

OFFICER AND DEPARTMENT DUTIES

I. OFFICERS

General Guidelines as shown in the LWML Kansas District Bylaws

A. PRESIDENT

The President shall:

- A. preside at the meetings of the Executive Committee, Board of Directors and conventions;
- B. be an ex-officio member of all committees except the Nominating Committee;
- C. coordinate the appointment of committee chairmen, committee members, appointed officers and appointed personnel with the approval of the Executive Committee;
- D. be responsible for implementing the resolutions of the Executive Committee, Board of Directors and conventions;
- E. send a summary of District Executive Committee meetings and pertinent LWML Board of Directors information to members of the District Board of Directors;
- F. be an authorized signatory of the District Treasurer's bank account, and sign all expense vouchers for payment;
- G. secure a fiduciary bond for the District financial officers and those who handle monies;
- H. represent the District or appoint a member of the Executive Committee to attend zone meetings at District expense;
- I. furnish a report to the district convention;
- J. serve, by virtue of the office, as a member of the LWML Presidents Assembly; and
- K. perform all other duties pertaining to the office.

Bylaws, Article VI, Section 1

Duties in Detail

A. President

1. District Meetings:
 - a. Call meetings of the Executive Committee, as necessary, to conduct the business of the district.
 - b. Call meetings of the Board of Directors, as necessary, to conduct the business of the district.
 - c. With the help of the Executive Committee, plan an interdepartmental (ID) meeting in even-numbered years for the purpose of leadership training with District committees, District personnel, and zone presidents.
 - d. With the help of the Executive Committee, plan a Kansas Assembly of Leaders (KAOL) meeting in odd-numbered years for the purpose of leader education for zone leaders and group presidents as well as the attendees from the interdepartmental (ID) meeting.
 - e. Prepare agendas and make committee assignments (devotions, Bible studies, prayers, etc.) for all district meetings.
 - f. Keep members of Executive Committee and Board of Directors informed through frequent mailings or email.
 - g. Submit a report for Executive Committee and Board of Directors meetings, including the report for the district convention.
2. Ex-Officio Membership:
 - a. Be an ex-officio member of all committees except the Nominating Committee.

- b. Keep informed of committee activities through the committee chairmen.
- c. Receive copies of all important correspondence and materials of the committees.
- 3. Appointments:
 - a. Contact appointed officers and appointed personnel regarding their appointment to the Executive Committee and/or Board of Directors.
 - b. Assign Vice Presidents to contact each person chosen for appointment in their departments.
 - c. Inform the Recording Secretary and Directory Manager when appointments are accepted so officer and committee lists may be kept current.
 - d. Inform appropriate Standing Committee Chairmen and appointed personnel when appointments are accepted so necessary materials can be transferred.
 - e. In the fall of odd numbered years, select two (2) members of the Executive Committee and member(s) of the Gospel Outreach Committee to serve on a Student Financial Aid Special Committee.
 - f. This committee will review the guidelines for and financing of Student Financial Aid and make recommendations for any necessary changes to the Executive Committee.
 - g. The Vice President of Gospel Outreach will be a member of this Special Committee.
 - h. Pastoral Counselors may be added as advisers at the discretion of the President.
 - i. Establish other task force groups as necessary to research and present information to the Executive Committee to further the objectives of the LWML Kansas District.
 - 1. Function only for the task assigned and cease to exist once the task(s) is completed.
 - 2. Pastoral counselors may be assigned at the discretion of the District President.
- 4. Vouchers:

Supervise the credit card account to be used by District President and person(s) designated by the Executive Committee for district expenses.

 - a. Receive, approve, and sign vouchers for expenses incurred and forward vouchers to the Treasurer.
 - b. Approve a voucher for payment of 25 percent of mite offering receipts to be paid to the LWML monthly.
 - c. Receive, approve and sign vouchers for expenses incurred by District President (not covered by LWML), Pastoral Counselor, two Young Woman Representatives (YWRs), and anyone else approved by the Executive Committee for LWML conventions and forward vouchers to the Treasurer.
- 5. Fiduciary Bond or Kansas Dishonesty/Fidelity Bond:

Work with the Executive Committee to assure that the positions of District Financial Secretary, District Treasurer, Financial Adviser, President, and Endowment Committee Chairman are secured by fiduciary bond or Kansas Dishonesty/Fidelity Bond at District expense. (As of 2025, this was covered by national insurance that the District pays a portion of every year.)
- 6. Financial Review:
 - a. Approve qualified individual(s) to conduct a financial review of the books of the Financial Secretary and the Treasurer at the end of each biennium according to generally accepted practices of accounting.
 - b. Engage qualified individuals who will volunteer to do the work for a reduced rate or as a gift.
 - c. Instruct the financial reviewers to send their written report to the President and the applicable officer(s) within 30 days of completion of the review.
- 7. Zone Events:
 - a. Contact each Zone President about the date, time, and location of zone events so the District President, or other member of the Executive Committee or appointee, may attend.
 - b. Prepare a President's Report to be distributed at each zone meeting.
- 8. LWML Meetings:
 - a. Attend all LWML Presidents Assembly meetings at the call of the LWML president (or designate a representative to attend in her place), with expenses to be paid by the LWML.
 - b. In the year prior to a LWML convention, distribute delegate credentials forms to Zone Presidents, with instructions to return completed forms by a designated deadline.
 - c. Forward delegate credentials forms to the LWML by the designated deadline.

9. Pastoral Counselor Vacancies:
 - a. In case of a Pastoral Counselor vacancy the President shall solicit names for replacement, one of which shall be the opposing candidate, at the time of election, of the Pastoral Counselor being replaced.
 - b. Upon approval of Pastoral Counselor candidates by the President of the LCMS Kansas District, the Executive Committee shall name the successor.
10. New Groups:
 - a. Upon request to affiliate, provide the proposed new group with:
 1. Application for membership
 2. District bylaws
 3. Zone bylaws
 4. Sample copy of group bylaws
 5. Current issue of *Lutheran Woman's Quarterly*
 6. Current issue of *The Kansas Sonshine*
 - b. Upon receipt of completed application for membership:
 1. Provide Recording Secretary with proper information on new group.
 2. Assign the official date of the membership certificate based on the date all materials are received from the new group.
 - c. Secure signature of the District Recording Secretary and present certificate to the new group at the next district convention, if possible.
 - d. Notify the LWML President of group's acceptance into membership using New Group Report Form (found on the LWML website).
11. Individual Membership:
 - a. Send an Individual Membership Form to the applicant to complete and return (see Appendix).
 - b. Upon receipt of the Individual Membership Form, send a letter of welcome, a Mite Box, and other pertinent LWML materials to the member.
 - c. Provide the individual member with general LWML information: addresses of LWML Office and district website, how to order the *Lutheran Woman's Quarterly*, how to subscribe to *The Kansas Sonshine*, names and addresses of current zone and district officers, etc.
 - d. Include individual members in district communications, and encourage attendance at zone meetings and events, district retreats and district and LWML conventions.
 - e. Notify the president of the zone in which the member's congregation lies so the individual member may be informed about zone LWML functions.
 - f. Inform the group president, if there is an LWML group in the congregation in which the individual member holds membership, so the individual member may be included in local activities.
 - g. Maintain a list of current individual members.
 - h. Provide information regarding the number of individual members in the district, upon request.
12. *The Kansas Sonshine*:
 - a. Submit any material to be published (hardcopy, posted via social media, texted, etc.), or disseminated in any way, to a Pastoral Counselor for doctrinal review prior to printing.
 - b. Write articles for each issue.
 - c. Forward news items pertinent to the district, zones and groups to *The Kansas Sonshine* editor.
 - d. Proofread each issue before publication.
13. Crisis Management Team:
 - a. A team should be appointed for every meeting except District convention (see Chapter 4, Section II, G.).
 - b. Each team should consist of a Vice President or other Executive Committee member (President and Recording Secretary are excluded), Meeting Manager and a Pastoral Counselor (additional members may be added at the discretion of the President).
 - c. Names and cell phone contact information listed in all meeting agendas and printed programs.
14. Nominating Committee:

- a. Work with the Executive Committee to appoint a Nominating Committee at least 12 months prior to a District convention. The committee will consist of a chairman and four additional committee members, each of whom shall represent one of four zones of the district, selected on a non-consecutive rotating basis. The immediate Past District President shall serve as a non-voting consultant to the Nominating Committee for the four years immediately following her term as District President.
- b. Solicit nominations for Pastoral Counselor at least 12 months prior to a district convention from the Executive Committee and the President of the LCMS Kansas District.
- 15. District Conventions:
 - a. See Chapter 4 of these *Leadership Guidelines* for detailed information related to the District President's responsibilities for district conventions.
 - b. Following convention, notify the LWML Gospel Outreach Committee and the LCMS World Mission of selected Mission Grants.
- 16. District Convention Sites:
 - a. Host zones for district conventions will be announced at the summer Board of Directors meeting following the convention four (4) years prior to the proposed convention, based on a convention site rotation approved by the Executive Committee (see rotation schedule in Appendix).
 - b. Together with the District Meeting Manager, vice presidents in office for the applicable convention year (as they are able), and the Junior Pastoral Counselor, inspect proposed convention facilities in the spring three (3) years before a district convention to determine if the site has acceptable space for general convention sessions, interest sessions, worship services, servant events, Gifts from the Heart collections, exhibitor displays, meals and fellowship activities, rooms to house delegates and guests, and has adequate insurance coverage.
 - d. Invite host Zone President(s) to accompany the group on the inspection tour, if feasible.
- 17. Other Responsibilities:
 - a. Review the Code of Ethics with the Executive Committee at the first meeting of a new biennium (see Appendix).
 - b. At the beginning of each biennium, appoint a member of the Executive Committee to be responsible for the Christian Copyright License International (CCLI) license procedures. Preference should be given to the VP of Organizational Resources or the VP of Christian Life as the skills and interests of the individual dictate.
 - c. Working with the Vice President with oversight of the CCLI, verify that the CCLI copyright reports are submitted as requested.
 - d. Work with the Meeting Manager to keep the District calendar on the website up to date.
 - e. Refer to the LWML website for forms and additional information.
 - f. Attend all planning meetings of the District Convention Host Committee, including the post-convention wrap-up meeting.
 - g. Review the *Leadership Guidelines* annually to remain familiar with the scope of information pertaining to the work of LWML Kansas District and provide input to the VP of Organizational Resources when changes or revisions are needed to keep the guidelines up to date with current practices.
 - h. Within 30 days following elections, present to successor all material pertaining to the office (*Bylaws, Article V, Section 5*).

General Guidelines as shown in the LWML Kansas District Bylaws

B. VICE PRESIDENT OF CARING SERVICE

The Vice President of Caring Service may perform the duties of the President in the absence of or at the request of the President, and shall:

- 1. coordinate the Caring Service Department;

2. serve on the District Convention Planning Committee;
3. furnish a report to the district convention, including departmental activities; and
4. perform all other duties pertaining to the office.

Bylaws, Article VI, Section 2

Duties in Detail

B. Vice President of Caring Service

1. Coordinate the Caring Service Department:
 - a. Serve as an ex-officio member of the Caring Service Committee.
 - b. Present committee reports to the Executive Committee as prepared by the Committee Chairman.
2. Submit a report for Executive Committee and Board of Directors meetings, including the report for the district convention.
3. Appoint a member of the Caring Service Committee to attend a meeting of the Executive Committee in her stead if she is unable to attend. (The committee member shall have voice but no vote.)
4. Submit, or delegate to the committee chairman responsibility for, articles for *The Kansas Sonshine*.
5. Submit any material to be published (hard copy, posted via social media, texted, etc.), or disseminated in any way, to a Pastoral Counselor for doctrinal review prior to printing.
6. Represent the LWML Kansas District at zone events at the request of the President. Following the event, email a summary report to the Executive Committee and the District Archivist-Historian(s). Utilize the "Zone Event Statistical Report" found on the Organizational Resources page (www.kansaslwml.org/OrganizationalResources).
7. Attend all convention planning meetings of the District Convention Host Committee, including the post-convention wrap-up meeting.
8. Review the *Leadership Guidelines* annually to remain familiar with the scope of information pertaining to the work of LWML Kansas District and provide input to the VP of Organizational Resources when changes or revisions are needed to keep the guidelines up to date with current practices.
9. Within 30 days following elections, present to successor all material pertaining to the office (*Bylaws, Article V – Section 5*).

General Guidelines as shown in the LWML Kansas District Bylaws

C. VICE PRESIDENT OF CHRISTIAN LIFE

The Vice President of Christian Life may perform the duties of the President in the absence of or at the request of the President, and shall:

1. coordinate the Christian Life Department;
2. serve on the District Convention Planning Committee;
3. furnish a report to the District convention, including departmental activities; and
4. perform all other duties pertaining to the office.

Bylaws, Article VI, Section 3

Duties in Detail

C. Vice President of Christian Life:

1. Coordinate the Christian Life Department;
2. Serve as an ex-officio member of the Christian Life Committee.
3. Present committee reports to the Executive Committee as prepared by the Committee Chairman.

4. Submit a report for Executive Committee and Board of Directors meetings, including the report for the district convention.
5. Appoint a member of the Christian Life Committee to attend a meeting of the Executive Committee in her stead if she is unable to attend. (The committee member shall have voice but no vote.)
6. Submit, or delegate to the committee chairman responsibility for, articles for *The Kansas Sonshine*.
7. Submit any material to be published (hardcopy, posted via social media, texted, etc.), or disseminated in any way, to a Pastoral Counselor for doctrinal review prior to printing.
8. Represent the LWML Kansas District at zone events at the request of the President. Following the event, email a summary report to the Executive Committee and the District Archivist-Historian(s). Utilize the "Zone Event Statistical Report" found on the Organizational Resources page (www.kansaslwml.org/OrganizationalResources).
9. Oversee the Christian Copyright License International (CCLI) license procedures and submission of required reports, if this responsibility has been delegated by the President.
10. Attend all planning meetings of the District Convention Host Committee, including the post-convention wrap-up meeting.
11. Review the *Leadership Guidelines* annually to remain familiar with the scope of information pertaining to the work of LWML Kansas District and provide input to the VP of Organizational Resources when changes or revisions are needed to keep the guidelines up to date with current practices.
12. Within 30 days following elections, present to successor all material pertaining to the office (*Bylaws, Article V – Section 5*).

General Guidelines as shown in the LWML Kansas District Bylaws

D. VICE PRESIDENT OF COMMUNICATION

The Vice President of Communication may perform the duties of the President in the absence of or at the request of the President, and shall:

1. coordinate the Communication Department;
2. serve on the District Convention Planning Committee;
3. furnish a report to the District convention, including departmental activities; and
4. perform all other duties pertaining to the office.

Bylaws, Article VI, Section 4

Duties in Detail

D. Vice President of Communication:

1. Coordinate the Communication Department:
 - a. Serve as an ex-officio member of the Communication Committee.
 - b. Present committee reports to the Executive Committee as prepared by the Committee Chairmen.
 - c. Provide updates for the LWML website as needed to the website manager.
2. Along with the District President, proofread each issue of *The Kansas Sonshine* before publication.
3. Review and update the website as needed.
4. Review and update the Facebook page as needed.
5. Prepare evaluation forms, paper &/or digital, for use at KAOL meetings and district conventions. (See Chapter 4, Section II.I.1.)
6. Arrange for the taking of convention photos to be used for District archival purposes and coordinate and plan photo opportunities during the convention.
7. Submit a report for Executive Committee and Board of Directors meetings, including the report for the district convention.

8. Appoint a member of the Communication Committee to attend a meeting of the Executive Committee in her stead, if she is unable to attend. (The committee member shall have voice but no vote.)
9. Submit, or delegate to the committee chairman responsibility for, articles for *The Kansas Sonshine*.
10. Submit any material to be published (hardcopy, posted via social media, texted, etc.), or disseminated in any way, to a Pastoral Counselor for doctrinal review prior to printing.
11. Represent the LWML Kansas District at zone events at the request of the President. Following the event, email a summary report to the Executive Committee and the District Archivist-Historian(s). Utilize the "Zone Event Statistical Report" found on the Organizational Resources page (www.kansaslwml.org/OrganizationalResources).
12. Attend all planning meetings of the District Convention Host Committee, including the post-convention wrap-up meeting.
13. Review the *Leadership Guidelines* annually to remain familiar with the scope of information pertaining to the work of LWML Kansas District and provide input to the VP of Organizational Resources when changes or revisions are needed to keep the guidelines up to date with current practices.
14. Within 30 days following elections, present to successor all material pertaining to the office (*Bylaws, Article V – Section 5*).

General Guidelines as shown in the LWML Kansas District Bylaws

E. VICE PRESIDENT OF GOSPEL OUTREACH

The Vice President of Gospel Outreach may perform the duties of the President in the absence or at the request of the President, and shall:

1. coordinate the Gospel Outreach Department;
2. present to the Executive Committee the proposed mission grants and God's Gracious Gift Fund grants (hereinafter referred to as GGGF) for the District Convention ballot(s);
3. serve on the District Convention Planning Committee;
4. furnish a report to the district convention, including departmental activities; and
5. perform all other duties pertaining to the office.

Bylaws, Article VI, Section 5

Duties in Detail

E. Vice President of Gospel Outreach

1. Coordinate the Gospel Outreach Department:
 - a. Serve as an ex-officio member of the Gospel Outreach Committee.
 - b. Present committee reports to the Executive Committee as prepared by the Committee Chairman.
2. Submit a report for Executive Committee and Board of Directors meetings, including the report for the district convention.
3. Appoint a member of the Gospel Outreach Committee to attend a meeting of the Executive Committee in her stead if she is unable to attend. (The committee member shall have voice but no vote.)
4. Submit, or delegate to the committee chairman responsibility for, articles for *The Kansas Sonshine*.
5. Submit any material to be published (hardcopy, posted via social media, texted, etc.), or disseminated in any way, to a Pastoral Counselor for doctrinal review prior to printing.
6. Represent the LWML Kansas District at zone events at the request of the President. Following the event, email a summary report to the Executive Committee and the District Archivist-Historian(s). Utilize the "Zone Event Statistical Report" found on the Organizational Resources page (www.kansaslwml.org/OrganizationalResources).
7. Attend all planning meetings of the District Convention Host Committee, including the post-convention wrap-up meeting.

8. Following the District Convention the Vice President of Gospel Outreach who was in office during the convention will submit a voucher for each of the God's Gracious Gift Fund recipients to the District President for approval and payment.
9. Following the District Convention the Vice President of Gospel Outreach who was in office during the convention will create a cover letter for each of the GGGF vouchers to accompany the payments when they are either delivered in person or mailed to recipients.
10. Review the *Leadership Guidelines* annually to remain familiar with the scope of information pertaining to the work of LWML Kansas District and provide input to the VP of Organizational Resources when changes or revisions are needed to keep the guidelines up to date with current practices.
11. Within 30 days following elections, present to successor all material pertaining to the office. (*Bylaws, Article V – Section 5*).

General Guidelines as shown in the LWML Kansas District Bylaws

F. VICE PRESIDENT OF ORGANIZATIONAL RESOURCES

The Vice President of Organizational Resources may perform the duties of the President in the absence of or at the request of the President, and shall:

1. assist the President in the duties pertaining to the office;
2. fill the temporary vacancy in the office of the President, in the event of an emergency or unexpected vacancy, until the office is filled by the Board of Directors (see Article X, Section 1, C, 9);
3. coordinate the Organizational Resources Department;
4. serve on the District Convention Planning Committee;
5. facilitate interdepartmental meetings and focus the LWML vision through the planning process;
6. facilitate the development and focus of organizational goals approved by the Board of Directors;
7. oversee the on-going review of the *Leadership Guidelines*;
8. furnish a report to the District convention, including departmental duties; and
9. perform all other duties pertaining to the office.

Bylaws, Article VI – Section 6

Duties in Detail

F. Vice President of Organizational Resources

1. Coordinate the Organizational Resources Department:
 - a. Serve as an ex-officio member of the Organizational Resources Committee.
 - b. Present committee reports to the Executive Committee as prepared by the Committee Chairman.
2. Assist the Executive Committee, district departments and committees, as requested, in developing goals and objectives related to each group's specific areas of responsibility.
3. Assist the Executive Committee in planning goals and objectives for interdepartmental (ID) meetings such as the Leadership Training for officers and committees held following a district convention in even years, and KAOL held in odd years.
4. Oversee the Christian Copyright License International (CCLI) license procedures and submission of required reports if this responsibility has been delegated by the President. The CCLI license is due in August and other reports are due when requested by CCLI.
 - a. Locate all songs suggested for District events and request permission for use when necessary. <https://profile.ccli.com/Home/Index>.
 - b. In odd years, purchase larger plan 'C' to accommodate 350+ people for the upcoming convention year; then lower the plan at renewal in even years to 150 people. It may be helpful to have the previous convention manual on hand.

5. Submit Articles of Incorporation/Business in Good Standing with the State of Kansas report due annually by April 15. <https://www.sos.ks.gov/businesses/copies-and-certifications.html>
6. Provide the District Convention Treasurer with an Eligible Expenses and Honorarium document, which is a list of officers, committee members and appointed personnel that shows convention expenses for each position that may be reimbursed, and the amount of reimbursement. Do this 1 ½ weeks prior to convention. This document is currently located in Dropbox.
7. Submit District Convention Expense Vouchers for all district convention speakers such as Bible Study Leader, Mission in Action speaker(s) and guest speaker(s) receiving honorariums to the District President for approval. Do this 1 ½ weeks prior to convention.
8. Following the close of the district convention, present the applicable portion of the Convention Guidelines to each convention chair, asking her to review the Guidelines, either hard copy or email, and recommend changes before the convention wrap-up meeting.
9. Update the *Leadership Guidelines* as the Executive Committee, departments, committees, and convention chairs to make recommendations for changes.
 - a. Submit list of requested changes to the President as necessary before each EC meeting.
 - b. In the even-numbered years following the interdepartmental (ID) meeting, forward the approved revisions of the Leadership Guidelines to the VP of Communication. She will forward them to the website manager for posting on the District website.
 - c. When the website is updated, notify the Board of Directors that the revised Leadership Guidelines are available.
10. Submit a report for Executive Committee and Board of Directors meetings, including the report for District convention.
11. Appoint a member of the Organizational Resources Committee to attend a meeting of the Executive Committee in her stead if she is unable to attend. (The committee member shall have voice but no vote.)
12. Submit, or delegate to the committee chairman responsibility for, articles for *The Kansas Sonshine*.
13. Submit any material to be published (hardcopy, posted via social media, texted, etc.), or disseminated in any way, except Sonshine articles, to the Junior Pastoral Counselor for doctrinal review prior to printing.
14. Represent the LWML Kansas District at zone events at the request of the President. Following the event, email a summary report to the Executive Committee and the District Archivist-Historian(s). Utilize the "Zone Event Statistical Report" found on the Organizational Resources page www.kansaslwml.org/OrganizationalResources.
15. Attend all planning meetings of the District Convention Host Committee, including the post-convention wrap-up meeting.
16. Within 30 days following elections, present to successor all material pertaining to the office (*Bylaws, Article V – Section 5*).

General Guidelines as shown in the LWML Kansas District Bylaws

G. VICE PRESIDENT OF SPECIAL FOCUS MINISTRIES

The Vice President of Special Focus Ministries may perform the duties of the President in the absence of or at the request of the President, and shall:

1. coordinate the Special Focus Ministries Department;
2. serve on the District Convention Planning Committee;
3. furnish a report to the district convention, including departmental activities; and
4. perform all other duties pertaining to the office.

Bylaws, Article VI, Section 7

Duties in Detail

G. Vice President of Special Focus Ministries

1. Coordinate the Special Focus Ministries Department:
 - a. Serve as an ex-officio member of the Special Focus Ministries Committee.
 - b. Present committee reports to the Executive Committee as prepared by the Committee Chairman.
2. Provide a ribbon or other designation to the Registrar for name badges of first-time attendees at District conventions. Contact the Registrar for timeframe of when they want these.
3. Submit a report for Executive Committee and Board of Directors meetings, including the report for District convention.
4. Appoint a member of the Special Focus Ministries Committee to attend a meeting of the Executive Committee in her stead if she is unable to attend. (The committee member shall have voice but no vote.)
5. Submit, or delegate to the committee chairman responsibility for, articles for *The Kansas Sonshine*.
6. Submit any material to be published (hardcopy, posted via social media, texted, etc.), or disseminated in any way, to a Pastoral Counselor for doctrinal review prior to printing.
7. Represent the LWML Kansas District at zone events at the request of the President. Following the event, email a summary report to the Executive Committee and the District Archivist-Historian(s). Utilize the "Zone Event Statistical Report" found on the Organizational Resources page (www.kansaslwml.org/OrganizationalResources).
8. Attend all planning meetings of the District Convention Host Committee, including the post-convention wrap-up meeting.
9. Following the District convention the Vice President of Special Focus Ministries who was in office during the convention will submit a voucher for the YWR mission/service project recipient to the District President for approval and payment, if necessary.
10. Request starter funds for the YWR mission/service project from the District Financial Secretary when/if necessary.
11. Following the District convention the Vice President of Special Focus Ministries who was in office during the convention will create a cover letter for the YWR mission/service project recipient to accompany the payment, if necessary. It is either delivered in person or mailed to the recipient.
12. Following the convention, any mission/service project correspondence may be done by mail or in person by any member of the committee. YWRs are encouraged to participate if possible when presentations are done in person.
13. Review the *Leadership Guidelines* annually to remain familiar with the scope of information pertaining to the work of LWML Kansas District and provide input to the VP of Organizational Resources when changes or revisions are needed to keep the guidelines up to date with current practices.
14. Within 30 days following elections, present to successor all material pertaining to the office (*Bylaws, Article V – Section 5*).

General Guidelines as shown in the LWML Kansas District Bylaws

H. RECORDING SECRETARY

The Recording Secretary shall:

1. record meetings of the Executive Committee and the Board of Directors and the proceedings of the District Convention;
2. provide each member of the Executive Committee with a copy of the minutes of its meetings;
3. provide each member of the Board of Directors with a copy of the minutes of its meetings and the District Convention;
4. manage the notification and certification of group delegates to District convention;
5. furnish a report to the District convention; and
6. perform all other duties pertaining to the office.

Bylaws, Article VI, Section 8

Duties in Detail

H. Recording Secretary

1. Record meeting minutes:
 - a. Executive Committee Meetings
 1. Within two weeks of an Executive Committee meeting, email draft copies of the minutes to all members of the Executive Committee for their review. Compile any comments or requested changes into a final draft to be approved at the next meeting of the committee.
 2. Within two weeks of approval, email copies of the approved minutes to the Executive Committee, to the LWML President, and to the District Archivist-Historian(s).
 3. Maintain a hard copy file of all minutes (with reports attached) of the Executive Committee meetings for the immediate past biennium.
 - b. Board of Directors Meetings
 1. Within two weeks of a Board of Directors meeting, email draft copies of the minutes to all members of the Board of Directors for their review. Compile any comments or requested changes into a final draft to be pre-approved by the Executive Committee before being presented at the next meeting of the board.
 2. Within two weeks of approval, email copies of the approved minutes to the Board of Directors, to the LWML President, and to the District Archivist-Historian(s).
 3. Maintain a hard copy file of all minutes (with reports attached) of the Board of Directors meetings for the immediate past biennium.
 - c. District Convention Proceedings
 1. Within four weeks of the close of a district convention, email draft copies of the minutes of convention proceedings to all members of the Board of Directors for their review. Compile any comments or requested changes into a final draft to be pre-approved by the Executive Committee before being presented for approval at the first Board of Directors meeting of the new biennium.
 2. Within two weeks of approval, email copies of the approved minutes of convention proceedings to the Board of Directors, to the LWML President, and to the District Archivist-Historian(s).
 3. Maintain a hard copy file of the minutes of convention proceedings for the immediate past biennium.
2. Serve as the Credentials Chairman for the district convention:
 - a. These women are eligible to vote at the district convention provided they are registered and in attendance at the convention:
 1. Group delegates
 2. Elected and appointed district officers
 3. Zone Presidents
 4. District standing committee chairmen
 5. Past District Presidents
 6. Active Individual Members (in accordance with their local bylaws).
 - In the event there are no local bylaws, up to two (2) individual members/congregation may vote individually.
 - If there are three (3) or more individual members/congregation, only two (2) may vote.
 - b. Determine number of group delegates
 1. By January 15 of a convention year, obtain from the District Directory Manager (a member of the Communications Committee) an updated Group Directory which lists the President, Treasurer, number of members, individual members, and meeting schedule for each group in the District.

2. Eight weeks prior to the convention, contact each group president/contact person (by email or postal mail with a copy to the Zone President), indicating the number of voting delegates it may send to the convention. (See Appendix for sample letter to group presidents.) The number of eligible delegates is based on the membership of each congregational unit (all groups within a congregation form one unit) as of January 1 of the convention year, and in accordance with the LWML Kansas District Bylaws.
3. Eight weeks prior to the convention, contact each congregation with individual members (by email or postal mail with a copy to the Zone President), indicating the number of individuals who may vote as delegates at the convention.

Number of Members	Number of Delegates	Number of Members	Number of Delegates	Number of Members	Number of Delegates
1-30	2	71-90	5	131-150	8
31-50	3	91-110	6	151-170	9
51-70	4	111-130	7	171-190	10

4. Eight weeks prior to the convention, send a letter to each Zone President, outlining the procedure for delegate registration at the convention and the voting protocol that will be followed during the convention sessions. (See Appendix for sample letter to zone presidents.)
 5. Four weeks prior to the convention, each group (or congregation in the case of individual members) will let its Zone President know the number of delegates it will send to the convention.
 6. Two weeks prior to the convention, Zone Presidents will tell the Recording Secretary the number of delegates, either group members or individuals, which will represent each group or congregation.
 7. The Recording Secretary will inform the Convention Registrar of the number of delegates representing each zone.
 8. Increases or decreases in the number of delegates from a group can be made until the Board of Directors meeting prior to the convention. Group presidents are responsible for informing the zone president of the change in numbers, who will verify the group has no more delegates than the number allotted.
- c. At the Board of Directors meeting prior to the convention the Recording Secretary will:
1. Review the voting procedures.
 2. Give each Zone President a packet of ballots. Ballots will include Mission Grants, God's Gracious Gift proposals, and Officer Candidates. The number of ballots in the packet will be based on the total number of group delegates and/or individual members provided by the zone president two weeks prior to the convention. If there is an increase in the number of group delegates, adjustments in the number of ballots will be made at the BOD meeting.
 3. With help as needed from the Convention Registrar, verify the attendance of Past Presidents, Executive Committee, and other board members with voting privileges.
- d. At Convention Registration:
1. At the registration table, and in cooperation with a member of the registration committee, each delegate will print her name and sign the respective Zone Delegate Registration Sheet. Each registration sheet will be sub-categorized by group/congregation, with the correct number of signature lines based on the number of eligible delegates allowed to each group/congregation.
 2. Delegates must have signed in at the registration table prior to the published time in the convention manual. No changes in delegates can be made after that time.

3. Delegates will receive a ribbon, or other designation for their name badge, indicating she has delegate status. The Recording Secretary is responsible for having these available at the registration table.
- e. The First Convention Session and Procedures for Balloting:
 1. Zone Presidents will be notified at the Board of Directors meeting when/if they should pick up the Zone Delegate Registration Sheets from the registration table before voting begins. If there is an increase in the number of delegates who have signed the Zone Delegate Registration Sheet since the Board of Directors meeting, and the Zone President approves the change in numbers, additional ballots will be obtained from the Recording Secretary.
 2. Delegates will be seated by Zone.
 3. Delegates must have the delegate designation ribbon or sticker on her name badge prior to being seated.
 4. The Recording Secretary will provide color-coded containers for deposit of completed ballots (white for Mission Grants, lavender for God's Gracious Gift Fund, and yellow for Officers and District Pastoral Counselor candidates).
 5. The Recording Secretary will review the voting procedures with the convention delegates as indicated in the convention business meeting agenda.
 6. The Zone President will distribute ballots to the delegates from her zone and will vote with her zone.
 7. The Recording Secretary, or her designee, will distribute ballots to the Past Presidents, Executive Committee, and other board members with voting privileges.
 8. Delegates should read each ballot carefully before marking it. A ballot will be illegal if more than the specified number of Mission Grants or God's Gracious Gift Fund grants is marked.
 9. After voting, each delegate will place her unfolded ballot in the respective color-coded container (Officers and District Pastoral Counselors, Mission Grants, and God's Gracious Gift Fund).
 10. The Zone President will:
 - a. Sign the cover of her ballot packet.
 - b. Indicate how many ballots were distributed (based on the number of registered delegates shown on the Zone Delegate Registration Sheet).
 - c. Indicate the number of blank ballots remaining in the ballot packet.
 - d. Return the signed ballot packet to the Recording Secretary.
 11. Ballots for officers will be counted during the lunch break. If a revote is necessary, it will take place during the second convention session, following the same procedural steps outlined for the first convention session.
3. Kansas Assembly of Leaders (KAOL):
 - a. Perform duties at KAOL as requested by the President and Meeting Manager.
 - b. Assist with registration and attendance as requested.
 - c. Provide the necessary district, zone and group forms ready for distribution as directed.
4. New LWML Group:
 - a. Upon notification by the President of a new group, collect the required information for the Group Directory and email the information to the District Directory Manager.
 - b. Sign Certificate of Membership for new groups.
 - c. Inform the new group of the following information:
 1. Name and contact information of the Zone President
 2. How they can order subscriptions to the *Lutheran Woman's Quarterly*
 3. How they can receive *The Kansas Sonshine*
 4. Where to request Mite Boxes and remittance vouchers
 5. That they may elect or appoint additional leaders in their group
 6. That sample sets of Group Bylaws and directives are available through the District Organizational Resources Committee or www.lwml.org.

5. Other Responsibilities:

- a. Handle any correspondence requested by the District President.
- b. Send a card of sympathy, encouragement, or get well to Executive Committee members, LWML Kansas District personnel and Board of Directors when appropriate. Voucher expenses for cards and stamps for reimbursement.
- c. Submit a report for Executive Committee and Board of Directors meetings, including the report for the district convention.
- d. Submit articles for inclusion in *The Kansas Sonshine* if requested.
- e. Represent the LWML Kansas District at zone events at the request of the President. Following the event, email a summary report to the Executive Committee and the District Archivist-Historian(s). Utilize the "Zone Event Statistical Report" found on the Organizational Resources page (www.kansaslwml.org/OrganizationalResources).
- f. Review the *Leadership Guidelines* annually to remain familiar with the scope of information pertaining to the work of LWML Kansas District and provide input to the VP of Organizational Resources when changes or revisions are needed to keep the guidelines up to date with current practices.
- g. Within 60 days following elections, present to successor all material pertaining to the office (*Bylaws, Article V – Section 5*).

General Guidelines as shown in the LWML Kansas District Bylaws

I. FINANCIAL SECRETARY

The Financial Secretary shall:

1. be secured by a fiduciary bond at district expense;
2. receive all monies and deposit them in a financial institution approved by the Executive Committee;
3. keep an accurate record of all receipts and transfers made to the Treasurer;
4. be an authorized signatory of the District Treasurer's and Financial Secretary's bank accounts;
5. supply Mite Boxes and remittance vouchers to groups upon request;
6. furnish income reports to the Executive Committee, President, and Treasurer as requested by the President;
7. provide a detailed biennial report to the District convention; and
8. submit records for financial review at the end of each biennium.

Bylaws, Article VI, Section 9

Duties in Detail

I. Financial Secretary

1. Checking Account:
 - a. Open checking account in local bank; if possible, the account should have no fees, no minimum balance.
 - b. Arrange for the Financial Secretary, Treasurer, and President to be signatories on the account.
 - c. Order checks imprinted with the words "Lutheran Women's Missionary League Kansas District".
 - d. Submit an expense voucher to the President to cover the cost of the new checks.
 - e. Always maintain a minimum balance in the account, as required by the financial institution.
2. Post Office Box:
 - a. If deemed necessary, establish a PO Box address for use in remittance of all monies due to the district.
 - b. Publicize the PO Box address in *The Kansas Sonshine* and on the Kansas District website.

3. Remittance Vouchers:
 - a. Verify that a dated remittance voucher accompanies each check; complete a voucher for any check received without one.
 - c. Verify that the check dollar amount equals the voucher total remittance.
 - d. Alphabetize remittance vouchers and checks according to city/location of zone or group.
4. Process checks and online giving (from Vanco Monthly report):
 - a. Post checks and online giving according to the categories for which monies has been designated:
 1. Mite offerings
 2. *Quarterly*/Web Hosting
 3. Day of Prayer
 4. God's Gracious Gift Fund
 5. Student Financial Aid
 6. Leader Development Fund
 7. Endowment Fund
 8. District Mission Grants
 9. Memorials/Honorariums
 10. Miscellaneous
 - b. Calculate total check amount remitted in each category.
 - c. Calculate total remittance shown on remittance vouchers. Total check amount and total voucher amounts must equal.
 - d. Calculate total online amount remitted in each category.
 - e. Total online amounts by category must equal total amounts on Vanco Monthly Report.
5. Deposit receipts:
 - a. Endorse each check "FOR DEPOSIT ONLY." If check is made payable to Financial Secretary or the secretary's name, endorse as "PAYABLE TO LWML KANSAS DISTRICT."
 - b. Deposit checks in checking account; the deposit amount will match "Today's Totals" unless interest income is credited to the account or online giving is being processed.
 - c. Write check from the checking account in the amount of the deposit payable to LWML Kansas District. Endorse the back of the check "For Deposit Only to LWML Kansas District," but do not sign.
 - d. Mail the check to the Treasurer by First Class Mail. Treasurer will sign checks before depositing.
 - e. Instead of writing and mailing a check to the Treasurer, the Financial Secretary may make an external transfer from her account to the Treasurer's account.
6. Compile reports:
 - a. Compile reports of "Today's Totals," "Quarter-to-Date Totals," and "Biennium Totals" on the 15th and last day of each month and send report to District President, Treasurer, and Financial Adviser.
 - b. Record each contribution by zone, group or category.
 - c. File original copy of remittance voucher.
 - d. File copy of Vanco Monthly Report.
7. Acknowledgements:
 - a. Respond to requests for Mite Boxes and remittance vouchers upon receipt.
 - b. Send acknowledgement receipts to the donor for all gifts and memorials given to God's Gracious Gift Fund, Student Financial Aid, Leader Development Fund, Endowment Fund, or District Mission Grants.
 - c. Reroute requests for *Lutheran Woman's Quarterly* increases/decreases to Distribution Manager.
8. Other Responsibilities:
 - a. Submit income reports for Executive Committee and Board of Directors meetings, including the report for the district convention.
 - b. Together with the District Treasurer, assist the Convention Treasurer with the counting of district convention offering receipts at the time of collection.
 - c. Submit articles for inclusion in *The Kansas Sonshine*.
 - d. Represent the LWML Kansas District at zone events at the request of the President. Following the

- event, email a summary report to the Executive Committee and the District Archivist-Historian(s). Utilize the "Zone Event Statistical Report" found on the Organizational Resources page ([www.kansaslwml.org/Organizational Resources](http://www.kansaslwml.org/OrganizationalResources)).
- e. Maintain a current list of the named honorees of memorials, gifts and/or honorariums given to the LWML Kansas District Special Funds and/or Mission Grants, along with the names of the donors. Publish the list for the district convention in the manner directed by the District President.
 - f. Maintain a record of postage expenditures with post office receipts and submit for reimbursement in accordance with current policies. Check postal rates for the best postage rate to mail Mite Boxes to groups.
 - g. Serve as a mandated member of the Endowment Committee. (see Chapter 5a, article III, section A)
 - h. Draft the District mission goal with the Financial Adviser and Treasurer for approval at the pre-convention Executive Committee meeting. Committee will meet in the spring of even-numbered years.
 - i. Review the *Leadership Guidelines* annually to remain familiar with the scope of information pertaining to the work of the LWML Kansas District and provide input to the VP of Organizational Resources when changes or revisions are needed to keep the guidelines up to date with current practices.
 - j. Within 60 days following elections, present to successor all material pertaining to the office (*Bylaws, Article V – Section 5*).

General Guidelines as shown in the LWML Kansas District Bylaws

J. TREASURER

The Treasurer shall:

1. be secured by a fiduciary bond at district expense;
2. receive monies from the Financial Secretary, and deposit it in a financial institution approved by the Executive Committee;
3. keep an accurate record of all receipts and disbursements;
4. be an authorized signatory of the District Treasurer's and Financial Secretary's bank accounts, and make all payments authorized through expense vouchers signed by the President;
5. retain God's Gracious Gift Funds to be disbursed at the direction of the district convention;
6. retain Student Financial Aid Funds to be disbursed at the direction of the Gospel Outreach Department with the approval of the Executive Committee;
7. furnish financial reports to the Executive Committee, President, and the Financial Secretary as requested by the President;
8. provide a detailed biennial report to the district convention; and
9. submit records for financial review at the end of each biennium.

Bylaws, Article VI, Section 10

Duties in Detail

J. TREASURER

1. Accounts:

- a. Open checking account in local bank; if possible, the account should have no fees, no minimum balance.
- b. Arrange for the Treasurer, Financial Secretary and President to be signatories on the checking account.
- c. Order checks imprinted with the words, "Lutheran Women's Missionary League Kansas District." Submit an expense voucher to the President to cover the cost of the new checks.
- d. Arrange with the LCMS Church Extension Fund (LCEF) for the Treasurer, Financial Secretary and President to be authorized signatories on the LWML Kansas District Student Financial Aid Fund, God's Gracious Gift Fund, Leader Development, and Online Giving Fund accounts.

- e. Arrange for online viewing access to the Financial Adviser for the following accounts: all LCEF accounts and LCMS Foundation Endowment account.
 - f. Arrange for the Treasurer, Financial Secretary and President to be authorized signatories on the LWML Kansas District Endowment Fund account.
 - g. Notify credit card company of changes in card holders as they occur, e.g., President, Treasurer, Meeting Manager, etc.
 - h. Receive voucher and accompanying credit card receipts in order to process monthly credit card statements for payment.
2. Authorized Disbursements:
- a. Issue checks only upon receipt of expense vouchers signed by the President and ensure receipts are provided if applicable.
 - b. Issue checks in the amount shown on the expense voucher. Complete all copies of the voucher showing the date and check number and send both the check and a copy of the voucher to the proper recipient. Retain the original of the voucher with the Treasurer's records and forward completed vouchers to the Financial Adviser.
 - c. Via ACH, submit payment of 25 percent of mite receipts on a monthly basis to the LWML. Retain copy of electronic receipt in the District Treasurer's files and forward receipt to LWML Treasurer.
 - d. Via ACH, transfer funds from LCEF Online Giving account to District checking account monthly.
 - e. Send all monies for the Student Financial Aid Fund, God's Gracious Gift Fund, and Leader Development Fund to the LCEF at least once each quarter as designated by the Financial Adviser.
 - f. Following each District event where there is a Gifts from the Heart collection, issue checks to Gifts from the Heart recipients, equivalent to monetary donations received by the Caring Service Committee, if necessary. Gift cards will be divided equally among the recipients (based on number of cards received if face value cannot be determined) and mailed.
 - g. Following the close of a district convention and after verification from the Gospel Outreach Committee that the God's Gracious Gift Fund grants are viable, issue checks to God's Gracious Gift Fund grant recipients as selected by the convention voting body.
3. Reports:
- a. Provide Financial Adviser, District President, and Financial Secretary with a monthly report of disbursements and checking account balance. Retain a copy for Treasurer's files.
 - b. Submit a biennial report for the district convention.
4. Other Responsibilities:
- a. Keep the electronic expense voucher updated and available on the website. Have printed copies available as needed.
 - b. Together with the Financial Secretary, assist the Convention Treasurer with counting of district convention offering receipts at the time of collection.
 - c. Submit articles for inclusion in *The Kansas Sonshine*.
 - d. Draft the District mission goal with the Financial Secretary and Financial Adviser for approval at the pre-convention Executive Committee meeting. Committee will meet in the spring of even-numbered years.
 - e. Represent the LWML Kansas District at zone events at the request of the President. Following the event, email a summary report to the Executive Committee and the District Archivist-Historian(s). Utilize the "Zone Event Statistical Report" found on the Organizational Resources page (www.kansaslwml.org/OrganizationalResources).
 - f. Serve as a mandated member of the Endowment Committee. (see Chapter 5a, article III, section A)
 - g. Review the *Leadership Guidelines* annually to remain familiar with the scope of information pertaining to the work of LWML Kansas District and provide input to the VP of Organizational Resources when changes or revisions are needed to keep the guidelines up to date with current practices.
 - h. Within 60 days following elections, present to successor all material pertaining to the office (*Bylaws, Article V – Section 5*).

General Guidelines as shown in the LWML Kansas District Bylaws

K. PASTORAL COUNSELORS

1. The Pastoral Counselors shall attend, in an advisory capacity, the meetings of the Executive Committee, the Board of Directors, conventions and committees to which they are assigned.
2. The Pastoral Counselor most recently elected shall attend the LWML convention at district expense.

Bylaws, Article VII, Section 3

Duties in Detail

K. Pastoral Counselors

1. Serve on committees as directed by the Executive Committee, lending counsel in an advisory capacity.
 - a. The Senior Pastoral Counselor will serve on the Christian Life, Special Focus Ministries, Nominating, Endowment and District Convention Committees.
 - b. The Junior Pastoral Counselor will serve on the Gospel Outreach, Caring Service, Communication, Organizational Resources and District Convention Committees.
2. Review each issue of *The Kansas Sonshine* prior to publication and write messages for the newsletter, alternating issues.
3. Provide doctrinal review for any theological materials that have not already been through Concordia Publishing House (CPH) doctrinal review and are intended for public dissemination (for example: prayers, devotions, Bible studies) prior to printing. Publication could be through hardcopy, text, posted via social media, etc.
4. Complete convention responsibilities as shown in the Convention Guidelines.
5. As non-voting members, attend district conventions and all meetings of the Executive Committee, Board of Directors and Standing Committees as requested by the President or Standing Committee Chairmen.
6. Lead group devotions and prayers at the request of the President or Standing Committee chairmen.
7. Promote and encourage pastors of the Kansas District LCMS to attend LWML zone and local meetings and lend their counsel in an advisory capacity.
8. Other Responsibilities:
 - a. Attend all planning meetings of the District Convention Host Committee, including the post-convention wrap up meeting.
 - b. Review the *Leadership Guidelines* annually to remain familiar with the scope of information pertaining to the work of LWML Kansas District and provide input to the VP of Organizational Resources when changes or revisions are needed to keep the guidelines up to date with current practices.
 - c. Within 30 days following elections, present to successor all material pertaining to the office (*Bylaws, Article V – Section 5*).

II. DEPARTMENTS

General Guidelines as shown in the LWML Kansas District Bylaws

A. CARING SERVICE DEPARTMENT

The Caring Service Department shall include the Caring Service Committee. The Vice President of Caring Service shall be the coordinator of the Caring Service Department. The Caring Service Committee, consisting of a chairman and two (2) or more members and a Pastoral Counselor, shall:

1. encourage active participation in caring service in the church, community, and world; and
2. present suggestions and offer advice for developing caring service opportunities in the district, zones and groups.

Bylaws, Article XI, Section 3.A

Duties in Detail

A. CARING SERVICE DEPARTMENT

1. Servant Events:
 - a. Select, organize and supervise servant events at district conventions, KAOL, and other LWML district events when program and facilities permit these activities.
 - b. Coordinate with the recipients for pick-up or delivery of items at the close of each event.
2. Gifts from the Heart donations:
 - a. Select, promote, organize, and supervise Gifts from the Heart donations at district conventions, KAOL, and other LWML district events when program and facilities permit these activities.
 - b. Coordinate with the recipients for pick-up or delivery of items at the close of each event.
 - c. Monetary gifts (checks and cash) are given to the Financial Secretary to deposit. Amount totals are given to the Treasurer who will issue checks payable to the recipients. The checks will be given to the VP of Caring Service, who will prepare appropriate cover letters and mail to the designated recipients within 30 days of the close of each applicable district event.
 - d. In coordination with the Treasurer, the VP of Caring Service will verify that gift cards are divided equally among the recipients (by number of cards if face value cannot be determined) and mail them within 30 days of the close of each applicable district event.
3. Other Responsibilities:
 - a. Invite the District President, Department Vice President, and Junior Pastoral Counselor to attend all committee meetings.
 - b. Appoint a secretary to record minutes of all meetings and provide a copy to the committee, District President, Department Vice President and Pastoral Counselor. Record any decisions made by email, telephone or other communications and attach to minutes.
 - c. Committee Chairman is responsible for submitting a report for Executive Committee and Board of Director meetings, including the report that will be printed in the district convention manual.
 - d. Actively use LWML Mission Service activities when available. These can be found by searching Mission Service Activities at LWML.org.
 - e. Forward reports on the work of the LWML Kansas District to the LWML Mission Servants Committee, as requested.
 - f. District Meeting Participation:
 1. In even-numbered years following convention, committee members will attend the interdepartmental (ID) meeting to become better acquainted as a committee and participate in leadership training as a group.
 2. In odd-numbered years, committee members will attend the Kansas Assembly of Leaders

(KAOL) meeting and may participate as leaders in the educational presentations for zone members and group presidents.

- g. At the invitation of the Executive Committee, set up a display table or prepare a “sectional” for KAOL and district conventions.
- h. Submit articles for inclusion in *The Kansas Sonshine* when requested to do so by the VP of Caring Service.
- i. Provide any theological materials that have not already been through Concordia Publishing House (CPH) doctrinal review and are intended for public dissemination (for example: prayers, devotions, Bible studies) to the Junior Pastoral Counselor for doctrinal review prior to printing. Publication could be through hardcopy, text, posted via social media, etc.
- j. Review the *Leadership Guidelines* annually to remain familiar with the scope of information pertaining to the work of LWML Kansas District and provide input to the VP of Organizational Resources when changes or revisions are needed to keep the guidelines up to date with current practices.
- k. Within 30 days following appointments of successors, present all material pertaining to this committee to the outgoing chairman who is responsible for presenting it to the new committee chairman (*Bylaws, Article V, Section 5*).

General Guidelines as shown in the LWML Kansas District Bylaws

B. CHRISTIAN LIFE DEPARTMENT

The Christian Life Department shall include the Christian Life Committee. The Vice President of Christian Life shall be the coordinator of the Christian Life Department. The Christian Life Committee, consisting of a chairman and two (2) or more members and a Pastoral Counselor, shall:

1. provide resources and training to enable women of the church to grow spiritually;
2. encourage active participation in spiritual development programs; and
3. present suggestions and offer advice for conducting Christian Life programs in the district, zones and groups.

Bylaws, Article XI, Section 3.B

Duties in Detail

B. Christian Life Department

1. Provide Christian Life resources and training to women in the Kansas District:
 - a. Actively use LWML Christian Life resources when available.
 - b. Encourage groups to participate in the annual Day of Prayer Service, as publicized on the LWML website.
 - c. Consider other means, with the approval of the Executive Committee, to further spiritual growth in the district, such as retreats, seminars and rallies.
 - d. Promote the use of LWML materials such as:
 1. *Lutheran Woman's Quarterly*
 2. Bible studies
 3. LWML videos
 4. Supplementary materials provided by LCMS and its agencies
 - e. Encourage members to subscribe to the District Prayer mail (distributed through emails), and to uphold fellow Christians in prayer and praise.
2. District Meeting Participation:
 - a. In even-numbered years following convention, committee members will attend the interdepartmental (ID) meeting to become better acquainted as a committee and participate in leadership training as a group.

- b. In odd-numbered years, committee members will attend the Kansas Assembly of Leaders (KAOL) meeting and may participate as leaders in the educational presentations for zone members and group presidents (train zone Christian Life chairmen to carry out the proposed workshop program).
 - c. Plan and provide for a prayer opportunity (walk, labyrinth, stations, etc.) to all KAOL attendees.
 - d. Consult the LWML website for resources and materials to use at the KAOL meeting.
 - e. Encourage zones to use Bible studies and program materials made available at leadership training events and KAOL as resource materials for fall workshops.
- 3. Plan and promote a biennial District Christian Life Retreat with the approval of the Executive Committee:
 - a. Select a theme.
 - b. Select a speaker and negotiate date, travel, fees, etc.
 - c. Select date and location for a weekend retreat beginning on Friday evening and ending on Saturday afternoon, traditionally held in November of odd-numbered years (opposite years of district conventions).
 - d. Arrange for hotel accommodations. Hotels offer complete retreat packages including lodging, meals and meeting facilities. Room reservations will be a block reservation with individual rooms assigned by the committee.
 - e. Meet with hotel staff to plan menus for meals and breaks, special equipment needs, tables for CPH booth and LWML store, etc.
 - f. Design and distribute brochures with registration information; handle all registrations and fees.
 - g. Following the retreat, seek approval from the Executive Committee to add any excess funds collected to the Leader Development Fund.
- 4. Responsibilities at district convention:
 - a. Plan and implement a Christian Life meal
 - 1. Choose and carry out a theme which correlates with the convention theme.
 - 2. Select a speaker in cooperation with the Executive Committee.
 - 3. Select a menu in cooperation with the Convention Host Committee.
 - 4. Open the meal with prayer.
 - 5. Introduce the speaker.
 - 6. Provide table favors for attendees in cooperation with the Convention Decorations Committee.
 - b. Plan indoor and/or outdoor prayer and reflection opportunities for all District convention attendees in coordination with the Convention Planners.
- 5. Other Responsibilities:
 - a. Forward reports on the work of the LWML Kansas District to the LWML Christian Life Committee, as requested.
 - b. Encourage support of the LCMS Kansas District clergy and keep them fully informed of the goals of the LWML.
 - c. Invite the District President, Department Vice President, and Senior Pastoral Counselor to attend all committee meetings.
 - d. Appoint a secretary to record minutes of all meetings and provide a copy to the committee, District President, Department Vice President and Pastoral Counselor. Record any decisions made by email, telephone or other communications and attach to minutes.
 - e. Committee Chairman is responsible for submitting a report for Executive Committee and Board of Directors meetings, including the report for the district convention.
 - f. At the invitation of the Executive Committee, set up a display table or prepare a "sectional" for KAOL and district conventions.
 - g. Submit articles for inclusion in *The Kansas Sonshine* when requested to do so by the VP of Christian Life.
 - h. Provide any theological materials that have not already been through Concordia Publishing House (CPH) or LWML doctrinal review and are intended for public dissemination (for example:

- prayers, devotions, Bible studies) to the Senior Pastoral Counselor for doctrinal review prior to printing. Publication could be through hardcopy, text, posted via social media, etc.
- i. Review the *Leadership Guidelines* annually to remain familiar with the scope of information pertaining to the work of LWML Kansas District and provide input to the VP of Organizational Resources when changes or revisions are needed to keep the guidelines up to date with current practices.
 - j. Within 30 days following appointments of successors, present all material pertaining to this committee to the outgoing chairman who is responsible for presenting it to the new committee chairman (*Bylaws, Article V, Section 5*).

General Guidelines as shown in the LWML Kansas District Bylaws

C. COMMUNICATION DEPARTMENT

The Communication Department shall include the Communication Committee. The Vice President of Communication shall be the coordinator of the Communication Department. The Communication Committee, consisting of a chairman, four (4) or more members and a Pastoral Counselor, shall:

1. be alert for news of the district and make it known to the membership, the church at large, and to the general public;
2. serve in an advisory capacity to the district by developing publicity and promoting LWML goals and actions;
3. cooperate with the District Convention Publicity Committee regarding responsibilities;
4. maintain the district display and represent the district in exhibit areas of conventions and gatherings when asked to do so by the President;
5. have charge of the publication and distribution of *The Kansas Sonshine*;
6. review annually the *Lutheran Woman's Quarterly* subscriptions mailing list and submit changes to the LWML;
7. review annually the district newsletter mailing list and make appropriate corrections;
8. coordinate and keep the district website information current; and
9. coordinate with the website manager who serves as an advisory member of the Communication Committee.

Bylaws, Article XI, Section 3.C

Duties in Detail

C. Communication Department

The Communication Committee consists of the Newsletter Editor, the Distribution Manager, the Store Manager, the Social Media Manager, the Technology Manager, the Directory Manager, and additional members as needed. In addition, a website manager may be contracted, as approved by the Executive Committee, to perform specific duties related to the LWML Kansas District website.

1. The Newsletter Editor shall:

- a. Compile and prepare issues of *The Kansas Sonshine* newsletter quarterly, saving them into a pdf format to send to the website manager for posting on the website (refer to the Publication Schedule in the Appendix).
- b. Compile and prepare special editions of *The Kansas Sonshine*, such as pre- and post-convention issues.
- c. Email proof copies of each issue of the newsletter to the LWML Kansas District President, VP of Communication, and both Pastoral Counselors for proofreading and approval prior to publication.
- d. Regularly contact district officers, committee chairmen, and zone presidents to obtain all available news.
- e. Seek news of district, zone and local LWML events to inspire readers.

- f. Announce coming events and provide information.
 - g. Format the Convention Manual if directed to do so by the EC.
 - h. If requested, work with the convention Printing and Publicity Committee on obtaining at least two estimates for printing of the Convention Manual (see Chapter 4, Section III, G.3.a).
 - i. Arrange for printing and delivery of the Convention Manual after receiving final authorization from the District President. Confirm with the printer when final copy needs to be available to allow for adequate printing time. Convention manuals should be delivered to Registration Committee as soon as necessary prior to convention.
 - j. Arrange for the convention agenda and Bible study formatted in large print and have available at the registration table for those who requested one on their registration form.
2. **The Distribution Manager** shall:
- a. Be in charge of the distribution of the *Lutheran Woman's Quarterly*.
 - b. Review and update the *Lutheran Woman's Quarterly* subscription mailing list and submit changes to the LWML *Lutheran Woman's Quarterly* Manager in keeping with the deadline set for the district.
 - c. Make groups in the district aware of when increases and decreases can be made in the subscription numbers to the *Lutheran Woman's Quarterly*.
 - d. Make groups aware of the cost per copy of the *Lutheran Woman's Quarterly* and when increases in that cost occur.
 - e. Remind groups of their obligation to pay the LWML Kansas District for their subscriptions to the *Lutheran Woman's Quarterly* and for website management fees by providing information at events, in the newsletter, and through social media.
 - f. Keep an accurate accounting of which groups have paid for their subscriptions.
 - g. Mail all payments received for *Quarterly* subscriptions and website maintenance fees to the District Financial Secretary on a regular basis, using the Distribution Manager voucher.
3. **The Store Manager** shall:
- a. Be in charge of the LWML Store at all district events, namely the LWML Kansas District Convention, KAOL meetings, and the Christian Life Retreat.
 - b. Order items from Concordia Publishing House (CPH) in St. Louis, with approval from the District President and VP of Communication.
 - c. Maintain inventory and transport items to and from events.
 - d. Set up tables, mark the items with the sale price, and display items on the tables.
 - e. Procure a cash box and change for the store.
 - f. Schedule at least two volunteers to be present at all times when the store is open.
 - g. Maintain a file of invoices for items purchased and provide a copy to the District President and VP of Communication.
 - h. Track beginning and ending inventory from each event.
 - i. Turn in the receipts of sales and all monies to the Financial Secretary.
 - j. Arrange to keep and store inventory between events.
 - k. Maintain a list of items that were requested, but not available, to aid in future planning.
4. **The Social Media Manager** shall:
- a. Keep the LWML Kansas District Facebook page updated at www.facebook.com/KS.LWML and explore other current social media outlets.
 - b. Post text, photos and links on the wall as appropriate.
 - c. Encourage interaction with LWML fans both on the district and the national level.
 - d. Delegate administrative responsibilities to one or more fellow Communication Committee members to assist in monitoring posts and comments.
 - e. Follow Social Media guidelines as distributed by LWML.
 - f. Assist with photography and taking pictures at LWML Kansas District events.
5. **The Technology Manager** shall:
- a. Assist with technology at all LWML Kansas District events, namely conventions, KAOL, and the Christian

- Life Fall Retreat.
- b. Assist with PowerPoint presentations and other computer material at all district events.
 - c. Assist with photography and taking pictures at LWML Kansas District events.
 - d. Coordinate with the District Meeting Manager to have a small projection monitor on the stage, facing the table where the Recording Secretary, Vice President, and Parliamentarian are seated, so they can view any videos, Bible studies, etc., being projected to the assembly at District Convention.
 - e. Coordinate with the District Meeting Manager to provide equipment for special interest sessions at District Convention, as requested.
6. **The Directory Manager** shall:
- a. Make additions and corrections regularly to the LWML Kansas District Directory to keep it updated, especially after a district convention, KAOL, and spring and fall zone events.
 - b. Distribute the LWML Kansas District Directory via email at least twice per year, or more often as directed by the LWML Kansas District President or VP of Communication.
 - c. Distribute the updated directory to the Executive Committee members, the Zone Presidents, the District Committee Chairmen and committee members, and the Appointed Personnel and Committees, at least twice per year.
7. **The Website Manager** shall:
- a. Create, update, and audit website content for www.kansaslwml.org, including articles, images, videos, and webpages to ensure relevance and accuracy under the direction of the Vice President of Communication and the District President.
 - b. Monitor website performance, troubleshoot technical issues, perform updates, and ensure site security and uptime.
 - c. Manage server and domain records with coordination of the Vice President of Communication.
 - d. Maintain the District blind email addresses and send out eblasts under the direction of the Vice President of Communication and the District President.
 - e. Follow social media guidelines as distributed by LWML.
 - f. Serve as an advisory member of the Communication Department. This position may be filled as a virtual position if necessary.
8. **Other Responsibilities for the Committee Members:**
- a. Invite the District President, Department Vice President, and the Junior Pastoral Counselor to attend all committee meetings.
 - b. The VP of Communication will appoint a committee chairman to conduct committee meetings.
 - c. The Communication Committee Chairman shall appoint a secretary who will record the minutes of all meetings, provide a copy to the committee members, District President, Department Vice President and Pastoral Counselor; and record any decisions made by email, telephone or other communications and attach to the minutes.
 - d. Forward reports on the work of the LWML Kansas District to the LWML Communication Committee as requested.
 - e. Committee Chairman is responsible for submitting a report for Executive Committee and Board of Directors meetings, including the report for the district convention.
 - f. The other responsibilities of this committee (as listed below) will be overseen by the VP of Communication and the appointed committee chairman, with input by the District President.
 - g. District Meeting Participation:
 - 1. In even-numbered years following convention, committee members will attend the interdepartmental (ID) meeting to become better acquainted as a committee and participate in leadership training as a group.
 - 2. In odd-numbered years, committee members will attend the Kansas Assembly of Leaders (KAOL) meeting and may participate as leaders in the educational presentations for zone members and group presidents.
 - h. At the invitation of the Executive Committee, set up a committee display table and booth for KAOL and the district conventions, as well as other requested events.

- i. Design, maintain and update material for use at LWML and LCMS related events as appropriate or as requested by the LWML District President.
 - 1. Communicate with the VP of Communication that a display is registered as necessary for appropriate events.
 - 2. Make arrangements for the transportation to and from, set-up, maintenance, and take-down of the display at events.
 - 3. Voucher any registration or supply expenses for the display.
- j. Prepare annually a one-page, front and back, LWML Sunday church bulletin insert or brochure-type document. Include Kansas District Mission grants, LWML and Kansas District mission statements, break out of how mites are split (75 percent/25 percent), focus areas, and other information as appropriate.
- k. Keep the LWML Kansas District brochure updated, for use at conventions and other district events.
- l. Assist all committees in developing and designing handouts, documents, forms, posters, and event evaluation forms.
- m. Coordinate publicity for various events, using the website and calendar, social media, and the newsletter.
- n. Keep the District Leaders Directory document (the short list containing blind email addresses) up to date and distribute to the EC and BOD members at each KAOL. This document can be downloaded from the website Contact Us page.
- o. Provide any theological materials that have not already been through Concordia Publishing House (CPH) doctrinal review and are intended for public dissemination (for example: prayers, devotions, Bible studies) to the Junior Pastoral Counselor for doctrinal review prior to printing. Publication could be through hardcopy, text, posted via social media, etc.
- p. Any document, form, picture, or information that needs to be posted on the website, must first meet approval of the District President and/or VP of Communication, who will then forward the information to the website manager to be posted on the website.
- q. Review the *Leadership Guidelines* annually to remain familiar with the scope of information pertaining to the work of the LWML Kansas District and provide input to the District VP of Organizational Resources when changes or revisions are needed to keep the guidelines up to date with current practices.
- r. Within 30 days following appointments of successors, present all material pertaining to this committee to the outgoing chairman who is responsible for presenting it to the new committee chairman. (Bylaws, Article V, Section 5)

General Guidelines as shown in the LWML Kansas District Bylaws

D. GOSPEL OUTREACH DEPARTMENT

The Gospel Outreach Department shall include the Gospel Outreach Committee. The Vice President of Gospel Outreach shall be the coordinator of the Gospel Outreach Department. The Gospel Outreach Committee, consisting of a chairman and two (2) or more members and a Pastoral Counselor, shall:

1. Provide resources and suggestions to encourage greater mission consciousness and active participation among the women of the district;
2. Investigate, evaluate, and select proposed mission grants to be submitted to the Executive Committee and the Board of Directors for their approval prior to presentation to the district convention:
 - give special consideration to mission needs of the Kansas District LCMS and
 - give information regarding the proposed mission grants for the District Convention, listing them according to their application date, to the Parliamentarian for the preparation of ballots;
3. Investigate, evaluate and select proposed God's Gracious Gift Fund (GGGF) grants to be submitted to the Executive Committee and the Board of Directors for their approval prior to presentation to the district convention:
 - give special consideration to mission needs of the Kansas District LCMS and
 - give information regarding the proposed GGGF grants for the District Convention, listing them according to their application date, to the Parliamentarian for the preparation of ballots;
4. Receive applications for student financial aid, and, with the approval of the Executive Committee, determine distribution of any financial aid from the Student Financial Aid Fund which is over and above the amount included in the biennial mission goal; and
5. Investigate, evaluate, and select proposed Day of Prayer and convention offering recipients to be submitted to the Executive Committee and Board of Directors for their approval:
 - give special consideration to the mission needs of the Kansas District LCMS and
 - prepare ballots of the proposed offerings for the Board of Directors meeting.

Bylaws, Article XI, Section 3.D

Duties in Detail

D. Gospel Outreach Department

1. Encourage greater mission consciousness and active participation among all women of LCMS Kansas District:
 - a. Keep membership informed of grants completed and those in progress through articles in each issue of *The Kansas Sonshine* and on the website.
 - b. Prepare a file on viable mission grants to be available for committee use when discussing possible recipients for offerings such as Day of Prayer, mission/prayer walks, etc. (There is also a District Mission Grant Bank on the LWML website—missionsLWML.org.)
 - c. The "outgoing" Gospel Outreach Committee will develop posters with printed prayers for each mission grant selected. The committee will also design a one-page summary of all grants to be paid, a mission grants tracker, and a mission grants bookmark. These items will be posted on the website as soon as possible following the district convention.
2. Investigate, evaluate, and select proposed LWML Kansas District Mission Grants and God's Gracious Gift Fund (GGGF) grants.

- a. Solicit grant suggestions from the various LWML units in the district, from persons with individual LWML membership status, the Kansas District LCMS, the LWML Gospel Outreach Committee Chairman, LCMS World Mission, and Recognized Service Organizations (RSO).
 - b. The grant request must:
 1. Be mission in emphasis, extending the ministry of the Word - in other words, spread the Gospel.
 2. Fit into plans and projections of the LCMS and agree with the LCMS doctrinally;
 3. Be current and ready for implementation.
 4. Be ongoing in nature, with the assurance of continuing after the grant has been expended.
 5. Have a clearly defined purpose statement of how the grant will be used.
 6. Be submitted by an LWML Member, Group, Zone, District, or LCMS Board.
 - c. Special consideration will be made to mission needs of the Kansas District LCMS.
 - d. Each selected mission grant proposal will receive no more than \$10,000 of grant funding, thus allowing for a greater number of mission grant recipients.
 - e. Place notices requesting proposals for grants in the winter issue (odd-numbered years) of *The Kansas Sonshine*, as well as in the Kansas supplement of the Lutheran Witness, with deadline for electronic submission being no later than September 1 (odd-numbered years). Mailed applications must be postmarked no later than September 3 (odd-numbered years).
 - f. Send proposals for international mission grants or grants outside the Kansas District to the LCMS Chief Missions Officer for review at LCMS.LWMLconnect@lcms.org. Send proposals for grants inside the Kansas District to the LCMS Kansas District President for review at president@kansaslwml.org.
 - g. Present LWML Mission Grant and God's Gracious Gift Fund proposals to the Executive Committee for review and recommendation prior to final approval by the Board of Directors at its meeting held in odd-numbered years.
 - h. Following Board of Directors' approval of the convention ballot(s), send written notice to all who submitted mission grant or GGGF grant proposals, advising whether or not the proposal will be voted on at the next convention and if there were any changes made to the amount approved for the ballot.
 - i. Publicize proposed mission grants and God's Gracious Gift Fund grants approved for the convention ballot(s) in *The Kansas Sonshine* at least two months prior to the convention.
 - j. Prepare presentation of grant proposals for the district convention.
 - k. Delegates will have the direction to vote for grant proposals based on the following criteria: 1 to 7 proposals, three votes; 8-15 proposals, four votes; 16-22 proposals, five votes. In the event of a tie vote, the proposal with the earliest submission date will receive the higher ranking. If both have the same submission date, re-balloting is required for the tie vote.
 - l. Following convention, send written notice to all who submitted grant proposals advising whether or not the mission grant was selected.
3. Disbursement of Mission Grant funds:
- a. All proposed grant recipients must be affiliated with LCMS or Recognized Service Organizations (RSOs).
 - b. Mission grants shall be funded in the order of convention selection.
 - c. When the Executive Committee determines that funds are available, the VP of Gospel Outreach or a designated member of the committee will contact the recipient to determine whether the project remains viable, if the funds are needed, and if the monies can be used at this time.
 - d. After receiving confirmation of the need for funds, the VP of Gospel Outreach or a designated member of the committee will submit a voucher to the District President, and remit payment when checks are received from the Treasurer.
 - e. If receipt of funding is not acknowledged, the VP of Gospel Outreach or a designated member of the committee will contact the recipient to determine whether the check was received.
 - f. If the project is not viable or if the funds are not needed at this time, the next project recipient shall be paid, with the initial recipient being notified when funds are again available.
 - g. If the grant recipient has a valid request for a change in the use of the funds before funds are allocated, the change must be approved by the Executive Committee and by LCMS World Mission or

the synodical district in which the project is to be funded. If the request for change is NOT approved and the recipient does not wish to continue with the original project, the project will be considered no longer viable.

- h. If funds cannot be disbursed to a project during the biennium in which it was selected, those funds shall be allocated to complete a partial grant (if the whole amount requested was not able to be granted) or be allocated to the mission project that received the next highest number of votes that was not adopted at the district convention in that biennium.
 - i. If the total amount of monies necessary for the grants is not available by the end of a biennium, the amount needed to complete the unpaid grant(s) shall become a part of the mission grant allocation for the next biennium. The project grant(s) carried over shall be paid first.
4. God's Gracious Gift Fund:
- a. All proposed grant recipients must be affiliated with LCMS or Recognized Service Organizations.
 - b. The Financial Secretary shall maintain a record of gifts and contributions with copy filed with Archivist-Historian(s) each Biennium. Acknowledgements will be issued according to IRS guidelines.
 - c. The assets of GGGF may be delivered to the LCEF or another professional investment firm for investment and management as approved by a two-thirds majority of the District Board of Directors.
 - d. Amounts in excess of \$10,000 in GGGF as of June 30 of odd-numbered years (including principal and interest) will be disbursed following each biennial convention. Each selected grant recipient will receive no more than \$5,000 of the available funds. This will allow distribution of GGGF funds to a greater number of recipients.
 - e. Delegates will be directed to vote for grant proposals based on the following criteria: 1 to 7 proposals, three votes; 8-15 proposals, four votes; 16-22 proposals, five votes. In the event of a tie vote, the proposal with the earliest submission date will receive the higher rank. If both have the same submission date, re-balloting is required for the tie vote.
 - f. The VP of Gospel Outreach or a designated member of the committee will contact the recipient and request a statement as to whether or not the funds are needed and can be used at this time, including a proposed timeline for initiating the project.
 - g. After receiving confirmation of the need for funds, the VP of Gospel Outreach or a designated member of the committee will submit a voucher to the District President, and remit payments when checks are received from the Treasurer.
 - h. If receipt of funding is not acknowledged, the VP of Gospel Outreach or a designated member of the committee will contact the recipient to determine whether the check was received.
 - i. If project is no longer viable within the Biennium in which it is selected, the monies will remain in the GGGF account. If, after disbursing funds to a viable GGGF project, the project later becomes not viable (the funds have not been spent within a biennium), the monies shall be returned to GGGF account.
5. Student Financial Aid Fund:
- a. Application for Financial Aid
 - 1. Publicize in the winter and spring editions of *The Kansas Sonshine* and the Kansas supplement of the *Lutheran Witness* the availability of student financial aid (SFA) for communicant members of Kansas District LCMS congregations enrolled in any LCMS synodical school to prepare for church work and advanced degrees in church work:
 - Pastor
 - Lutheran School Teacher
 - Director of Christian Education
 - Director of Christian Outreach
 - Director of Parish Music
 - Director of Family Life Ministry
 - Director of Church Ministry
 - Deaconess
 - Colloquy/Certification program

2. Applications shall be made annually. Deadline for applying for financial aid shall be June 1, to coincide with LLL and synodical district grant application deadlines.
3. Require confirmation that the student has been accepted into the school of choice.
4. Process the applications at committee meetings or by mail or email, arriving at the recommendations based on completion of financial aid application and confirmation of acceptance at school of choice.
5. Present the recommendations for approval to the Executive Committee. This may be done at an Executive Committee meeting or by mail or email.
6. The approved applicants shall be notified by the Gospel Outreach Committee Chairman.
7. Applicants not approved shall be informed by the Gospel Outreach Committee Chairman.
- b. Disbursement of Student Financial Aid (SFA):
 1. A Student Financial Aid Special Committee appointed by the District President will review funds for disbursement each biennium. (Chapter 2, Article 1.A.3. fifth bullet point)
 - Freshman - \$800 per year or \$400 per semester
 - Sophomore - \$900 per year or \$450 per semester
 - Junior - \$1300 per year or \$650 per semester
 - Senior - \$1400 per year or \$700 per semester
 - Internship year - \$1300 per year or \$650 per semester
 - First and Second Seminary year - \$1500 per year or \$750 per semester
 - Third and Fourth Seminary year - \$1600 per year or \$800 per semester
 - Vicarage year - \$1500 per year or \$750 per semester
 - Deaconess program - \$1500 per year or \$750 per semester
 - Colloquy/Certification program - \$100 for each credit hour of enrollment
 2. Annual SFA total will be paid as follows: the first \$20,000 paid from mites (or as designated in the District biennial work program), and the balance paid with interest and principal from the SFA Fund until the fund is near, but not less than \$10,000.
 3. As financial aid payments become due (one half for first semester and one half for second semester), the VP of Gospel Outreach or a designated member of the committee will submit a voucher to the District President. Payments will be made to the school(s) when the Treasurer has received a cover letter from the VP of Gospel Outreach or a designated committee member to send with the check. Any monies for financial aid that is not used as allocated to a student at any time during the biennium shall be re-deposited to the SFA fund.
6. Day of Prayer Offerings:
 - a. Investigate, evaluate, and select proposed Day of Prayer recipients, giving special consideration to mission needs of the Kansas District LCMS. Recipients must be an LCMS entity or Recognized Service Organization (RSO).
 - b. In even-numbered years, present at least four (4) Day of Prayer recommendations for the next two fiscal years to the Executive Committee for approval prior to final approval by the Board of Directors. The BOD will choose two (2) Day of Prayer recipients at its summer meeting held in conjunction with the interdepartmental (ID) meeting in even-numbered years.
 - c. Publish approved Day of Prayer offering recipient(s) in *The Kansas Sonshine*.
 - d. Day of Prayer offerings will be credited by fiscal year (April 1-March 31).
 - e. In the event current recipient's project is no longer viable, the recommendation that received the next highest vote will become the recipient if that project is still viable. In the event the project is no longer viable, the Gospel Outreach Committee will present another recommendation to the Executive Committee for approval before presentation to the Board of Directors for final approval.
7. District Convention Offerings (Communion Service, Mission Walk, Closing Service):
 - a. Present proposed district convention offering recipients to the Executive Committee for approval prior to final approval by the Board of Directors at its meeting held in odd-numbered years.
 - b. Publicize approved convention offering recipients in *The Kansas Sonshine*.

- c. The communion worship service offering shall be applied to the current District mission grants. The Convention Treasurer will forward the offering receipts to the District Financial Secretary.
- d. Additional convention offerings (mission walk, closing service) shall be forwarded to designated recipients within 30 days following the close of the convention. The Vice President of Gospel Outreach shall prepare a voucher and cover letter for each designated recipient and submit those items to the Convention Treasurer. The Convention Treasurer will remit payment to the designated recipients.
- 8. Other Responsibilities:
 - a. Invite the District President, Department Vice President, and Junior Pastoral Counselor to attend all Committee meetings.
 - b. Keep a record of District Mission grants, God's Gracious Gift Fund grants, and recipients of Financial Aid, Day of Prayer, and convention offerings during the Chairman's term of office.
 - c. Work closely with the LCMS Kansas District Scholarship Committee.
 - d. Appoint a secretary who will record the minutes of all meetings, provide a copy to the committee, District President, Department Vice President, and Pastoral Counselor; and also record any decisions made by email, telephone, or other communications and attach to the minutes.
 - e. Forward reports on the work of the LWML Kansas District to the LWML Gospel Outreach Committee as requested.
 - f. Committee Chairman is responsible for submitting a report for Executive Committee and Board of Directors meetings, including the report for District convention.
 - g. District Meeting Participation:
 - 1. In even-numbered years following convention, committee members will attend the interdepartmental (ID) meeting to become better acquainted as a committee and participate in leadership training as a group.
 - 2. In odd-numbered years, committee members will attend the Kansas Assembly of Leaders (KAOL), meeting and may participate as leaders in the educational presentations for zone members and group presidents.
 - h. Coordinate with the Convention Planning Committee regarding the planning and implementation of a mission walk.
 - i. Provide a Mite Offering Challenge at District events at the request of the District President.
 - j. At the invitation of Executive Committee, set up a display table or prepare a "sectional" for the district convention.
 - k. Submit articles for inclusion in *The Kansas Sonshine* when requested to do so by the VP of Gospel Outreach.
 - l. Provide any theological materials that have not already been through Concordia Publishing House (CPH) doctrinal review and are intended for public dissemination (for example: prayers, devotions, Bible studies) to the Junior Pastoral Counselor for doctrinal review prior to printing. Publication could be through hardcopy, text, posted via social media, etc.
 - m. Review the *Leadership Guidelines* annually to remain familiar with the scope of information pertaining to the work of LWML Kansas District and provide input to the VP of Organizational Resources when changes or revisions are needed to keep the guidelines up to date with current practices.
 - n. Within 30 days following appointments of successors, present all material pertaining to this committee to the outgoing chairman who is responsible for presenting it to the new committee chairman.

General Guidelines as shown in the LWML Kansas District Bylaws

E. ORGANIZATIONAL RESOURCES DEPARTMENT

The Organizational Resources Committee, consisting of a chairman and two (2) or more members and a Pastoral Counselor, plus the Parliamentarian as ex officio member, shall:

1. Examine and evaluate the Bylaws of the District;
2. Submit proposed amendments to the District Board of Directors for consideration and approval;
3. Send the required number of copies of proposed amendments to the LWML Structure Committee for its approval prior to adoption by the District membership;
4. Submit approved proposed amendments to the District convention;
5. Receive and examine Zone bylaws and proposed amendments and approve those not in conflict with the District Bylaws; and
6. Be responsible for updating the District Bylaws and *Leadership Guidelines*.

Bylaws, Article XI, Section 3.E

Duties in Detail

E. Organizational Resources Department

1. District Bylaws:

- a. Proposed amendments may be submitted to the District Organizational Resources Committee by any member or group of members of the LWML Kansas District.
- b. Initiate any amendments under consideration and submit them to the Executive Committee for its review prior to seeking approval of the District Board of Directors.
- c. Upon consensus from the Executive Committee, present amendments to the Board of Directors for approval at the KAOL meeting in odd-numbered years.
- d. Upon approval from the Board of Directors, submit the required number of copies of any proposed amendments to the LWML Structure Committee for approval. Allow as much time as possible for review from National Structure Committee.
- e. After receiving approval from the LWML Structure Committee, publish proposed amendments two months prior to submitting them to the district convention for adoption.
- f. If adopted by the district convention, email the amended set of bylaws to the VP of Communication who will give to the website manager to post on the District website.
- g. When adopted bylaws have been posted to the website, inform LWML Kansas District officers, committees, appointed personnel, and zone presidents that they are available to download.
- h. Forward copies of the newly adopted LWML Kansas District Bylaws to the LWML Structure Committee Chairman as outlined in LWML procedures.

2. Zone Bylaws:

- a. When the email is sent to request review of a zone's bylaws, inform zone officers that sample bylaws guidelines are in the Appendix of the *Leadership Guidelines* and are also available at www.lwml.org.
- b. Receive and examine zone bylaws and proposed amendments and approve those not conflicting with the LWML Kansas District Bylaws.
- c. If approval cannot be given, notify the Zone Bylaws Committee and suggest necessary changes, amendments or clarifications. Request that a revised edition be prepared and returned to the District Organizational Resources Committee for further study.
- d. Request the Zone Bylaws Committee submit a copy of the dated bylaws within 30 days after adoption by the zone for inclusion in the LWML Kansas District Zone Bylaws files maintained by the Committee.
- e. Notify the Zone Bylaws Committee in writing that their bylaws have been received and placed on file.

3. Leadership Guidelines:

- a. Each section of the *Leadership Guidelines* shall be reviewed annually for corrections and additions. Email sections to each officer or chairman to whom it pertains so they can provide specific details and directions necessary to implement the district's program in accordance with its bylaws.
- b. After revisions are approved by the Executive Committee, the VP of Organizational Resources will update the Master Copy, then forward to the VP of Communication to be updated on website.
- c. The latest version of *Leadership Guidelines* will be posted on the LWML Kansas District website in even-numbered years following KAOL. A digital copy will be made available to the District Archivist-Historian(s).
- 4. **Other Responsibilities:**
 - a. Invite the District President, Department Vice President, and the Junior Pastoral Counselor to attend all committee meetings.
 - b. Appoint a secretary who will record the minutes of all meetings, provide a copy to the committee, District President, Department Vice President, and Pastoral Counselor, and also record any decisions made by email, telephone or other communications and attach to the minutes.
 - c. Committee Chairman is responsible for submitting a report for Executive Committee and Board of Directors meetings, including the report for the district convention.
 - d. Copy and pass on to the Organizational Resources Committee members and to the District Parliamentarian, any articles or portions of articles that pertain to bylaws received in any special LWML publications.
 - e. Upon request, provide guidelines for Group Bylaws for new groups from guidelines furnished by the LWML, noting that the LWML states there are three Articles in the Bylaws which must be in agreement with LWML. They are Object, (mission education, mission inspiration, mission service), Members, and Parliamentary Authority. The only stipulation for membership in a group or as an individual is that a woman must be a communicant member of an LCMS congregation.
 - f. District Meeting Participation:
 - 1. In even-numbered years following the convention, attend the interdepartmental (ID) meeting to become better acquainted as a committee and participate in leadership training as a group.
 - 2. In odd-numbered years, committee members will attend the Kansas Assembly of Leaders (KAOL) meeting and may participate as leaders in the educational presentations for zone members and group presidents.
 - g. At the invitation of the Executive Committee, set up a display table or prepare a "sectional" for KAOL and the district convention.
 - h. Submit articles for inclusion in *The Kansas Sonshine* when requested to do so by the VP of Organizational Resources.
 - i. Provide any theological materials that have not already been through Concordia Publishing House (CPH) doctrinal review and are intended for public dissemination (for example: prayers, devotions, Bible studies) to the Junior Pastoral Counselor for doctrinal review prior to printing. Publication could be through hardcopy, text, posted via social media, etc.
 - j. Within 30 days following appointments of successors, present all material pertaining to this committee to the outgoing chairman who is responsible for presenting it to the new committee chairman.

General Guidelines as shown in the LWML Kansas District Bylaws

F. SPECIAL FOCUS MINISTRIES DEPARTMENT

The Special Focus Ministries Department shall include the Special Focus Ministries Committee, the Heart to Heart — Sisters of All Nations District Leader and committee, and the Church Workers in Mission (CWIM) Coordinator. The Vice President of Special Focus Ministries shall be coordinator of the Special Focus Ministries Department.

1. The Special Focus Ministries Committee consisting of a chairman, two (2) or more members and a Pastoral Counselor, shall:
 - a. provide resources and training to enable each LWML member to increase her skills, develop her potential, and become a more mature Christian woman in her service for Jesus Christ;
 - b. encourage active participation in developing leaders through quality mentoring programs;
 - c. plan and implement programs for Young Woman Representatives (YWR's) and first-time convention attendees;
 - d. implement mentoring programs for YWR's during the following biennium; and
 - e. submit names of women with leadership potential to the Executive Committee and the Nominating Committee Chairman.
2. The Heart to Heart — Sisters of All Nations District Leader and Committee shall develop and facilitate the Heart to Heart — Sisters of All Nations District program as per training received from LWML and/or direction from the District Executive Committee.
3. The Church Worker in Mission (CWIM) Coordinator shall:
 - a. Welcome pastors and other church workers who are new to the Kansas District by sharing information about LWML in Kansas;
 - b. Show our appreciation for their church work and ministry; and
 - c. And form a relationship with them that will help fulfill the goal to spread the Good News of Jesus.

Bylaws, Article XI, Section 3.F

Duties in Detail

The Special Focus Ministries Department will include the Special Focus Ministries and the Heart to Heart — Sisters of All Nations Committees, and the Church Workers in Mission (CWIM) Coordinator.

1. The Special Focus Ministries Committee will:

- a. Provide resources and training to enable each LWML member to increase her skills, develop her potential, and become a mature Christian woman in her service for Jesus Christ:
 1. Actively use LWML Special Focus Ministries resources when available.
 2. Forward reports on the work of the LWML Kansas District to the LWML Leader Development Committee when requested.
 3. Submit original program materials to the LWML Leader Development Committee for possible addition to its Servant Resources Department's Lending Library.
- b. Encourage active participation in developing leaders through quality mentoring programs:
 1. Encourage use of materials available from the LWML Office so that each member can learn how to discover, develop and use the gifts God has given her.
 2. Present suggestions, provide resources and offer advice for conducting Special Focus Ministries programs on the district, zone and group levels, such as workshops, retreats and servant events.
 3. Be alert to leadership needs in the LWML Kansas District and forward names of potential leaders to the VP of Special Focus Ministries.
 4. In cooperation with the District President, make updates to the Personnel Resource Profile (CAPP form), and distribute to all attendees at KAOL and district convention.
- c. Coordinate and publicize the Young Woman Representative (YWR) application process for LWML

conventions:

1. Prepare YWR guidelines and application forms and give to Zone Presidents at KAOL in even-numbered years for distribution at fall workshops.
 2. Receive applications from and make selection of the number of YWRs allowed by the LWML and one alternate from the Kansas District to attend the LWML convention at district expense.
 3. Forward names of the district's YWRs and alternate to the District President.
 4. Inform the selected YWRs that the District President will communicate pertinent information about the convention and advise the procedure for reimbursement of expenses.
 5. Notify all applicants who were not selected. Encourage them to participate in other LWML activities and to apply again in two years.
 6. Provide an opportunity to share LWML convention YWR experience at the next year's district convention.
 7. Develop a mentoring program for the LWML convention YWRs:
 - a. Keep YWRs updated on Special Focus Ministries programs on the district level
 - b. Invite YWRs to assist in planning activities for the district convention
 - c. Encourage participation at events in their respective zones and groups
 - d. Send courtesy cards of special events
- d. Coordinate and publicize the YWR application process for the LWML Kansas District Convention:
1. Prepare District YWR guidelines and application forms and give to Zone Presidents for distribution at fall workshops in odd-numbered years.
 2. Publicize the District YWR application process in the fall issue of *The Kansas Sonshine* (odd-numbered years).
 3. Design a special Convention Registration form to be used by the YWR applicants. Submit to the District Executive Committee for its approval at the fall Executive Committee meeting prior to the District Convention. Encourage each zone to select one or two YWRs to attend the district convention at zone expense.
 4. Prepare invoices for YWR hotel expenses using information received from Vice President of Special Focus Ministries and the District Meeting Manager, to be distributed to Zone Presidents. The invoices shall be sent either electronically or by mail two to three weeks prior to the Pre-Convention Board of Directors meeting. Invoices will be paid to the Convention Treasurer at the Pre-Convention Board of Directors meeting, if possible, but no later than the close of convention.
 5. Communicate to Zone Presidents that zones are responsible for the cost of convention registration, transportation, hotel and all convention meals included on the YWR convention registration form.
 6. Prepare an agenda for YWRs at the district convention and communicate all scheduled activities to YWRs in advance of the convention. Address banner rehearsal, meals, mentor luncheon, servant events, prayer/mission walk, assistance to pastors during opening and closing services, and other special activities planned.
 7. Keep international flags respectfully pressed, stored and presentable for each convention, along with vases used for presentation (if necessary).
 8. Identify which meals are paid by District and which meals are paid by the YWR or her zone.
 9. Notify Convention Chairman and Meeting Manager of meeting rooms needed during convention for YWR activities.
 10. Prepare an evaluation form and distribute to YWRs for completion.
 11. Develop a mentoring program to follow up with YWRs after the district convention:
 - a. Compile and evaluate YWR survey results
 - b. Compile and evaluate YWR Committee Appointment-Personnel Profile (CAPP) forms
 - c. Send a postcard follow-up
 - d. Have resources available
 - e. Encourage participation at events in their respective zones and groups
- e. Coordinate Convention T-shirt sale:

1. Obtain graphic artist to digitize convention logo as selected by the Board of Directors.
 2. Choose design, style and color of T-shirt, using the convention logo selected by the Board of Directors.
 3. Obtain bids from suppliers and set price for T-shirts.
 4. Requisition funds for the initial T-shirt order from the Convention Treasurer by submitting a voucher to the Convention Chairman.
 5. Place an initial order for T-shirts.
 6. Publicize T-shirt sales by including order forms in *The Kansas Sonshine*, indicating that they will be available for purchase at KAOL and the district Christian Life Retreat.
 7. Arrange a work schedule for the T-shirt table at KAOL and Christian Life Retreat. Ask LWML convention YWRs to help, if possible.
 8. Publicize T-shirt order form before the district convention, indicating that pre-ordered shirts will be available for pick-up at the convention.
 9. Reorder T-shirts as necessary and arrange for delivery at the district convention.
 10. Coordinate location for picking up T-shirts at convention with the Convention Planning Committee.
 11. Arrange a work schedule for the T-shirt table at convention, including the LWML convention YWRs, if possible.
- f. Identify and encourage first time district convention attendees:
1. Coordinate first time attendees' registration information with convention committee.
 2. Provide a special memento and distribute at convention.
 3. Recognize first time attendees during the convention.
 4. Encourage first-time attendees to complete the Committee Appointment-Personnel Profile (CAPP) forms.
 5. Develop a mentoring program to follow up with first time attendees after the convention:
 - a. Collect first time attendees CAPP forms and send to the District President.
 - b. Send a postcard follow-up.
 - c. Suggest possible activities for future involvement based on information from the CAPP forms.
- g. Other Responsibilities:
1. Invite the District President, Department Vice President, and the Senior Pastoral Counselor to attend all Committee meetings.
 2. Appoint a secretary who will record the minutes of all meetings, provide a copy to the committee, District President, department Vice President and Pastoral Counselor, and record any decisions made by email, telephone or other communications and attach to the minutes.
 3. Committee Chairman is responsible for submitting a report for Executive Committee and Board of Directors meetings, including the report for the district convention.
 4. District Meeting Participation:
 - a. In even-numbered years following convention, committee members will attend the interdepartmental (ID) meeting to become better acquainted as a committee and participate in leadership training as a group.
 - b. In odd-numbered years, committee members will attend the Kansas Assembly of Leaders (KAOL) meeting and may participate as leaders in the educational presentations for zone members and group presidents. (train the SFM to carry out proposed workshop program)
 5. Encourage local groups to send reports of their activities, such as events, retreats, etc., to the District Newsletter Editor, along with pictures if available, for publication in *The Kansas Sonshine*;
 6. At the discretion of the Executive Committee, set up a display and prepare a sectional for KAOL and the district convention.
 7. Submit articles for inclusion in *The Kansas Sonshine* when requested to do so by the VP of Special Focus Ministries.
 8. Provide any theological materials that have not already been through Concordia Publishing House

- (CPH) doctrinal review and are intended for public dissemination (for example: prayers, devotions, Bible studies) to the Senior Pastoral Counselor for doctrinal review prior to printing. Publication could be through hardcopy, text, posted via social media, etc.
9. Review the *Leadership Guidelines* annually to remain familiar with the scope of information pertaining to the work of LWML Kansas District and provide input to the VP of Organizational Resources when changes or revisions are needed to keep the guidelines up to date with current practices.
 10. Within 30 days following appointments of successors, present all material pertaining to this committee to the outgoing chairman who is responsible for presenting it to the new committee chairman.
2. The Heart to Heart — Sisters of All Nations District Leader and Committee shall develop and facilitate the District Heart to Heart — Sisters of All Nations program as per training and guidelines received from LWML and/or direction from the District Executive Committee.
 3. Other responsibilities:
 - a. Invite the District President, Department Vice President, and the Senior Pastoral Counselor to attend all Committee meetings.
 - b. Appoint a secretary who will record the minutes of all meetings, provide a copy to the committee, District President, department Vice President and Pastoral Counselor, and record any decisions made by email, telephone or other communications and attach to the minutes.
 - c. Committee Chairman is responsible for submitting a report for Executive Committee and Board of Directors meetings, including the report for the district convention.
 - d. District Meeting Participation:
 1. In even-numbered years following convention, committee members will attend the interdepartmental (ID) meeting to become better acquainted as a committee and participate in leadership training as a group.
 2. In odd-numbered years, committee members will attend the Kansas Assembly of Leaders (KAOL) meeting and may participate as leaders in the educational presentations for zone members and group presidents.
 - e. Encourage local groups to send reports of their activities, such as events, retreats, etc., to the District Newsletter Editor, along with pictures if available, for publication in *The Kansas Sonshine*;
 - f. At the discretion of the Executive Committee, set up a display and prepare a sectional for KAOL and the district convention.
 - g. Submit articles for inclusion in *The Kansas Sonshine* when requested to do so by the VP of Special Focus Ministries.
 - h. Review the *Leadership Guidelines* annually to remain familiar with the scope of information pertaining to the work of LWML Kansas District and provide input to the VP of Organizational Resources when changes or revisions are needed to keep the guidelines up to date with current practices.
 - i. Within 30 days following appointments of successors, present all material pertaining to this committee to the outgoing chairman who is responsible for presenting it to the new committee chairman.
 4. The purpose of the Church Workers in Mission (CWIM) program is to welcome pastors and other commissioned church workers who are new to the Kansas District by sharing information about LWML in Kansas, showing our support and appreciation for their church work and ministry, and forming a relationship with them that will help fulfill the goal to spread the Good News of Jesus. The program started in 2013 and is in line with the LWML Church Workers in Mission program. (More information about the LWML Church Workers in Mission program may be found at <http://www.lwml.org/church-workers-in-mission>.) The CWIM coordinator will:
 - a. Be appointed by and report to the Vice President of Special Focus Ministries. The LWML Kansas District CWIM Coordinator's email address will be: churchworkers@kansaslwml.org.

- b. Check the LCMS Kansas District newsletter “Workers Together” monthly to find pastors who have accepted a pastoral call to serve in Kansas, either a newly ordained pastor or one coming from a different state. The CWIM Coordinator may choose to receive the LCMS Kansas District newsletter directly to her email inbox or visit the LCMS Kansas District website to download the newsletter. To be put on the email list for “Workers Together” contact the Communications Specialist for the LCMS Kansas District: <https://kslcms.org/about-us/communications/>. The coordinator may also contact the Administrative Assistant for the President’s Office of the LCMS Kansas District to be put on an email list that announces newly filled pastor positions in the district.
- c. Be available to receive new pastor information from Zone Presidents or local LWML Groups.
- d. Keep a running list of each new pastor’s name and church information and inform *The Kansas Sonshine* editor each quarter for publication in the upcoming newsletter.
- e. Order supplies from the LWML Store (through CPH) in St. Louis to keep on hand. Examples of a small gift are sticky notes, Mustard Seed booklet, LWML tie tack or anything else small enough to mail. LWML brochures with information about the LWML organization may be ordered from the LWML Store through CPH; brochures with LWML Kansas District information are available to download and print on the KS district website, <https://www.kansaslwml.org/about-us>. Keep several items on hand in order to keep shipping costs down. (There will be an average of 10-12 mailings per year.)
- f. Mailing should be completed **within two (2) months** of the pastor’s ordination/installation. The mailing should include the following:
 1. Introduction letter from the LWML Kansas District President
 2. All About Mites document
 3. Basic information sheet for Church Workers in Mission
 4. LWML (national organization) brochure
 5. A small gift for the pastor (see fifth bullet point above)
 6. LWML Kansas District brochure, when available (located on the Kansas District website- About Us page)
 - Turn in all expenses incurred for this program to the Vice President of Special Focus Ministries with a voucher.
 - Update the guidelines and scripts (see appendix, F-7) as needed.
 - Use the same steps listed above to welcome new commissioned church workers to the LWML Kansas District.

G. Endowment Fund Committee

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 (see chapter 5a, article II, page E-1), to guide in the investment and spending of the monetary assets. Recommendations will be presented to the 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.
5. The Committee Chairman will:
 - a. Verify that all new members of the committee know the location of the guidelines for the Endowment Fund within the Kansas District Leadership Guidelines and assist in their understanding of the function and purposes of the fund.
 - b. Inform District members at least bi-annually of the purpose of the Fund and periodically arrange opportunities for members to meet with LWML Gift Planning Services for individual guidance.
 - c. Be the primary promoter of the Fund.
 - d. Serve as the primary communication liaison with external parties employed for legal, investment, accounting and reporting, and other advisory needs.

- e. 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.
- f. 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.
- g. preside at all meetings of the Committee.
- h. be the party responsible for maintaining complete and accurate minutes of all meetings of the Committee.
- i. provide a copy of the minutes to each Committee member and the District President.
- 6. The District Financial Secretary will:
 - a. Receive, deposit, and record all special gifts on behalf of the Endowment Fund.
 - b. Assist with identification of the type of gift being received in accordance with accounting guidelines. (see chapter 5B, section VII.)
 - c. Provide information for all gifts received and the original remitting document to the committee chairman for acknowledgment and archival purposes.
 - d. 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.
- 7. The District Treasurer will:
 - a. Receive information for all gifts to the Endowment Fund from the Financial Secretary and see that it is recorded correctly in District files.
 - b. Maintain accounts with financial institutions as recommended by the Endowment Committee and authorized by the Kansas District Board of Directors.
 - c. Prepare checks and other documents for transferring assets of the Endowment Fund.
 - d. 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 Endowment Fund. (see chapter 5A, article II)
 - e. Receive investment statements on behalf of the Endowment Fund from all external parties and record investment earnings and activity.
 - f. Send a copy of the investment statement to the chairman and the Financial Adviser when received.
- 8. Other duties and more detailed information regarding the Endowment Committee and the Endowment Fund can be found in Chapters 5A and 5B of the Leadership Guidelines.

III. APPOINTED OFFICERS

General Guidelines as shown in the LWML Kansas District Bylaws

A. MEETING MANAGER

The Meeting Manager shall:

- 1. provide for the physical well-being of participants by assisting the President and other district officers in developing and administering meeting service support as needed for district meeting functions;
- 2. make necessary arrangements for food, lodging, and meeting rooms before and during district meeting functions; and
- 3. serve as liaison in handling any questions with facilities or other arrangements.

Bylaws, Article XI, Section 5.B

Duties in Detail

A. Meeting Manager

1. District Meeting Functions:

- a. Work with the District Treasurer and the District President to obtain a district credit card to be used during the term of the Meeting manager's appointment. The card will be returned to either the President or the Treasurer at the close of the Meeting Manager's appointment.
- b. Be aware of the credit limit authorized for the card and work with the treasurer to temporarily increase the limit when the card will be used to cover District expenses for a large event, such as KAOL.
- c. Present bills with voucher to the Treasurer and/or President as soon as possible for reconciliation with the credit card statement.
- d. Provide merchants with a copy of the current tax-exempt certificate when the credit card is used for district expenses. (Almost all businesses will honor it.)
- e. Make necessary arrangements for food, lodging, and meeting rooms.
- f. Make room reservations, as directed by the Executive Committee, using the district credit card to guarantee reservations.
- g. Provide necessary announcements regarding arrangements, including mealtimes and room assignments.
- h. Serve as liaison in handling any questions or concerns related to facility services and arrangements.
- i. Together with the District President, vice presidents in office for the applicable convention year, and the Junior Pastoral Counselor (as available), inspect proposed convention facilities in the spring (three) 3 years before a district convention to determine if the site has acceptable space for general convention sessions, interest sessions, worship services, servant events, Gifts from the Heart collections, meals and fellowship activities, rooms to house delegates and guests, and has adequate liability insurance coverage.
- j. Voucher a \$50 donation to the host church when district meetings (E.C., Board of Directors, KAOL, etc.) are held at that facility.

2. Crisis Management:

- a. Become familiar with the district Crisis Management Guidelines and Emergency Plan (see Crisis Management Guidelines in Chapter 3).
- b. Maintain confidential files of Participant Information, Acknowledgement, Assumption of Risk and Release Forms for Executive Committee for the current biennium. (See sample form in Appendix, F-4.c.) Update as necessary.
- c. Have Participant Information, Acknowledgement, Assumption of Risk and Release Forms available on site at all district-sponsored events and meetings. Keep the file of completed forms for the current biennium on site for each event.
- d. Serve on the Crisis Management Team for all meetings.
- e. Provide complete written documentation of any emergency, including implementation of the emergency plan, using the LWML Crisis Incident Report Form (found in the Appendix of the *Leadership Guidelines*, section F-4.d).
- f. Send a copy of the LWML Crisis Incident Report Form (either hard copy or digital) to the Archivist-Historian(s) and retain a file of the completed crisis incident report forms (either paper or digital) for a period of five years.

3. Other Responsibilities:

- a. Work with the District President to keep the District calendar updated.
- b. Submit a report for Executive Committee and Board of Directors meetings, including the report for the district convention.
- c. Represent the LWML Kansas District at zone events at the request of the President. Following the event, email a summary report to the Executive Committee and the District Archivist-Historian(s). Utilize the "Zone Event Statistical Report" found on the Organizational Resources page of the website:

(www.kansaslwml.org/OrganizationalResources).

- e. Review the *Leadership Guidelines* annually to remain familiar with the scope of information pertaining to the work of LWML Kansas District and provide input to the VP of Organizational Resources when changes or revisions are needed to keep the guidelines up to date with current practices.
- f. Within 30 days following expiration of appointment, present to successor all material pertaining to the office (*Bylaws, Article V – Section 5*).

IV. APPOINTED PERSONNEL

General Guidelines as shown in the LWML Kansas District Bylaws

- A. The Appointed Personnel shall be Archivist-Historian, Parliamentarian, District Convention Chairman, Short-term Mission Coordinator, Prayer Mail Coordinator, Travel Chairman, Public Relations Director, and Endowment Chairman.

The Appointed Personnel shall:

1. be members of LWML;
2. serve a term of two (2) years, and be eligible for reappointment;
3. attend meetings as advisory members at the request of the President;
4. be responsible to the President;
5. furnish a report to the District convention; and
6. perform all duties as prescribed by the President and Executive Committee.

Bylaws, Article XI, Section 6.A

General Guidelines as shown in the LWML Kansas District Bylaws

- B. ARCHIVIST-HISTORIAN

The Archivist-Historian shall:

1. write a history of the district for the biennium; and
2. gather and preserve records and other material of significance of the district.

Bylaws, Article XI, Section 6.B

Duties in Detail

B. Archivist-Historian(s)

1. Gather and preserve Kansas District records, including:
 - a. Minutes of all meetings of Executive Committee and Board of Directors
 - b. Minutes of the proceedings of the district convention
 - c. Minutes of the zones' executive committee meetings and events
 - d. Each issue of *The Kansas Sonshine*
 - e. Kansas Assembly of Leaders (KAOL) materials
 - f. Zone statistical reports from spring and fall zone meetings

- g. Zone newsletters and event materials (Bible studies, prayer services, etc.)
 - h. District Convention manual
 - i. District Bylaws and amendments
 - j. *Leadership Guidelines*
- 2. Maintain a repository of LWML items of interest, including:
 - a. Newspaper clippings
 - b. Photos
 - c. Articles appearing in Kansas District LCMS publications, such as the Kansas District supplement of the *Lutheran Witness*.
 - d. Concise summaries of significant events which may not be included elsewhere.
- 3. At the close of the district convention, send to the LWML Archivist-Historian(s):
 - a. Convention manual
 - b. Minutes of convention proceedings
 - c. Minutes of Board of Directors meetings held during the biennium
 - d. Minutes of Executive Committee meetings held during the biennium with any potentially sensitive material redacted
- 4. At the close of the biennium prepare a historical summary of the LWML Kansas District, stating facts and figures of progress for the biennium and concluding with the district convention. Send summary to:
 - a. LWML Archivist-Historian(s)
 - b. Kansas District LWML President
- 5. Records Storage:
 - a. Receive completed LWML Crisis Incident Report forms from the Meeting Manager for archival storage. This ongoing file should include a record of when each report was received and filed.
 - b. Current materials may be kept with Archivist-Historian(s) until complete and ready for archive.
 - c. Printed Archival materials are currently maintained at the LCMS Kansas District office in Topeka, with storage arrangements made through LCMS District personnel.
 - d. Digital Archival materials are maintained in the Archivist-Historian(s) Google drive. Any solely digital materials will have a second copy maintained on a physical storage device. Minutes may not be solely digital.
 - e. Maintain archives in an orderly fashion.
- 6. Other Responsibilities:
 - a. Have a display of historical items of interest at each district convention.
 - b. Facilitate electronic signing of Executive Committee, Board of Directors, and zone meeting minutes, as needed.
 - c. Preserve records on acid-free paper whenever possible.
 - d. Write descriptive captions for photos and identify people shown.
 - e. Verify that all items are dated.
 - f. Submit a report for Executive Committee and Board of Directors meetings, including the report for the district convention.
 - g. Attend meetings in an advisory capacity at the request of the District President.
 - h. Pass on to Zone Archivist-Historian(s) any information that would be helpful on the zone and/or group level. Information may be distributed through Zone Presidents.
 - i. Review the *Leadership Guidelines* annually to remain familiar with the scope of information pertaining to the work of LWML Kansas District and provide input to the District VP of Organizational Resources when changes or revisions are needed to keep the guidelines up to date with current practices.
 - j. Within 30 days following expiration of appointment, present to successor all material pertaining to the office (*Bylaws, Article V – Section 5*).

General Guidelines as Shown in the LWML Kansas District Bylaws

C. PARLIAMENTARIAN

The Parliamentarian shall:

1. serve as an adviser in parliamentary procedure upon request;
2. be an ex officio member of the Organizational Resources Committee (see Article XI, Section 3.E.1); and
3. prepare convention ballots for Mission Grant proposals, GGGF proposals, and election of officers and pastoral adviser.

Bylaws, Article XI, Section 6.C

Duties in Detail

C. Parliamentarian

1. Serve as adviser in parliamentary procedure upon request to:
 - a. District President
 - b. District LWML officers and individual LWML members
2. Serve as an ex-officio member of the Organizational Resources Committee.
3. See that *Robert's Rules of Order Newly Revised* (RONR) governs the proceedings of the district in all cases to which they are applicable and in which they are not inconsistent with the Bylaws of the LWML, applicable law, or Christian principles (*Bylaws, Article XVI*).
4. Prepare convention ballot(s) for proposed mission grants, GGGF grants, candidates for office, and pastoral counselor.
 - a. Print a ballot of approved Mission Grant proposals on white paper for the District Convention, listing them according to the date received by the committee.
 - b. Print a ballot of approved God's Gracious Gift proposals on lavender paper for the District Convention, listing them according to the date received by the committee.
 - c. Prepare printed officer ballots on yellow paper, listing candidates in alphabetical order for each office, with space allowed for possible nominations from the floor. Include candidates for pastoral counselor on this ballot with notice that nominations from the floor for this position are not allowed.
 - d. Present sample ballots of proposed mission grant proposals, God's Gracious Gift Fund proposals, and proposed candidates for offices and pastoral counselor, along with sheets for recording results to the convention Printing and Publicity Committee for the convention manual, if necessary.
5. Provide each Teller Committee with an adequate supply of Tally Sheets (at least 30 sets) and Report of the Tellers forms (see Appendix, page F-6.e-f.) for each specific item on the convention ballot which requires them.
6. Templates for convention Tally sheets, Report of Tellers, and balloting results can be found in the appendix of the Leadership Guidelines (F-6.b through F-6.f).
7. Review the responsibilities of the Teller Committees with the chairmen and parliamentarians of each committee prior to the convention (see *Leadership Guidelines* for Convention Teller Committees in Chapter 3, Section III). Be available to review these responsibilities with each entire committee before counting begins and to answer questions throughout the counting process.
8. Other responsibilities:
 - a. Submit a report for Board of Directors meetings, including the report for the district convention.
 - b. Review the *Leadership Guidelines* annually to remain familiar with the scope of information pertaining to the work of LWML Kansas District and provide input to the VP of Organizational Resources when changes or revisions are needed to keep the guidelines up to date with current practices.

- c. Within 30 days following expiration of appointment, present to successor all material pertaining to the office (*Bylaws, Article V – Section 5*).

General Guidelines as Shown in the LWML Kansas District Bylaws

D. DISTRICT CONVENTION CHAIRMAN

The District Convention Chairman shall be appointed from the host zone in accordance with the schedule set forth in these *Leadership Guidelines* and shall be responsible to the District Convention Planners, consisting of the District President, all Vice Presidents and Meeting Manager.

Bylaws, Article XI, Section 6.D

Duties in Detail

See the Convention Guidelines (Chapter 4 of the *Leadership Guidelines*) for detailed responsibilities pertaining to this office.

General Guidelines as Shown in the LWML Kansas District Bylaws

E. SHORT-TERM MISSION COORDINATOR

The Short-Term Mission Coordinator shall:

1. publicize opportunities for short-term mission trips;
2. assist the mission teams with pre-trip planning; and
3. provide reports to the Executive Committee and the Board of Directors.

Bylaws, Article XI, Section 6.E

Duties in Detail

E. Short-Term Mission Coordinator

1. Publicize opportunities for short-term mission trips:
 - a. Distribute to all Zone Presidents and LWML groups opportunities for short-term mission trips with LCMS World Mission or other Recognized Service Organization ministries. (Some ministries may be contacted directly without going through LCMS; notify the LCMS World Mission when such trips are planned.)
 - b. Speak about mission trip opportunities at district events such as conventions, KAOL, and retreats.
 - c. Be available to speak at zone events and workshops.
 - d. Confirm placement of mission teams with LCMS World Mission.
2. Assist the mission teams with trip planning:
 - a. International Trips – LCMS World Mission assigns a placement counselor to provide logistical assistance and guidance.
 - b. United States Trips – The team will work directly with the ministry they are serving. LCMS is available to suggest ministries and provide logistical assistance if requested.
3. Follow-up with mission teams at conclusion of trip:
 - a. Contact teams upon return from trip, requesting a trip summary and pictures that may be publicized in *The Kansas Sonshine* and on the district website.
 - b. Encourage zones and groups to request presentations from mission teams.

4. Report to the Executive Committee, Board of Directors and the district convention:
 - a. Coordinate convention activities to promote future short-term mission teams.
 - b. At the discretion of the Executive Committee, set up a display for the district convention.
5. Other responsibilities:
 - a. Review the *Leadership Guidelines* annually to remain familiar with the scope of information pertaining to the work of LWML Kansas District and provide input to the District VP of Organizational Resources when changes or revisions are needed to keep the guidelines up to date with current practices;
- b. Within 30 days following expiration of appointment, present to successor all material pertaining to the office (*Bylaws, Article V – Section 5*).

General Guidelines as Shown in the LWML Kansas District Bylaws

F. PRAYER MAIL COORDINATOR

The Prayer Mail Coordinator shall circulate prayer requests through the District prayer mail network.

Bylaws, Article XI, Section 6.G

Duties in Detail

F. Prayer Mail Coordinator

1. Maintain an email list of persons wishing to receive the email requests.
2. Keep a paper list as a back-up.
3. Update the list as needed.
4. When emails are returned as undeliverable, follow up with the District President and the District Directory Manager to see if they can help identify the name related to the email.
5. Send out prayer and other requests as received using BCC (Blind Carbon Copy). Follow up as necessary.
6. At the direction of the District President, attend Board of Directors and other meetings as Appointed Personnel.
7. Maintain a paper or digital record of the prayer requests submitted for the current biennium.
8. Send reports as directed by the District President.

General Guidelines as Shown in the LWML Kansas District Bylaws

G. TRAVEL CHAIRMAN

The Travel Chairman shall explore options for transportation to conventions.

Bylaws, Article XI, Section 6.H.

Duties in Detail

G. Travel Chairman

1. Explore options for transportation to:
 - a. LWML convention. In this capacity she will be referred to as the District Motor Coach (DMC) Chairman;
 - b. Kansas District convention (if necessary); and
 - c. other venues if requested by the EC.

It is required that the chairman have access to a computer for researching bus lines and hotels, and communicating with hotels, LWML and district officers, and travel participants as required/needed.

1-1. One year Prior to LWML Convention:

- a. Select tentative route(s) to reach planned destination.
- b. If possible, contact at least two (2) or more agencies to acquire bids, taking into consideration condition of bus to be used, and company policy for handling unforeseen problems such as mechanical breakdowns, air-conditioning, restroom malfunctions, etc.
- c. Provide agencies with convention dates, destination, and any additional sightseeing and/or entertainment activities planned along the way.
- d. Alternately, a private (church-owned) bus may be considered, provided:
 1. Organization owning the bus carries \$5 million liability coverage,
 2. Bus driver(s) are CDL licensed
- e. Confirm that the bus agency will provide shuttle service to and from hotel to convention center while at the convention city.
- f. Obtain quotes from hotels where en-route overnight stops may be required.
 1. Make sure motels have ground floor, handicapped rooms available or an elevator to upper rooms. Prefer hotels with on-site restaurants or continental breakfasts included in the room price.
 2. Determine if hotel offers free room(s) for the bus driver(s).
- g. Determine dates when deposits or cancellations will be required by the bus agent, hotels or tours/entertainment venues.
- h. Determine the minimum number of passengers required at the maximum quoted price.
- i. Verify with the charter company any driver's expenses that will be incurred over and above the bid quoted.
- j. If a private bus is used, in addition to administrative costs and travel chairman expenses, calculate cost based on:
 1. Number of miles traveled and cost of fuel using a ratio of average miles/gallon.
 2. Total compensation for the driver(s), including cost of all hotels, meals, and daily honorarium for round-trip travel time.
- k. Verify admission fees and other costs for additional sightseeing or entertainment activities planned pre- or post-convention and include those costs in the registration estimate.
- l. Submit a planned itinerary, estimated itemization of costs, and draft of reservation form to the Executive Committee by September of even-numbered years, for its approval prior to any promotional publicity.
 1. Travel reservation form should emphasize that each participant is still required to send in her own convention registration form. It should also state that the gratuity portion of the reservation fees will not be returned in the event the participant requests a refund.
 2. Travel reservation costs for each participant (including the travel chairman):
 - Basic travel to and from the convention city
 - Admission costs to sightseeing venues (if applicable)
 - Hotel room costs to and from the convention (if necessary) and at convention site.
 - A specified gratuity (amount set by the EC) to be paid to the travel chairman.
 3. Each participant (including the travel chairman) is responsible for:
 - Individual convention registration
 - All meals
 - A suggested cash gratuity for the bus driver to be given at the end of the trip.
 4. See G7. Travel Chairman Compensation.
- m. Complete all forms needed by LWML personnel (such as the Housing Manager [HM], Transportation and Tours Manager [TTM], and Convention Manager [CM]) with the help of the District President once travel plans have been approved by the Executive Committee.

- n. Arrange with the District Financial Secretary to receive all participant deposits and final payments.
- o. Arrange with the District Treasurer for the District to pay all necessary deposits for transportation, hotels, etc. and any administrative costs for contacting travel participants (postage, printing, etc).

1-2. One year Prior to Kansas District Convention:

- a. Select tentative route(s) to reach planned destination.
- b. If possible, contact at least two (2) or more agencies to acquire bids, taking into consideration condition of bus to be used, and company policy for handling unforeseen problems such as mechanical breakdowns, air-conditioning, restroom malfunctions, etc.
- c. Alternately, a private (church-owned) bus may be considered, provided:
 - 1. Organization owning the bus carries \$5 million liability coverage,
 - 2. Bus driver(s) are CDL licensed
- d. Confirm that the bus agency will provide shuttle service to and from hotel to convention center while at the convention city.
- e. Determine dates when deposits or cancellations will be required by the bus agent.
- f. Determine the minimum number of passengers required at the maximum quoted price.
- g. Verify with the charter company any driver's expenses that will be incurred over and above the bid quoted.
- h. If a private bus is used, in addition to administrative costs and travel chairman expenses, calculate cost based on:
 - 1. Number of miles traveled and cost of fuel using a ratio of average miles/gallon.
 - 2. Total compensation for the driver(s), including cost of all hotels, meals, and daily honorarium for round-trip travel time.
- i. Submit a planned itinerary, estimated itemization of costs, and draft of reservation form to the Executive Committee by September of even-numbered years, for its approval prior to any promotional publicity.
 - 1. Travel reservation form should emphasize that each participant is still required to send in her own convention registration form. It should also state that the gratuity portion of the reservation fees will not be returned in the event the participant requests a refund.
 - 2. Travel reservation costs for each participant (including the travel chairman):
 - Basic travel to and from the convention city
 - Admission costs to sightseeing venues (if applicable)
 - Hotel room costs to and from the convention (if necessary) and at convention site.
 - A specified gratuity (amount set by the EC) to be paid to the travel chairman.
 - 3. Each participant (including the travel chairman) is responsible for:
 - Individual convention registration
 - All meals
 - A suggested cash gratuity for the bus driver to be given at the end of the trip.
 - 4. See G7. Travel Chairman Compensation.
- j. Arrange with the District Financial Secretary to receive all participant deposits and final payments.
- k. Arrange with the District Treasurer for the District to pay all necessary deposits for transportation, etc. and any administrative costs for contacting travel participants (postage, printing, etc.).

2. Six to Eight Months Prior to Convention(s):

- a. Arrange for reservation form and preliminary information to be published in the fall edition of *The Kansas Sonshine*. Include itinerary, estimated costs, date when initial deposit is due, last date for cancellations (when deposits—less expenses already incurred—will be returned), and a copy of the of Participant Information, Acknowledgement, Assumption of Risk and Release Form. (This is a required form; passengers will not be allowed on the bus without a completed form.)
- b. Recommend an early reservation deadline of March 1. If bus is not half full at that time, district arranged transportation may be cancelled.

- c. Reserve a block of rooms at any hotels used en-route, and confirm room rates. Arrange for deposits to be paid by the Kansas District if they are required by the hotel.
- d. Maintain contact with the LWML Housing Manager (HM) regarding hotel reservations at the convention and with the LWML Transportation and Tours Manager (TTM) regarding District motor coach information.

3. Four Months Prior to Convention(s):

- a. Contact Bus Travel Agency to establish a pick-up schedule, including times and locations the bus will depart each site. (A general rule is to estimate fifty (50) miles per hour for bus trips, plus additional time allowed for rest stops and/or lunch breaks).
- b. Prepare room assignment list.
- c. Contact participants to do the following duties:
 - 1. Lead daily devotion and prayer.
 - 2. Serve as song leader.
 - 3. Lead the group in entertainment while on a bus trip (games, storytelling time, etc.).
- d. Prepare article for Spring edition of *The Kansas Sonshine* (if necessary).

4. Two Months Prior to Convention(s):

- a. Confirm reservations with hotels where overnight stops are planned.
- b. Contact each person registered:
 - 1. Include itinerary with addresses of motels, departure and arrival times
 - 2. Date when final payment is due
 - 3. Luggage limits (one large suitcase and one tote per passenger)
 - 4. For travel enjoyment and comfort, bring needlework, reading materials, lap robes, pillows and small coolers with water and snacks
- c. Confirm room assignments
- d. Remind each passenger to complete the Participant Information, Acknowledgement, Assumption of Risk and Release Form if they have not already done so. It can be returned with final payment. (This is a required form; passengers will not be allowed on the bus without this form.)
- e. If a second bus is used, appoint a second Bus Leader for the second bus. That person will check passenger list, assist with boarding, relay announcements, and assist the Travel Chairman with other duties as requested. (See G7. Travel Chairman/Bus Leader Compensation)

5. One month prior to Convention(s):

- a. Confirm with participants:
 - 1. Location and time the bus will depart each site.
 - 2. Names of passengers at each pick-up site
- b. If a second bus is used, provide bus leader with a passenger list and a copy of the of Participant Information, Acknowledgement, Assumption of Risk and Release Form for each passenger on the bus.
- c. Prepare one (1) first aid kit to take on the trip for each bus.
- d. Make nametags for each passenger, with number assigned to correspond with the master list.
- e. Plan rest stops and breaks for meals (about every two hours). Call ahead to restaurants with number of people expected. (Avoid fast food restaurants if possible.)

6. Following the Convention(s):

- a. Request comments and evaluations from each passenger.
- b. Prepare a written report for the District Executive Committee for review at its first EC meeting following the conclusion of the convention. Summarize what worked well, and make recommendations for future tours.
- c. Review *The Leadership Guidelines* and provide input to the VP of Organizational Resources when changes are needed to keep the guidelines up to date with current practices.
- d. Prepare a report of the receipts and expenditures.

1. If the receipts are in excess of the expenditures, two options are available:
 - If less than \$10 per passenger, any excess funds will be donated to mite offerings.
 - If more than \$10 per passenger, notify the passengers of the excess and give them the choice of receiving a refund or donating their refund amount to mite offerings.
2. If the expenditures are greater than the receipts, the passengers may be asked to contribute more to cover the costs. This should be done at the discretion of the Executive Committee as they may find another way to cover the expenses.
3. Communicate with the Financial Secretary and Treasurer to ensure refunds or mite offering donations are properly processed.

7. Travel Chairman Compensation

- A. Travel reservation costs for each participant (including the travel chairman):
 1. Basic travel to and from the convention city
 2. Admission costs to sightseeing venues (if applicable)
 3. Hotel room costs to and from the convention (if necessary) and at convention site.
 4. A specified gratuity (amount set by the EC) to be paid to the travel chairman.
- B. Each participant (including the travel chairman) is responsible for:
 1. Individual convention registration
 2. All meals
- C. The Travel Chairman will receive the gratuity amount built into the participants' travel reservation costs. She may take advantage of any free offers provided to travel planners by hotels/vendors.
- D. If a Bus Leader is necessary, she may submit a District voucher for a \$50 honorarium.

H. Public Relations Director

1. Seek out and represent LWML at various LCMS Kansas District conferences and events as requested by the District President.
 - a. Manage and provide a display and materials for an exhibit table.
 - b. Be the liaison between the event organizers and the LWML Kansas District personnel involved in representing LWML Kansas District at the event.
2. Work with the Social Media Manager to maintain a highly visible social media presence.
3. Act as a liaison between LWML Kansas District and LCMS Kansas District by submitting information about Lutheran Women in Mission for the LCMS calendar and newsletter.
4. Seek out publicity materials and marketing gadgets.

General Guidelines as Shown in the LWML Kansas District Bylaws

I. ENDOWMENT CHAIRMAN

The Endowment Fund Coordinator shall be the primary promoter of the fund, call meetings of the committee, be the person responsible for maintaining accurate records, and be in charge of communication with all necessary parties, both within the Kansas District and externally.

Bylaws, Article XI, Section 6.I.

Duties in Detail

I. The Endowment Chairman shall:

1. be the primary promoter of the fund;
2. preside at all meetings of the committee;
3. invite ad-hoc or ex-officio members to serve with the approval of the LWML-KSD President;

4. maintain complete and accurate minutes of all meetings of the committee;
5. serve as the primary communication liaison with external parties employed for legal, investment, accounting and reporting, and other advisory needs;
6. coordinate acknowledgement of all gifts received into the Fund as per the Guidelines for LWML-KSD Endowment Fund; and
7. maintain a permanent log of all donor gifts received as per the Guidelines for LWML-KSD Endowment Fund.

J. Financial Adviser

1. General Guidelines

- a. Be appointed by recommendation of the Executive Committee in odd-numbered years.
- b. Be proficient in basic accounting and financial statements.
- c. Be familiar with financial software such as QuickBooks or Quicken, and Excel.
- d. Create a voucher initiating the monthly transfer from the LCEF online giving account to the Treasurer's account.
- e. Work with the Financial Secretary to determine quarterly amounts of God's Gracious Gift Fund, Student Financial Aid, and Leader Development to send to the LCEF accounts and create vouchers initiating the transfers.
- f. Maintain and have online access to all the LCEF accounts and the LCMS Foundation Endowment accounts, but not as a signer.
- g. Review prepared checks and documents for Endowment transfers to the LCMS Foundation and LWML Gift Planning Services.
- h. Review disbursement of monies from the Endowment Fund with Executive Committee approval.
- i. Serve as an ex officio member of the Gospel Outreach committee in the fall of odd numbered years when they meet to review the Mission Grants and God's Gracious Gift Fund proposals for presentation at the upcoming District convention.
- j. Be an advisory member of the Endowment Committee.
- k. Meet with the mission goal committee before the first Executive Committee meeting in the spring of even-numbered years to draft the District mission goal.
 1. The mission goal committee consists of the Financial Secretary, Treasurer, and Financial Adviser. A member of the Executive Committee may also be assigned by the District President.
 2. The proposed District mission goal will be presented to the Executive Committee for review and recommendation to the Board of Directors for approval at the pre-convention meetings.
- l. Draft the District budget with the Financial Secretary and treasurer for Executive Committee approval.

2. Reports

- a. Receive a copy of fulfilled vouchers and check registers monthly from the Treasurer's bank account.
- b. Receive a copy of the Financial Secretary's report twice a month to include in the Accounting report.
- c. Maintain and report on other events' accounting (conventions, motor coach trips, retreats, etc.).
- d. Review and categorize convention account transactions with the Convention Budget Analyst.
- e. Compile monthly Financial Adviser Accounting Report.
- f. Compile biennium end reports.

3. Licensing

- a. Maintain a tax-exempt certificate status.
- b. Complete annual PCI Compliance validation for electronic giving.

- c. Update online giving and mobile app as needed per Vanco system requirements.
- d. Update online giving and mobile app screens and/or funds for changes to offerings such as Day of Prayer recipient and dates, convention offerings, or to add a new fund, etc.