and acceptance or rejection of assets that a donor desires to give.
- I. To protect the Fund and its property against damage, loss, or liability by carrying an appropriate level of insurance.
- J. To abandon any property interest deemed worthless or of insignificant value.

X. DURATION

The Fund will continue in existence, unless earlier dissolved, as long as the LWML-KSD or its successor continues to exist. If the LWML-KSD or its successor should cease to exist, then the assets constituting the Fund at the date of closure will become the property of the LWML to be administered subject to the same donor restrictions. If the donor restrictions are no longer practical, the LWML may amend them to the minimum extent necessary in order to use the funds in a manner closest to the donor restrictions as possible.

XI. AMENDMENT

To honor the trust placed in LWML-KSD by individuals that donate gifts and restrict them to this Fund, the terms of the gift will not be changed without the consent of the donor or the donor's legal representative. For gifts that were not designated to the Fund by the donor, and which LWML-KSD elected to place in the Fund, the Executive Committee will retain the ability to change the terms of the gift or remove it from the Fund without the consent of the donor.

The Board of Directors can change the Endowment Policy by a $\frac{3}{4}$ majority vote if the changes do not conflict with the stated purpose or be in conflict with donor restrictions.

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Lutheran Women's Missionary League
Kansas District Gift Acceptance Policy
GENERAL GUIDELINES AND IMPLEMENTING PROCEDURES

I. INTRODUCTION

The Lutheran Women's Missionary League (LWML) is the official women's auxiliary of The Lutheran Church—Missouri Synod (LCMS). Since 1942, the LWML has focused on affirming each woman's relationship with Christ, encouraging and equipping women to live out their Christian lives in active mission ministries and to support global missions.

II. MISSION STATEMENT

The mission of the Lutheran Women's Missionary League is to assist each woman of The Lutheran Church—Missouri Synod (LCMS) 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.

III. VISION STATEMENT

The LWML is the leading group for LCMS women where each woman is welcomed and encouraged to use her unique God-given gifts as she supports global missions and serves the Lord with gladness.

IV. LWML DISTRICTS

LWML districts — usually conforming to LCMS district boundaries — link individual members, local groups, and zones to the LWML. Districts initiate programs and projects as well as implement those of the LWML.

V. PURPOSE OF GUIDELINES AND IMPLEMENTING PROCEDURES

The Lutheran Women's Missionary League – Kansas District (LWML-KSD) leaders and members solicit and accept gifts for purposes that will help the organization further and fulfill its mission. The following policies and guidelines govern acceptance of gifts made to LWML-KSD for the benefit of any of its mission work, programs, projects, operations, or endowment funds.

VI. GENERAL GUIDELINES

- A. All gifts that the LWML-KSD accepts will conform to applicable laws and regulations, especially those governing nonprofit organizations and charitable giving.
- B. All gifts offered to the LWML-KSD will receive serious consideration. However, the merits of a particular gift may sometimes require extensive evaluation by appropriate LWML-KSD leadership and/or, when necessary, outside advisors.
- C. LWML -KSD will accept unrestricted gifts, and gifts for specific programs and purposes, provided that such gifts are not inconsistent with LWML's stated mission, purposes, and priorities.
- D. The LWML-KSD will not accept gifts that are too restrictive in purpose. Gifts that are too restrictive are those that require expenditures beyond the LWML's KSD available resources, gifts that are too difficult to administer, or gifts that are for purposes outside the mission of the LWML. This determination shall be made by the Executive Committee.

06/03/2020

Leadership Guidelines (Rev. 2023)

E-8.b.1

LWML Kansas District

- E. Gifts received by the LWML-KSD must not inhibit it from accepting gifts from other donors.
- F. The LWML-KSD Treasurer will maintain a permanent log of all donor gifts received and the original remitting documents so that knowledge of donor intent and restrictions, legal fiduciary responsibilities, and retention of archival records is maintained.
- G. Endowment gifts that may become a named endowment fund will be submitted for review and approval by the Executive Committee and/or the Board of Directors. This would include outright or deferred gift commitments.
- H. LWML-KSD will seek the advice of legal counsel and/or the LWML Gift Planning Counselor relating to acceptance and processing of gifts when appropriate. Examples include:
 - 1. Contracts or other documents requiring LWML-KSD to assume an obligation;
 - 2. Securities;
 - 3. Real estate;
 - 4. Transactions with potential conflicts of interest;
 - 5. Transactions with potential tax implications or other IRS concerns;
 - 6. Trustee involvement; and
 - 7. Other instances that are deemed appropriate by the President and/or Executive Committee.
- I. Gifts from anyone known to the LWML-KSD to be engaged in clearly illegal activities will not be accepted. LWML-KSD also reserves the right to refuse gifts from any person or organization that publicly espouses a position that is contrary to the doctrine and practice of the LCMS.

VII. ACTIVITIES AND TYPES OF GIFTS:

A. Cash, Check, and Credit Card Gifts

- 1. Cash gifts will be accepted by the LWML regardless of the amount.
- 2. All gifts by check will be accepted by the LWML-KSD regardless of the amount. Checks will be made payable to the LWML-KSD and can be earmarked for a particular program or project with the LWML-KSD. In no event will a check be made payable to an individual who represents the LWML-KSD.
- 3. When available, gifts by credit card will be accepted by the LWML-KSD. The name and billing address of the donor, the amount of the gift, the donor's credit card number, and the credit card expiration date will be mailed or otherwise communicated to the LWML-KSD. Credit card information will not be stored, it will be deleted or shredded immediately after the gift is made.
- 4. When available, gifts by Electronic Funds Transfer will be accepted by the LWML-KSD. Donors will provide financial institution's name, ABA routing number, and account number to initiate a gift.
- 5. Matching Gifts will be accepted.
- 6. An undesignated cash gift of five thousand dollars (\$5,000) or more will be deposited into the LWML-KSD Endowment Fund.
- 7. An undesignated cash gift of less than five thousand dollars (\$5,000) will be referred to the Board of Directors/Executive Committee for determination of where it will be deposited.

B. Securities (publicly traded)

1. The LWML Gift Planning Counselor will coordinate with the LCMS Foundation to facilitate acceptance and liquidation of the asset for a gift to LWML-KSD.
2. If the LCMS Foundation processes a gift of securities, they will provide a gift acknowledgement and thank you letter to the donor with the gift details.
3. An undesignated securities gift of five thousand dollars (\$5,000) or more will be deposited into the LWML-KSD Endowment Fund.
4. An undesignated securities gift of less than five thousand dollars (\$5,000) will be referred to the Board of Directors/Executive Committee for determination of where it will be deposited.

C. Closely Held Securities (non-publicly traded)

1. The LWML Gift Planning Counselor will coordinate with the LCMS Foundation to facilitate possible acceptance and liquidation of the asset for a gift to LWML-KSD.
2. If the LCMS Foundation processes a gift of securities, they will provide a gift acknowledgement and thank you letter to the donor with the gift details.
3. An undesignated securities gift of five thousand dollars (\$5,000) or more will be deposited into the LWML-KSD Endowment Fund.
4. An undesignated securities gift of less than five thousand dollars (\$5,000) will be referred to the Board of Directors/Executive Committee for determination of where it will be deposited.

D. Real Estate

1. The LWML Gift Planning Counselor will coordinate with the LCMS Foundation to facilitate acceptance and liquidation of the asset for a gift to LWML-KSD.
2. If the LCMS Foundation processes a gift of real estate, they will provide a gift acknowledgement and thank you letter to the donor with the gift details.
3. An undesignated real estate gift of five thousand dollars (\$5,000) or more will be deposited into the LWML-KSD Endowment Fund.
4. An undesignated real estate gift in an amount of less than five thousand dollars (\$5,000) will be referred to the Board of Directors/Executive Committee for determination of where it will be deposited.

E. Life Insurance

1. The LWML Gift Planning Counselor will coordinate with the LCMS Foundation to facilitate gifting life insurance policies to LWML-KSD.
2. The LWML-KSD has no objection to being designated as the beneficiary or contingent beneficiary of a life insurance policy in which the donor retains ownership.
3. Ten percent (10%) of each unrestricted life insurance gift will be given to the Lutheran Women's Missionary League in St. Louis, MO, for the Gifts of Love ministry.
4. An undesignated life insurance gift of five thousand dollars (\$5,000) or more, will be distributed as above, i.e. ten percent (10%) to LWML, St. Louis, MO for the Gifts of Love ministry, and ninety percent (90%) into the LWML-KSD Endowment Fund.

5. An undesignated life insurance gift of less than five thousand dollars (\$5,000) will be distributed as above, i.e. ten percent (10%) to LMWL St. Louis, MO for the Gifts of Love ministry, and ninety percent (90%) will be referred to the Board of Director/s Executive Committee for determination of where it will be deposited.

F. Tangible Personal Property

The LWML Gift Planning Counselor will coordinate with the LCMS Foundation to facilitate acceptance and liquidation of the tangible personal property for a gift to LWML-KSD following the guidelines below:

1. Gifts of tangible personal property will be used by or sold for the benefit of the LWML-KSD. The LWML-KSD will make no representation to the donor of a gift of tangible personal property regarding the length of time the gift will be held by the LWML-KSD.
2. No property which requires special display facilities or security measures will be accepted by the LWML-KSD without consultation with the Executive Committee.
3. LWML-KSD may require the donor to obtain an appraisal before agreeing to accept the gift.
4. When it is expected that LWML-KSD will liquidate the property, consideration is made of donor expectations regarding the realized amount.
5. The LWML-KSD will adhere to all IRS requirements related to disposing of gifts of tangible personal property and filing appropriate forms.
6. If the LCMS Foundation processes a gift of tangible personal property, they will provide a gift acknowledgement and thank you letter to the donor with the gift details.
7. An undesignated personal property gift of five thousand dollars (\$5,000) or more will be deposited into the LWML-KSD Endowment Fund.
8. An undesignated personal property gift of less than five thousand dollars (\$5,000) will be referred to the Board of Directors/Executive Committee for determination of where it will be deposited.

G. Other Property

Gifts of other property of any description such as mortgages, notes, copyrights, royalties, licenses, and easements will be accepted only after favorable evaluation by the LWML-KSD President, and as necessary, outside advisors.

H. Planned Gifts

1. The LWML-KSD will promote and accept the remainder value from the following planned gift options:
 - a) Bequests;
 - b) Charitable Gift Annuities;
 - c) Charitable Remainder Trusts;
 - d) Beneficiary Designations; and
 - e) Gifts of Remainder Interest.

2. Planned gifts are deferred receipt gifts, whether revocable or irrevocable, in which the donor retains an interest. Donors of planned gifts will be asked to disclose, in writing, information regarding the nature and size of the gift. This information will be used for internal accounting purposes and will not be binding on the donor.
3. The LWML-KSD will provide prospective donors with information about planned giving options through the Gifts of Love gift planning ministry but will always urge them to discuss specific planned giving options with legal and financial advisors of their own choosing.
4. Bequests
 - a. The LWML-KSD will encourage donors and other constituents to make bequests/beneficiary designations to the LWML-KSD through their wills, codicils to their wills, their living trusts, and/or retirement accounts/annuities.
 - b. Bequest gifts mature after the death of the donor and when the administration and settlement of the donor's estate has been completed. The LWML-KSD will work with the donor's personal representative and/or other fiduciaries, as necessary and appropriate, to assist in a timely and accurate estate administration and settlement.
 - c. The LWML-KSD will not serve as personal representative for the estate of a donor.
 - d. Ten percent (10%) of each unrestricted bequest gift will be given to the Lutheran Women's Missionary League in St. Louis, MO, for the Gifts of Love ministry.
 - e. An undesignated bequest gift of five thousand dollars (\$5,000) or more, will be distributed as above, i.e. ten percent (10%) to LWML, St. Louis, MO for the Gifts of Love ministry, and ninety percent (90%) into the LWML-KSD Endowment Fund.
 - f. An undesignated bequest gift of less than five thousand dollars (\$5,000) will be distributed as above, i.e. ten percent (10%) to LMWL St. Louis, MO for the Gifts of Love ministry, and ninety percent (90%) will be referred to the Board of Director/s Executive Committee for determination of where it will be deposited.
5. Charitable Gift Annuities
 - a. The LWML-KSD will encourage donors to establish Charitable Gift Annuities as a method of making a gift to the LWML-KSD.
 - b. The LWML Gift Planning Counselor will coordinate with the LCMS Foundation regarding establishing Charitable Gift Annuities for donors.
 - c. The LWML will make no representation that could be interpreted as marketing Charitable Gift Annuities as an investment.
 - d. LWML-KSD will not act as administrator of the gift annuity program. Charitable Gift Annuities will be administered by the LCMS Foundation or another company of the donor's choosing.
 - e. If the LCMS Foundation administers a Charitable Gift Annuity for an LWML-KSD donor, they will provide a gift acknowledgement and thank you letter to the donor with the gift details.
 - f. Ten percent (10%) of each unrestricted Charitable Gift Annuity gift will be given to the Lutheran Women's Missionary League in St. Louis, MO, for the Gifts of Love ministry.
 - g. An undesignated Charitable Gift Annuity gift of five thousand dollars (\$5,000) or more, will be distributed as above, i.e. ten percent (10%) to LWML, St. Louis, MO for the Gifts of Love ministry, and ninety percent (90%) into the LWML-KSD Endowment Fund.

- h. An undesignated Charitable Gift Annuity gift of less than five thousand dollars (\$5,000) will be distributed as above, i.e. ten percent (10%) to LWML St. Louis, MO for the Gifts of Love ministry, and ninety percent (90%) will be referred to the Board of Director/s Executive Committee for determination of where it will be deposited.

6. Charitable Remainder Trusts

- a. The LWML-KSD will encourage donors to establish charitable trusts as a method of making a gift to the LWML-KSD.
- b. The LWML Gift Planning Counselor can coordinate with the LCMS Foundation regarding establishing Charitable Remainder Trusts for LWML-KSD donors.
- c. The LWML-KSD recognizes that charitable trusts are established by the donor in consultation with his or her own estate planning attorney.
- d. Charitable Remainder Trusts can be managed and/or administered by the LCMS Foundation or by a commercial trust company of the donor's choosing.
- e. The LWML will not serve as trustee or co-trustee of a donor's charitable trust.
- f. Ten percent (10%) of each unrestricted Charitable Remainder Trust gift will be given to the Lutheran Women's Missionary League in St. Louis, MO, for the Gifts of Love ministry.
- g. An undesignated Charitable Remainder Trust gift of five thousand (\$5,000) or more, will be distributed as above, i.e. ten percent (10%) to LWML, St. Louis, MO for the Gifts of Love ministry, and ninety percent (90%) into the LWML-KSD Endowment Fund.
- h. An undesignated Charitable Reminder Trust gift of less than five thousand dollars (\$5,000) will be distributed as above, i.e. ten percent (10%) to LWML, St. Louis, MO for the Gifts of Love ministry, and ninety percent (90%) will be referred to the Board of Directors/Executive Committee for determination of where it will be deposited.

7. Beneficiary Designations

- a. The LWML will encourage donors to name the LWML-KSD as the beneficiary or contingent beneficiary of their retirement plans, commercial annuities, payable-on-death accounts, life insurance, and other financial assets as a method of making a gift to the LWML-KSD.
- b. Ten percent (10%) of each unrestricted beneficiary designation gift will be given to the Lutheran Women's Missionary League in St. Louis, MO for the Gifts of Love ministry.
- c. An undesignated beneficiary gift of five thousand dollars (\$5,000) or more, will be distributed as above, i.e. ten percent (10%) to LWML, St. Louis, MO for the Gifts of Love ministry, and ninety (90%) into the LWML-KSD Endowment Fund.
- d. An undesignated beneficiary gift of less than five thousand dollars (\$5,000) will be distributed as above, i.e. ten percent (10%) to LWML, St. Louis, MO for the Gifts of Love ministry, and ninety percent (90%) will be referred to the Board of Directors/Executive Committee for determination of where it will be deposited.

8. Gifts of Remainder Interest

- a. Life estate gifts are gifts of real property in which the donor retains use of the property during the donor's lifetime.

- b. Life estate gifts are quite complex. The LWML Gift Planning Counselor will coordinate with the LCMS Foundation to facilitate acceptance of the asset for a gift to LWML-KSD.
- c. If the LCMS Foundation processes a life estate gift for an LWML-KSD donor, they will provide a gift acknowledgement and thank you letter to the donor with the gift details.
- d. Ten percent (10%) of each unrestricted gift of remainder interest will be given to the Lutheran Women's Missionary League in St. Louis, MO for the Gifts of Love ministry.
- e. An undesignated remainder interest gift of five thousand dollars (\$5,000) or more will be distributed as above, i.e. ten percent (10%) to LWML, St. Louis, MO for the Gifts of Love ministry, and ninety percent (90%) into the LWML-KSD Endowment Fund.
- f. An unrestricted remainder interest gift of less than five thousand dollars (\$5,000) will be distributed as above, i.e. ten percent (10%) to LWML St. Louis, MO for the Gifts of Love ministry, and ninety percent (90%) will be referred to the Board of Directors/Executive Committee for determination of where it will be deposited.

VIII. GIFT ACKNOWLEDGEMENT

- A. The LWML-KSD will be responsible for stewardship of any gifts it receives from donors and will maintain accurate records and provide appropriate receipts and documentation to permit donors to avail themselves of all tax benefits to which they are entitled.
- B. Gifts will be acknowledged by the Financial Secretary within fourteen (14) days of receipt of the gift with appropriate letters of gratitude. Acknowledgements related to gifts from an IRA Charitable Rollover should be sent using the District template.
- C. The District President will send a personal note of thanks to donors for gifts over one thousand dollars (\$1,000).
- D. Gift acknowledgments will state the amount of the gift, the date of the gift, and whether the donor received goods or services in exchange for the gift.
- E. The date of the gift for income tax purposes is determined according to IRS regulations. (For further information, see IRS Publication 526.)
- F. When a donor makes a gift in memory of a deceased individual, at the request of the donor, the LWML-KSD will notify the family of the deceased or other designated individuals of the gift.
- G. When a donor makes a gift in honor of an individual or occasion, at the request of the donor, the LWML-KSD will notify the honoree of the gift.
- H. All memorial and tribute gifts will be acknowledged to the donor as well.
- I. All donors will be notified by the Financial Secretary or Treasurer to enroll in the LWML Gifts of Love Legacy Circle if they have remembered LWML in their charitable estate plan.

IX. ETHICS

- A. The LWML-KSD will not accept gifts that are inconsistent with its mission.
- B. Individuals representing the LWML-KSD will be circumspect in all dealings with donors and prospective donors in order to avoid the appearance of an act of self-dealing or conflict of interest.
- C. LWML-KSD will urge prospective donors to seek the assistance of their own personal legal and financial advisors in matters relating to their gifts and the resulting tax and estate planning consequences.

D. All gifts to the LWML-KSD from a particular donor will be proposed, encouraged, and accepted in a form consistent with the known best interests of the donor.

X. AMENDMENT

The Executive Committee may modify the procedures set forth in this policy for a particular gift but shall do so only with prior approval of the Board of Directors, and the modification will be reported at the next Board meeting.

Letter of Acknowledgement for IRA Rollover Gift

<Insert Date>

<Insert Donor Name>

<Insert Donor Address>

<Insert Donor City, ST Zip>

<Insert Greeting>;

Thank you for supporting Lutheran Women's Missionary League-Kansas District with a direct distribution from your IRA at <insert name of custodian>. Lutheran Women's Missionary League-Kansas District received your generous gift of <Insert gift amount> on <Insert date of receipt>.

Please consult with your tax advisor, but it is our understanding that this direct contribution from your IRA will be considered a non-taxable distribution to you under *The Protecting Americans from Tax Hikes Act of 2015*, as long as you have obtained the age of 70 ½ years at the time of the gift.

Please note that qualified charitable IRA distributions are generally neither deductible for federal income tax purposes **nor are these amounts included in your taxable income.**

This letter acknowledges that it is your intention for all or a portion of your gift to meet the criteria as a qualified charitable distribution from your IRA under section 408(d)(8) of the Internal Revenue Code. In that connection, we warrant to you that LWML-Kansas District is a 501(c)(3) organization and is qualified under section 170(b)(1)(A) of the Internal Revenue Code, and that your gift was not transferred to either a donor advised fund or a supporting organization as described in section 509(a)(3).

We further acknowledge that no goods or services of any value were or will be transferred to you in connection with this gift."

<As you requested, this gift was directed to support our <insert designation, if any>.

Thank you for your generous support of LWML-Kansas District. We are grateful for your partnership in the Gospel Please know that your gift will make an eternal difference.

Sincerely,

<Insert Name/Organization>

<Insert Title>

Please retain this letter with your important tax documents and provide a copy to your tax preparer.