

LWML KANSAS DISTRICT LEADERSHIP GUIDELINES

(Revised January 2026)

TABLE OF CONTENTS

CHAPTER 1 – OVERVIEW

I.	Lutheran Women’s Missionary League (National)	A-1
A.	Official Designation.....	A-1
B.	LWML Mission Statement.....	A-1
C.	Object.....	A-1
D.	Motto.....	A-1
E.	League Pledge.....	A-1
F.	Address.....	A-1
G.	Incorporation.....	A-2
H.	Configuration.....	A-2
I.	Membership	A-2
J.	LWML Conventions.....	A-2
K.	Focus Areas	A-2
L.	<i>Lutheran Woman’s Quarterly</i>	A-2
M.	eNews – The Congregation Connection	A-3
N.	Social Media Sites.....	A-3
II.	LWML Kansas District	A-3
A.	Mission Statement.....	A-3
B.	Incorporation.....	A-3
C.	Website.....	A-3
D.	<i>The Kansas Sonshine</i>	A-3
E.	Facebook.....	A-3
F.	District Conventions.....	A-3
G.	Focus Areas	A-4
H.	Membership.....	A-4
1.	Group Membership.....	A-4
2.	Supporting Group	A-4
3.	Active Member of A Group.....	A-4
4.	Active Individual Membership.....	A-4
5.	Supporting Member of a Group	A-5
6.	Dual Parish Societies Meeting as One Group.....	A-5
7.	Disbanded Groups	A-5

III. Special Funds Maintained by LWML Kansas District.....	A-5
A. God’s Gracious Gift Fund	A-5
B. Student Financial Aid Fund.....	A-5
C. Leader Development Fund.....	A-6
D. Endowment Fund	A-6
IV. Copyright Information.....	A-6
A. Hymns.....	A-6
B. ONELICENSE.NET.....	A-7
C. Christian Copyright License Inc. (CCLI).....	A-7
D. Lutheran Women’s Missionary League Materials.....	A-7
E. The Bible.....	A-7
F. Out-of-Print Materials.....	A-7
G. More Information.....	A-7
V. Parliamentary Procedure.....	A-8
A. When Questions Come Up.....	A-8
B. Basic Meeting Agenda.....	A-8

CHAPTER TWO—OFFICER AND DEPARTMENT DUTIES

I. Officers.....	B-1
A. President.....	B-1
B. Vice President of Caring Service.....	B-4
C. Vice President of Christian Life.....	B-5
D. Vice President of Communication.....	B-6
E. Vice President of Gospel Outreach.....	B-6
F. Vice President of Organizational Resources.....	B-7
G. Vice President of Special Focus Ministries.....	B-8
H. Recording Secretary.....	B-9
I. Financial Secretary.....	B-12
J. Treasurer.....	B-14
K. Pastoral Counselors	B-16
II. Departments	B-17
A. Caring Service Department	B-17
B. Christian Life Department	B-18
C. Communication Department.....	B-19
D. Gospel Outreach Department	B-23
E. Organizational Resources Department	B-27
F. Special Focus Ministries Department	B-29

III. Appointed Officers	B-33
A. Meeting Manager	B-33
IV. Appointed Personnel	B-35
A. Archivist/Historian	B-35
B. Parliamentarian	B-36
C. District Convention Chairman	B-37
D. Short-Term Mission Coordinator	B-37
E. Nominating Committee	B-38
F. Prayer Mail Coordinator	B-39
G. Travel Chairman	B-39
H. Endowment Chairman	B-43

CHAPTER THREE – ZONE ORGANIZATION, DISTRICT MEETINGS AND DISTRICT COMMITTEES

I. Zone Organization	C-1
A. Delegate Representation at LWML Conventions	C-1
B. Finances	C-1
C. Responsibilities Toward Individual Members	C-2
D. Bylaws	C-2
E. Elections	C-2
F. Crisis Management	C-2
G. Executive Committee	C-2
H. Board of Directors	C-2
I. Officer and Committee Duties	C-3
1. President	C-3
2. Vice President	C-3
3. Secretary	C-3
4. Treasurer	C-3
5. Caring Service Chairman	C-3
6. Christian Life Chairman	C-4
7. Special Focus Ministries Chairman	C-4
8. Gospel Outreach Chairman	C-4
9. Special Committees	C-4
10. Pastoral Counselor	C-4
II. District Meetings	C-5
A. District Conventions	C-5
B. Board of Directors	C-5

C.	Executive Committee.....	C-6
D.	Kansas Assembly of Leaders.....	C-6
E.	Electronic Meetings and Voting Procedures.....	C-7
III.	Convention Teller Committees.....	C-7
A.	District President Duties	C-7
B.	District Recording Secretary Duties	C-7
C.	Parliamentarian duties.....	C-8
D.	Committee Procedures for Counting Ballots.....	C-8
E.	Questions About Ballots and Voting.....	C-8
F.	Reporting to Convention.....	C-9
IV.	Crisis Management Team and Emergency Plan.....	C-9
A.	Team Structure.....	C-9
B.	Health and Emergency Information.....	C-9
C.	Medical Emergency Procedures.....	C-9
D.	Crisis Incident Report.....	C-10

CHAPTER FOUR – CONVENTION GUIDELINES

I.	Purpose.....	D-1
II.	District Responsibilities.....	D-1
A.	District Convention Planners	D-1
B.	Executive Committee.....	D-1
C.	District President.....	D-3
D.	District Meeting Manager	D-4
E.	Pastoral Counselors	D-5
F.	Recording Secretary.....	D-6
G.	Crisis Management Team.....	D-6
H.	Convention Newsletter	D-6
I.	Convention Evaluation	D-6
J.	Convention Photographer.....	D-7
K.	District Store Manager.....	D-7
III.	Convention Host Committee Responsibilities	D-7
A.	Convention Chairman	D-7
B.	Convention Co-Chairs	D-9
C.	Convention Secretary.....	D-10
D.	Convention Treasurer	D-10
E.	Convention Registrar	D-11

F. Registration Committee	D-12
G. Printing and Publicity Committee	D-12
H. Hospitality Committee	D-13
I. Properties Committee	D-14
J. Decorations Committee	D-14
K. Music Committee	D-15
L. Banner Committee	D-16
M. Exhibit Committee	D-17
N. Prayer Committee	D-17
O. Convention Store Coordinator	D-18

APPENDIX

Section E-1. LWML General Information/Structure

The LWML Pledge	E-1.a.
LWML Songs	E-1.b.
LWML Kansas District Structure	E-1.c.
LWML Kansas District Zones (map)	E-1.d.
District Convention Rotation Schedule	E-1.e.
Sample Group Bylaws	E-1.f.
Sample Zone Bylaws	E-1.g.
Code of Ethics	E-1.h.
District Doctrinal Review Guidelines	E-1.i.

Section E-2. Financial Information

Expenses Eligible for District Reimbursement	E-2.a.
Kansas District Expense Voucher	E-2.b.
Kansas District Expense Voucher Explanation	E-2.c.
Remittance Voucher	E-2.d.
How to Use Remittance Voucher	E-2.e.
Kansas District Memorial and Honorarium Gift Form	E-2.f.

Section E-3. Applications

Application for Individual Membership	E-3.a.
Application for Group Membership	E-3.b.
Mission Grant Proposal Application	E-3.c.
Mission Grant Proposal Explanation	E-3.d.

Section E-4. Forms

Welcome Letter for Individual Members	E-4.a.
Zone Event Statistical Report to the Kansas District	E-4.b.

Participant Information and Release Form	E-4.c.
LWML Crisis Incident Report Form	E-4.d.
District Officer Nomination Form	E-4.e.
Committee Appointment – Personnel Profile (CAPP) Form.....	E-4.f.
<i>Lutheran Woman’s Quarterly</i> and Website Maintenance Fee Remittance Form	E-4.g.
Artistic Design Release Form.....	E-4.h.
Section E-5. Services/Presentations	
Service of Recognition for New Groups/Members.....	E-5.a.
Installation Meditation	E-5.b.
Installation of Officers (1)	E-5.c.
Installation of Officers (2)	E-5.d.
Installation of District Officers—Circle.....	E-5.e.
Blessing of the Quilts	E-5.f.
Section E-6. District Convention	
Convention Delegate and Balloting Letter for Group Presidents/Contact Persons.....	E-6.a.
Convention Delegate and Balloting Letter for Zone Presidents.....	E-6.b.
Tally Sheets—Officers (includes President).....	E-6.c.1
Tally Sheets—Officers.....	E-6.c.2
Tally Sheets—Mission Grants or God’s Gracious Gift Fund Proposals.....	E-6.d.
Report of the Tellers—Officers.....	E-6.e.
Report of the Tellers-- Mission Grants or God’s Gracious Gift Fund Proposals	E-6.f.
Section E-7. Church Workers in Mission	
LWML Basic Information Handout.....	E-7.a.
Greetings from the President (non-specific).....	E-7.b.
Guide/Timeline for Zone Presidents/Group Leaders.....	E-7.c.
Section E-8. Endowment Fund	
Guidelines.....	E-8.a.
Gifts Acceptance Policy	E-8.b.
IRA Rollover Acknowledgement Letter.....	E-8.c.

RESOURCES ARE AVAILABLE FOR DOWNLOAD ON WWW.LWML.ORG AND WWW.KANSASLWML.ORG
 (These sites are updated regularly, so check back frequently for up-to-date information and forms)