

INDEX of GUIDELINES  
LUTHERAN WOMEN'S MISSIONARY LEAGUE  
CENTRAL ILLINOIS DISTRICT  
(Revised 2016)

<u>Name of Guideline</u>	<u>Page Numbers</u>
Archivist/Historian	1
Christian Life Chairman	3
Corresponding Secretary	4
District Convention	8
District President	33
District Retreat	37
Editor of <i>The Clarion</i>	39
Elections Committee - Officers/Grants	41
Financial Secretary	42
Human Care Committee	44
Leader Development Chairman	46
Minutes Review Committee	47
Mission Grants Committee	48
Nominating Committee	49
Pastoral Counselor	51
Public Relations Chairman	52
Recording Secretary	53
Resolutions Committee	56
Structure /Bylaws Committee	57
Treasurer	59
Vice President of Christian Life	64
Vice President of Gospel Outreach and Mission Grants	66
Young Women's Recruitment Chairman	68
Zone Delegate	70
Zone President	71
Zone Rally Guidelines	75

## ARCHIVIST/HISTORIAN GUIDELINES

- A. The LWML CID Archivist/Historian shall be appointed by the LWML CID President with the approval of the Executive Committee.
- B. She shall serve for a term concurrent to that of the office of the LWML CID President. She may be considered for an indefinite number of reappointments.
- C. She shall be a member of the LWML CID Board of Directors and have voice/vote privileges at all meetings of the LWML CID, with the exception of the Executive Committee.
- D. She shall:
  1. select committee members with the approval of the LWML CID President to assist her in the execution of her duties and include LWML CID Pastoral Counselor assigned by the President;
  2. receive and file materials pertaining to her respective committee work: including the LWML Handbook containing LWML CID Bylaws and Guidelines, and deliver these to her successor, within thirty (30) days upon retirement, making detailed explanation of each;
  3. attend and report to the regular meetings of the LWML CID Board of Directors generally held in March, June/July, and October/November. Give a written signed 8 ½ x 11 copy of this report to the LWML CID Recording Secretary prior to giving an oral report;
  4. serve the LWML by gathering and preserving records and other materials of historical significance to the LWML CID;
  - 5.. keep and file chronologically a copy of the following items for the LWML CID Archives, sending a copy to the LWML Archivist/Historian at the end of every two years (even-numbered years):
    - a. Executive Committee Minutes,
    - b. Board of Directors Meeting Minutes,
    - c. Convention Manuals (two (2) copies each year),
    - d. Convention Minutes,
    - e. District Newsletters,
    - f. Other District Activities (retreats, workshops),
    - g. Funded LWML CID Mission Grants,
    - h. Convention themes and locations;
  6. write a historical account of the activities of the LWML CID during the four year term of each LWML CID President including a biography of the President. Distribute a copy to:
    - a. LWML CID Archives,
    - b. LWML Archivist/Historian,
    - c. the retiring LWML CID President;
  7. inform and educate LWML CID members about materials/records of historical value that need to be saved and how to preserve them;
  8. submit a written report for the LWML CID Convention Manual to the LWML CID President within her given deadline and not later than the March meeting of the LWML CID Board of

Directors;

9. attend the LWML CID Convention at her own expense;
10. attend the biennial LWML Convention at her own discretion and expense;
11. attend workshops pertaining to her office at the request of the LWML CID Board of Directors;
12. when requested by the Editor submit a brief article for the *The Clarion*;
13. assist her successor with the transition to this office using these guidelines as a help;
14. be reimbursed for necessary expenses incurred in the performance of her duties, including mileage for attendance at required LWML CID functions excluding the LWML District Convention (Standing Rule 1, LWML CID Bylaws).

**Thank you for “SERVING THE LORD WITH GLADNESS.”**

### CHRISTIAN LIFE CHAIRMAN GUIDELINES

- A. The LWML CID Christian Life Chairman shall be appointed by the LWML CID President and approved by the Executive Committee.
- B. She shall serve for a term concurrent to that of the office of the president.
- C. She shall be a member of the LWML CID Board of Directors and have voice/vote privileges at all meetings of the LWML CID, with the exception of the Executive Committee.
- D. She shall:
1. select committee members with the approval of the LWML CID President to assist her in the execution of her duties and include LWML CID Pastoral Counselor assigned by the President;
  2. with her committee initiate and participate in opportunities for deepening spiritual growth in the lives of the women of the league;
  3. receive and file materials pertaining to her respective committee work: including the LWML Handbook containing LWML CID Bylaws and Guidelines, and deliver these to her successor, within thirty (30) days upon retirement, making detailed explanation of each;
  4. attend and report to the regular meetings of the LWML CID Board of Directors generally in March, June/July, and October/November. Give a written signed 8 ½ x 11 copy of this report to the LWML CID Recording Secretary prior to giving oral report;
  5. receive materials from the LWML Christian Life Committee for use in program planning and share with the LWML CID Zone Christian Life officers;
  6. assist with Christian Life workshops, seminars and retreats within the LWML CID;
  7. receive from the LWML CID Corresponding Secretary a list stating names of zone officers;
  8. arrange a display at the LWML CID Convention of available Christian Life materials;
  9. prepare rally materials to be distributed at the special zone rally interest session at the LWML CID Convention or no later than the June/July Board of Directors meeting;
  10. be alert for original Christian Life programming that might be considered for use in the LWML, and submit to the LWML office;
  11. arrange for devotions/games for LWML CID buses while traveling to any LWML activity;
  12. submit a written report for the LWML CID Convention Manual to the LWML CID President within her given deadline and not later than the March meeting of the LWML CID Board of Directors;
  13. attend the LWML CID Convention at her own expense;
  14. attend the biennial LWML Convention at her own discretion and expense;
  15. attend LWML workshops pertaining to her office at the request of the LWML CID Board of Directors;
  16. when requested by the Editor submit a brief article for the *The Clarion*;
  17. assist her successor with the transition to this office using these guidelines as a help;
  18. be reimbursed for necessary expenses incurred in the performance of her duties, including mileage for attendance at required LWML CID functions excluding the LWML District Convention (Standing Rule 1, LWML CID Bylaws).

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## CORRESPONDING SECRETARY GUIDELINES

- A. The Corresponding Secretary shall be elected by ballot at the LWML CID Convention and assume her duties at the close of that convention.
- B. She shall serve a term of four (4) years; not to succeed herself.
- C. She shall be a voting member of the LWML CID Executive Committee and LWML CID Board of Directors.
- D. She shall:
  - 1. receive and file materials pertaining to her respective committee work: including the LWML Handbook containing LWML CID Bylaws and Guidelines, and deliver these to her successor, within thirty (30) days upon retirement, making detailed explanation of each;
  - 2. attend and report to all regular meetings of the LWML CID Executive Committee and Board of Directors (generally held in March, June/July, October/November), providing a written signed 8 ½ x 11 copy of her report to the recording secretary prior to giving her report;
  - 3. submit a written report for the LWML CID Convention Manual to the President within her given deadline and not later than the March meeting of the LWML CID;
  - 4. attend LWML CID Convention at her own expense;
  - 5. attend the biennial LWML Convention at her own discretion and expense;
  - 6. attend LWML workshops pertaining to her office, at the request of the LWML CID Board of Directors;
  - 7. assist her successor with the transition to this office using these guidelines as a help;
  - 8. be reimbursed for necessary expenses incurred in the performance of her duties, including mileage for attendance at required LWML CID functions excluding the LWML District Convention (Standing Rule 1, LWML CID Bylaws).
- E. The Corresponding Secretary shall:
  - 1. be prepared to supply requests for stationery, envelopes, Ready Reference Sheets, Society Record Sheets, and mite boxes;
  - 2. compile a Membership Roster containing a record of zone officers, society and individual membership statistics of all within the LWML CID;
  - 3. conduct such correspondence as may be requested by the President, Board of Directors, and the Executive Committee; including notification of the board meetings indicating date, time, place and agenda supplied by the President;
  - 4. be a member of the LWML CID Mission Grants Committee.

## CHRONOLOGICAL DUTIES OF THE CORRESPONDING SECRETARY

### For June/July Board of Directors Meeting

Using the Ready Reference Sheet, two to four weeks before meeting, send letters of invitation to each board member, including respective agendas for the Executive Committee and Board of Directors meetings provided by the President, and anything else she wants included. Remind Board of Directors to bring names and addresses for Elections and Resolutions Committees and ask them to get permission from the person, if possible.

At this meeting of the Board of Directors gather names, addresses, and telephone numbers suggested for both the Elections Committees and the Resolutions Committee members.

If any are present, ask for their consent the day of the meeting. Contact other suggested members of the committees and give them a self-addressed post card to be returned to the President on which they can give their consent. Provide a line for them to sign their names.

Refer to the October/November Board of Directors meeting for materials you will need to send to these committees after that meeting.

After the district convention, aid the LWML CID President in ordering name tags for new officers through the LWML office.

Bring to the BOD meeting for all members of the BOD:

Ready Reference Sheets

mite boxes-order from LWML office

stationery-order from LWML office

LWML CID stationery is ordered locally and used only by Executive Committee members

Envelopes-order from LWML office

(Have bills from the LWML office sent to the LWML CID Treasurer.)

In the year a new LWML CID President is elected give a packet containing an LWML Handbook, with the LWML CID Bylaws and Guidelines, LWML CID Membership Roster, Ready Reference Sheet to the new Nominating Committee Chairman (immediate past LWML CID District President). The Nominating Committee Chairman will have this packet for four (4) years. The packet may be returned to you at the end of her four year term or she may pass it on to her successor. Check on this.

### For October/November Board of Directors Meeting

Using the Ready Reference Sheet, two to four weeks before meeting, send letters of invitation to each board member, including respective agendas for the Executive Committee and Board of Directors meetings provided by the President, and anything else she wants included.

Make 35 new Ready Reference Sheets. Include Zone President changes from Fall Rallies obtaining names and addresses from the Rally Information Sheets.

Give to the Chairmen of both the elections committees and the resolutions committee:

LWML CID Convention Manual from the most recent LWML CID Convention,

Guidelines for the committee on which they are serving,

a copy of the LWML CID Bylaws.

Packets containing this material should have been returned following the previous convention. These may be mailed to them.

Compile a list of special committees (Bylaws Article XIV) and give a copy to the LWML CID Executive Committee members.

Give Society Record Sheets packet containing a cover letter to zone presidents, a cover letter to the society presidents, and Society Record Sheet to zone presidents who will distribute them to Society Presidents, receive them back, and return to you copies of each Society Record Sheet. You may wish to meet with Zone Presidents during the lunch hour to distribute the packets and answer questions.

Take mite boxes, envelopes, and stationery.

#### During February

Attend Mission Grants Committee meeting. District Vice President of Gospel Outreach and Mission Grants sets up date for meeting, contacts other members of the committee, and provides copies of proposed grants.

After the Mission Grants Committee meeting, Vice President of Gospel Outreach and Mission Grants Committee compiles resumes of grants accepted in order received and sends to Corresponding Secretary. The Corresponding Secretary makes a copy for each Board of Directors member listed on the Ready Reference Sheet and sends it to them in time to study before the March Board of Directors meeting. This may be included in the invitation to the March LWML CID BOD.

Make available to the LWML CID Convention Committee sheets of stationery, envelopes and labels of society presidents, Board of Directors members, individual members, and past LWML CID Presidents when new roster is completed. Obtain individual members names and addresses from Editor of *The Clarion*.

#### For March Board of Directors Meeting

Using the Ready Reference Sheet, two to four weeks before meeting, send letters of invitation to each board member, including respective agendas for the Executive Committee and Board of Directors meetings provided by the President, and anything else she wants included. As the President directs invite the Nominations, Resolutions, and Elections Committee Chairman. Include resumes of proposed mission grants and any officer elections.

If it is the year for the biennial LWML Convention, ask the Zone Presidents to invite Zone Delegates to this meeting. Young Women Representatives may also be asked to attend. (Check with President on this.)

As soon as the Society Record Sheets are returned, compile a new Membership Roster (See Membership Roster file for example.) Send copies to Host Convention Chairman and Editor of *The Clarion*.

If it is a year of the biennial LWML Convention, bring Zone Delegate Guidelines, two (2) sets for each zone. Check with President if you are to also give guidelines to Young Women Representatives.

Submit a written report for the LWML CID Convention Manual to the LWML CID President within her given deadline and not later than the March meeting of the LWML CID Board of Directors.

Bring LWML CID Convention Manual report, mite boxes, stationery and envelopes to the Board of Directors meeting.

Obtain address for the LWML CID Convention Packet Committee Chairman from the host Zone President in order to send her the mission grant and the officer election ballot for the LWML CID Convention.

Working with the Vice President of Christian Life prepare a packet to distribute at the LWML CID Convention to each Zone Rally Chairman:

Ready Reference Sheet

2 Membership Roster Pages for their respective zone

2 copies of Zone Rally Guidelines

5 Rally Information Sheets

(1 each to LWML CID Vice President of Christian Life, Corresponding Secretary, Treasurer, host Zone President and host Zone Secretary)

3 addressed envelopes for LWML CID officers who receive Rally Information Sheets

1 Mission Grant Proposal Sheet

If Elections Committee Chairmen attend this meeting, give them their packets with a previous year's convention manual, LWML CID Bylaws and Elections Committee Guidelines.

#### After the March Board of Directors Meeting

Send a reminder four weeks before the LWML CID Convention to remind Elections Committee members that they will be counting ballots at the LWML CID Convention.

Copy resume of the accepted mission grants proposals and send to each LWML CID Society, and members of the Board of Directors. If it is a year for officer elections, include a resume of the nominees. If there are bylaw changes include them. This information should reach societies/board members six to eight weeks before the LWML CID Convention.

Prepare ballots for voting on mission grants at the LWML CID Convention. Grants should be listed in order received as determined by the Vice President of Gospel Outreach and Mission Grants. The numbers of the grant proposals should match the numbers on the ballots and on the Report of Tellers sheets. List candidates for office in alphabetical order. Email one copy of each ballot to the Convention Packet Committee Chairman.

Check with LWML CID Convention Chairman to make sure a room is available for each of the Elections Committees to count ballots. Send letter to Elections Committees asking them to meet the morning of the convention to receive tally sheets, report of teller sheets, and other instructions. (Check correspondence file for letter sent out in past.).

#### Other Information:

Request ten (10) LWML CID Convention Manuals from the Convention Chairman as you will need them during the year.

**Thank you for "SERVING THE LORD WITH GLADNESS."**



## DISTRICT CONVENTION GUIDELINES

1. If possible find a place two years in advance of hosting the LWML CID Convention. Check available date(s) with the LWML CID President.
2. Appoint a convention chairman. Co-chairmen may be considered. The convention chairman does **not** necessarily have to be the zone president. The chairman, with approval of the zone president, can select her committee members and/or ask for volunteers.
3. Establish a budget. Take into consideration where you are having the convention, cost of noon meal, printing, postage, rental, honorariums/mileage (check with LWML CID President) for convention speaker and LWML representative and other costs. Set your registration fee comparable to what it has been and stay within the limits of your receipts. Mailing may be done by bulk mail by a church to save costs. (Bulk mail, however, is not priority mail.)
4. Usually, if you have to place a down payment to hold your reservations, the LWML CID will advance you that fee. In some instances, your zone may have funds to cover initial costs. Check and see.
5. Based on the theme seek a logo for the convention. Suggestions for logo designs may be sought throughout the district. When set, the logo needs to be shared with all convention chairmen.
6. Having many meetings is unnecessary. Suggestion: Have one meeting in October to get the “ball” rolling, one in January to check progress, and perhaps one in April, to again check and a final meeting after the convention. The Steering Committee may meet as often as they feel necessary. The telephone and email are useful tools.
7. Examine and read some of the convention binders from previous years. Each zone hosting a convention prepares a binder to pass on.
8. It is advisable to have wheel chairs available.
9. If one society cannot handle a specific committee, ask others from another to help.
10. If the convention is held in one of the churches, perhaps the society from that church should not be given another job. It is a good idea to have men from the hosting church available to help with set up and take down.
11. Usually eight (8) complimentary meals are needed. These will be marked on their badges.
  - a. Usually 8 complimentary meals are needed. These will be marked on their badges.  
President of the CID and his wife
  - b. President of the CID LLL and his wife
  - c. LWML representative
  - d. speaker and spouse
  - e. husband of LWML CID President
12. Helpful to have on the Registration form:
 

number attending Servant Events	
number attending Friday night	

13. Save Convention Manuals and give to the following:
  - for LWML CID Historian
  - for LWML CID Recording Secretary
  - for LWML CID Corresponding Secretary
  - for LWML CID Structure Chairman (give to her on Friday evening)
14. Check with the LWML CID President to see if she has a list of FREE materials you can order for the convention packets.
15. Consider having a row or two of chairs where the display people and nurses can be seated in the meeting room.
16. Send an invitation to the LWML CID President notifying her of planning meetings, especially the first one. Send copies of the minutes of all meetings to her so she is well informed.
17. The zone is responsible for the physical aspects of the convention. The LWML CID President is responsible for choosing the convention theme, speaker, hymns, and pastors for devotions, prayers, Bible Study and Friday evening activity.
18. Consult with the LWML CID President concerning the convention theme and text.
19. Convention Chairman shall submit a report to the regular meeting of the LWML CID Board of Directors meetings usually held in October, March and July. Convention particulars must meet the approval of this Board of Directors.
20. Convention Chairman shall keep in close contact with the LWML CID President.

**Thank you for “SERVING THE LORD WITH GLADNESS.”**

## BANNER COMMITTEE

Zones will provide banners on the convention theme. Generally during the opening hymn, (actual time set by District President), the Zone Presidents will process with their respective banners. A Young Women's Representative may accompany the president. Then the banners are to be placed in a highly visible location.

1. Make a large convention theme banner.
2. In January, a letter should be sent to each zone president explaining banner size, convention theme and other convention logo information.

Remind zones to bring the banner to be hung in convention area.

3. Work with Stage Committee and Steering Committee on placement of banners in the convention area.
4. Take poles to the banner room. The zones will bring their banners to the banner room and assemble before the convention opening.
5. Bring extra dowels and cords in case they are needed.
6. Assemble Zone Presidents with their banners and coordinate banner procession at the opening of the convention. (See banner processional line up sheet.) The District President will present a processional line up with names. She may want to make some changes with the order.

### Banners & Banner Processional Line up

Processional Cross  
 2 sets of Bells  
 Zone Banners with  
 Zone presidents & YWR  
 Host banner goes first  
 Appointed District Officers (lined up 2 x 2)  
 Elected District Officers (lined up 2 x 2)  
 District Counselors  
 Past CIDLWML Presidents  
 Speaker and national LWML Representative  
 LWML CID President

7. At the close of the convention, take down the poles and stands and give to the host of the next convention.
8. Line up before the procession should begin 15 minutes before the beginning of the convention to allow time for any needed adjustments.
9. One person should be appointed to help direct the processional line up. The appointed person and ushers should direct the procession, maintain spacing, and alert those carrying banners of any obstructions a banner might hit, such as doorways, balconies, etc.

## SAMPLE ZONE BANNER LETTER

Dear Zone President,

The \_\_\_\_\_ Zone is hosting the LWML CID Convention on \_\_\_\_\_ at \_\_\_\_\_ . At the beginning of the convention, there will be a processional with banners. Each zone is asked to bring a banner related to the convention theme which you will carry. You may have the Young Women's Representative from your zone walk with you. Following the processional, the banner will be displayed for the remainder of the day.

Here are convention details:

Theme:

Convention logo: Included in the mailing

Bible verse:

Colors:

Size: 36' X 60"

Banner stands and poles for each banner will be provided, but we ask that you bring your banner ready to hang. This includes dowel rod and cord.

Line up for the processional will occur at \_\_\_\_\_ in the banner room \_\_\_\_\_. Please make every attempt to be on time.

Prior to coming to the banner room, please place your purse and convention material at the place you will be sitting in the convention hall. After you place your banner in the stand, you may take your seat.

Ushers will assist you as you process with your banner.

The zone hosting next year's convention should make plans to take the banner poles and stands home with you from this convention. There are several large boxes.

If you have further questions, please contact, \_\_\_\_\_ at \_\_\_\_\_.

The \_\_\_\_\_ Zone is very excited to have you here in our area of the district, and to see your beautiful banners.

Serving Him with Gladness,

## CONVENTION PACKETS

1. Acquire folders, pads & pencils. Thrivent may be a good source for free items.
2. If folders are donated, it should be reported to the Convention Chairman so this information can be included in the manual. Give the information to the convention chairman before the manual is printed.
3. Prepare the following packets
  - a. Prepare 27 folders for District Board Members with ballots
  - b. Prepare at least \_\_\_ folders for society delegates. (with ballots)  
(Check number with registrar)
  - c. Prepare folders for \_\_\_ YWR's. (check with registrar) (no ballots)
  - d. Prepare 2 folders for District Counselors (no ballots)
  - e. Prepare \_\_\_ folders for Special Guests (no ballots)
  - f. Prepare \_\_\_ pastors (no ballots)
  - g. Prepare \_\_\_ other packets for non-voting guests
4. Do NOT place any information in the folder concerning a mission grant proposal listed on the ballot.
5. Everything going into the packet must be approved by the Executive Committee of the LWML CID.
6. Do not stuff packets too soon. Sometimes information comes in the week before the convention.
7. Receive from LWML CID Corresponding Secretary and/or LWML CID Structure Committee Chairman ballots and bylaw amendments. Duplicate and insert in packets for all eligible voters. Use separate colors for officers and mission grants ballots.
8. A post-convention news release will come from the Publicity Committee. Materials or reports may come from other district officers. (Check with District Board Members if they have anything to put in packet, reminding them of the need of Executive Committee approval).
9. Count the materials as they arrive so that more could be requested or duplicated by your committee, if needed.
10. Check with the Convention Registrar one week before convention for the number of packets needed with ballots and without ballots.
11. Transport packets to the convention hall. Indicate on the outside of the boxes whether the packets inside contain ballots or not.

## DISPLAYS COMMITTEE

1. You may wish to contact a representative of a Christian book store for a display.
2. Check with the following District Officers to see if they want to have a display at the convention and how many tables they will need.
  - a. Vice President of Christian Life
  - b. Leader Development Chairman
  - c. Christian Life Chairman
  - d. Young Women's Recruitment Chairman
  - e. Human Care Chairman
  - f. Historian
  - g. Public Relations
3. Send Invitation to Display letter to prior year's exhibitors in February or March. Exhibitors wishing to sell anything must have permission from the Executive Committee (last board meeting generally in February or March). Include a form to find out how many tables and chairs will be needed for their exhibit. (The following was not done in 2012) The invitation should also include a request of \$10.00 refundable display fee. If the exhibitor comes to the convention with his display, the \$10.00 will be returned to him. If not, the fee will be given to the convention fund. **DISTRICT OFFICERS/BOARD MEMBERS DO NOT PAY THE FEE.**
4. A deadline of \_\_\_\_\_ is set for any group requesting to sell at its booth. All sales are approved by the Executive Committee of the LWML CID and must be submitted to their spring board meeting. This information should be included in the invitation.
5. After receiving the form back, send a letter of confirmation to the exhibitor about 2 weeks before the convention. Include the date and time of the convention, times displays may be set up, information as to the number tables allotted to them, information about the convention hall, and maps of the area.
6. Send a list of exhibitors, number of tables required by each, and any other equipment needed to the Convention Chairman, about 10 days or 2 weeks before the convention.
7. Have a person available during designated set-up times to guide exhibitors to their locations and to refund the \$10.00 to each exhibitor who does display. (Not necessary if the fee is not charged.)
8. Check with District Vice President Mission Advocacy as to who is on the ballot for upcoming mission grants at the March District Board Meeting.
9. If any of the exhibitors are on the Mission Grants Ballot, they may not open up their display until after the voting for the grants has been completed. Check with the LWML CID President for more details.
10. Send a list of all exhibitors who wish to sell items at their booth to the District President by the spring board meeting. Every item for sale must be reviewed by the Executive Board.
11. Make a list of confirmed exhibitors and send to Convention Chairman.

SAMPLE DISPLAY INVITATION

LUTHERAN WOMEN’S MISSIONARY LEAGUE  
 CENTRAL ILLINOIS DISTRICT CONVENTION – SATURDAY, \_\_\_\_\_  
 \_\_\_\_\_ Lutheran Church, \_\_\_\_\_, IL \_\_\_\_\_

You are invited to have a display at our LWML District Convention. Please fill out the form below and return it by \_\_\_\_\_. The display fee is \$\_\_\_\_\_, which includes one lunch. Please make your check payable to: \_\_\_\_\_.

Should your organization appear on the ballot as a possible mite grant recipient, we request you contact us before making your reservation. We have specific rules for possible recipients.

If you have any questions, please contact \_\_\_\_\_ at \_\_\_\_\_.

Set up times:

Friday, \_\_\_\_\_, from \_\_\_\_\_ p.m. to \_\_\_\_\_ p.m.

(You are welcome to stay for the Friday evening activities.)

Saturday, from 7 – 8 a.m. Convention begins at 9 a.m.

**Please return the form below along with the fee be \_\_\_\_\_.**

**Mail to:** \_\_\_\_\_

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**DISPLAY REQUEST FOR LWML CID CONVENTION - \_\_\_\_\_ (date)**

Please reserve the following:

\_\_\_\_\_ 1/2 table (4’X4’) \_\_\_\_\_ full table (8’X8’)

# of chairs \_\_\_\_ If you need electricity, how many plug-ins do you need? \_\_\_\_

Convention Registration (includes one lunch) \$ \_\_\_\_\_

# of additional lunch tickets \_\_\_\_\_ X \$ \_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL \$ \_\_\_\_\_**

\_\_\_\_\_ I will be setting up on Friday, \_\_\_\_\_, from \_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_ I will be setting up on Saturday, \_\_\_\_\_, from \_\_\_\_\_ to \_\_\_\_\_

Name of Organization \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

Phone and email \_\_\_\_\_

\_\_\_\_\_ Please email me a map to the church

FORM AND FEE DUE BY \_\_\_\_\_

MAKE CHECK PAYABLE TO: \_\_\_\_\_

INVITATIONS/REGISTRAR-CREDENTIALS/RESERVATIONS/NAMETAGS COMMITTEE

Collect all information needed: print and mail invitations.

1. Print letters of invitation to:
  - a. ALL societies in the District (see *The Clarion* listing)
  - b. ALL district board members (include Zone Presidents)
  - c. All pastors, active and retired (check with CID)
  - d. ALL deaconesses, Vicars and Directors of Christian Education

Suggestion: Send 2 letters...one for society and one for the pastor. Ask the pastor to inform all church workers in his congregation. This saves on postage. Letters a. and b. are obtained from the District Corresponding Secretary. It will be given to the zone president at the March Board meeting.

2. Print the information letter. The Steering Committee will give you the information for the letter. (date, time, place, speaker, lunch cost, return date) Also, print a map to be included in all letters.
3. Prepare the registration form to be included in the letter.
4. Letter of invitation to all societies, Board of Directors members, pastors, deaconesses, vicars, and DCE's, should include:
  - a. Luncheon reservation form
  - b. Information sheet with map
  - c. Information sheet(s) from any district officer. (NOTE: check with district officers to see if they wish to include something in the invitation letter)
  - d. Hotel suggestions, including a note if there is a "main" hotel for the convention and special room rates for the convention. Parking/Hospitality Committee will have this information.
  - e. Gifts From the Heart flyer
  - f. Servant event activities
  - g. Friday night event flyer
  - h. Interest Group Information
5. The LWML CID President will send invitation to the CID President, LLL CID President, the LWML representative, and the speaker. She will give you the names of those attending.
6. Invitation letters should be mailed by the end of March.
7. Name a Registrar Reservation Chairman. Give her name and address to the Invitation Committee. (She will receive the registrations and money.)
8. Set the date for reservation deadline according to your caterers needs. Remember, many people miss deadlines so give a couple extra days for late ones. Consider \$10.00 (after deadline) fee
9. If needed, prepare a meal ticket. You can mark on the badges and not use tickets. Saves time and printing.
10. Keep the luncheon chairman informed about the number of luncheon reservations received.
11. Confirm the number of reservations with Convention Chairman.



12. Arrange for 7 tables, including those who register at the door.
  - a. Place a table at a distance from other tables for resale of convention registrations to walk-ins.
  - b. Sort reservations in alphabetical order for all groups.
  - c. Ask all people to attach their badges before entering convention center.
  - d. Give packets with ballots to delegates and Board of Directors members.
  - e. Doing registration in alphabetical order instead of zones required fewer people and is more easily controlled. All information was on badges and convention packets.
  - f. Set up early. Some arrive 1 ½ hours early.
13. Give luncheon directions at noon. If there are table decorations for sale after lunch, this should be announced at this time along with a price.
14. Registrar will give approximately three credential reports to the assembly during the convention. The report will be given to the District President prior to reading. (See Appendix page N).
15. The registrar will make the name tags. Name tags may need special information such as workshops, luncheons, etc.

Make different name tags for these five groups:

  - a. Delegates/Past District Presidents
  - b. Board Members
  - c. Young Women's Reps
  - d. Special Guests
  - e. Other Guests
16. It is suggested that name tags be sufficiently different so it is EASY to identify them from a distance.
17. Hand out name tag and holder at the registration table. Each person can assemble his or her own.

## SAMPLE INVITATION LETTER

(Date)

TO: LWML Members, Pastors &amp; Church Workers

RE: Central Illinois LWML Convention to be held April 21-22, 20xx  
at Trinity Lutheran Church in Peoria, Illinois

Dear Sisters in Christ:

The Lincoln Zone of Central Illinois District, in cooperation with the Peoria-Pekin Zone, invite you to the 66<sup>th</sup> Annual CID-LWML Convention to be held Friday and Saturday, April 21-22, 20xx at Trinity Lutheran Church in Peoria. This will be a very unique convention.

The theme for this year's convention is "Prepare, Serve & Strengthen" taken from Ephesians 4:12: *"To prepare God's people for works of service, so that the body of Christ may be built up."*

We are honored to have Pastor Bill Engfehr as our featured speaker. For many years, he has been involved with LWML national conventions and will share first hand experiences what it is like to attend a national convention as well as information to those who have never worked at a convention.

The convention on Saturday, April 22, will start at 9:00 a.m. in the church sanctuary. Morning refreshments will be available in the Gym area of the church beginning at 8:00 a.m.

In addition to the parking at the church, there is also parking across the street on North Street. Everyone is encouraged to carpool.

(if needed: A listing of mission grant proposals to be voted on at the convention will be mailed to all societies at a later date.)

**Registration Form: Please read this form carefully.** Please make copies of the registration form for distribution at your society's meeting. **One form per person is to be filled out and returned.** For better attendance of pastors, societies are encouraged to pay for their pastor's registration fee. Registration fee for the convention is \$20.00 per person. This fee for each person attending must be sent by **March 15, 2011**. All checks should be made payable to Lincoln Zone LWML and mailed to:

Alice Meeker  
15136 N SR 29  
Mason City, Illinois 62664  
(217) 482-5559

Registration packets can be picked up the day of the convention in the Walther Room of the church.

Zone Presidents: Please be prepared to line up with your banner/flag for the processional at 8:45 a.m. in the Usher Room of the church.

Various breakout sessions/workshops will be conducted at 11:00 a.m. and 1:00 p.m. in various rooms of the church basement that will be offered to everyone during the staggered luncheon time. Voting delegates will be able to attend only the afternoon session. All other attendees may attend sessions during the two time slots. **Please return the enclosed form**, along with your registration form, to Alice Meeker in which you have checked which breakout session(s) you would like to attend so enough seating space will be available for all wishing to attend.

Friday evening servant events will begin at 6:00 p.m. Please plan on eating before you come and bring your scissors along so lots can be accomplished. The evening will begin with singing followed by activities of cutting fleece blankets, tying quilts, and much more. Evening vespers will be at 7:00 followed by a question & answer session.

Gifts from the Heart Ingathering on Saturday will be used in preparing to do several servant activities at the National Convention in Peoria to benefit needy people in central Illinois. Your gifts will help to keep individuals physically warm and bring comfort, but most importantly will be used to spread the joy of Christ to keep them safe and secure. See the attached sheet for your listing of items. Please note that each zone has a different list of items to bring.

Hotel reservations may be made at the Holiday Inn Express in East Peoria. Please see the attached sheet for reservation details.

For questions, please feel free to contact Cheryl Garlisch at (217) 828-0945.

Your LWML Sisters,

Sharol Bolton & Rosemary Boyd  
Lincoln Zone Co-Presidents

Enclosures:

- Registration form
- Workshop form
- Breakout/workout session choices sheet
- Speaker biography
- Mission Grant Proposals
- Friday evening vespers/hotel reservations sheet
- Peoria map
- Gifts from the Heart Ingathering sheet

## REGISTRATION FORM

**Please return one form for each person attending.**

(Example: If three persons from your group will be attending, make copies of this page and return three sheets.)

Cost - \$ \_\_\_\_ (includes registration and lunch), \_\_\_\_ after deadline of \_\_\_\_\_.

### COPY FOR EACH PERSON ATTENDING

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

E-Mail \_\_\_\_\_ Phone \_\_\_\_\_

LWML Zone \_\_\_\_\_ Group Name \_\_\_\_\_

Congregation Name \_\_\_\_\_ City \_\_\_\_\_

Check the appropriate category (If voting, check only one position and register for that position at convention. This is how your registration will be counted.):

- \_\_\_\_\_ Voting Delegate #1
- \_\_\_\_\_ Voting Delegate #2
- \_\_\_\_\_ Alternate #1
- \_\_\_\_\_ Alternate #2
- \_\_\_\_\_ District Board Member (voting)
- \_\_\_\_\_ Past District President
- \_\_\_\_\_ LWML CID Counselor
- \_\_\_\_\_ Pastor or Vicar
- \_\_\_\_\_ General Registration
- \_\_\_\_\_ Young Woman Representative ( \_\_\_\_ delegate, \_\_\_\_ non-delegate)
- \_\_\_\_\_ Teens
- \_\_\_\_\_ Deaconess or DCE
- \_\_\_\_\_ Guest

**\*\*\*\*\*MAIL FORM TO:**

**Registration Deadline is \_\_\_\_\_**

**Make checks payable to LWML \_\_\_\_\_ Zone**

**INTEREST SESSION CHOICES FOR LWML CID CONVENTION**

PLEASE CHECK INTEREST SESSIONS ON THE REGISTRATION FORM SO OUR SPEAKERS ROOMS MAY BE ARRANGED BY GROUP SIZE.

11:15 a.m. (If you are a delegate, please do not choose a morning session.)

\_\_\_\_\_ OAFc

\_\_\_\_\_ Missionaries

1:00 p.m.

\_\_\_\_\_ OAFc

\_\_\_\_\_ Missionaries

### **Events for Friday**

\_\_\_\_\_ I will be attending the supper

#### Servant Events Sign-up:

\_\_\_\_\_ Tying Quilts

\_\_\_\_\_ Wrapping bandages



CENTRAL ILLINOIS DISTRICT

(date)

Speaker's name

Title

Address

City, State, Zip

RE: LWML Central Illinois District Convention  
April 27-28, 2018

Dear :

Greetings in the Name of our Risen Lord.

We are delighted that you will be the (Speaker/LWML Representative) at our convention April 27-28, 2018 at the (location) city, state. I know that President Sheila Lutz has discussed arrangements for your attendance at the convention. This is to confirm the arrangements.

Our first day of the convention begins on Friday, April 27, at (time). The opening Worship Service with Communion will begin at 7:00 PM that evening at (location). Plenary session begins at 9 AM on Saturday, April 28 with a procession in which you are invited to participate with us.

You are scheduled to give your presentation on Saturday at 10:45 a.m. You are also scheduled to attend the special YWR lunch on Saturday at 12:00 noon.

So that we can accommodate your arrangements for attendance at our convention, I have enclosed two forms:

1. Special Registration and Travel form. Your housing has been arranged - please note any changes you may wish on this form.
2. Convention Speaker Requests form to request anything you need for your presentations.

Please complete the forms and return to me via e-mail ([convention personnel](#)).

The convention hotel is: (name, address, phone number) and your hostess for your visit will be: (info)

We do cover the expenses connected to your visit – lodging and meals.

It will be great having you at our convention. If you have any further questions, don't hesitate to contact me.

God's blessings to you and safe travel.

Joy and Peace,

Susie LWML	Phone No. ###-###-####
address	E-mail:
City, state, zip	Cell phone: (in case you need to contact me right before the convention).

Enclosures (2)

2.2018\_LWML\_CID\_Guidelines clean copy [11437].docx

CONVENTION SPEAKER REQUESTS  
LWML CID District Convention – April 2018

**Audio/visual:** (Projector, Computer, Printed Materials during convention)

\_\_\_ Item Needed \_\_\_\_\_

\_\_\_ Software Needed \_\_\_\_\_

\_\_\_ Technical Assistance Needed \_\_\_\_\_

Needed (When: breakouts, plenary session) Date \_\_\_\_\_ Time \_\_\_\_\_

Length of Time Needed \_\_\_\_\_ Location \_\_\_\_\_

**Presentation:**

\_\_\_ I intend to provide the COMPLETED PowerPoint, pictures and/or content of presentation ON or BEFORE April 15, 2018 for convention set up.

\_\_\_ I will run the PowerPoint from a PERSONAL computer FROM THE STAGE (this means that I will provide a computer to the Audio Visual Booth at least 30 minutes BEFORE convention start time on the day of the presentation)

\_\_\_ I will run the PowerPoint from the podium (Please provide me with a wireless presenter)

Or

\_\_\_ I will provide a script for someone to run the PowerPoint for me.

**Other:**

Needed (When) Date \_\_\_\_\_ Time \_\_\_\_\_

Location \_\_\_\_\_

Comments or Explanation

\_\_\_\_\_  
\_\_\_\_\_

Person Making Request \_\_\_\_\_

Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

PLEASE RETURN THIS PAGE BY: April 1, 2018

TO:

Susie LWML

###-###-####

[communicationchair@lwml.org](mailto:communicationchair@lwml.org)

Please do not hesitate to call "SUSIE" if you have questions.

**Property Request Form  
LWML Central Illinois District Convention 2018**

**Item or Room Requested** \_\_\_\_\_

**Needed (When) – Date** \_\_\_\_\_ **Time - Starting** \_\_\_\_\_

**Length of Time Needed** \_\_\_\_\_

**Need at What Location** \_\_\_\_\_

**Comments or Explanation** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**If for a meal, how many people are you preparing for?** \_\_\_\_\_

**Person making request** \_\_\_\_\_

If questions, please call  
*Susie LWML*

###-###-#### [communicationchair@lwml.org](mailto:communicationchair@lwml.org)

**DEADLINE FOR REQUEST:      April 1, 2018**



**SPECIAL REGISTRATION AND TRAVEL FORM**  
**LWML CENTRAL ILLINOIS DISTRICT CONVENTION**

20d

location  
April 27-28, 2018

Name \_\_\_\_\_

**Please check all that apply to you**

**ATTENDANCE:**        \_\_\_\_\_ Friday                                \_\_\_\_\_ Saturday

**HOUSING:**            \_\_\_\_\_ Friday night                                \_\_\_\_\_ Saturday night

**MEALS:**

\_\_\_\_\_ Friday lunch                                \_\_\_\_\_ Friday supper  
\_\_\_\_\_ Saturday lunch                                \_\_\_\_\_ Saturday supper

I will arrive at the convention site via automobile on  
(date) \_\_\_\_\_.

I will arrive at (airport) on  
(date) \_\_\_\_\_.

Time of arrival \_\_\_\_\_.

Airline \_\_\_\_\_ Flight Number \_\_\_\_\_

I will arrange for my own transportation to the convention site (yes) \_\_\_\_\_ (no) \_\_\_\_\_

My departure time from the convention site will be \_\_\_\_\_

I request transportation to the airport on  
(date) \_\_\_\_\_ for (check-in time) \_\_\_\_\_.

Please give your mileage or airfare that will need to be reimbursed to the Treasurer  
(name) during your time at the convention. In this way she will be able to present the  
check to you before you leave.

If it is more convenient, this document can be copied as a Word Document, and  
emailed to (convention personnel).

Please fill in the appropriate information. This will be used to make the proper arrangements for your  
time at the convention. We would like your convention experience with the LWML Central Illinois  
District to be as pleasant as possible.

REGISTRATION REPORTS

Dated: _____	1 <sup>st</sup> REPORT	2 <sup>nd</sup> REPORT	3 <sup>rd</sup> REPORT
Board Members (# will not exceed 28) (7 EC, 12 ZP, 9 appointed)	_____	_____	_____
Past District Presidents	_____	_____	_____
Delegates	_____	_____	_____
<b>Possible ballots</b>	_____	_____	_____
Young Women Reps	_____	_____	_____
TEENS	_____	_____	_____
Counselors (2)	_____	_____	_____
Pastors, Vicars, Deaconess'	_____	_____	_____
Special Guests	_____	_____	_____
Others	_____	_____	_____
Total in attendance	_____	_____	_____

## REGISTRATION TABLE SIGNS

Doing general registrations (delegates, board, etc.) by last name works well. All delegates and board members (voting body) are on one end of the room, general and others at another end of the room. Ballots are easily kept separate with this venue.

Seven signs will be needed:

**ALL DELEGATES  
A – L LAST NAMES**

**ALL DELEGATES  
M - Z LAST NAMES**

**BOARD OF  
DIRECTORS**

**GENERAL - GUESTS  
A – L LAST NAMES**

**GENERAL - GUESTS  
M – Z LAST NAMES**

**RESALE REGISTRATIONS  
for WALK-INS**

**YWR, PASTORS,  
SPECIAL GUESTS**

## MORNING HOSPITALITY/LUNCHEON COMMITTEE

1. Arrange for the coffee hour scheduled before convention sessions begin. Suggested times are 8-9am (based on a 9am convention start time).
2. Make arrangements for coffee, juice, muffins, cookies etc. Some convention facilities do not permit food to be brought in, and costs for coffee/treats furnished by convention facility are too great. There have been years in the past where there was no coffee hour because of the expense. If permissible, you might want to consider a catered coffee hour from a grocery chain. This cost needs to be figured into the registration cost. If there is no coffee hour, note this in the invitation materials.
3. Have sufficient number of ladies on hand to serve the coffee hour and luncheon.
4. Be ready to serve 90 minutes prior to convention start.
5. Work with the Facilities Committee in arranging the tables and chairs for the coffee hour.
6. Work with the Steering Committee to hire a caterer for the noon luncheon. With the caterer and Steering Committee, plan the menu for the day.
7. Please remember that everyone needs to be fed in the time allowed for lunch. In order to achieve this, it may be necessary to consider such things as number of buffet lines, self-serve or served buffet lines, or plated lunch.
8. Cost of luncheon will need to be known before establishing the budget.
9. Work with the caterer in establishing a deadline for number of lunches needed. Give this deadline to the Steering Committee so a corresponding registration deadline can be set and included in the invitation materials.
10. The Convention Registrar will give you the number of lunches needed. Commit this number of lunches to the caterer by the deadline.

## PARKING AND HOSPITALITY FOR OVERNIGHT GUESTS

1. Establish an official convention hotel near the convention site. Block an appropriate number of rooms for anticipated overnight attendees.
2. Provide housing where necessary for District officers and speakers, if overnight accommodations are needed.
  - a. Most prefer to stay at a motel.
  - b. The District President will make arrangements for the LWML Representative and speaker if accommodations are needed.... Or, she will ask the Steering Committee to do so.
  - c. A list of hotels is to be given to the invitation committee to be included with the information letter and each person is to make his or her own reservations. Please tell them registration is with the LWML to acquire any special room rates.

PARKING: Check to see if parking is to be in a specific area, especially if there are charter buses.

3. Have people to direct parking from 7:30 – 9:30 a.m. on the morning of the convention and direct guests to the appropriate entrances to the convention hall. Ask men of the congregation to help with parking
4. If needed, contact police to assist with traffic at the end of session.

## MUSIC AND STAGE COMMITTEE

Arrange stage area with: table with skirt, chairs, flowers, flags, and sound system. Secure piano/keyboards and pianists and/or organists.

1. Pianist/Organist: Secure more than one in case of illness.  
Note: Keep in mind that any pre-convention music or entertainment will be surrounded by lots of talking. You may choose to just have piano. Set a time limit.
2. Entertainment: Musical groups from local churches, parochial schools are your best resource. Find out from the Steering Committee how much time will be allocated to each group before contacting them.

A decision concerning payment to a musical group needs to be determined by the Steering Committee (usually no funds are available). Since church school groups are not professional, they usually don't have a fee.

3. Table on Stage: See that a skirt is around the table and an appropriate (low) floral arrangement is on the officers' table.
4. Arrange for water and glasses for speakers and officers
5. Arrange for two podiums (with mics). Have one (1) or two (2) floor microphones.
6. Be prepared to hang the large convention theme banner.
7. Be prepared to work with the speaker in supplying anything he might need. Table for laptop, extension cord, screen or TV.
8. Work with Steering Committee and Banner Committee on placement of banner stands.

## FIRST AID

1. A First Aid station will be prepared, clearly marked for access, and announced to the convention body.
2. A nurse should be available and easily identified.
3. First Aid supplies will be available for the nurse according to her direction. This should include a cot. Supplies may also include: rubber gloves, band aids, bandages, scissors, tape, first aid ointment, alcohol swabs, dressing supplies, ice pack, blood pressure cuff.
4. At least one nurse should be seated at a certain place at all times so she can be located quickly and easily.
5. The nurses should have access to a phone and all emergency numbers.
6. It is helpful to have several nurses so the same person doesn't have to stay in the First Aid room all day.

## PUBLICITY COMMITTEE

1. Send a resume about the convention theme, location and speaker(s) to the following early enough to be printed before the Convention.
    - a. *The Gatepost* (Central Illinois District Newsletter)
    - b. *The Clarion* (LWML CID Newsletter)
    - c. Newspapers in the zone hosting the convention. See if the newspaper and/or TV stations will take pictures on convention day. The Servant Event might be good for PR coverage.
    - d. Zone Presidents for release to their local newspapers, check with the District PR chairman to eliminate duplication.
  2. Provide a post news release to be placed in the Convention packets of delegates attending for their local papers after the Convention.
- 

*SAMPLE POST CONVENTION NEWS RELEASE*

## LOCAL WOMEN ATTEND LWML CONVENTION

The 59<sup>th</sup> Annual Convention of the Central Illinois District of the Lutheran Women's Missionary League (LWML) was held Saturday, April 26, at Immanuel Lutheran \_\_\_\_\_, city \_\_\_\_\_. The convention theme was "...".

Approximately \_\_\_\_\_ delegates, members, and guests participated. The opening devotion and Bible study was lead by \_\_\_\_\_.

Hosts for the convention were women from the \_\_\_\_\_ Zone which included the following locations: (cities).

The main speaker for the convention was \_\_\_\_\_ of \_\_\_\_\_

The topic was \_\_\_\_\_. He/she works with \_\_\_\_\_. The LWML Representative was \_\_\_\_\_ president or vp....

LWML CID President, \_\_\_\_\_, chaired the business session. The Mite Box offering goal for 2016-2017 was set at \$ \_\_\_\_\_. Mite Box funds are used to support mission grants selected annually from submissions to LWML. By vote, the offerings will be allocated to the following projects: \_\_

Women attending the convention also brought items for:

Delegates from \_\_\_\_\_ church(s) were \_\_\_\_\_.

Next year's convention will be \_\_\_\_\_, 20xx, at \_\_\_\_\_.

---

Suggestions for using media releases: be sure to include your name and phone number, give them too much material as they will edit, retype the release to include all the known information, THANK YOU FOR YOUR HELP IN PUBLICIZING THIS LWML EVENT.



## USHERING AND SIGNS

1. Make sashes or some other ID for ushers to wear so they can be clearly identified.
2. Have ushers on hand to greet people at the door and direct them to registration, display room, banner room, etc.
3. There may be designated seats for delegates, YWR, officers, speakers, special guests. Know where they are.
4. Provide necessary signs for restrooms, delegates, etc. Hang them high.
5. Distribute convention packets at the door to guests. Delegates will receive their packets at the registration tables.
6. Collect ballots and give to proper tellers committees.
7. Collect and give offerings to the Convention Offering Committee.
8. Watch for anyone indicating they can't hear the speakers.
9. Watch for anyone indicating they do not feel well and know where First Aid is located.
10. Discuss luncheon procedure with luncheon reservation committee so serving will go smoothly.
11. Provide containers for collection of ballots and offering.
12. Watch for the handicapped and be ready to offer assistance. Know location of the wheelchairs.
13. Know the numbers for ambulance and fire department to be called if asked by First Aid, Steering Committee or District Officers.
14. Help direct the processional as they line up and show them where to walk, maintain spacing so people don't get bunched up. If there are low doorways, be sure banners and processional cross carriers duck so nothing hits the doorway.

## TABLE DECORATIONS

1. Table decorations should follow the theme of the convention.
2. Decorations are to be approved by the Steering Committee.
3. Any decorations made by LWML, may be sold at cost. If you plan to do this, give instructions to the person giving the luncheon instructions who will announce the cost and when and where the items will be sold.
4. If you choose to make favors, the favors may be placed directly on the tables.

## CONVENTION MANUAL COMMITTEE

1. The cover of the convention manual will be the convention logo.
2. Contact printers or maybe a local church to obtain an estimated cost for the manual and submit to the Steering Committee for approval. Make arrangements for the printing and work closely with the Convention Chairman. Consider recent past attendance records to estimate number of manuals to be printed. Remember the need for extras for historian and others. Attendance in 2009-290, 2010-280, 2011-400, 2012-265, 2013-284, 2014-313, 2015-297, 2016-280.
3. Set appropriate deadlines for reports to be ready, artwork, etc. Printer will need time to order materials. Make sure you work with printer on the deadlines so he has time.
4. Include any acknowledgments in the manual of persons or organizations donating materials, etc. Make a list and send to the District President.
5. Much of the material comes copy ready. Some pages may need to be typed or scanned by your committee. The agenda will be done by the District President.
6. Watch for copyrights. It could be necessary to obtain permission to publish songs in the manual. This will be done by the District President.
7. The agenda should be printed on a different color of paper than other pages and in the center of the manual.
8. Deliver manuals to the Convention Packet Committee by agreed date.
9. Save 14 Convention Manuals
  - 10 for LWML CID Corresponding Secretary
  - 1 for LWML CID Recording Secretary
  - 3 for LWML CID Historian

DISTRICT CONVENTION OFFERING  
PROCEDURES FOR COLLECTING, ETC

1. Host zone should designate a “Convention Offering Committee” consisting of three or four people (ushers) to count the convention offering with the Zone Treasurer or Convention Treasurer if one is appointed. One suggestion would be to have the Zone Treasurer as chair of this committee so the money can be deposited locally and the money sent to the District later. The Zone Treasurer can have available night depository bags to put the money in and deposited that afternoon so it gets into the bank a.s.a.p. The Zone Treasurer may be given bills accrued for this convention that need to be paid, such as the meal, postage, running the booklet. THE CONVENTION OFFERING IS NOT FOR BILLS AND IS STRICTLY FOR DISTRICT USE.
2. Ushers collect the convention offering at the designated time during the convention agenda and keep it until it can be counted.
3. Ushers are to escort the counters to the designated area so the money can be counted. This could be done after the convention speaker.
4. The total amount is given to the credentials/registrar chairman who gives the last credentials totals report in the late afternoon. The District President shall be notified of the offering during the lunchtime if possible.
5. After all bills are paid, the zone treasurer will write two checks to LWML CID. The convention offering is handled completely separately from the rest of the convention monies. Generally half of the offering collected will be given to the LWML CID Mites fund (make note on memo line); the other half will go into the LWML CID Operating Fund (make note on memo line.) along with any monies left after expenses. The checks can be mailed to the District Financial Secretary.

## REMITTANCE FORM

### LUTHERAN WOMEN'S MISSIONARY LEAGUE CENTRAL ILLINOIS DISTRICT

Make checks payable to **LWML Central Illinois District**. Make **SEPARATE CHECKS** for operating Account and Mite Account because they are deposited in two different bank accounts. Please **DO NOT** staple your checks to this form.

Send to: \_\_\_\_\_ Date \_\_\_\_\_  
 LWML CID Financial Secretary  
 \_\_\_\_\_, IL \_\_\_\_\_

LWML CID CONVENTION year \_\_\_\_\_ hosted by \_\_\_\_\_

**Mite Box contribution ½ of offering** \_\_\_\_\_

Totals for Mites \_\_\_\_\_

Your Check Number \_\_\_\_\_

**Operating Account contribution ½ of offering** \_\_\_\_\_

**Operating Account contribution after expenses** \_\_\_\_\_

Totals for Operating Account \_\_\_\_\_

Your Check Number \_\_\_\_\_

**Zone or Convention Treasurer**

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

## DISTRICT PRESIDENT GUIDELINES

- A. The LWML CID President shall be elected by ballot at the LWML CID Convention and assume her duties at the close of that convention.
- B. She shall serve a term of four (4) years; and shall not succeed herself.
- C. She shall be a voting member of the LWML CID Executive Committee and LWML CID Board of Directors.
- D. She shall:
  - 1. preside at the LWML CID Convention and all meetings of the LWML CID Executive Committee and Board of Directors;
  - 2. appoint the chairmen of standing committees and special appointed personnel with the approval of the LWML CID Executive Committee (see Section F);
  - 3. report requested information to the LWML when requested;
  - 4. appoint emergency committees and advise the LWML CID Executive Committee of this action;
  - 5. be an ex officio member of all committees except the Nominating Committee;
  - 6. obtain necessary name badges for Board of Directors members, Past District Presidents, and Young Women Representatives;
  - 7. be responsible for the execution of all valid resolutions passed by the convention, Board of Directors, and Executive Committee;
  - 8. giving a written signed 8 ½ x 11 copy of this report to the LWML CID Recording Secretary prior to giving an oral report;;
  - 9. submit a written report for the LWML CID Convention Manual;
  - 10. prepare contents of LWML CID Convention Manual;
  - 11. receive and approve vouchers for payment of legitimately incurred expenditures and forward them to the Treasurer for issuance of checks;
  - 12. share the duty of attending Fall Rallies with the Vice President of Christian Life;
  - 13. when requested by the Editor submit a brief article for the *The Clarion*;
  - 14. receive and approve new memberships and report them to the LWML President and LWML CID Board of Directors;
  - 15. notify the Editor of *The Clarion*, Corresponding Secretary and LWML President of the dissolution of any society from the LWML CID membership;
  - 16. attend all meetings of the LWML Presidents Assembly and report acquired information to the LWML CID Board of Directors at its next regularly scheduled meeting;
  - 17. attend the biennial LWML Convention;
  - 18. represent the LWML with a brief verbal report at the LCMS CID and LLL CID conventions upon invitation to do so;
  - 19. receive and file materials pertaining to her respective committee work: including the LWML Handbook containing LWML CID Bylaws and Guidelines, and deliver these to her successor, within thirty (30) days upon retirement, making detailed explanation of each;
  - 20. assist her successor with the transition to this office using these guidelines as a help;

21. be reimbursed for necessary expenses incurred in the performance of her duties, including mileage for attendance at required LWML CID functions excluding the LWML District Convention (Standing Rule 1, LWML CID Bylaws).

#### E. Meetings of the LWML CID Executive Committee and Board of Directors

1. She shall:
  - a. preside at all LWML CID Executive Committee and Board of Directors meetings generally held in March, June/July and October/November;
  - b. request the Vice President of Christian Life to preside at these meetings if she is unable to perform her duties;
  - c. prepare an agenda for each regular meeting of the board of directors and executive committee and give to LWML CID Corresponding Secretary for inclusion in the meeting invitation;
  - d. keep meetings informative, interesting, spiritual and moving at a good pace in order to accomplish the business on the agenda.

#### F. APPOINTED PERSONEL AND STANDING COMMITTEES

1. She shall:
  - a. appoint with the approval of the Executive Committee the chairmen of the Standing Committees of Christian Life, Human Care, Leader Development, Public Relations, Structure, and Young Women's Recruitment prior to presiding at her first meeting of the LWML CID Board of Directors.
  - b. appoint with the approval of the Executive Committee the Editor of *The Clarion* and Archivist/Historian;
  - c. be aware that the Appointed Personnel and Standing Committee Chairmen serve a term concurrent to that of the office of President except for the Archivist/Historian and Public Relations.
  - d. assign an LWML CID Pastoral Counselor to each committee with the exception of the Nominating Committee.
  - e. request regular reports from Appointed Personnel and Standing Committee Chairman.

#### G. SPECIAL COMMITTEES

1. She shall:
  - a. appoint the chairman of a Minutes Review Committee with the approval of the Executive Committee when a new Recording Secretary is elected and an LWML CID Pastoral Counselor;
  - b. appoint the chairman of a Financial Review Committee;
  - c. be responsible for directing the LWML CID Board of Directors to appoint Elections and Resolutions committees annually at the June/July Board of Directors meeting and appoint an LWML CID Pastoral Counselor.

#### H. LWML CID CONVENTION

1. Time and place of the annual convention shall be determined by the LWML CID Executive Committee and the Host Zone Convention Committee (See CID Bylaws, Article VI – District Convention, Representation, and Resolutions).
2. The President shall:

- a. consult with the LWML CID Convention Chairman concerning the convention theme and text. (Check with LWML CID Pastoral Counselors.)
- b. attend the initial meeting of the Host Convention Committee and any other planning meeting as deemed necessary;
- c. provide the host committee or the host zone president with convention guidelines at the June/July LWML CID Board Meeting, in the year prior to the convention or as soon as possible following the meeting;
- d. obtain the convention speaker with the assistance of the executive committee;
- e. send convention invitations to the CID President, the LLL CID President, the LWML representative, and the speaker. Indicate spouses of CID individuals are welcome. Send the names of those attending to the Convention Registrar.
- f. annually appoint an LWML CID officer or appointed personnel to chair Friday night convention event;
- g. receive from the Human Care Chairman Servant Events and Gifts from the Heart flyers for inclusion in the LWML CID convention invitation at your deadline or by the March LWML CID Board of Directors meeting;
- h. include on the agenda of the March LWML CID Board of Directors meeting reports From the Elections, Nominating, Resolution and Vice President of Gospel Outreach/Mission Grants, and act on any business generated by these reports;
- i. if convention agenda is completed, distribute at the March Board of Directors meeting to those who are on the agenda, or send as soon as possible;
- j. receive a written report from each elected and appointed officer for inclusion in the convention manual at the March board meeting or before, depending upon the printer's deadline;
- k. prepare the contents of the convention manual;
- l. preside at the convention. May share this responsibility with the Vice President of Christian Life.

#### I. RALLIES

##### 1. She shall:

- a. attend the zone rallies each fall as assigned to her by the LWML CID Vice President of Christian Life;
- b. report the news from the LWML and the LWML CID to each rally;
- c. include a report from the Vice President of Christian Life concerning rally dates and details on the agenda for the March board meeting.

#### J. ZONE MEETINGS

1. She shall attempt to attend LWML meetings of the zones within the CID when invited.

#### K. NEW MEMBERSHIPS

1. She shall use the form provided by the LWML to request a free LWML Handbook for the new society from the LWML President after the society has been officially accepted into membership by the LWML CID.



## L. CORRESPONDENCE

### 1. She shall:

- a. be responsible for all correspondence pertaining to her office, forwarding any mail which is someone else's responsibility;
- b. be responsible for the writing of all thank you letters on behalf of the LWML CID including the convention or retreat speaker, special committees, etc.

## M. LWML BOARD MEETINGS AND CONVENTIONS

### 1. She shall:

- a. attend the LWML Presidents Assembly meeting wherever they are held, usually at the end of January or the first part of February and for three days prior to the biennial LWML Convention in odd numbered years; (Expenses for these meetings are paid for by the LWML. Expenses during convention are paid for by the LWML CID.)
- b. appoint the Vice President of Christian Life to attend as her official representative if unable to attend,. If the Vice President is unable to attend, she may appoint another elected LWML CID officer;
- c. notify the proper LWML person concerning a change in the representation at the board meeting or convention.

## N. LCMS CID CONVENTION

### 1. She shall:

- a. make a brief report to LCMS Central Illinois District Convention when invited to represent the LWML (Note: not necessary to attend entire convention);
- b. appoint another elected LWML CID officer to represent her if unable to attend.

## O. LUTHERAN LAYMEN'S LEAGUE CONVENTION

### 1. She shall:

- a. make a brief report to the convention of the CID Lutheran Laymen's League when invited to represent the LWML (Note: not necessary to attend entire convention);
- b. appoint another elected LWML CID officer to represent her if unable to attend.

## P. LWML CONVENTIONS OF NEIGHBORING DISTRICTS

1. She may, when invited, attend the conventions of neighboring LWML districts at her discretion and expense (Note: not necessary to send another representative if she is unable to attend).

The President shall at all times be aware of her responsibilities to her Lord, the members of the LWML CID Board of Directors, and individual members, and willingly and humbly –

**Thank you for "SERVING THE LORD WITH GLADNESS."**

## DISTRICT RETREAT GUIDELINES

1. A member of the LWML CID Board of Directors shall be appointed annually by the LWML CID President as the Retreat Chairman. She shall select the necessary committee members and Pastor Counselor, with the approval of the LWML CID President, to assist her in executing her duties.
2. The chairman and committee members shall be reimbursed for necessary expenses incurred and should be included in the retreat budget. (See #6) Receipts should be submitted whether reimbursement is requested or not. It helps especially when a budget is created to know all the expenses.
3. Location – Usually the LWML CID President reserves the Christian Growth Center and Retreat Center at Camp CILCA each year. If location is changed notify the Camp in plenty of time in order for them to offer the facilities to another group. If low registration is anticipated consider releasing the Retreat Center for the Camp's usage.
4. Publicity – Information about the retreat should be sent to the CID churches, CID Newsletter (Gatepost), and *The Clarion* two to three months prior to the event.
5. Registration forms should be readily available: on the website, in *The Clarion*, and at the Fall Rallies.
6. Registration forms should ask for:
  - a. registrant's name, address, phone, email,
  - b. special dietary needs,
  - c. roommate/s preference,
  - d. other necessary information.
7. Registration form should include:
  - a. retreat theme,
  - b. location,
  - c. contact person,
  - d. directions,
  - e. date,
  - f. time,
  - g. cost,
  - h. other items to bring.
8. Set a budget which contains:
  - a. meals,
  - b. overnight accommodations,
  - c. copy costs,
  - d. activity supplies,
  - e. speaker fees/honorariums.
9. Encourage registration by setting early deadline and imposing a late fee. Consider having a Friday only or Saturday only fee. A refund policy may be set; however, do not publicize it. It is suggested the LWML CID Pastoral Counselors, guest speakers, and any special guests be given complimentary registration. Attendance has been as high as 80 and as low as 50 at Camp CILCA.

10. Speakers –Since this is a CID event, it is suggested that retreat speakers be LCMS members, or represent a Recognized Service Organization affiliate of the LCMS so that the event will not be open for doctrinal criticism.
11. Registrar – It is suggested the Financial Secretary of the LWML CID receive the registrations for the retreat so that checks may be deposited immediately.
12. Room Assignments – Attempt to honor roommate requests. Request the Camp take down the bunk beds.
13. Schedule – Guest speakers may have their own retreat schedules. A mini schedule without specific times should be printed for the retreat packets. Ending time is best between 3 and 4 p.m.
14. Utilizing LWML CID Pastoral Counselors in retreat activities is encouraged.
15. The retreat should include:
  - a. Bible study
  - b. prayer (meal prayers may include singing)
  - c. packet with retreat materials
  - d. speaker podium, microphone and electronic equipment needed.
16. Considerations for retreats:
  - Icebreaker/Mixer
  - Sketches
  - Sharing times: both in group settings and one on one
  - Games and singing
  - Quiet time
  - Servant Events
  - Ingatherings
  - Saturday only childcare
  - Campfire/Weiner roast
  - Hayrack ride
  - Song leader-Obtain proper permission to reprint any music.
  - Bedtime prayers on their beds with a ‘mint’/favor
  - Table decorations

### EDITOR OF *The Clarion* GUIDELINES

*The Clarion* is an important communication link between the LWML CID and the individual member. It provides news, information and inspiration which strengthen the united efforts of the members of the LWML in a common bond.

#### Purpose

1. Inspire readers for mission;
2. Publicize news of LWML CID events;
3. Share human interest accounts;
4. Keep members informed of current mission projects;
5. Announce coming events and provide information.

#### Qualifications for Editorship

She shall have:

1. a knowledge of the objectives and history of the LWML and enthusiasm for its program as stated in the HANDBOOK;
  2. theological understanding i.e. ability to judge articles and materials with regard to their Gospel relationship; (Further theological editing is the responsibility of the Pastoral Advisor.);
  3. accuracy - ability to report facts and events accurately and properly according to good journalism;
  4. a knowledge of language and style - the ability to write lucid, readable, concise, grammatically correct material;
  5. good technical abilities - ability to type and understand the mechanics of editing, proofreading and layout required for the printing process used by the LWML CID;
  6. an ability to use and apply the mechanics of photography with equipment and subject matter.
- A. The LWML CID Editor of *The Clarion* shall be appointed by the LWML CID President with the approval of the Executive Committee.
- B. She shall serve for a term concurrent to that of the office of the LWML CID President.
- C. She shall be a member of the LWML CID Board of Directors and have voice/vote privileges at all meetings of the LWML CID, with the exception of the Executive Committee.
- D. She shall:
1. select committee members with the approval of the LWML CID President to assist her in the execution of her duties and include LWML CID Pastoral Counselor assigned by the President;
  2. receive and file materials pertaining to her respective committee work: including the LWML Handbook containing LWML CID Bylaws and Guidelines, and deliver these to her successor, within thirty (30) days upon retirement, making detailed explanation of each;
  3. attend and report to the regular meetings of the LWML CID Board of Directors generally held in March, June/July, and October/November. Give a written signed 8 ½ x 11 copy of this report to the LWML CID Recording Secretary prior to giving an oral report;
  4. be responsible for publishing *The Clarion*. Has final responsibility for the content of the publication, including choice of material, editing of copy, layout of pages and proofreading;

5. have the assigned LWML CID Pastoral Counselor review *The Clarion* for doctrinal purity.
6. send individual membership information received in the LWQ document to the District President and Corresponding Secretary.
7. receive current addresses and quantities for *The Clarion* and *The Lutheran Woman's Quarterly* (LWQ) for societies from the zone presidents;
8. be responsible for sending LWQ information to LWML;
9. submit pertinent information to the LCMS CID office for inclusion in LCMS CID newsletters;
10. contact and make requests of LWML CID officers and committee chairmen to obtain regular articles and available news, and to declare *The Clarion* deadlines;
11. publicize information about the Fall Retreat and the Friday evening convention events;
12. submit a written report for the LWML CID Convention Manual to the LWML CID President within her given deadline and not later than the March meeting of the LWML CID Board of Directors;
13. attend the LWML CID Convention at her own expense;
14. attend the biennial LWML Convention at her own discretion and expense;
15. attend workshops pertaining to her office at the request of the LWML CID Board of Directors;
16. assist her successor with the transition to this office using these guidelines as a help;
17. be reimbursed for necessary expenses incurred in the performance of her duties, including mileage for attendance at required LWML CID functions excluding the LWML District Convention (Standing Rule 1, LWML CID Bylaws).

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## ELECTIONS COMMITTEES GUIDELINES (MISSION GRANTS AND OFFICERS)

- A. The LWML CID Elections Committees shall be appointed by the LWML CID Board of Directors.
- B. The Elections Committee for counting Mission Grants Ballots shall consist of no less than three (3) appointed members, an alternate, and an LWML CID Pastoral Counselor. When there is an election of officers, the Elections Committee for counting Officer Ballots shall consist of no less than three (3) appointed members, an alternate, and an LWML CID Counselor.
- C. The LWML CID Pastoral Counselors assigned to the Elections Committees shall be available at the convention to assist in setting up the procedure to be followed in counting the ballots.
- D. The Committees shall:
1. receive from the LWML CID Corresponding Secretary and return to her at the close of the convention:
    - a. a copy of the LWML CID Bylaws,
    - b. the Elections Committee Guidelines,
    - c. copy of the LWML CID Convention Manual from the previous year;
  2. report their presence the morning of convention to the LWML CID President who will provide them with any additional information regarding the duties of the committees;
  3. receive from the Convention Registrar the number eligible to vote;
  4. receive and count all ballots from convention;
  5. give written report to the LWML CID President of the results of the election of officers, selection of Mission Grants, and any other voting by ballot which shall take place;
  6. give oral report to the LWML CID Convention as follows:
 

“Madam Chairman: There are \_\_\_\_\_ delegates, Past District Presidents and Board of Directors members eligible to vote.  
 \_\_\_\_\_ ballots were cast.  
 \_\_\_\_\_ ballots were spoiled.”

*No announcement shall be made to the convention concerning the number of votes received by each candidate.*

*The President declares the officers elected, the grants chosen, and any other decisions made by ballot.*
  7. give an official tally of votes cast for election of officers and mission grants to the Recording Secretary to be placed on record and to the LWML CID President. (Attachment A, B and C are examples of Tellers’ Reports.)
  8. give an official tally of votes cast for mission grants chosen to the Vice President of Gospel Outreach and Mission Grants. (Attachment A, B and C are examples of Tellers’ Reports.)

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## FINANCIAL SECRETARY GUIDELINES

- A. The Financial Secretary shall be elected by ballot at the LWML CID Convention and assume her duties at the close of that convention.
- B. She shall serve a term of four (4) years; not to succeed herself.
- C. She shall be a voting member of the LWML CID Executive Committee and LWML CID Board of Directors.
- D. She shall:
1. receive and file materials pertaining to her committee work, including the LWML Handbook containing the LWML CID Bylaws and Guidelines and deliver these to her successor within sixty (60) days of her retirement, making detailed explanation of each;
  2. attend and give a financial report to the regular meetings of the LWML CID Executive Committee and LWML CID Board of Directors generally held in March, June/July, and October/November. Give a written signed 8 ½ x 11 copy of this report to the LWML CID Recording Secretary and each member of the Board of Directors prior to giving an oral report;
  3. submit a written report for the LWML CID Convention Manual to the LWML CID President within her given deadline and not later than the March meeting of the LWML CID Board of Directors;
  4. attend the LWML CID Convention at her own expense;
  5. attend the biennial LWML Convention at her own discretion and expense;
  6. attend LWML workshops pertaining to her office, at the request of the LWML CID Board of Directors;
  7. assist her successor with the transition to this office using these guidelines as a help;
  8. be reimbursed for necessary expenses incurred in the performance of her duties, including mileage for attendance at required LWML CID functions excluding the LWML District Convention (Standing Rule 1, LWML CID Bylaws).
- E. The Financial Secretary shall:
1. follow the fiscal year for LWML CID as April 1 through March 31;
  2. be bonded at the expense of the LWML CID for an amount designated by the Executive Committee; the LWML CID Treasurer will acquire and renew surety bond.
  3. receive all funds and deposit them in financial institution(s) approved by the Executive Committee;
  4. open and maintain a separate MITE BOX ACCOUNT for LWML and LWML CID grants. The Financial Secretary and Treasurer shall be signers with only one signature required. No administrative costs shall be paid from MITE BOX FUNDS in the LWML CID. Accrued interest remains in this account;
  5. open and maintain a separate OPERATING ACCOUNT to cover expenses incurred in the administration of the LWML CID. The Financial Secretary and Treasurer shall be signers with only one signature required. Accrued interest remains in this account;
  6. encourage each society to remit all MITE BOX offerings on a monthly basis or at least four (4) times a year;

7. encourage each society to support the LWML CID Operating Account with a voluntary offering. The suggested contribution is currently ten dollars (\$10.00) per member, per year, plus the cost of extra Quarterlies. Present cost of Quarterlies is six dollars, fifty cents (\$6.50) each per year; ten (10) or more copies to the same address is five dollars (\$5.00) each;
8. review Mite Box and Operating Account Remittance Form as needed making necessary changes. Distribute with current address to the Zone President at the LWML CID Board of Directors meeting (See Appendix page F);
9. provide each LWML CID Zone President at Board of Directors meetings with an accounting of society contributions to the mite account and operating account;
10. keep an itemized account of all receipts and notify the Treasurer (monthly) of all deposited amounts;
11. arrange with LWML CID Convention Hot Committee to have convention offering deposited in its bank and a check for that amount submitted to the LWML CID following the convention. This alleviates carrying a large amount of money home.
12. reconcile bank statements;
13. submit records for financial review at the close of each fiscal year (LWML CID President appoints the chairman of the Financial Review Committee);
14. submit a written financial report and financial review report for the LWML CID Convention;
15. submit a written report to *The Clarion* editor as requested and within her given deadline, showing total funds received to date in the mite box account and operating account;
16. to satisfy IRS requirements, provide receipts to an individual who gives two hundred fifty dollars (\$250.00) or more to LWML CID (See Appendix page G).

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## HUMAN CARE CHAIRMAN GUIDELINES

Human Care is showing love and extending a helping hand reflecting the love of God as shown through Christ for all people. Human Care demonstrates the dedication of the LWML to loving service in Christ.

- E. The LWML CID Human Care Chairman shall be appointed by the LWML CID President and approved by the Executive Committee.
- F. She shall serve for a term concurrent to that of the office of the president.
- G. She shall be a member of the LWML CID Board of Directors and have voice/vote privileges at all meetings of the LWML CID, with the exception of the Executive Committee.
- H. She shall:
  1. select committee members with the approval of the LWML CID President to assist her in the execution of her duties and include LWML CID Pastoral Counselor assigned by the President;
  2. receive and file materials pertaining to her respective committee work: including the LWML Handbook containing LWML CID Bylaws and Guidelines, and deliver these to her successor, within thirty (30) days upon retirement, making detailed explanation of each;
  3. attend and report to the regular meetings of the LWML CID Board of Directors generally in March, June/July, and October/November. Give a written signed 8 ½ x 11 copy of this report to the LWML CID Recording Secretary prior to giving oral report;
  4. keep current and up to date with LWML Mission Servants resources by obtaining information from the LWML website at [www.lwml.org](http://www.lwml.org) and share this information with LWML CID Zones or members;
  5. give guidance for Gifts from the Heart selection for zone rallies no later than LWML CID Convention, and give them any assistance necessary;
  6. select and facilitate the Servant Events and Gifts from the Heart for the LWML CID Convention;
  7. submit a Gifts from the Heart Litany for the LWML CID Convention Manual to the LWML CID President within her given deadline and not later than the March meeting of the LWML CID Board of Directors;
  8. help with the gathering of the Gifts from the Heart at the LWML CID Convention, and at the President's request, give a report and lead the Gifts from the Heart Litany;
  9. provide flyers for the LWML CID Convention invitation letter with information about Servant Events and Gifts from the Heart and give to the LWML CID President for approval and within her given deadline;
  10. when asked, set up an informational Human Care display table at the LWML CID Convention;
  11. when requested chair or serve on the LWML CID Retreat Committee;
  12. submit a written report for the LWML CID Convention Manual to the LWML CID President

within her given deadline and not later than the March meeting of the LWML CID Board of Directors;

13. attend the LWML CID Convention at her own expense;
14. attend the biennial LWML Convention at her own discretion and expense;
15. attend LWML workshops pertaining to her office at the request of the LWML CID Board of Directors;
16. when requested by the Editor submit a brief article for the *The Clarion*;
17. assist her successor with the transition to this office using these guidelines as a help;
18. be reimbursed for necessary expenses incurred in the performance of her duties, including mileage for attendance at required LWML CID functions excluding the LWML District Convention (Standing Rule 1, LWML CID Bylaws).

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## LEADER DEVELOPMENT CHAIRMAN

Leader Development is an ongoing program provided by the Lutheran Women's Missionary League to help women of the church develop their potential for service to the Lord.

- A. The Leader Development Chairman shall be appointed by the LWML CID President with the approval of the Executive Committee.
- E. She shall serve for a term concurrent to that of the office of the LWML CID President.
- F. She shall be a member of the LWML CID Board of Directors and have voice/vote privileges at all meetings of the LWML CID, with the exception of the Executive Committee.
- G. She shall:
  1. select committee members with the approval of the LWML CID President to assist her in the execution of her duties and include LWML CID Pastoral Counselor assigned by the President;
  2. receive and file materials pertaining to her respective committee work: including the LWML Handbook containing LWML CID Bylaws and Guidelines, and deliver these to her successor, within thirty (30) days upon retirement, making detailed explanation of each;
  3. attend and report to the regular meetings of the LWML CID Board of Directors generally held in March, June/July, and October/November. Give a written signed 8 ½ x 11 copy of this report to the LWML CID Recording Secretary prior to giving an oral report;
  4. provide materials and training to enable each woman to increase skills of leadership in the LWML;
  5. assist LWML CID Board of Directors members as needed for activities within the district;
  6. submit a written report for the LWML CID Convention Manual to the LWML CID President within her given deadline and not later than the March meeting of the LWML CID Board of Directors;
  7. attend the LWML CID Convention at her own expense;
  8. attend the biennial LWML Convention at her own discretion and expense;
  9. attend workshops pertaining to her office at the request of the LWML CID Board of Directors;
  10. when requested by the Editor submit a brief article for *The Clarion*;
  11. assist her successor with the transition to this office using these guidelines as a help;
  12. be reimbursed for necessary expenses incurred in the performance of her duties, including mileage for attendance at required LWML CID functions excluding the LWML District Convention (Standing Rule 1, LWML CID Bylaws).

**Thank you for "Serving the Lord with Gladness."**

## MINUTES REVIEW COMMITTEE GUIDELINES

- A. The LWML CID Minutes Review Committee for the LWML CID Convention shall consist of three (3) members, a chairman appointed by the President and approved by the Executive Committee and two (2) members appointed by the chairman, and an LWML CID Pastoral Counselor assigned by the President. The committee shall serve a term concurrent to that of the office of the LWML CID Recording Secretary.
- B. The committee shall serve a term concurrent to that of the office of the LWML CID Recording Secretary.
- C. This committee shall be reimbursed for all necessary expenses incurred in the performance of committee duties (LWML CID Bylaws Standing Rule 1).
- D. The Minutes Review Committee shall sit at the front of the assembly and take notes of the proceedings along with the LWML CID Recording Secretary.
- E. Within twelve (12) days of the adjournment of the Convention, the LWML CID Recording Secretary shall provide a draft of the minutes of the convention to the committee members setting a return deadline.
- F. The Minutes Review Committee shall:
  - 1. review the draft of the minutes of the convention as soon as possible and not later than the date requested;
  - 2. submit suggested corrections clearly stated to the Chairman of the Minutes Review Committee within her deadline;
- G. The Chairman of the Minutes Review Committee shall:
  - 1. check the corrections made to each copy of the draft by each member of the Committee, and include all corrections on her copy of the draft and share with committee for final review;
  - 2. each committee member shall state through email or signed and dated approval slip her consent for approval of final draft;
  - 3. when final review is approved by committee members send the final draft to the Recording Secretary. (see appendix....)

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## MISSION GRANTS COMMITTEE GUIDELINES

- A. The Mission Grants Committee shall consist of the Vice President of Gospel Outreach and Mission Grants as chairman, Corresponding Secretary, LWML CID President, both LWML CID Counselors, CID LCMS President or his representative, and three at large members selected by the Vice President of Gospel Outreach and Mission Grants with the approval of the LWML CID President.
- B. The committee shall serve a term concurrent to the Vice President of Gospel Outreach and Mission Grants.
- C. They shall:
1. be reimbursed for mileage to necessary meetings;
  2. become familiar with LWML CID Bylaws Article XV-Mission Grants Procedures and Mission Grants Proposal Form in Forms section of these guidelines.
  3. receive copies of all mission grant proposals from the LWML CID Vice President of Gospel Outreach and Mission Grants prior to the Mission Grants meeting;
  4. prayerfully evaluate suggested grant proposals;
  5. attend the Mission Grants Committee meeting set by the chairman;
  6. following the Mission Grants Committee meeting assist the chairman in writing resumes describing each grant proposal;
- D. Criteria for Mission Grant Proposals
1. Grants shall:
    - e. be submitted by individual LWML members, local societies, zones, LCMS and CID LCMS Mission Boards;
    - f. emphasize reaching the unreached for Christ;
    - g. be mission in emphasis, extending the ministry of Word and Sacrament;
    - h. fit into the plans and projects of The Lutheran Church—Missouri Synod;
    - i. be approved by the LCMS mission board of the district in which it is situated;
    - j. be current and ready for implementation;
    - k. be well documented.

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## NOMINATING CHAIRMAN AND COMMITTEE GUIDELINES

- A. Chairman of the LWML CID Nominating Committee shall be the immediate past district president.
- B. She shall:
1. appoint at least two (2) recently retired district or zone officers and an LWML CID Pastoral Counselor, as advisor;
  2. receive from the immediate past Nominating Chairman, the LWML Handbook containing the CID Bylaws and Guidelines and deliver these to her successor within thirty (30) days of her retirement;
  3. receive a current Ready Reference Sheet from the LWML CID Corresponding Secretary;
  4. send to each LWML CID Zone President a Candidate Suggestion Form, containing the qualifications of the offices needing candidate nominations and the name and address of the Nominating Chairman, by August 1 of odd numbered years:
    - a. instruct zone chairmen to share the form with the societies of her respective zone and encourage them to submit requested nominations,
    - b. set October 31st deadline for suggested nominations to be returned to the nominating chairman (See LWML CID BYLAWS Article XIV, Section 2);
  5. upon receipt of nominating forms, notify the proposed candidates that they have been suggested for a specific office and enclose the guidelines for that particular office:
    - a. set a deadline for the proposed candidate to respond with their consent to be considered for the ballot,
    - b. inform proposed candidates that they will be notified if selected as an official candidate or not;
  6. upon receiving nominations from the societies for pastoral counselors, obtain approval from the CID LCMS President;
  7. meet to prayerfully review and verify proposed candidates, selecting at least two (2) nominees for each office to be filled; this meeting may be by telephone, fax or email.
    - a. Consider the following:
      1. the ability and desire of each candidate to carry out the duties of the office,
      2. the faithful service of the nominee in the church and with the LWML, and a missionary love for spreading the Gospel,
      3. the Vice President of Christian Life as a logical nominee for President when the term of the president expires;
  8. provide the LWML CID President with the slate of candidates within her requested deadline and prior to the March Board of Directors Meeting;
  9. be reimbursed for travel expenses incurred to attend the board meeting and for committee expenses incurred while performing committee duties;
  10. provide the LWML CID Corresponding Secretary with a written signed copy of the selected slate so that it can be sent to each society of the district four (4) to six (6) weeks prior to the LWML CID Convention;

11. request a biography from the candidates for the LWML CID Convention Manual and instruct them to send their biographies to the LWML CID President within her given deadline, a photo may accompany the biography;
12. receive a copy of the LWML CID Convention Manual prior to the opening of the convention:
  - a. be familiar with the convention agenda to know when to present the slate and introduce the candidates,
  - b. notify the candidates as to when and how they will be introduced to the convention;
13. present herself to the LWML CID President prior to the opening of the convention in order to receive any further directions;
14. note that the Nominating Committee does not conduct the election or report the results of the elections at convention. The President presides over the nominations from the floor and the Election Committee is in charge of all voting procedures.

**Thank you for “SERVING THE LORD WITH GLADNESS.”**

## PASTORAL COUNSELOR GUIDELINES

The Counselors shall be two (2) pastors serving in parish ministry in the Central Illinois District of The Lutheran Church—Missouri Synod. They shall be elected by ballot at the LWML CID Convention to serve a term of four (4) years. They shall not be eligible for consecutive election to the office. One counselor shall be elected in each even-numbered year. He shall assume his duties at the end of the convention.

### A. DUTIES

1. He shall:
  - a. serve on committees assigned by the LWML CID President in an advisory capacity;
  - b. become familiar with each committee assigned by reading the guidelines for each;
  - c. receive and file materials pertaining to his respective work: including the LWML HANDBOOK containing LWML CID Bylaws and Guidelines, and deliver these to his successor upon retirement;
  - d. attend the LWML CID Convention and Retreat, and Zone Rallies as assigned, (LWML CID Conventions are generally held in April, Retreat in October/November, Zone Rallies in September/October);
  - e. attend and report to the meetings of the LWML CID Executive Committee and Board of Directors as non-voting members. (Meetings of the Executive Committee and Board of Directors are usually held in March, June/July and October/November). Give a written signed 8 ½ x 11 copy of this report to the LWML CID Recording Secretary prior to giving oral report;
  - f. attend one LWML Convention during his term of office. A set expense allowance will be paid at the March LWML CID BOD meeting prior to the LWML convention;
  - g. submit a written report for the LWML CID Convention Manual to the LWML CID President within her given deadline, and not later than the March meeting of the Board of Directors;
  - h. if appointed to *The Clarion* or Public Relations Committee review materials before publication;
  - i. share with the other Counselor the privilege of having opening and closing devotions and Bible study at the LWML CID Convention (The LWML CID President will make this assignment);
  - j. share with the other Counselor the privilege of attending and presenting a brief report at Zone Rallies, installing newly elected zone officers, and conducting the closing devotion (Rally particulars are generally provided by the Rally Chairman or Zone President of each Zone.);
  - k. share with the other Counselor the privilege of conducting either the opening or closing devotion of meetings of the LWML CID Board of Directors (The LWML CID President may assign who is responsible for these devotions.);
  - l. share with the other Counselor the privilege of attending other LWML CID sponsored events;
  - m. when requested by the Editor, submit a brief article for *The Clarion*;
  - n. be reimbursed for necessary expenses incurred in the performance of duties, including mileage for attendance at required LWML CID functions excluding the LWML District Convention (Standing Rule 1, LWML CID Bylaws).

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PUBLIC RELATIONS CHAIRMAN GUIDELINES

- H. The LWML CID Public Relations Chairman shall be appointed by the LWML CID President with the approval of the Executive Committee.
- I. She shall serve for a term concurrent to that of the office of the LWML CID President.
- J. She shall be a member of the LWML CID Board of Directors and have voice/vote privileges at all meetings of the LWML CID, with the exception of the Executive Committee.
- K. She shall:
1. select at least two (2) committee members with the approval of the LWML CID President to assist her in the execution of her duties and include an LWML CID Pastoral Counselor assigned by the President;
  2. receive and file materials pertaining to her respective committee work: including the LWML Handbook containing LWML CID Bylaws and Guidelines, and deliver these to her successor, within thirty (30) days upon retirement, making detailed explanation of each;
  3. attend and report orally to the regular meetings of the LWML CID Board of Directors generally held in March, June/July, and October/November. Give a written signed 8 ½ x 11 copy of this report to the LWML CID Recording Secretary prior to giving an oral report;
  4. promote the program of the LWML as requested by the President and upon authorization of the Board of Directors;
  5. submit a written report for the LWML CID Convention Manual to the LWML CID President within her given deadline and not later than the March meeting of the LWML CID Board of Directors;
  6. attend the LWML CID Convention at her own expense;
  7. attend the biennial LWML Convention at her own discretion and expense;
  8. attend LWML workshops pertaining to her office at the request of the LWML CID Board of Directors;
  9. when requested by the Editor submit a brief article for *The Clarion*;
  10. assist her successor with the transition to this office using these guidelines as a help;
  11. be reimbursed for necessary expenses incurred in the performance of her duties, including mileage for attendance at required LWML CID functions excluding the LWML District Convention (Standing Rule 1, LWML CID Bylaws).
- E. Duties which may be assigned to the Public Relations Committee:
1. maintain and update lwmlcid.org website and Facebook page;
  2. maintain contact with the LWML Public Relations Director and assist with publicizing LWML news and events;
  3. arrange radio/television interviews and coverage when requested;
  4. plan and provide an LWML display for meetings such as the CID LCMS Conventions, Lutheran Layman's League Conventions, and special events when requested.

**Thank you for "SERVING THE LORD WITH GLADNESS."**

## RECORDING SECRETARY GUIDELINES

- A. The Recording Secretary shall be elected by ballot at the LWML CID Convention and assume her duties at the close of that convention.
- B. She shall serve a term of four (4) years; not to succeed herself.
- C. She shall be a voting member of the LWML CID Executive Committee and LWML CID Board of Directors.
- D. She shall:
  - 1. receive and file materials pertaining to her respective committee work: including the LWML Handbook containing LWML CID Bylaws and Guidelines, and deliver these to her successor, within thirty (60) days upon retirement, making detailed explanation of each;
  - 2. attend and record all the meetings of the LWML CID Executive Committee and the LWML CID Board of Directors and the proceedings of the LWML CID Convention and be responsible for the printing and distribution of the minutes;
  - 3. acquaint herself with the terminology and structure of the LWML CID meetings by reviewing past minutes;
  - 4. submit a written report for the LWML CID Convention Manual to the LWML CID President within her given deadline and not later than the March meeting of the LWML CID Board of Directors;
  - 5. attend the LWML CID Convention at her own expense;
  - 6. attend the biennial LWML Convention at her discretion and own expense;
  - 7. attend LWML workshops pertaining to her office at the request of the LWML CID Board of Directors;
  - 8. assist her successor with the transition to this office using these guidelines as a help;
  - 9. be reimbursed for necessary expenses incurred in the performance of her duties including mileage for attendance at required LWML functions excluding the LWML CID Convention (Standing Rule 1, LWML CID Bylaws).

### E. MEETINGS

- 1. She shall:
  - a. record all proceedings of the LWML CID Executive Committee and the LWML CID Board of Directors meetings usually held in March, June/July and October/November;
  - b. before or directly following the opening devotion, distribute attendance sheets (one each for elected officers, appointed officers, Zone Presidents, and when needed Zone Christian Growth Chairmen, convention delegates, Rally Chairmen, and guests) for all to sign, asking name, address, zip, phone and email;

- c. receive an agenda from the LWML CID President prior to the meeting, together with a copy of her report of activities in order to expedite an accurate recording of these;
- d. receive from each member of the Board of Directors, including committee chairmen and zone presidents, a written signed 8 1/2 x 11 report prior to their reports;
- e. read all resolutions made by the LWML CID Executive Committee directed to the members of the LWML CID Board of Directors, e.g.

WHEREAS the Executive Committee wishes to -----

BE IT RESOLVED THAT -----

I move adoption of this resolution.

- f. assist the President in keeping the meeting moving at a good pace in order to accomplish the business agenda;
- g. distribute the printed minutes of the LWML CID Executive Committee meeting to Executive Committee Members only within four (4) weeks;
- h. distribute the minutes of the LWML CID Board of Directors meeting within four (4)weeks to:
  - 1. each elected and appointed officer,
  - 2. both LWML CID Pastoral Counselors,
  - 3. each zone president,
  - 4. CID LCMS President,
  - 5. CID LCMS Executive for Missions, Evangelism, Human Care and Stewardship,
  - 6. President of the LWML;
- i. File all copies of the minutes of the LWML CID Executive Committee and Board of Directors in the ring binder provided, and insert a copy of the report from the LWML CID Treasurer to the rear of each set of minutes.

#### F. LWML CID CONVENTION (usually held in April)

- 1. She shall:
  - a. record the proceedings of the LWML CID Convention including all resolutions presented to the convention, as found in the convention manual;
  - b. assist the President in keeping the meeting moving at a good pace in order to accomplish the business agenda;
  - c. receive from the elections committee, a tally of votes cast for elections of officers and grants to be placed on record. Prior to the adjournment of the convention rise and state, "Madam Chairman, I move that all ballots be destroyed immediately following adjournment.";
  - d. within twelve (12) days of the adjournment of the convention send a draft of the minutes of the convention to the members of the Minutes Review Committee, setting a return deadline;

- e. be responsible for the printing of the minutes of the Convention after final approval is received from the Minutes Review Committee;
- f. distribute the printed copies of the LWML CID Convention Minutes to:
  - 1. each member of the LWML CID Board of Directors (elected and appointed),
  - 2. CID LCMS President,
  - 3. Chairmen of the Nominating, Elections, Minutes Review, and Resolutions Committees,
  - 4. LWML Representative who attended the Convention;
- g. provide the Minutes Review Committee with an expense voucher acquired from the LWML CID Treasurer;
- h. as retiring Recording Secretary, be responsible for the writing, printing and distribution of the minutes of the Convention at which her successor was elected;
- i. may attend the meeting of the LWML CID Board of Directors directly following the Convention to assist the newly elected Recording Secretary.

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### RESOLUTIONS COMMITTEE GUIDELINES

- A. The Resolutions Committee, appointed by the LWML CID BOD, shall consist of three (3) appointed members and a LWML CID Pastoral Counselor assigned by the President as advisor.
- B. They shall prepare and submit to the LWML CID President, within the required deadline, the resolutions to be printed in the LWML CID Convention Manual.
- C. The LWML CID Corresponding Secretary shall provide the committee with a HANDBOOK containing:
  - 1. a copy of the LWML CID Bylaws;
  - 2. resolutions Committee Guidelines;
  - 3. an LWML CID Convention Manual of the previous year.
- D. The Committee shall prepare and submit to the LWML CID Board of Directors for approval the resolutions to be printed in the LWML CID Convention Manual. These shall include:
  - 1. resolutions requested by the LWML CID President or Board of Directors, including the mite goal and grant proposals;
  - 2. resolution of Thanks to Outgoing Officers, Guest Speakers, and the Zone Hosting the Convention (The LWML CID Convention Manual of the previous year will be of help in formulating this resolution.);
  - 3. resolution of Acceptance to the Invitation from the Zone who will host the convention in the following year;
  - 4. miscellaneous resolutions submitted by LWML individuals, societies or zones.
- E. On the day of the LWML CID Convention, BEFORE the opening session, the chairman of this committee shall report her presence to the LWML CID President.
- F. The chairman or a committee member may be asked to present the resolutions to the convention body according to the agenda as set by the LWML CID President.
- G. At the close of the convention, this committee shall RETURN all material provided them under "C" to the LWML CID Corresponding Secretary.
- H. Be reimbursed for necessary expenses incurred in the performance of their duties, including mileage to and from committee meetings (Standing Rule 1, LWML CID Bylaws).

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## STRUCTURE CHAIRMAN GUIDELINES

- A. The LWML CID Structure Chairman shall be appointed by the LWML CID President and approved by the Executive Committee.
- B. She shall serve for a term concurrent to that of the office of the president. She may be considered for reappointment.
- C. She shall be a member of the LWML CID Board of Directors and have voice/vote privileges at all meetings of the LWML CID, with the exception of the Executive Committee.
- D. She shall:
  1. select committee members with the approval of the LWML CID President to assist her in the execution of her duties and include LWML CID Pastoral Counselor assigned by the President;
  2. receive and file materials pertaining to her respective committee work: including the LWML Handbook containing LWML CID Bylaws and Guidelines, and deliver these to her successor, within thirty (30) days upon retirement, making detailed explanation of each;
  3. attend and report to the regular meetings of the LWML CID Board of Directors generally in March, June/July, and October/November. Give a written signed 8 ½ x 11 copy of this report to the LWML CID Recording Secretary prior to giving oral report;
  4. become familiar with the Handbook of the LWML and the guidelines for elected and appointed officers and for committees;
  5. at the request of the President, serve as Parliamentarian of the LWML CID Convention;
  6. maintain a file of guidelines for each office and committee of the LWML CID and provide these to her successor;
  7. keep LWML CID Bylaws in accord with the LWML Bylaws as found in the LWML Handbook, Section E;
  8. receive, examine and approve all bylaws and amendments of the zones within the LWML CID, and assist societies in setting up bylaws when requested;
  9. submit a written report for the LWML CID Convention Manual to the LWML CID President within her given deadline and not later than the March meeting of the LWML CID Board of Directors;
  10. attend the LWML CID Convention at her own expense;
  11. attend the biennial LWML Convention at her own discretion and expense;
  12. attend LWML workshops pertaining to her office at the request of the LWML CID Board of Directors;
  13. when requested by the Editor submit a brief article for *The Clarion*;
  14. assist her successor with the transition to this office using these guidelines as a help;
  15. be reimbursed for necessary expenses incurred in the performance of her duties, including

mileage for attendance at required LWML CID functions excluding the LWML District Convention (Standing Rule 1, LWML CID Bylaws).

- E. Proposed Amendments to LWML CID Bylaws shall:
1. be studied by the LWML CID Structure Committee and sent to the LWML Structure Chairman for review and approval by her committee;
  2. when approved by the LWML Structure Committee, be printed and distributed to the LWML CID Board of Directors for their review and approval within a set deadline;
  3. after approval by the LWML CID Board of Directors, be given to the LWML CID Convention Host Zone Invitation Chairman for inclusion in the convention invitation packet;
  4. be prepared by the Structure Committee Chairman either one copy for inclusion in the Convention Manual to be sent to the LWML CID President, or if longer in length email one copy to the Host Convention Packet Committee Chairman for inclusion in the packet;
  5. be presented to the convention by the LWML CID Structure Committee Chairman;
  6. be amended by a two-thirds vote of the members present and voting at the LWML CID Convention.
- F. By unanimous vote a proposed amendment may be presented to the LWML CID Convention without previous notice. A three-fourths vote shall be required for adoption.

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## TECHNOLOGY CHAIRMAN GUIDELINES

- A. The LWML CID Technology Chairman shall be appointed by the LWML CID President with the approval of the Executive Committee.
- B. She shall serve for a term concurrent to that of the office of the LWML CID President.
- C. She shall be a member of the LWML CID Board of Directors and have voice/vote privileges at all meetings of the LWML CID, with the exception of the Executive Committee.
- D. She shall:
  - 1. select at least two (2) committee members with the approval of the LWML CID President to assist her in the execution of her duties and include an LWML CID Pastoral Counselor assigned by the President;
  - 2. receive and file materials pertaining to her respective committee work: including the LWML Handbook containing LWML CID Bylaws and Guidelines, and deliver these to her successor, within thirty (30) days upon retirement, making detailed explanation of each;
  - 3. attend and report orally to the regular meetings of the LWML CID Board of Directors generally held in March, June/July, and October/November. Give a written signed 8 ½ x 11 copy of this report to the LWML CID Recording Secretary prior to giving an oral report;
  - 4. promote the program of the LWML as requested by the President and upon authorization of the Board of Directors;
  - 5. maintain and update lwmlcid.org website and Facebook page;
  - 6. encourage use of LWML social media;
  - 7. maintain contact with the LWML CID Public Relations Director and assist with publicizing LWML CID news and events;
  - 8. facilitate technical support education;
  - 9. submit a written report for the LWML CID Convention Manual to the LWML CID President within her given deadline and not later than the March meeting of the LWML CID Board of Directors;
  - 10. attend the LWML CID Convention at her own expense;
  - 11. attend the biennial LWML Convention at her own discretion and expense;
  - 12. attend LWML workshops pertaining to her office at the request of the LWML CID Board of Directors;
  - 13. when requested by the Editor submit a brief article for *The Clarion*;
  - 14. assist her successor with the transition to this office using these guidelines as a help;
  - 15. be reimbursed for necessary expenses incurred in the performance of her duties, including mileage for attendance at required LWML CID functions excluding the LWML District Convention (Standing Rule 1, LWML CID Bylaws).
- E. All postings through social media shall be approved by LWML CID President and LWML CID Counselors unless reposted from official LWML site.

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## TREASURER GUIDELINES

- A. The LWML CID Treasurer shall be elected by ballot at the LWML CID Convention and assume her duties at the close of that convention.
- B. She shall serve a term of four (4) years; not to succeed herself.
- C. She shall be a voting member of the LWML CID Executive Committee and LWML CID Board of Directors.
- D. She shall:
  - 1. receive and file materials pertaining to her respective committee work: including the LWML Handbook containing LWML CID Bylaws and Guidelines, and deliver these to her successor, within thirty (60) days upon retirement, making detailed explanation of each;
  - 2. attend and give a financial report to the regular meetings of the LWML CID Executive Committee and LWML CID Board of Directors generally held in March, June/July, and October/November. Give a written signed 8 ½ x 11 copy of this report to the LWML CID Recording Secretary and each member of the Board of Directors prior to giving an oral report;
  - 3. submit a written report for the LWML CID Convention Manual to the LWML CID President within her given deadline and not later than the March meeting of the LWML CID Board of Directors;
  - 4. attend the LWML CID Convention at her own expense;
  - 5. attend the biennial LWML Convention at her own discretion and expense;
  - 6. attend LWML workshops pertaining to her office, at the request of the LWML CID Board of Directors;
  - 7. assist her successor with the transition to this office using these guidelines as a help;
  - 8. be reimbursed for necessary expenses incurred in the performance of her duties, including mileage for attendance at required LWML CID functions excluding the LWML District Convention (Standing Rule 1, LWML CID Bylaws).
- E. She shall:
  - 1. follow the fiscal year for LWML CID of April 1 through March 31;
  - 2. secure a security bond for the Financial Secretary and the Treasurer at the expense of the LWML CID for an amount determined by the Executive Committee and annually renew the it for an amount designated by the LWML CID Executive Committee for the Financial Secretary and the Treasurer;
  - 3. keep an itemized account of all disbursements
  - 4. keep a record of deposited amounts received from the Financial Secretary;
  - 5. reconcile bank statements;
  - 6. submit a written report to the LWML CID editor of *The Clarion* as requested and within her given deadline, showing total funds disbursed from the mite box account and operating account;
  - 7. make payments authorized by the LWML CID President. (See Appendix page H);

- a. make expense forms available at LWML CID Board of Directors meetings for elected and appointed officers (LWML CID Standing Rules #1);
  - b. distribute checks at regular meetings of the LWML CID Board of Directors to those submitting expense forms;
8. reimburse LWML CID committee members for expenses incurred in the performance of their duties;
9. send monthly, at least twenty-five percent (25%) of the mite box offerings to LWML;
10. disburse seventy-five percent (75%) of the mite offerings received to the Vice President of Gospel Outreach and Mission Grants for payment of approved LWML CID mission grants;
11. manage the investments in the CID Church Extension Fund as designated for the various funds;
12. send a memorial to the LWML office in the event of the death of a past LWML CID President (See LWML CID Standing Rule #2);
13. submit records for financial review at the close of each fiscal year;
14. submit a written financial report and a financial review report signed by the LWML CID Financial Review Committee for the LWML CID Convention Manual or convention packet;
15. present gratuity checks as stated in the Bylaws and Standing Rules to each LWML CID Pastoral counselor at the fall meeting of the LWML CID Board of Directors;
16. pay each rally speaker the amount designated plus mileage (See Standing Rules #7).
17. provide expense vouchers and be prepared to pay convention speaker(s) their honorarium and mileage and the LWML Representative her honorarium. Lodging and meals are the responsibility of the Host Zone.

**Thank you for “SERVING THE LORD WITH GLADNESS.”**

## TREASURER GUIDELINES HELPS

Upon taking office:

In the LWML Handbook, review the Treasurer duties as outlined in the Bylaws and Standing rules as well as the Treasurer Guidelines also found in the Handbook.

Contact the CID LCMS Business Manager to make arrangements to have CID Church Extension Fund statements etc. sent to your address. Contact information below.

### MARCH/APRIL:

As soon as possible after March 31, set a date with the Financial Review Committee, appointed by the District President, to review the records. A financial review report needs to be prepared for the LWML CID Convention.

### OCTOBER/NOVEMBER:

Prepare gratuity checks according to LWML CID Standing Rules #4 and give them to the president to present to the Pastoral Counselors at the October Board of Directors meeting (Pastor Appreciation Month).

Obtain rally speaker expenses from the Vice President of Christian Life. Pay each rally speaker amount designated plus mileage (See LWML CID Standing Rules #7). If there are two rallies in a zone pay them for two rallies.

Check with LWML CID President about ordering Young Women Representative pins for the LWML CID Convention. Also, order Past District President Pin prior to an election year. Inform LWML CID Vice President of Christian Life when doing so.

### BOARD OF DIRECTOR MEETINGS:

Prepare a financial report for each LWML CID Board of Directors meeting and make a copy for each member plus a few extra.

Take Expense Vouchers to each meeting, enough for all of the board officers and appointed committee members. Encourage people filling out the vouchers to attach receipts and/or make explanation on the back of the form.

Take the check book so that checks can be written for vouchers turned in at the meeting. Ask the president to approve and sign the vouchers.

It is helpful to have a calculator, stapler, paper clips, and a zipper plastic bag to use for mite offerings or other money collected at the meeting.

## SALES TAX

The LWML does not have an individual sales tax number from the State of Illinois. The number to use is the one used by the Central Illinois District LCMS as well as all LCMS churches in the CID. This covers the CID LCMS, individual churches, and organizations within the district. Number found on page C-2 in the LWML Handbook

## INVESTMENTS with the CID LCMS Church Extension Fund

Contact: CID LCMS Church Extension Fund  
1850 N Grand Ave. West  
Springfield IL 62791  
217-793-1802

## FEDERAL EMPLOYER ID NUMBER

23-7540642 This is found in of the LWML Handbook page C-3.

## CERTIFICATES OF DEPOSIT

**After the first renewal**, certificates can be allowed to renew for the period they were designated originally without a penalty for early removal. If interest goes up, the money can be placed in another CD with no penalty for early withdrawal. So, periodically, check what they are paying in interest for the various time periods and compare that with what the certificates were renewed for.

CERTIFICATE 55513            Peroutka Endowment

CERTIFICATE 70110

CERTIFICATE 71327

Interest Money is deposited into the operating account

CERTIFICATE 81154            Louise Krueger Endowment

CERTIFICATE 81183

Annually the LWML CID Board of Directors designates the interest from these two CD's to go to one of the seminaries to be used for an international student's education. Contact both seminaries (phone numbers, addresses, etc. are in the Adopted Student file), and obtain information on a student from both schools. Either the Executive Board or the complete Board of Directors will select one by vote. Call early although the seminaries may be unable to provide the information in time for the summer board meeting. It is usually preferred to obtain a beginning seminarian and continue the support until he graduates.

CERTIFICATE 81298            Irene Lampe Endowment

These funds were designated to go for special mission projects. In the past, the amount has been divided between two recipients, has all been given to one recipient, or has been placed in mites if funds are short. Since the CD pays interest on April 2 and October 2, the fall meeting is a good time for the board to decide what to fund. You will need to ask the president to put this on the agenda.

## VICE PRESIDENT OF CHRISTIAN LIFE GUIDELINES

- A. The LWML CID Vice President of Christian Life shall be elected by ballot at the LWML CID Convention and assume her duties at the close of that convention.
- B. She shall serve a term of four (4) years; not to succeed herself.
- C. She shall be a voting member of the LWML CID Executive Committee and LWML CID Board of Directors.
- D. She shall
  - 1. receive and file materials pertaining to her office, including the LWML Handbook containing the LWML CID Bylaws and Guidelines and deliver these to her successor within thirty (30) days of her retirement;
  - 2. attend and report to the regular meetings of the LWML CID Executive Committee and LWML CID Board of Directors generally held in March, June/July, and October/November. Give a written signed 8 ½ x 11 copy of this report to the LWML CID Recording Secretary prior to giving an oral report;
  - 3. perform the duties of the LWML CID President in her absence or at her request;
  - 4. become acting LWML CID President in the event of a vacancy during this term of office;
  - 5. serve as assistant to the LWML CID President, receiving messages at her request or in her absence, providing assistance when necessary and keeping her informed;
  - 6. assist the LWML CID President, at her request in providing any necessary information about the biennial LWML Convention;
  - 7. submit a written report for the LWML CID Convention Manual to the LWML CID President within her given deadline and not later than the March meeting of the LWML CID Board of Directors;
  - 8. attend the LWML CID Convention at her own expense;
  - 9. attend the biennial LWML Convention at her own discretion and expense;
  - 10. attend LWML workshops pertaining to her office, at the request of the LWML CID Board of Directors;
  - 11. assist her successor with the transition to this office using these guidelines as a help;
  - 12. be reimbursed for necessary expenses incurred in the performance of her duties, including mileage for attendance at required LWML CID functions excluding the LWML District Convention (See LWML CID Standing Rules #1).
- E. LWML CID EXECUTIVE COMMITTEE AND BOARD OF DIRECTORS MEETINGS
  - 1. She shall:
    - a. assist the LWML CID President in keeping the regular meetings of the LWML CID Executive Committee and Board of Directors informative, interesting, spiritual, and moving at a good pace in order to accomplish the agenda;

### OCTOBER:

- b. prepare Zone Rally Report based on information tabulated from Zone Rally Information Form for discussion at LWML CID Board of Directors Meeting;
- c. tentatively set zone rally dates for next year asking zone presidents to check with host

- church about dates. Set a deadline for them to report back if date is not suitable;
- d. tentatively assign the LWML CID Officers and Pastoral Counselors the rallies they will attend;
- e. announce rally theme for next year;

#### MARCH:

- f. ask the LWML CID Corresponding Secretary to include in the invitation letter to the March Board meeting a request for the zone presidents to bring with them:
  1. name, address, email address, and phone number of the Zone Rally Chairman,
  2. name, address, email address and phone number of pastor of host church,
  3. name address, email, phone number and map locating host church;

#### JUNE:

- g. briefly review zone rally details with zone presidents;
- h. check with LWML CID Editor of *The Clarion* about zone rally information;
- i. request news/information to be shared at the rallies from other members of the Board of Directors.

#### F. ZONE RALLIES

1. She shall:
  - a. be responsible for zone rally plans with the exception of the Christian Life presentation;
  - b. share with the LWML CID President the duties of attending zone rallies and give report on LWML and LWML CID news;
  - c. read and become familiar with Rally Information Forms;
  - d. set rally dates;
  - e. select rally theme;
  - f. acquire rally speakers;
  - g. assign LWML CID Officers and Pastoral Counselors to rallies;
  - h. contact zone rally chairmen and/or zone presidents about rally details;
  - i. prepare rally publicity for *The Clarion*;
  - j. prepare zone rally report.

#### G. LWML CID CONVENTION

1. She shall:
  - a. present a workshop of rally details at the LWML CID Convention for rally chairmen and/or zone presidents, and/or zone vice presidents including:
    1. LWML CID Rally Guidelines,
    2. rally assignments (speaker, LWML CID Pastoral Counselor and officer representative),
    3. biographical sketches, photos, and, if possible, equipment needed by rally speaker, or other appropriate publicity about rally speakers for the zones to use;
  - b. assist LWML CID President at her request during proceedings of the convention;
  - c. provide for the LWML CID Recording Secretary a written 8 ½ X 11 copy of presentation, report, or address made to the convention.

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## VICE PRESIDENT OF GOSPEL OUTREACH AND MISSION GRANTS GUIDELINES

- A. The LWML CID Vice President of Gospel Outreach and Mission Grants shall be elected by ballot at the LWML CID Convention and assume her duties at the close of that convention.
- B. She shall serve a term of four (4) years; not to succeed herself.
- C. She shall be a voting member of the LWML CID Executive Committee and LWML CID Board of Directors.
- D. She shall:
  1. receive and file materials pertaining to her office, including the LWML Handbook containing the LWML CID Bylaws and Guidelines and deliver these to her successor within thirty (30) days of her retirement;
  2. attend and report to the regular meetings of the LWML CID Executive Committee and LWML CID Board of Directors generally held in March, June/July, and October/November. Give a written signed 8 ½ x 11 copy of this report to the LWML CID Recording Secretary prior to giving an oral report;
  3. perform the duties of the LWML CID President in the absence of or at the request of the LWML CID President or the Vice President of Christian Life;
  4. select three committee members (with the approval of the LWML CID President) who, with herself, the LWML CID President, the LWML CID Corresponding Secretary, both LWML CID Pastoral Counselors, and CID LCMS President or his representative shall comprise the Mission Grants Committee;
  5. receive and acknowledge receipt of mission grant proposals from individual members, societies, zones, CID LCMS and LCMS Mission Boards until the deadline of December 31;
  6. after grant deadline send copies of all proposals to the Mission Grants Committee members;
  7. meet with her committee to evaluate and select proposed mission grants for presentation to the LWML CID Board of Directors for approval, prior to presenting them to the convention body;
  8. with her committee write a resume describing each grant proposal and give to the LWML CID Corresponding Secretary for inclusion in the March Board of Directors meeting invitation;
  9. immediately following the March LWML CID Board of Directors meeting, inform those selected for the ballot and advise them that if they have a display at the convention it cannot include information about the proposed grant on the ballot nor can there be any campaigning. (See LWML CID Bylaws Article XV Sec. 3a.). Inform those not selected for the ballot, also;
  10. make an impartial presentation of the proposed mission grants to the LWML CID Convention;
  11. invite those who have received mite grants during the previous year, to give a brief “thank you” at the LWML CID Convention, if the President so desires;
  12. directly following the adjournment of the Convention, inform the grant contact person whether or not their proposed grant was selected for funding;
  13. request and disperse funds from the LWML CID Treasurer according to the grant proposal and



- monitor the progress of each adopted mission grant until completion;
14. submit a written report for the LWML CID Convention Manual to the LWML CID President within her given deadline and not later than the March meeting of the LWML CID Board of Directors;
  15. attend the LWML CID Convention at her own expense;
  16. attend the biennial LWML Convention at her own discretion and expense;
  17. attend LWML workshops pertaining to her office, at the request of the LWML CID Board of Directors;
  18. when requested by the Editor submit a brief article for *The Clarion*;
  19. assist her successor with the transition to this office using these guidelines as a help;
  20. be reimbursed for necessary expenses incurred in the performance of her duties, including mileage for attendance at required LWML CID functions excluding the LWML District Convention (LWML CID Standing Rules #1).

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### YOUNG WOMEN'S RECRUITMENT CHAIRMAN

- A. The Young Women's Recruitment Chairman shall be appointed by the LWML CID President with the approval of the Executive Committee.
- B. She shall serve for a term concurrent to that of the office of the LWML CID President.
- C. She shall be a member of the LWML CID Board of Directors and have voice/vote privileges at all meetings of the LWML CID, with the exception of the Executive Committee.
- D. She shall:
  - 1. select committee members with the approval of the LWML CID President to assist her in the execution of her duties and include LWML CID Pastoral Counselor assigned by the President;
  - 2. receive and file materials pertaining to her respective committee work: including the LWML Handbook containing LWML CID Bylaws and Guidelines, and deliver these to her successor, within thirty (30) days upon retirement, making detailed explanation of each;
  - 3. attend and report to the regular meetings of the LWML CID Board of Directors generally in March, June/July, and October/November. Give a written signed 8 ½ x 11 copy of this report to the LWML CID Recording Secretary prior to giving an oral report;
  - 4. submit a written report for the LWML CID Convention Manual to the LWML CID President within her given deadline and not later than the March meeting of the LWML CID Board of Directors;
  - 5. attend LWML CID Convention at her own expense;
  - 6. attend the biennial LWML Convention at her own discretion and expense;
  - 7. attend LWML workshops pertaining to her office at the request of LWML CID Board of Directors;
  - 8. when requested by the Editor submit a brief article for *The Clarion*;
  - 9. assist her successor with the transition to this office using these guidelines as a help;
  - 10. along with her committee be reimbursed for necessary expenses incurred in the performance of her duties, including mileage for attendance at required LWML CID functions (Standing Rule 1, LWML CID Bylaws).
- E. The Young Women's Recruitment Chairman shall:
  - 1. encourage young women to strengthen their relationship to God;
  - 2. educate young women about LWML;
  - 3. motivate young women to become active promoters of the LWML among their peers.
- F. The YWR Committee shall:
  - 1. include with the LWML CID Convention invitation sent by the host zone, information about activities for young women and encourage them to attend;
  - 2. plan the following for the YWR at the LWML CID Convention:
    - a. an event/activity for Saturday breakfast and/or lunch,
    - b. a YWR presentation for use during convention if requested by the President within the set

time limits,

- c. the presentations of pins to all YWR attending the convention, checking the procedure with the LWML CID President and Treasurer,
  - d. arrange a display table at the LWML CID Convention using young women's material;
3. provide YWR application forms for the LWML CID BOD meeting in June/July in even numbered years and encourage all to talk to young women in the CID about the opportunity of possibly attending the biennial LWML Convention the following year.:
  4. review all Young Women Representative application forms and choose two (2) women to represent the CID at the LWML Convention. These names announced at the October meeting of the LWML CID Board of Directors prior to the year of the LWML Convention.

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## ZONE DELEGATE GUIDELINES

### LWML Convention

#### A. CONVENTION FACTS

The LWML Central Illinois District is united with all other districts of the Lutheran Women's Missionary League to form the Lutheran Women's Missionary League (LWML). LWML holds a biennial convention in the odd-numbered years. All districts send zone representatives for the purpose of transacting business on the national level. Each zone of the Central Illinois District having ten or less societies shall elect a delegate and alternate delegate for this purpose. Another delegate and alternate shall be sent by any zone having an additional 10 societies or major fraction thereof.

The delegate shall accept the invitation of the Zone President, and attend the March meeting of the LWML CID Board of Directors. At this meeting she shall receive particulars concerning the LWML Convention.

#### B. DUTIES

It shall be the duty of the chosen delegate to attend the business sessions of the LWML Convention and on her return, give to the membership of each society in her zone a brief personal report of the main proceedings; decisions on elections and grants; financial goals for the coming biennium; information on new programs being offered, review of convention program presentations; worship experiences; and the showing of the convention video, if available, along with personal evaluation(s).

The delegate may attend special interest group session(s), of her choice, and does not necessarily need to report on these upon returning to her zone.

The report can be a written report and included in the Fall Rally folder.

#### C. EXPENSES

The delegate must account for any expenses pertaining to the convention. At the March meeting of the LWML CID Board of Directors, each delegate shall be provided with a set convention allowance, and an Expense Voucher to list expenses: travel to/from convention, room, board and meals. Following the convention, she shall return the Expense Voucher (whether or not there is any expense money to return), together with any unused amount of convention allowance to the LWML CID President. Personal phone calls, rooms used beyond the stipulated number of nights, tourist attraction fees, entertainment, and clothing will not be paid by the LWML CID. Each delegate shall be responsible for her hotel/motel reservations. The LWML CID convention allowance may not cover all the expenses incurred.

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## ZONE PRESIDENT GUIDELINES

The zone is a vital link between each LWML society and the Lutheran Women's Missionary League Central Illinois District.

The Zone President serves as the communication link that enables societies to work together to carry out the goals of the LWML.

### A. DUTIES

#### 1. The Zone President shall:

- a. be a member of the LWML CID Board of Directors and attend all regular meetings of this board usually held in March, June/July, October/ November. If the Zone President cannot attend another zone officer must attend and have voice and vote;
- b. be reimbursed for mileage to attend LWML CID Board of Directors Meetings and visits to zone societies ( see Standing Rule 1);
- c. if asked by the LWML CID President, report on her respective zone activities giving a written signed 8 1/2 x 11 report to the LWML CID Recording Secretary;
- d. pick up necessary supplies (stationery, mite boxes, Society Record Sheets, LWML CID Membership Roster, Ready Reference Sheets, Rally Report forms) from the LWML CID Corresponding Secretary at the Board of Directors meetings and distribute to all societies in her zone as appropriate;
- e. be in possession of and familiar with:
  1. LWML Handbook with LWML CID Bylaws and Guidelines,
  2. respective zone bylaws,
  3. current LWML planning aids,
  4. LWML CID Membership Roster,
  5. LWML CID Convention host and theme rotation sheet,
  6. zone delegate for LWML Convention and banner rotation sheet,
  7. a personal calendar with dates of LWML activities (two year calendar is helpful).

### B. ZONE

#### 1. She shall:

- a. appoint an LWML Zone Counselor according to zone bylaws and with the approval of the LCMS Circuit Visitor;
- b. appoint human care, leader development and other chairmen according to zone bylaws;
- c. conduct annual zone fall rally;
- d. conduct a zone society presidents' meeting at least once a year where district information is shared and necessary forms distributed;
- e. visit zone societies at least once in each term of office (see A.1.b.);
- f. compile and maintain a zone roster of society officers with address, phone and email;
- g. maintain a roster of respective Zone Pastors, Vicars, DCEs, Deaconesses and retired Pastors;

- h. attend with the Fall Rally Chairman the rally workshop at the LWML CID Convention usually held in April;
- i. maintain a file of:
  - 1. minutes of LWML CID Board of Directors meetings and all zone meetings,
  - 2. fall rally minutes and rally information sheet,
- j. receive from each Zone Society President an annual Society Information Sheet and forward to LWML CID Corresponding Secretary according to her deadline;
- k. notify society responsible for LWML CID Convention banner (Banner information will be supplied by the Convention Host Committee.);
- l. encourage societies to submit articles and pictures of interest to the Editor of *The Clarion*;
- m. contact new congregations in your zone about forming a LWML society and offer help in organizing, explaining the objectives of the LWML. (New society application is available from the LWML CID President);
- n. assist the newly elected zone president in assuming her position giving her all materials and files pertaining to the office;
- o. attend the LWML CID Retreat and encourage others to come.

#### C. LWML CID CONVENTION

##### 1. She shall:

- a. obtain a young woman from the zone to attend the LWML CID Convention;
- b. attend the LWML CID District Convention at her own expense;
- c. carry zone banner in opening procession with Zone Young Women's Representative;
- d. sit with the LWML CID Board of Directors and have voice and vote;
- e. arrange zone transportation to the convention, if necessary;
- f. encourage societies to send two (2) delegates to the convention.

#### D. LWML CONVENTION

##### 1. She shall:

- a. provide LWML CID President with name, address, phone, and email of zone delegate/s and alternate/s to LWML Convention at the fall Board of Directors meeting in even numbered year (See Zone Bylaws for society order of sequence);
- b. attend convention at her own discretion and expense (Recommend a zone president's fund);
- c. invite Zone Delegate to attend March LWML CID Board of Directors meeting prior to the convention in odd numbered years.

#### E. IMPORTANT DEADLINES

1. December 31<sup>st</sup> of each year submit LWML CID Mission Grant Proposals to the LWML CID Vice President of Gospel Outreach/Mission Grants Director;
2. January 1<sup>st</sup> of each year: submit Society Record Sheets to LWML CID Corresponding Secretary;
3. March 31<sup>st</sup> (end of LWML CID fiscal year): encourage societies to remit monies to both the LWM CID Operating and Mite Accounts;
4. date set by respective zone: encourage societies to send suggested contribution for zone expenses to the Zone Secretary/Treasurer;
5. October 1<sup>st</sup> in even numbered years: encourage women to submit nominations for the LWML CID Young Women's Representative to the biennial LWML Convention by this date;
6. November 30<sup>th</sup> in odd numbered years: encourage individuals to submit nominations for LWML CID officers.

#### F. FORMS

1. Mission Grant Proposal and Guidelines Appendix I;
2. Nomination forms for LWML CID officers Appendix K;
3. biennial LWML Convention Young Women's Representative application Appendix T;
4. LWML CID new society application form Appendix A;
5. receive Rally Report Form from the LWML CID Vice President of Christian Life;
6. additional forms may be found in the Guidelines Appendix.

#### G. FALL RALLY

1. She shall:
  - a. study zone rally guidelines;
  - b. announce rally date, theme, speaker , and LWML CID Representative and LWML CID Pastoral Counselor as determined by LWML CID Vice President of Christian Life;
  - c. following rally ask host society next in line to name rally chairman and encourage her to attend the rally workshop at the LWML CID Convention usually held in April where details for the rally will be given out;
  - d. appoint zone nominating committee well in advance of rally;
  - e. work with Zone Christian Life Chairman, host Pastor, LWML Zone Pastoral Counselor, and host society to plan rally program;
    1. invite host pastor to give opening devotion;
    2. ask LWML CID Counselor to do closing devotion and install new officers;
    3. work with Zone Christian Life Chairman to plan for the Bible study (determine large group or small group studies led by either a pastor(s) of the zone or the LWML CID Pastoral Counselor assigned to the rally);
  - f. appoint tellers committee to count ballots at rally;
  - g. make sure rally chairman has made overnight arrangements for speaker, and LWML CID Representative and Counselor;
  - h. compile rally booklet and give to rally committee chairman for printing;

- i. sign completed Zone Rally Report Form and mail copies to the following:
  1. LWML CID Financial Secretary (Include remittance check of the entire rally offering and rally registration receipts minus rally expenses.) (See Article III M),
  2. LWML CID Corresponding Secretary,
  3. LWML CID Vice President of Christian Life,
  4. LWML CID Human Care Chairman (include Human Care Report form).

#### Zone President's Prayer

Thank you, God, for calling me to be one of your helpers; for permitting me to be a servant as a zone president for the LWML. Lord, sometimes I feel so inadequate. You know that. But as long as I look to You for help and guidance, I know You are working through the likes of me. Be with me, God, forgive any lack of warmth or any insensitivity to those around me. Forgive my lack of dedication at times and discipline to holy service. Grant that through Your Holy Spirit and with the help of Jesus Christ, I will be strengthened and empowered to meet the challenges that are mine. Amen

**Thank you for "SERVING THE LORD WITH GLADNESS."**



## ZONE RALLY GUIDELINES

*Zone Rallies are held annually to conduct the business of the zone. The rally includes district sponsored speakers, but is organized by the zone and led by the Zone President.*

### Check List

#### I. PERMISSION

Working one year in advance (August being the suggested month), the Zone President shall contact the church/LWML Society which will host the rally the next year. This society will extend the invitation for the next year at the current year's rally. Follow zone guidelines pertaining to rally rotation. Be sure to obtain permission from the pastor of the host church. Be prepared to give name, address and phone number of the host church and the name of the host pastor to the District First Vice President at the Fall LWML CID Board of Directors Meeting. See Zone President Timeline.

#### II. ZONE PRESIDENT

- \_\_\_\_\_ A. Obtain the name of the **Rally Chairman** and submit it to the District First Vice President prior to January 31<sup>st</sup> in the calendar year of the rally
- \_\_\_\_\_ B. Work with the Zone Vice President/Christian Life Chairman, Rally Chairman, host Pastor, LWML Zone Counselor, and host society president:
1. invite host pastor to give opening devotion;
  2. ask LWML CID Pastoral Counselor to do closing devotion and install new officers;
  3. work with Zone Christian Life Chairman to plan for the Bible study (determine large group or small group studies led by either a pastor(s) of the zone or the LWML CID Pastoral Counselor assigned to the rally);
- \_\_\_\_\_ C. Is in charge of the contents of the **rally program booklet**. Include:
1. The Lutheran Women's Missionary League **Pledge**
  2. The text of the Lutheran Women's Missionary League's **Song**, *Lutheran Women, One and All*
  3. If the **table prayer** is to be sung, the text shall also be included. Be aware of copyrights.
  4. The LWML CID provides a suggested schedule which will be helpful in formulating the booklet. The rally program booklet of the previous year may be used as another source of help. It is suggested that a **time schedule not be printed in the booklet** to prevent the guests from becoming uneasy if it cannot be followed.
  5. **Include** the name, address and telephone numbers of all zone officers in the rally book. Also if possible, the name, address and telephone number of all nominees for office in election year.
  6. Once the contents of the booklet are complete, the Zone President should **give it to the Rally Committee** Chairman for printing. (See Article IV D)
- \_\_\_\_\_ D. sign completed Zone Rally Report Form and mail copies to the following:
1. District Financial Secretary (Include remittance check of the entire rally offering and rally registration receipts minus rally expenses.)

2. District Corresponding Secretary
3. District First Vice President
4. District Human Care Chairman (include Human Care Report form)

\_\_\_\_\_ E. Appoint Teller Committee and give names to Rally Chairman or Co-Chairmen.

### III. RALLY CHAIRMAN or CO-CHAIRMEN

The host society shall determine a chairman or co-chairmen. She or they shall:

- \_\_\_\_\_ A. **Work in harmony with the President of the Zone**, meeting at least once for planning the rally. Included in this meeting should be the Host Pastor, LWML Zone Counselor, Zone President, Zone Vice President, Host Society President or Vice President, and the Rally Chairmen.
- \_\_\_\_\_ B. **Appoint rally committees** as listed in Article IV and work in close harmony with the chairman of these committees. Appoint any special committees not listed in Section IV.
- \_\_\_\_\_ C. **Appoint a Rally Treasurer** who will receive the rally receipts from the Registration Chairman and rally offering from the ushers. She will pay the bills and issue a check to the Zone President at the close of the rally or within two days after the rally. (See Article III M.) This person can be the Host Society Treasurer or Zone Treasurer.
- \_\_\_\_\_ D. **Inform the host pastor(s)** as to the particulars of his responsibilities, and provide each pastor with a time limit.
- \_\_\_\_\_ E. Arrange for the printing of the **Registration Form** to be included with the invitation letter.
- \_\_\_\_\_ F. Receive the rally booklet from the zone president for printing. When completed **send** a copy to each of the following persons:
- a. The pastor of the host church
  - b. The organist for the rally
  - c. Zone President
  - d. District Officer assigned to the rally\*
  - e. The Rally Speaker\*
  - f. The District Counselor assigned to the zone rally\*
  - g. The Zone Counselor

*\*Agendas only (with approximate times) may be mailed or emailed to these people.*

\_\_\_\_\_ G. Confer with the Zone President as to how the ballots should be printed as this may be a task of the Zone Nominating Committee. See that the ballots are given to the people

responsible for assembling the rally folders in ample time for this to be done prior to the rally.

- \_\_\_\_\_ H. **Receive** the names of the tellers from the Zone President, and arrange for a place for the tellers to count ballots .
- \_\_\_\_\_ I. Arrange for an organist/pianist for the rally.
- \_\_\_\_\_ J. Obtain the **minutes** of the previous rally from the Zone Secretary. Insert them in the program booklet or rally folder.
- \_\_\_\_\_ K. Set a **rally budget**. Include cost of lunch, housing (eg. hotel/motel bills), printing costs, supplies, decorations and any other rally expenses. Honorarium and mileage of the speaker are paid by the LWML CID District. The LWML CID representative and Pastor Counselor expenses are paid by the district. Total estimated expenses and divide by estimated number of registrants using the attendance at last year's rally as a guide. This will help determine your registration fee.
- \_\_\_\_\_ L. Oversee the preparation and mailing of rally **invitation letter** and materials one month prior to the rally. (See Article IV C)
- \_\_\_\_\_ M. One week after the rally invitation letter is issued, **contact each speaker**, District President or Vice President, and District Counselor assigned to rally to see if overnight housing is needed. Provide **overnight lodging** for district officers and speakers when requested. If housing is needed, provide housing in a member's home or a hotel/motel. (This cost is part of the zone's rally expense.)
- \_\_\_\_\_ N. Oversee all **rally receipts**. Rally expenses are deducted from the registration receipts ONLY. The rally offering cannot be used to pay rally expenses. After expenses have been paid, the remainder of registration receipts along with the ENTIRE rally offering shall be sent in the form of a check along with the *Zone Rally Report Form* to the proper district individuals. The Zone President is responsible for sending the report form and check. (See Article II E.) Make sure the Zone Rally Treasurer writes the necessary check at the close of the rally or very soon thereafter (form and check must be sent within two days of the rally) and given to the Zone President. Request that all rally bills from societies or individuals be submitted prior to or the day of the rally. Note: rally monies are used for operating expenses of the LWML CID.
- \_\_\_\_\_ O. On the day of the rally, be available to assist the Zone President.
- \_\_\_\_\_ P. Add to the **Zone Rally Scrapbook**, after each year's rally. If there isn't one, begin one.
  - Include
  - 1. A copy of the letter of invitation
  - 2. Rally program booklet
  - 3. Pre-rally and post-rally publicity

4. Zone Rally Report Form
5. List of names and addresses of newspaper(s) used for publicity
6. Any other information you feel would be helpful to next year's rally hosts

#### IV. COMMITTEES:

The following are the suggested committees needed for the fall rally. These are appointed by the Rally Chairman/Co-Chairmen. (See Article III B.)

##### A. PUBLICITY

\_\_\_\_\_ 1. **Posters and bulletin flyers** may be provided to each church within the zone in advance of the rally. These may be sent separately or included in the invitation letter. Attention-grabbing posters may list the name of the host society(ies), rally location, theme, date, time and speaker. Correlate artwork for posters, program booklet cover, and name tags with the rally theme.

\_\_\_\_\_ 2. Supply **pre-rally information to the local newspaper(s)**. A pre-rally publicity form is provided by the District First Vice President or LWML Handbook and may be used as a guideline. Information on the speaker, including picture, and other details will be supplied by the District First Vice President of Christian Life at the spring LWML CID Convention.

\_\_\_\_\_ 3. Provide **post-rally information** to the newspaper(s). Obtain this information from the District First Vice President or the LWML Handbook provides a form for a guideline.

\_\_\_\_\_ 4. **Send clippings and pictures** from the rally, a copy of the **previous year's minutes**, and a copy of the **rally program booklet** to the **Zone and District Historians**. Also, send pictures and a short paragraph about the rally the **Editor** of *The Clarion*. Identify any pictures sent as to date, type of meeting (rally and zone name), place and name(s) of person(s) in picture.

\_\_\_\_\_ 5. **Keep a list** of names and addresses of newspaper(s) where publicity is sent for the Zone Rally Scrapbook. Also a copy of the pre-rally and post-rally publicity should be kept as a guideline for the next rally.

##### B. REGISTRATION

\_\_\_\_\_ 1. The chairman of this committee shall be in charge of **receiving Registration Form**, monies, and luncheon reservations prior to the rally. She will give the Rally Treasurer all registration receipts the day of rally or before. Her name and address should be included in the invitation letter and Registration Form.

\_\_\_\_\_ 2. **Complimentary meals** shall be provided for the following:

- a. **Speaker**
- b. **LWML CID Representative (President or Vice President) and LWML CID Counselor, LWML CID Christian Life Chairman and Zone**

**Counselor** (These people should not receive a registration form, only an invitation letter.) All other district officers attending the rally will pay for their own registration/luncheon fee(s.)

\_\_\_\_\_ 3. **According to zone procedures keep an account** of rally attendance including district and zone officers and any individuals attending only one of the rally sessions. Be sure to include those from the Host Society working throughout the building.

### **C. INVITATIONAL LETTER**

The zone rally host society(ies) shall send the letter of invitation for the fall rally to:

1. All zone officers
2. All LWML and non-LWML societies in the zone
3. All church workers in the zone
4. Speaker attending the rally
5. District President or Vice President assigned to the rally
6. District Counselor assigned to the rally
7. District Christian Life Chairman (if LWML products are to be displayed and sold.)
8. All district
9. Officers residing within the zone
10. All other district officers (optional)
11. CID LCMS President (Rev. Mark Miller, 1850 N. Grand Avenue, Springfield, IL 62707-1626

### **INCLUDED IN THE LETTER OF INVITATION FOR SPEAKER, DISTRICT OFFICER, AND DISTRICT COUNSELOR**

1. Name of zone
2. Name and address of host church
3. Telephone number of the host church
4. Telephone number of the pastor of the host church
5. Detailed travel directions to the host church
6. Name, address and telephone number of rally chairman or co-chairmen
7. Cell phone number of designated person who will have her phone on vibrate the day of the rally
8. Rally date
9. Time of registration and opening
10. Rally agenda with times (See Article II 6.)
11. Special parking instructions
12. Request for special audio-visual equipment needed by the speaker, officer, or for Bible Study

### **INCLUDED IN THE LETTER OF INVITATION**

1. Name of zone
2. Name and address of host church
3. Telephone number of the host church
4. Telephone number of the pastor of the host church
5. Detailed travel directions to the host church

6. Name, address and telephone number of rally chairman or co-chairmen
7. Rally date
8. Time of registration and opening
9. Cost of registration
10. Special parking instructions
11. Request pastor(s) reservation be included on the form when returning reservations (and spouse if attending)
12. Name and address of person receiving remittal Registration For

\_\_\_\_\_ Attach a **remittal registration form** stating:

1. Deadline for reservations
2. Registration fee (to be sent in with registration)
3. Blank lines for name of society
4. Number of members planning to attend
5. Names of members attending (optional)
6. Number of pastors planning to attend (suggest to societies that they pay their pastor's registration)
7. State name/address/telephone of the Registration Committee Chairman who will receive this information.

**Enclose a detailed map** with location from all four directions.

*Determine ahead of time as to whether walk-ins will be allowed the day of the rally. Consider the number of extra lunches being provided. It's always a good idea to permit walk-ins to attend. If lunch cannot be provided due to the caterer policy, this fact should be stated in the invitation letter.*

#### **D. RALLY PROGRAM BOOKLET**

\_\_\_\_\_ The zone host society(ies) shall print the rally program booklet as it is given to them by the Zone President. (See Article II C.)

#### **E. KITCHEN**

This committee shall plan the luncheon menu (catered or prepared by the society.) After the cost of the luncheon is determined, the cost shall be given to the Rally Chairman so rally fees may be set.

#### **F. DINING ROOM**

This committee shall plan the table decor and execute these plans, set up tables and place table settings.

On the day of the rally they shall:

1. Serve drinks and/or other food
2. Perform any services in the dining area within the jurisdiction of this committee
3. Direct the seating for the diners
4. Work in close harmony with the Kitchen Committee

## G. USHERS

- \_\_\_\_\_ 1. Rally ushers shall **procure rally folders and name tags**, usually obtained through Thrivent representatives (or inexpensive ones can be obtained from many stores.) They are responsible for filling these folders with:
- a. The rally program booklet
  - b. Printed materials from various sources as provided by the Rally Chairman, Zone President, and the District Materials from all other sources should have the approval of the Zone President before placing in folders.
  - c. Name tags
  - d. Distribute these folders to attendees.
- \_\_\_\_\_ 2. **Seat special rally guests:** speaker, district and zone officers, and district and zone counselors in the front of the meeting area in a reserved section. The Zone President may inform you of the identity of these special persons. Do not collect offerings from these guests.
- \_\_\_\_\_ 3. Gather and count rally offering and give to Rally Treasurer
- \_\_\_\_\_ 4. **Collect ballots** after voting, and turn them over to the Teller Committee. Direct this committee to the area where they will work. Only LWML members within the zone have voting privileges.
- \_\_\_\_\_ 5. Usher district officers and speaker first for noon luncheon.

## H. HOSTESS

\_\_\_\_\_ A woman from the Host Society who can, with ease, welcome all those attending the rally shall be appointed as hostess. She shall greet visitors, zone attendees and pastors. A good person to consider as hostess is one who holds a zone or district office and may readily be able to identify special guests. She shall arrive early on the day of the rally to fulfill her duties.

## I. FACILITIES

- \_\_\_\_\_ 1. **Prepare and place special signs**, with the approval of the Host Pastor, for restrooms, meeting rooms, and/or church area of rally meeting.
- \_\_\_\_\_ 2. Provide a **speaker's podium, sound system, or other equipment** needed by the speaker, district officer, or Bible study leader. Make sure all equipment is in working order and properly set up before the rally begins. If a screen is used, have it set up and waiting in a side aisle (or a place of easy access.)
- \_\_\_\_\_ 3. Provide several microphones, if possible, and have someone readily available to address any problems which may arise with the system.
- \_\_\_\_\_ 4. **Set up a table and microphone** to the front of the meeting area for the zone officers to use during the business session of the rally.
- \_\_\_\_\_ 5. Provide tables/space for **"Gifts from the Heart"** ingathering.
- \_\_\_\_\_ 6. Provide tables for the District Christian Life Chairman to display and sell **LWML Products**.
- \_\_\_\_\_ 7. Provide tables for any **special displays** as directed by the Zone President or Rally Chairman.
- \_\_\_\_\_ 8. Arrange for special **parking** and people to direct, if needed.

**Thank you for "SERVING THE LORD WITH GLADNESS."**

**ZONE RALLY REPORT FORM**

Name of Zone \_\_\_\_\_ Rally Date \_\_\_\_\_

Rally Attendance \_\_\_\_\_

- 1. Registration/luncheon Fee \$ \_\_\_\_\_
- 2. Luncheon Expenses \$ \_\_\_\_\_
- 3. All Other Expenses \$ \_\_\_\_\_
- 4. Total of lines 2 and 3 \$ \_\_\_\_\_
- 5. Net Amount Received From Rally (line 1 minus line 4) \$ \_\_\_\_\_
- 6. Rally Offering \$ \_\_\_\_\_
- 7. **REMIT** Check in the Amount of (lines 5 plus line 6) \$ \_\_\_\_\_  
to the LWML CID Financial Secretary *see below*.
- 8. Total number of items given for Human Care \_\_\_\_\_  
On form provided, give a description of items and recipient.

.....  
*Please PRINT or TYPE the remainder of this form. Fill in ALL blanks.*

Invitation to next year's rally from: \_\_\_\_\_

Church Name Address

OFFICERS of the ZONE newly elected and those retained

Please provide complete name; Example: Mrs. John Smith (Mary)

PRESIDENT \_\_\_\_\_  
(Name) (Address)

(City) (Zip) (Telephone) (e-mail address)

VICE PRESIDENT \_\_\_\_\_  
(Name) (Address)

(City) (Zip) (Telephone) (e-mail address)

SECRETARY- TREASURER \_\_\_\_\_  
(Name) (Address)

(City) (Zip) (Telephone) (e-mail address)

ZONE COUNSELOR \_\_\_\_\_  
(Name) (Address)

(City) (Zip) (Telephone) (e-mail address)

**NAME AND POSITION OF PERSON SENDING IN THIS FORM:**

\_\_\_\_\_  
*Please RETURN ONE COPY of this form to EACH of the following DISTRICT OFFICERS within 2 DAYS after your rally:*

- LWML CID Vice President of Christian Life
- LWML CID Corresponding Secretary
- LWML CID Financial Secretary
- LWML CID Human Care Chairman



LWML CID Zone \_\_\_\_\_

**Gifts from the Heart Report**  
**Gift Recipient & address**

Name of Article

(choose one of the following: # of articles    # of pounds    # of boxes/bags)


**Cash Gift to this Recipient**    \$ \_\_\_\_\_

**Submitted by :** \_\_\_\_\_

**Title:**    **Human Care Chairman**    **Rally Chairman**  
                  **Society President**            **Other (please list)**

\_\_\_\_\_

**Zone President's signature** \_\_\_\_\_

*(If the rally has more than 1 recipient, please copy this form, and use a separate sheet for each recipient.)*



## SUGGESTED RALLY TIME SCHEDULE

*NOTE: Except for the Opening Devotion, OMIT printing of TIME in the Rally Program Booklet. The TIME segments listed below provide an overview of the proceedings of the rally to keep rally sessions moving. Arrange for district officers to present their reports in the morning session if possible. Insert the previous year's rally minutes into the rally folder or rally booklet. This will eliminate the reading of the report in the rally assembly.*

### SUGGESTED FULL DAY SCHEDULE

#### MORNING SESSION

- |       |   |
|-------|---|
| 9:30  | Registration/luncheon reservations/coffee   |
| 10:00 | Opening devotion <i>hymn and brief devotion by the host pastor (not to exceed 10 minutes)</i>   |
| 10:20 | Welcome by President of host society<br>Response by Zone Vice President and introduction of rally speaker   |
| 10:25 | Speaker (allow 45 minutes to 1 hour)<br>Ask speaker to allow time for questions and answers . Thanks to speaker   |
| 11:25 | Mission hymn and rally offering   |
| 11:30 | Business session<br>Pledge to the U.S. Flag and the Christian Flag<br>Roll call ( <i>suggestion for half day rallies: have secretary read the roll call group names, numbers from each society from the attendance taken at registration—ask for corrections</i> )<br>Acceptance of previous year's minutes<br>Treasurer's report (include copy in rally folder or booklet)<br>Election of officers <i>in election year</i><br>Nominating Committee report<br>Prayer before the voting<br>Mark ballots<br>Collection of ballots<br>Invitation for 20__ rally<br>Report of District President or Vice President (allow 15-20 minutes)<br>Report of District Pastoral Counselor<br>Report of the District Christian Life Sales Representative |
| Noon  | Luncheon prayer/hymn  |

#### AFTERNOON SESSION

- |      |   |
|------|---|
| 1:10 | Hymn and League Song  |
| 1:20 | Bible Study (allow 45 minutes minimum to 1 hour)<br>(small group studies are encouraged)                              |
| 2:20 | Christian Life presentation   |
| 2:35 | Additional business<br>Election results<br>Rally attendance report<br>Other business                                  |
| 2:45 | Closing and Installation of officers (by District Counselor)<br>Devotion (by Zone Counselor not to exceed 10 minutes) |
| 3:00 | Adjournment   |

## SUGGESTED MORNING RALLY TIME SCHEDULE

- 8:30 Registration/coffee
- 9:00 Opening hymn and brief devotion by the host pastor (not to exceed 10 minutes)
- 9:15 Welcome by President of Host Society  
Response by zone vice president and introduction of rally speaker
- 9:20 Speaker (allow 45 minutes to 1 hour) Ask speaker to allow time for questions and answers  
Thanks to speaker
- 10:05 Pledge to the US and Christian flags, LWML Pledge, LWML hymn and rally offering
- 10:15 Christian Life presentation
- 10:20 Bible Study (small group Bible study is encouraged)
- 11:05 Business session  
Roll call (*suggestion for half day rallies: have secretary read the roll call from the attendance taken at registration names Number from societies—ask for corrections*)  
Acceptance of previous year's minutes  
Treasurer's report (include copy in rally folder or booklet)  
Election of officers in election year  
    Nominating Committee report  
    Prayer before the voting  
    Mark ballots  
    Collection of ballots  
Report of District President or Vice President (allow 15-20 minutes)  
Report of District Pastoral Counselor  
Report of the District Christian Life Sales Representative  
Election results, rally offering results  
Gifts from the Heart report/litany  
Invitation for 20\_\_ rally  
Installation of officers (by District Counselor)
- 12:15 Devotion (by Zone Counselor not to exceed 10 minutes)
- 12:25 Luncheon prayer/hymn

## SUGGESTED AFTERNOON RALLY TIME SCHEDULE

- 12:00 Registration/coffee
- 12:15 Opening hymn and brief devotion by the host pastor (not to exceed 10 minutes)
- 12:25 Welcome by President of Host Society  
Response by Zone Vice President and introduction of rally speaker
- 12:30 Speaker (allow 45 minutes to 1 hour) Ask speaker to allow for questions and answers.
- 1:15 Thanks to speaker
- 1:20 Pledge to the US and Christian flags, LWML Pledge, LWML hymn and rally offering
- 1:30 Christian Life presentation
- 1:35 Bible Study (small group Bible study is encouraged)
- 2:15 Business session
  - Roll call (*suggestion for half day rallies: have secretary read the roll call from the attendance taken at registration —ask for corrections*)
  - Acceptance of previous year’s minutes
  - Treasurer’s report (include copy in rally folder or booklet)
  - Election of officers in election year
    - Nominating Committee report
    - Prayer before the voting
    - Mark ballots
    - Collection of ballots
  - Report of District President or Vice President (allow 15-20 minutes)
  - Report of District Pastoral Counselor
  - Report of the District Christian Life Sales Representative
  - Election Results, Rally offering Results
  - Gifts from the Heart report/litany
  - Invitation for 20\_\_ rally
  - Installation of officers (by District Counselor)
- 3:00 Devotion (by Zone Counselor not to exceed 10 minutes)
- 3:10 Closing hymn

**PRE-RALLY PUBLICITY FORM COPY:**

*Name of rally theme* will be the theme for this year's *name* ZONE FALL RALLY of The Lutheran Women's Missionary League (LWML) Central Illinois District. The rally will be held on *date* at *name of church, address, and city*. Opening devotions will begin at *time* a.m. by Reverend *name of pastor*.

The rally will feature *name of speaker of name of speaker's city*, *List any special information on the speaker's topic*.

Zone President *name of president* will conduct the business meeting. Zone Vice President *name of vice president* will direct a Christian Life program based on *the rally theme*. *Other particulars concerning the program may include Ingathering information*.

The LWML is an auxiliary of the Lutheran Church—Missouri Synod which proclaims the saving faith of Jesus Christ throughout the United States and the world. The LWML Central Illinois District is currently funding these projects: *list projects*.

Nationally funded projects include: *list projects*.

The public is invited to the rally.

For information call: *rally chairman contact information*

**END COPY**

**POST FALL RALLY PRESS RELEASE COPY**

The *name* Zone of the Lutheran Women’s Missionary League (LWML) Central Illinois District held its fall rally on *date* at *name of church* under the theme *name of theme*.

Rally Chairman, *name*, and her committee hosted Zone President *name*, Zone Vice President, *name*, District President or Vice President *name*, District Pastoral Counselor, *name*, *number of pastors*, *number of members*, *number of guests*.

The LWML is an auxiliary of the Lutheran Church—Missouri Synod. Its purpose is to “Serve the Lord with Gladness” by sharing the saving faith of Jesus Christ throughout the United States and the world. The featured speaker who assisted in carrying out this mission was *name of speaker* who addressed the assembly on *topic of speaker*. He/She mentioned that *list a few facts from the speaker’s topic*, *showed slides of his/her work*, *etc*.

Newly elected zone officers, *names*, were installed by the LWML Central Illinois District Counselor *name*.

*Name of church*, will host the rally in 20\_\_.

**END COPY**

### Zone President's Timeline

1. **August (year prior to the rally)** - According to zone's rally rotation, contact the church/Host Society who will host the next year's rally. Seek permission from the pastor at the host church. Remind Host Society President that she will extend the invitation at this year's rally.
2. **October LWML CID Board of Directors Meeting** – Give name, address, and phone number of next year's host church/society and name of host pastor to the District First Vice President.
3. **January 31<sup>st</sup>** (deadline) - submit name, address, email, and phone number of Rally Chairman to the LWML CID First Vice President
4. **March** – attend LWML CID board meeting. Following meeting, inform Host Church/Rally Chairman of any updates
5. **April** - attend the break-out session on Fall Rallies at the LWML CID District Convention with Zone Vice President and Rally Chairman
6. **May** - meet with the Rally Chairman; send out or have her send out "Save the Date" information (can be done by email) to societies in the zone
7. **Summer** - meet with Zone Executive Committee and Host Committee to plan the rally. Appoint Teller Committee for counting ballots (if needed) and offering
8. **August** - one month prior to rally make sure invitation letter is sent to societies, speaker, and LWML CID personnel (Counselor and President or Vice President) assigned to your rally
9. **Late August** - set agenda; email or mail agenda, with times, to Zone Officers, Rally Chairman, Speaker and LWML CID Personnel assigned to your rally. Compose rally booklet; send it to Rally Chairman for printing. Give any printed materials received to Host Chairman for rally folders. Send pre-rally press release to newspapers in your zone.
10. **September 1<sup>st</sup>** - Make sure Speaker and LWML CID personnel have housing, if needed
11. **At conclusion of rally** - gather information and the check for the *Zone Rally Report Form*
12. **Within 2 days** of the close of the rally send in forms and the check to the proper LWML CID personnel. (See Article II E.) Send **post rally press** release to local newspapers
13. If this is your **last rally as Zone President**, meet with the new Zone President to assure a smooth transition of office. Accompany her to the October LWML CID board meeting, if possible.



### **Rally Chairman's Timeline**

1. **April** - attend Fall Rally breakout session at LWML CID District Convention
2. **May** - appoint committees for rally; with help of Zone President, send out "save the date" information to societies in your zone
3. **Summer** - meet with committees and Zone President to plan rally. Contact District Human Care Chairman to arrange display and sales of LWML products on the day of the rally. **Set budget** for the rally according to rally guidelines (See Article III J.)
4. **August** - get approval of Zone President for rally invitation letter; mail to those listed in guidelines. After hearing back from the speaker and LWML CID officer and counselor, arrange for overnight housing, if needed. Meet with committees/contact committee chairmen.
5. **September** - **print program booklet** as provided by Zone President. Print ballots as provided by the LWML Zone Nominating Committee and include in rally folders along with materials provided by Zone President, District President, and the District First Vice President.
6. **Day of rally** - be available to assist the Zone President in any way needed. Provide information to Zone President for rally report form.
7. **Post Rally** - send a copy of the rally booklet to the Zone and District Historians. Send pictures and a short paragraph about the rally to the Editor of *The Clarion* and the LWML CID Public Relations Chairman.