



Standing Committee Member Handbook

**Lutheran Women's
Missionary Society**

Wisconsin Evangelical Lutheran Synod

United to Serve Jesus

To GOD be the glory!

He has made you a leader in a unique organization of the Wisconsin Evangelical Lutheran Synod. The Lutheran Women's Missionary Society is the only organization of WELS to provide multiple levels of "woman-to-woman" mission encouragement. Members of this women's group meet to encourage each other to focus their lives on their Savior's mission.

Always keep this in mind as you serve on a Standing Committee. And may the Lord, whose Church and mission it really is, give you the wisdom, encouragement, and skill to perform your duties faithfully and well.

"If a person's gift is serving, let him serve. If it is teaching, let him teach. If it is encouraging, let him encourage. If a person's gift is contributing to the needs of others, let him give generously. If it is leadership, let him govern diligently. If it is showing mercy, let him do it cheerfully" (Romans 12:7-8).



United to Serve Jesus

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centraloffice@lwms.org
www.lwms.org

If you cannot preach like Paul, ... You can be like faithful Aaron holding up the prophet's hands.

WHAT IS LWMS?

Lutheran Women's Missionary Society is "Women working for missions." Mission statement: LWMS is women dedicated to serving Jesus by increasing awareness of, interest in, and support of the mission outreach of the Wisconsin Evangelical Lutheran Synod (WELS).

WE ARE UNITED TO SERVE JESUS

WHAT HAPPENS AT AN LWMS RALLY?

You hear **missionary speakers** tell firsthand how the Holy Spirit is working to bring souls the gift of forgiveness through Jesus.

You will hear the challenges and blessings of being a missionary and how the Holy Spirit encourages him in his work.

You can help select which **mission projects** your LWMS circuit will support financially.

You will **enjoy Christian fellowship**.

WHAT DOES LWMS SUPPORT?

LWMS supports WELS home and world missions.

WHAT CAN AN INDIVIDUAL DO TO SUPPORT LWMS?

You can **pray** for missions;

send cards, letters, or gifts to missionaries;

remember missionaries' children;

serve as an LWMS officer;

make it a priority to **attend** local and circuit gatherings;

invite a friend; and

join LWMS as an individual member if your church is not a member congregation.

"...that you and I may be mutually encouraged by each other's faith."

Romans 1:12

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Introduction to the Standing Committees of Lutheran Women's Missionary Society

We welcome you as a new committee member. We are sure you have a number of questions as you join your committee. This handbook is designed to answer most of your questions.

What are the Standing Committees?

The two committees are Bylaws and Communications. These committees are established by the LWMS Bylaws, found in the Appendix. These are volunteer positions and, unless otherwise noted, the expenses incurred by committee members are the responsibility of the member.

When and where do we meet?

The Standing Committees may meet at any time at their own expense. If finances allow, committees may meet at the convention and part of the convention expenses will be reimbursed by the organization. You will be notified of any expenses that will be reimbursed. Most committee work is accomplished by e-mail or telephone.

To whom does the committee report?

The Standing Committees report directly to the BD of Directors. Typically the BD meets in the winter, spring, summer, fall, and at the convention. Prior to the convention, at the BD meeting, the president will appoint a chair for the Bylaws Committee. The Communications Committee is chaired by the Communications Coordinator, which is an elected position. The chair will report to the president, in writing, two weeks prior to each BD meeting.

Structure of the Lutheran Women's Missionary Society

Board of Directors

President	Treasurer
President-elect	Spiritual Growth-Mission Awareness Coordinator
Vice President	Communications Coordinator
Secretary	Pastoral Advisors (2)

Circuits

Circuits are made up of member congregations within a geographical area. Each circuit has elected officers. The circuit officers are in charge of rallies and the business of the circuit.

Member Congregations

Each member congregation elects or appoints a reporter who serves as the communication link to the women of the congregation. All women in member congregations are members of LWMS. If a congregation chooses not to be a member of a circuit, the congregation is referred to as a non-circuit member.

Individual Memberships

A woman may join as an individual member if her congregation is not a member church. The individual member will receive all designated mailings but will not have voting privileges at the annual convention or for ballots for LWMS mission projects and officers. She may participate as an officer or committee member.

Central Office

The CO, located in West Allis, Wisconsin, serves as the communication center in providing information, materials, and recordkeeping for the BD, the circuits, and member congregations.

Standing Committees and Other Appointed Positions

The Bylaws and Communications Committees help to ease the work load of the BD. Each committee is made up of three or more women who work under the direction of the board.

The historian keeps records of the organization, but is not a member of a standing committee.

LWMS Awareness Committee is an ad hoc committee consisting of three appointed members and a BD liaison. The president can appoint any board member to be the liaison, but it is strongly suggested the president-elect be appointed.

LWMS is....

Women United for Missions

Mission Statement: LWMS is women dedicated to serving Jesus by increasing awareness of, interest in, and support of the mission outreach of the Wisconsin Evangelical Lutheran Synod (WELS).

Home and World Missions

We are UNITED TO SERVE JESUS as individual Christians, congregational reporters, circuit officers, standing committees, and BD of Directors (BD).

Individual Christians

Pray for missions	Serve as an LWMS officer
Look for opportunities to serve God	Make it a priority to attend local and circuit events
Remember missionaries' children	Send cards, letters, or gifts to missionaries

SPREAD NEWS ABOUT MISSIONS

Congregational Reporters

Inform women of the congregation about:

Befriend A Mission Program	LWMS membership dues
Rallies and encourage attendance	News from BD
Ballots	Mission Articles in <i>Forward in Christ</i>
LWMS Website	

Circuit Officers

Plan rallies	Select mission speakers
Promote rally attendance	Select mission projects
Prepare newsletter for circuit	Enjoy Christian fellowship
Promote annual conventions	Encourage spiritual growth
Keep circuit bylaws current	Increase mission spirit

Relay information to and from the BD

BD of Directors

Plan annual convention	Manage the Central Office
Communicate with membership	Encourage spiritual growth

Standing Committees

Bylaws

- Review LWMS and circuit bylaws
- Provide parliamentarian for convention business meeting
- Answer circuit and BD bylaws questions

Communications

- Prepare convention registration, spring, and fall newsletters
- Prepare other publications as directed by the BD

Board of Directors Duties

This handbook outlines standing committees' responsibilities and those of the other LWMS members—showing how we all work together. The following overview pages will introduce you to the BD of Directors (BD) as described in the organization bylaws. The following information is available as a first point of reference; please direct any questions or concerns you may have to the BD.

President:

- Manages the affairs of the Lutheran Women's Missionary Society (LWMS) according to the bylaws and the policies made by the BD and/or by vote at annual conventions.
- Represents LWMS in all aspects. She is the liaison between LWMS and WELS Missions Office and/or other WELS officials as business is conducted. She acts in accordance with LWMS policies and procedures or BD decisions rather than making personal decisions.
- Confers with the president-elect on all matters of the organization to prepare the president-elect for the presidency.
- Presents all issues and concerns to the BD prior to decisions being made.

President-elect:

- Serves a two-year term and automatically succeeds to the office of president in her third year.
- Performs the presidential duties in the absence of the president.
- Assists the president and the BD as called upon.
- Maintains updated lists of circuit officers which she receives from Central Office, and is the primary communicator to the circuit presidents.
- Attends all BD meetings, chairs the Nomination Committee meetings, and attends other BD committee meetings whenever possible to learn about all facets of the organization.

Vice President:

- Performs the duties of the president in the absence of the president and president-elect.
- Calls and presides at the Spiritual Growth-Mission Awareness Committee (SG-MAC) meetings, which are generally held prior to BD meetings, and then reports to the BD.
- Works to keep the BD and LWMS focused on spiritual growth and mission awareness.
- Performs any other duties as assigned by the president, the BD, or the SG-MAC.

Secretary:

- Chairs the Membership Committee and serves as a member of the Nomination Committee.
- Takes and records minutes of all BD meetings, any special meetings, the business meeting at the convention, and records interim minutes of business conducted by teleconference or e-mail between meetings.
- Maintains accurate backup membership records.
- Handles all correspondence as appropriate and as directed by the BD.
- Serves on committees of the BD as requested.

Treasurer:

- Chairs the Finance Committee.
- Receives funds and records all deposits, including those funds received and deposited by Central Office, according to the policies of the BD.
- Presents a financial report of all monies for the BD's review at each meeting.
- Prepares an annual budget for BD approval at their fall meeting.
- Pays all budgeted expenses. Disbursements not previously approved shall be presented to the BD for approval.
- Maintains computerized financial records and keeps the Quick Books or other bookkeeping program and tax updates current.
- Monitors investment strategy in the Mission and Ministry Endowment Fund and interest rates on other accounts.

Spiritual Growth-Mission Awareness Coordinator:

- Serves on the BD as a member of the Spiritual Growth-Mission Awareness Committee (SG-MAC).
- Administers the Befriend A Mission (BAM) program.
- Serves on the SG-MAC and assists with its publications such as the Prayer Calendar and Resource Catalog, spiritual growth and mission awareness, and SG-MAC workshops.
- Shares secretarial responsibility for the SG-MAC meetings.

Communications Coordinator:

- Chairs and coordinates the activities of the Communications Committee.
- Is a member of the SG-MAC.
- Acts as liaison between SG-MAC and the Communications Committee.
- Manages Internet technology and the LWMS Website, as directed by the BD.

Pastoral Advisors (two pastors divide tasks):

- Attend and participate in all BD committee meetings.
- Lead Bible studies at BD meetings.
- Act as the spiritual advisors and general counselors in all matters.
- Aid in the wording of resolutions, difficult letters, preparation of programs, and assist in other issues as directed by the BD.
- Serve as a member of the SG-MAC or as a member of the Membership and Nomination Committee as well as the Executive Committee. May be asked to serve on the Finance Committee.
- Convention duties: communicates with speakers, devotion leaders, workshop presenters; prepares the worship services and a Bible study.
- Reviews Prayer Calendar prayer suggestions

Board of Directors Internal Committees

The **BD of Directors** meets two or three times a year in the Milwaukee area, once at the convention site, and at the convention. In the interest of saving valuable meeting time, internal committees discuss relevant issues and bring tentative plans to the BD. BD members try to closely follow the prepared schedule and try to be completely prepared prior to the meeting.

The **Executive Committee** consists of the president, president-elect, one pastoral advisor, and other BD members as appointed and meets as necessary to discuss sensitive or confidential matters.

The **Finance Committee** consists of the treasurer and three others as appointed will meet as necessary and report to the BD.

The **Membership Committee** consists of the president, president-elect, secretary, one pastoral advisor, and a Central Office representative will meet and report at each BD meeting.

The **Nomination Committee** consists of the president, president-elect, secretary, and one pastoral advisor will meet and report at each BD meeting.

The **Spiritual Growth-Mission Awareness Committee** (SG-MAC) consists of the vice president, spiritual growth-mission awareness coordinator, communications coordinator, one pastoral advisor, and a Central Office representative will meet and report at each BD meeting.

Central Office

The Central Office (CO) is the focal point for the organization's communications with the membership and assists LWMS members. Any member may visit CO.

Communications – The organization communicates primarily via e-mail at the BD and standing committee level. E-mail sent between CO and a congregation is to include a copy (cc) to the president and president-elect. [Note: E-mail between committee members need not include the president and president-elect. All other communications should provide both BD members with a cc with an additional cc to the committee chair.]

When CO prepares new communications, BD members will review the format and content and will usually send to one or more members of the Communications Committee as well. Written communications—letters, memos, and other communications—are representative of LWMS and need to reflect the highest standards of professionalism. Every document should be dated. A copy is always sent to the president and to the president-elect, usually via e-mail. When mailings to reporters and circuit officers are prepared, the BD or standing committee members will send the original to CO for copying and mailing. (This does not include publications that are sent to printing companies for reproduction.)

Note: Documents received by CO should be in MS Word format. If it is a revision of an existing document, note the changes in red, and get BD approval for the changes. Since this is a requirement, CO should remind those making submissions to adhere to these guidelines.

Mailings – CO does a major mailing in August and January. Scheduled communications to congregational members, sent through CO, include newsletters, convention information, ballots, etc.

- BD/committee members should try to keep mailings to a minimum.
- The president and the BD must approve any non-scheduled mailings.

Month	Mailing and Internet Posting Schedule	Provided By:
<p>January</p>	<p>Circuit Officers</p> <ul style="list-style-type: none"> • President’s communication with reminder to send the kids c.a.r.e. transmittal form and these handbook forms: Welcome Notes to New Pastors, Circuit Member Congregations, Circuit Officers List, Rally Report, and Mission Offering Transmittal • List of board of directors (BD) and committee members • Current mission offerings projects • <i>Home & World Missions Projects</i> booklet in EVEN years <p>Reporters</p> <ul style="list-style-type: none"> • Communication from president w/reminders to send in the handbook form: Change of Contact Information for Reporter or Pastor. Non-circuit members are reminded to send the Mission Offering Transmittal • List of BD and committee members • Current mission offerings projects • <i>Home & World Missions Projects</i> booklet in EVEN years <p>World Missionaries and BAM-assigned Home Missionaries in the Synod District in which the Convention is Held (via e-mail)</p> <ul style="list-style-type: none"> • Invitation letter (with gratuity information) • Convention registration newsletter <p>Previous Convention Attendees from Past Three Conventions, Reporters, and Circuit Officers</p> <ul style="list-style-type: none"> • Convention registration newsletter (mailed directly from printer) <p>Parasynodical Organizations (sent upon request via email or fax)</p> <ul style="list-style-type: none"> • Convention display letter • Display guidelines • Display application <p>Mission Groups or Parasynodical Organizations (sent upon request via e-mail or fax)</p> <ul style="list-style-type: none"> • Convention sales guidelines • Convention sales application <p>Other: As the BD deems necessary</p> <p>Internet Posting:</p> <ul style="list-style-type: none"> • Convention business meeting minutes (previous year) as approved • Any bylaws updates from previous convention • Convention registration newsletter • BD meeting highlights 	<p>President /Sec</p> <p>SG-BAM VP/CC BD</p> <p>President /Secretary</p> <p>SG-BAM VP/CC</p> <p>VP/Pres BD</p> <p>BD</p> <p>President</p> <p>Pastoral Advisors Secretary</p>

February & March	<p>Reporter</p> <ul style="list-style-type: none"> Ballot mailing to include: <ul style="list-style-type: none"> • Letter from the president-elect • Candidate biographies • Mission offering projects descriptions • Ballot for candidates and mission projects • Attention Reporters sheet • Return envelope <p>Reporters from Congregations who Have Not Sent Dues Renewal March 1 (copy to circuit presidents)</p> <ul style="list-style-type: none"> • First reminder letter • Membership form <p>Spiritual Growth Women, Circuit Presidents, and Vice presidents (via e-mail when possible)</p> <ul style="list-style-type: none"> • <i>Spiritual Growth in Focus</i> • Missions updates (website) <p>Internet Posting:</p> <ul style="list-style-type: none"> • <i>Spiritual Growth in Focus</i> • Missions updates (website) 	<p>P-E P-E SG-BAM Secretary</p> <p>Secretary</p> <p>CC SG-BAM</p> <p>SG-BAM</p>
April & May	<p>Reporters from Congregations who Have Not Sent Dues Renewal April 1 (copy to circuit presidents)</p> <ul style="list-style-type: none"> • Second reminder letter • Membership form <p>Reporters from Congregations who Have Not Sent Dues Renewal, but Have Sent a Ballot</p> <ul style="list-style-type: none"> • E-mail <p>Delegates from Congregations who Have Not Sent Dues Renewal</p> <ul style="list-style-type: none"> • E-mail <p>Circuit Officers, Reporters, Subscribers and Others</p> <ul style="list-style-type: none"> • Spring newsletter (mailed directly from printer) <p>Reporters</p> <p>Bylaws amendment proposals</p> <ul style="list-style-type: none"> • Letter • Proposed amendment changes <p>Convention Attendees (beginning May 1)</p> <ul style="list-style-type: none"> • Convention confirmation letter • Airport and parking information • Any other information from convention planner <p>Internet Posting:</p> <ul style="list-style-type: none"> • Board meeting highlights • Spring newsletter 	<p>Secretary</p> <p>CC</p> <p>President and Bylaws Chair</p> <p>Convention Planner</p>
June	<p>Pastors of Churches who Have Not Paid Dues</p> <ul style="list-style-type: none"> • Drop letter • Membership form • LWMS and BAM fliers 	<p>Secretary</p>

August (cont.)	<ul style="list-style-type: none"> Reporter's Handbook updates Board meeting highlights 	
September	<p>Convention delegates</p> <ul style="list-style-type: none"> Letter from president Minutes of the business meeting Form to return indicating approval of minutes as is or with changes Return envelope Bylaws update <p>Spiritual Growth Women, Circuit Presidents and Vice presidents (via e-mail when possible)</p> <ul style="list-style-type: none"> <i>Spiritual Growth in Focus</i> <p>Circuit Officers, Reporters, Subscribers, and Others</p> <ul style="list-style-type: none"> Fall Newsletter (Mailed directly from printer.) <p>June Seminary Graduates</p> <ul style="list-style-type: none"> New pastor letter LWMS and BAM ½ sheet fliers Fall newsletter <p>Internet Posting:</p> <ul style="list-style-type: none"> <i>Spiritual Growth in Focus</i> 	<p>President Secretary</p> <p>President</p> <p>CC</p> <p>CC</p> <p>Pastoral Advisor SG-MAC CC</p> <p>CC</p>
October	<p>Membership Renewal</p> <ul style="list-style-type: none"> Letter from President Membership Form Membership Dues Memo <p>Pastor to Pastor Letter to All Congregations to Encourage Membership and Rally and Convention attendance (10/1)</p> <ul style="list-style-type: none"> Letter from pastoral advisor LWMS ½ sheet flier <p>Circuit Vice Presidents</p> <ul style="list-style-type: none"> List of children of missionaries attending school in United States <p>Internet Posting:</p> <ul style="list-style-type: none"> Fall newsletter 	<p>President</p> <p>Pastoral Advisor</p> <p>SG-MAC</p> <p>CC</p>
November	<p>Volunteers in Central Office (if needed)</p> <ul style="list-style-type: none"> Christmas thank you letter from BD <p>Individual Members</p> <ul style="list-style-type: none"> Renewal letter <p>Internet Posting:</p> <ul style="list-style-type: none"> BD meeting highlights 	<p>President</p> <p>Secretary</p> <p>Secretary</p>
December		

Other CO Mailings

Membership Inquiry Response

- Letter by secretary: Sent by CO
- Membership form
- Current newsletter
- Convention newsletter (if applicable)
- "LWMS is..." document

New Member Kit

- Welcome letter by secretary
- Reporter's Handbook
- LWMS flier
- BAM flier
- Mission box
- Current newsletter
- Convention newsletter (if applicable)
- Prayer Calendar and order
- Missions Projects booklet
- List of BD and committee members
- Current mission projects list
- Offering envelope
- kids c.a.r.e. information
- Membership folder with LWMS introduction material

Circuit Formation Kits

1. Sent at first request:
 - Cover letter
 - "Forming a Circuit" information
2. Sent prior to organizational meeting:
 - Cover letter
 - Circuit Officer Handbook
 - Sample circuit bylaws
 - Missions Projects Booklet
 - Membership forms
 - LWMS and BAM fliers
3. Sent when paperwork has been received:
 - Cover letter
 - Circuit Officer Handbooks for all officers
 - Missions Projects Booklets for all officers

Ongoing:

- Computer input to keep records constantly updated from change of address forms, membership forms, circuit officer lists, etc.
- Schedules volunteers for the mailings.
- Posting weekly membership list changes to Internet.

Volunteer Oversight Procedures

The president-elect shall oversee and coordinate the utilization and tracking of volunteers willing and able to serve in an appropriate capacity for LWMS. Volunteers will be appointed for a specific task or function by the president-elect with BD approval. The procedure is as follows:

- The president-elect receives names of volunteers from the Time and Talent Survey, the membership, or other means.
- The president-elect organizes volunteers into related areas of service (i.e. writing and editing, data entry and computer work, standing committee service, etc.) and keeps names and forms on file/spreadsheet.
- The BD, standing committees, special committees, or CO administrator identify the need for volunteer assistance.
- The BD/committee liaison, under the direction of the president-elect, formulates a job description that addresses the specific time and talents needed for said project.
- The BD/committee liaison makes volunteer recommendations to the president-elect, or asks for names from the volunteer database.
- The president-elect sends the job description and Volunteer Information Form or Committee Member Application to the individuals selected by the BD/committee liaison to assess the qualifications of the volunteer. (*see Standing Committee Handbook*)
- The president-elect forwards the completed Volunteer Information Form or Committee Member Application to the BD/committee liaison for review.
- The BD/committee liaison makes a candidate recommendation to the president-elect.
- The president-elect forwards this information to the BD for approval.
- Upon approval, the president-elect contacts the candidate to officially appoint them to the committee/task/position. Continued communication with the BD/committee liaison and volunteer will be maintained to monitor the situation.

Committee Member Application

Bylaws-Communications

Name: _____

Address: _____

Telephone #: (____) _____ E-mail address: _____

Occupation: _____

Marital Status: (S) ____ (M) ____ Family: _____

Name and address of home congregation: _____

Name of your LWMS Circuit: _____

Please list all related professional organizations of which you are a member:

LWMS Activities: (rally attendance, positions held)

Past:

Present:

Service to the church:

Past:

Present:

Professional or work experience which relates to the duties of the position:

Other information which may help form a "mental" picture of the individual, and be of benefit to the BD of directors in assessing your talents and capabilities:

Recommendation of candidate's pastor:

I consent to having my name submitted as a nominee for the LWMS BD of Directors.

Signature _____

**Please return form to: BD President – president@lwms.org AND
BD President-elect – presidenelect@lwms.org**

Committee Member Selection

Guidelines

The following guidelines will enable the president and the BD to select and appoint committee members. Each committee member has particular skills and knowledge. When replacing a committee member, keep in mind all committee members cannot all be leaders, writers, computer experts, or creative people; but the committee will need a balance of leadership, team effort, dependability, and time commitments.

The BD will contact the current committee chair to determine the following:

- What are the skills of the current committee members?
- What skills need to be filled with the new member (i.e. a leader, someone with skills and/or knowledge in a particular area, or both)?

When considering a candidate questions such as the following should be discussed:

- What is the BD looking for in a member of these committees?
- Has the member submitted a Committee Member Application to serve?
- How did we hear about this person?
- Whom can we contact for additional input?
- Do we have a geographical diversity on the committee? If not, how can we accomplish this?

Bylaws Committee – What experience has the member had? Has she served in this capacity for other organizations? Has she had training on parliamentary procedure and work with bylaws and standing rules? Is the member a registered parliamentarian? Does the member have an interest in and has she been active in LWMS?

Communications Committee – This committee's work is highly technical and/or skill driven, i.e. writing, good knowledge of computers and the latest technology, creativity and time management. What experience does the member have to qualify as a good candidate for this committee? The loss of a specially trained, skilled person on this committee can create an imbalance of talents. The candidate will need skills which will balance the team.

Bylaws Committee

Bylaws Committee – The Bylaws Committee shall review the international and circuit bylaws. The committee shall make bylaws recommendations to the BD annually and, upon approval, shall be responsible for presenting amendments to the membership. (Bylaws, Article VIII, Committees, C. Standing Committees.)

General Responsibilities

- Consist of three or more members appointed by the BD for a three-year term. A member may be reappointed for one additional three-year term. Members will represent the geographical diversity of the membership. The committee chair, appointed by the president, will report to a BD member.
- This committee will communicate by e-mail, phone, mail, and/or fax. When possible, they will meet during the convention. For this reason a committee member will need to be able to administer and manage e-mail and should be willing and able to attend the annual conventions.
- Each committee member needs to be willing and able to work within deadlines as well as with multiple committee and BD members.

Specific Duties

1. Review the organization's bylaws annually and make recommendations to the BD.
2. Review circuit bylaws on a five-year cycle, make recommendations to the circuits, and follow up on the recommendations made to the circuits.
3. Be familiar with parliamentary procedure and *Robert's Rules of Order Newly Revised*.
4. Prepare and keep updated a sample copy of circuit bylaws.
5. Submit a report of activities to the president prior to each BD meeting and an annual report to the BD by May 1 of each year.
6. Serve as a parliamentarian for the business meeting at the annual convention if appointed by the president.
7. Serve as a resource for the BD on all bylaws and parliamentary issues.
8. Provide newsletter articles as requested by the BD or by the Communications Committee.
9. Carry out other tasks as assigned by the BD.

One member of this committee serves as the circuit bylaws review coordinator. She acts as the committee's contact with the circuits for the purpose of assisting them in maintaining bylaws which accurately reflect their operation. Her primary duties are:

1. Contact each circuit on a five-year rotating cycle to acquire a copy of their governing document for review. The five-year cycle begins from the date on which the Bylaws Committee approves the circuit's bylaws.
2. Circulate a copy of the circuit documents among committee members to obtain each member's review.
3. Return completed reviews to the circuits.
4. Continue to follow up with each circuit after the review is completed until the revised documents are received.
5. File revised circuit documents at the CO and also with the committee.
6. Acknowledge receipt of revised circuit documents sent to the committee and/or CO.

Communications Committee

Communications Committee – The Communications Committee, chaired by the communications coordinator, shall be responsible for creating and maintaining professional, interesting, and informative communications for the organization at the direction of the BD. (Bylaws, Article VIII, Committees, C. Standing Committees.)

General Responsibilities

- Consists of three or more members appointed by the BD for a three-year term. A member may be reappointed for another three-year term. Members will represent the geographical diversity of the membership.
- The communications coordinator acts as committee chair and is elected by LWMS membership to a two-year term and may serve two terms. She acts as the liaison between the committee and the BD and is a voting member of the Spiritual Growth-Mission Awareness Committee.
- The committee will communicate by e-mail, phone, mail, and/or fax. When possible, they will meet prior to or during the annual convention.
- Each committee member needs to be willing and able to work within deadlines as well as with multiple committee and BD members.

Specific Duties

The committee will:

1. Create and maintain professional, interesting and informative publications for the organization at the direction of the BD.
2. Assist the BD with publications so they are interesting and informative to the reader.
3. Review all publications/communications and promotional materials for image, message, consistency, and effectiveness.
4. Write, edit, proofread, and publish the Convention Registration, Spring, and Fall Newsletters.
5. Edit, layout, and proofread materials for the convention binder.
6. Edit, layout, and proofread the *Spiritual Growth in Focus* for the Spiritual Growth-Mission Awareness Committee.
7. Write, edit, and proofread articles for *Forward in Christ* or other WELS publications when requested.
8. Create, write, edit, proofread, and publish the LWMS, *Befriend A Mission*, and Individual Membership fliers.
9. Work on other publication projects as directed by the BD.
10. Be prepared to assist in preparing articles and material for the LWMS website.
11. Read all BD meeting minutes, the organization's bylaws, BD of Director's Handbook, Circuit Officers' Handbook, Reporter's Handbook and the Convention Handbook.
12. Submit a report of activities to the president prior to each BD meeting and an annual report to the BD by May 1 of each year.
13. Carry out other tasks as assigned by the BD.

Communications Committee Yearly Calendar

January	<ul style="list-style-type: none"> • Begin Spring Newsletter by January 10.
February	<ul style="list-style-type: none"> • Assist SG-MAC with layout, format and proofreading of <i>Spiritual Growth in Focus (SGiF)</i> February mailing.
March	<ul style="list-style-type: none"> • Complete Spring Newsletter by March 15.
April	<ul style="list-style-type: none"> • Begin Convention Binder by April 1. • Assist in getting the Spring Newsletter to the CC Chair by April 10.
May	<ul style="list-style-type: none"> • Complete Convention Binder by June 1.
June	<ul style="list-style-type: none"> • Attend annual convention which is held the last full weekend of June. • Assist board in procuring Fall Newsletter authors if necessary.
July	<ul style="list-style-type: none"> • Begin Fall Newsletter by July 10. • Post website Convention News by July 15. • Orientate new committee members if they have been appointed. • Assist in getting biographies and photos for board and committee members to be posted to the website by July 31.
August	<ul style="list-style-type: none"> • Complete Fall Newsletter by August 5. • Assist SG-MAC with layout, format, and proofreading of <i>SGiF</i> mailing • Begin Convention Registration Newsletter by August 10. • Assist in getting the Fall Newsletter posted to the CC Chair by August 10.
September	<ul style="list-style-type: none"> • Assist VP/SG-MAC with Missions Projects booklet—odd years.
October	<ul style="list-style-type: none"> • Assist BD in procuring Convention Newsletter authors if necessary.
November	<ul style="list-style-type: none"> • Complete Convention Registration Newsletter by November 30.
December	<ul style="list-style-type: none"> • Assist BD in procuring Spring Newsletter authors if necessary.

Publication and Editing Process

The publication process for Newsletters (Convention Registration, Spring, and Fall), and the Convention Binder follows. This process may be used for other LWMS publications.

The **Publisher** (BD) is ultimately responsible for getting publications produced/distributed.

The **Editors** (president, president-elect, communications coordinator, and other assigned BD member) decide what articles will go into the publications and have the final say as to what goes into production. Communications Committee (CC) members write articles or find writers as directed by the editors.

The **Communications Coordinator (CC)** provides the editors with a worksheet showing the placement of the articles (page numbering), graphics/pictures, authors, assignment of copy editors, word count, and timeline. Committee copy editors and BD members receive a copy of the finalized worksheet.

A Newsletter or Binder Coordinator may be assigned by the communications coordinator with the communications coordinator having final authority on decisions made by the newsletter coordinator. The person in charge of the newsletter, hereafter be referred to as “**coordinator**”, may be the communications coordinator or another member of the committee.

The **Authors** (CC members, BD members, and guest authors) research, write, and proof their own articles which are further proofed by the assigned copy editor. Authors are asked to keep to the assigned word count so the newsletter is not overly crowded and is easy to read. Authors send the original article to the editors, assigned copy editors, and coordinator.

The **Copy Editors** (CC members) read articles from the authors for the correct word count, correctness of content, misspelling, punctuation, typos, and grammar inconsistencies. Additionally, they review these articles for image, message, consistency, and effectiveness. They contact the author with editing suggestions. During this process e-mail between only copy editor and author is required. **All authors must sign-off if the copy editors make changes to the content of the articles.** The copy editor sends author approved article to the coordinator. The coordinator sets up a master article file and sends the articles to the proofreaders.

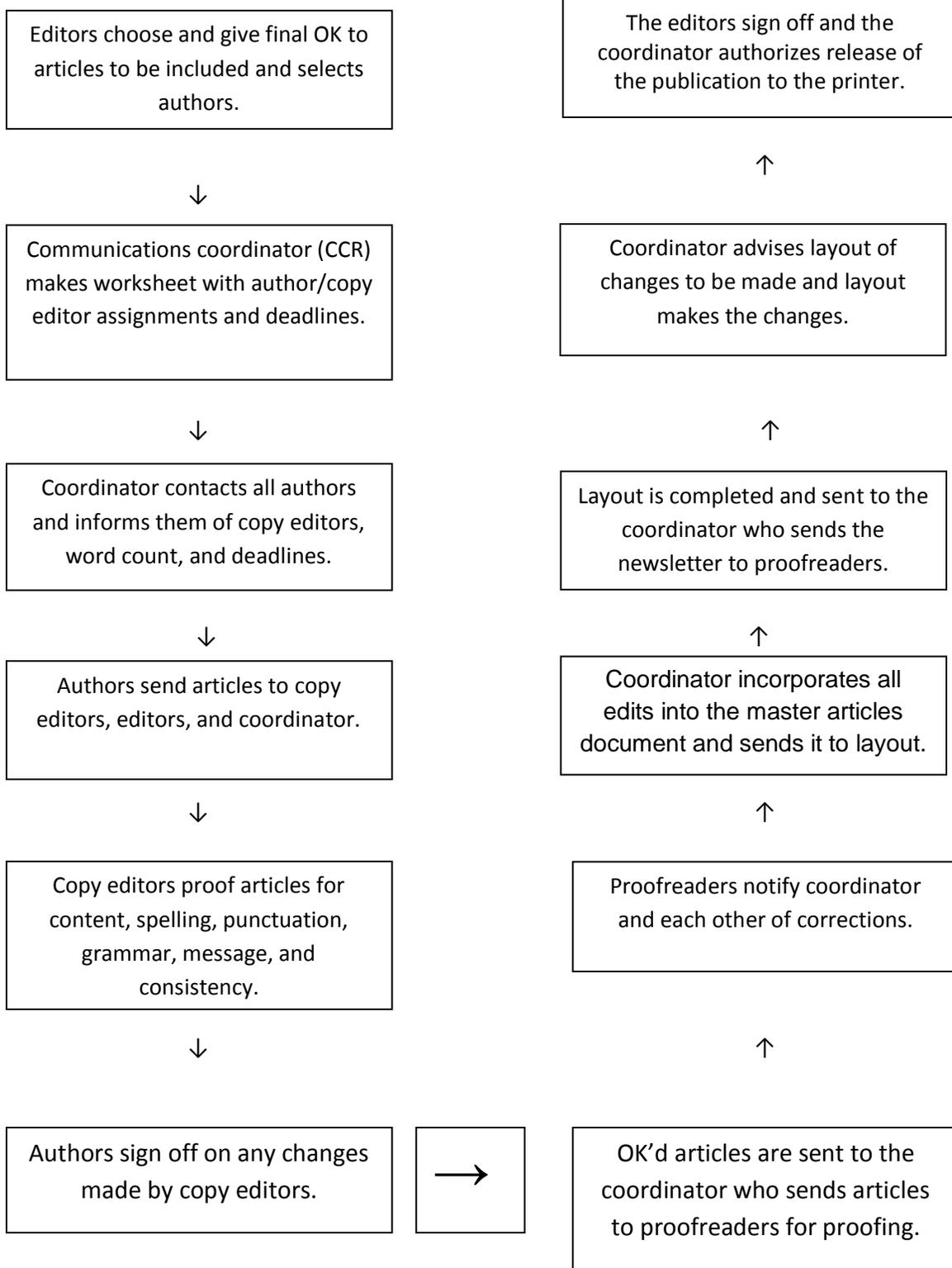
Proofreaders are identified on the newsletter/binder worksheets and normally include the president, president-elect, all copy editors, and one pastoral advisor. The CO staff and convention planner may be included. Proofreaders complete the same review as performed by the copy editors (above) and return their edits to the coordinator.

Layout is completed by an individual appointed by the publisher, a committee member or someone outside the committee. She receives the fully proofread and edited articles from the coordinator and proceeds with the BD approved layout, working with the coordinator. The coordinator sends the layout copy to the proofreaders for final proofing. When all edits have been returned to the coordinator and implemented by the layout person the coordinator authorizes the publication to be released to the printer. The printer may be requested to send a proof copy of the printing back to the newsletter coordinator by overnight mail for her approval.

Newsletter/Binder Flow Chart

The Publisher is the BD. The “coordinator” is the newsletter/binder coordinator selected by the communications coordinator. *See next page.*

Newsletter/Binder Flow Chart



Spring and Fall Newsletters

General

The **newsletters** are the official publication of the Lutheran Women's Missionary Society. They are published under the guidance of the president.

Specific

Content

- **Convention**: Notify all member congregations of the organization's annual convention at least one month before the meeting.
- **Bylaws**: Any proposals to repeal or alter the bylaws are to appear in at least one newsletter prior to the annual convention.
- **Organizational news**: Articles which the BD needs to share with the membership and other related news from the circuits and reporters.

Contributors

- All BD members may be asked to submit material.
- Others may be asked by the BD to contribute.

Proofing

Final copy of the newsletter is proofed by the president and president-elect (and in some instances by the CO staff) before printing.

Recipients of the Newsletter

- Subscribers
- Reporters
- Circuit officers
- Members of the BD
- Standing committee members
- Ad hoc committee members
- Representatives of home missions and to world missionaries

Schedule

These newsletters will be published in the spring and fall.

Spring Newsletter Contents

Basic Content	BD Responsibility
<p>Reminders to send or provide the following information:</p> <p><u>Circuit Officers (forms found in Circuit Officer's Handbook)</u></p> <ul style="list-style-type: none"> • Rally Report/Spring, <i>Officers 60</i>. Secretary sends to LWMS president-elect within 30 days after spring rally. • Circuit Member Congregation List, <i>Officers 55</i>. Secretary sends to Central Office by 6/1. • Circuit Officer List, <i>Officers 56</i>. Secretary sends to Central Office by 6/1. • Mission Offering Transmittal, <i>Officers 58</i>. Treasurer sends to Central Office by 5/25. <p><u>Circuit Reporters (forms found in Reporter's Handbook)</u></p> <ul style="list-style-type: none"> • Membership <u>form</u> & dues <i>Form R-7</i> – Send by 4/1. • Sealed mail-in ballot – Postmarked by 5/25 • Change of Name/Address & Reporter/Pastor as change occurs. <i>Form R-9</i> • Send mission offerings to Circuit Treasurer before Spring Rally <p><u>Non-Circuits Reporters (forms found in Non-Circuit Reporter's Handbook)</u></p> <ul style="list-style-type: none"> • Membership form & dues <i>Form RNC-7</i> – Send by 4/1. • Sealed mail-in ballot – Postmarked by 5/25 • Mission Offering Transmittal, <i>RNC-16</i>. Send to LWMS treasurer by 5/25. <i>RNC-16</i> • Change of Name/Address & Reporter/Pastor, <i>RNC-9</i>. Send as change occurs. <p><u>Convention Attendees</u></p> <ul style="list-style-type: none"> • Registration Form and Fees. 	Secretary
<p>Membership Update Report</p> <p>Mission Offering Projects – Listed on convention ballot.</p> <p>President's Corner</p> <p>Convention News</p> <p>Candidates for BD of Directors – Listed on convention ballot.</p> <p>Bylaws to be voted on at the convention</p> <p>Missionary Wives (or other article selected by the editors)</p>	<p>Secretary</p> <p>Vice President</p> <p>President</p> <p>Co-Chairs</p> <p>President-elect</p> <p>Bylaws Chair</p> <p>Vice President</p>

Fall Newsletter Contents

Basic Content	BD Responsibility
<p>Reminders to send or provide the following information:</p> <p><u>Circuit Officers (forms found in Circuit Officers Handbook)</u></p> <ul style="list-style-type: none"> • Rally Report/Fall, <i>Officers 58</i>. Secretary sends to LWMS president-elect within 30 days after fall rally. • Welcome Letters, <i>Officers 34</i>. President's Recap, <i>Officers 63</i> sent by 1/31. • Befriend A Mission, <i>Officers 51-52</i>. VP sends for information. • Mission Offering Transmittal, <i>Officers 58</i>. Treasurer sends after Fall Rally. <p><u>Circuit Reporters (forms found in Circuit Officer's & Reporter's Handbook)</u></p> <ul style="list-style-type: none"> • Befriend A Mission Response, <i>R-12</i> – to circuit VP by 1/1. • Change of Address/Name, <i>R-9</i>. Send to CO & circuit secretary. • BD of Directors nominations, <i>Officers 61</i>. Send in nominations by 11/1. <p><u>Non-Circuits (forms found in Non-Circuit Reporter's & Officer's Handbook)</u></p> <ul style="list-style-type: none"> • Befriend A Mission, <i>RNC-12</i>. Send form to BAM coordinator by 1/1. • Mission Offering Transmittal, <i>RNC-16</i>. Send to LWMS treasurer by 5/25. • BD of Directors nominations, <i>Officers 61</i>. Send in nominations by 11/1. 	<p>Secretary</p>
<p>Convention Reflections</p> <p>Convention Notes</p> <p>Picture Yourself Here</p> <p>Membership Update</p> <p>Mission Offering Projects– Listed mission offering projects for next year.</p> <p>Mission Offering–Excerpts from the letters of thanks from Boards for Home and World Administrators.</p> <p>President's Corner</p> <p>Missionary Wives (or other article selected by the editors)</p> <p>BD and Committee Members Names and Addresses</p> <p>Prayer Calendar</p>	<p>Guest Author</p> <p>Secretary</p> <p>Communications</p> <p>Secretary</p> <p>SG-BAM</p> <p>President-elect</p> <p>President</p> <p>Vice President</p> <p>Central Office</p> <p>Vice President</p>

Convention Registration Newsletter

General

The **Convention Registration Newsletter** is the official invitation to the Lutheran Women's Missionary Society annual convention. It is published under the guidance of the BD.

Specific

Content

- Convention Invitation: Notify all member congregations of the organization's annual convention.
- Bylaws: Any proposals to repeal or alter the bylaws are to appear in this newsletter.
- Organizational news: Articles which the BD needs to share with the membership and other related news from the circuits and reporters.

Contributors

- Any BD member may be asked to submit material.
- Others may be asked by the BD to contribute.

Proofing

Final copy of the Convention Registration Newsletter is proofed by the president, president-elect, CO, and convention coordinator before printing.

Recipients of the Convention Registration Newsletter

- Subscribers
- Reporters
- Convention attendees from the last three years
- BD members
- Standing committee members
- Ad hoc committee members
- Representatives of home missions and world missionaries

Convention Registration Newsletter Contents

Basic Content	BD Responsibility
Convention Invitation	Co-Chairs
Mission Speakers	Vice President
President's Corner	President
Tentative Schedule	President
Menu	Convention Planner
Convention Site and Hotel	Convention Planner
People to Contact	Co-Chairs
Workshops	Vice President
Registration Form	Central Office and Convention Planner
Tours	Co-Chairs

Convention Binder Contents

Report & word count and/or page numbers (Layout will do graphic, logo, etc.)	Page #	Authors
Welcome - 261 (<i>convention logo</i>)	1	President
Blank page	2	
Table of Contents – 1 page	3	Layout
Hotel and Convention Floor Plan – 2 pages	4 & 5	Convention Planner
Convention Schedule – 4 pages (<i>LWMS logo</i>)	6-9	President
Convention Reminders – 2 pages (<i>don't forget</i>)	10-11	President and Convention Planner
Business Meeting Agenda – 1 page (<i>gavel</i>)	12	President
New Members – 1 page (<i>LWMS logo</i>)	13	Secretary
Financial Statement – 10 pages (<i>LWMS logo</i>)	14-23	Treasurer
President's Report – 1,030 (<i>pen</i>)	24-25	President
SG-MAC Report – 1,000 (<i>SG logo</i>)	26-27	Vice President
Central Office Report – 2 pages (<i>LWMS logo</i>)	28-29	Central Office
Standing Committee Reports – 1,000	30-31	President-elect
Ballot Summary – 1 page (<i>LWMS logo</i>)	32	President-elect
Mission Projects 20xx-20xx – 400 (<i>BWM & BHM logos</i>)	33	SG-BAM
BD Names and Addresses – 1 page (<i>LWMS logo</i>)	34	Central Office
Standing Committees Names and Addresses – 1 page	35	Central Office
Convention Committee Chairs (<i>convention logo</i>)	36	Co-Chairs
Hosting Circuits Officers – 1 page	37	Co-Chairs
Our Special Thanks... – 360 (<i>thanks</i>)	38	President
Resource Catalog Items – 1 page (<i>LWMS logo</i>)	39	Vice President
Resource Order Form – 1 page (<i>LWMS logo</i>)	40	Vice President
Central Office Order Form – 1 page (<i>LWMS logo</i>)	41	Central Office
Blank page	42	
Post-Convention News Release – 1 page (<i>LWMS logo</i>)	43	Secretary
Blank page	44	
Request for Officer Candidates – 2 pages (<i>LWMS logo</i>)	45-46	President-elect
Talents & Time Questionnaire – 1 page (<i>LWMS logo</i>)	47	President-elect
Blank page	48	
Convention Evaluation Sheet – 1 page	49	President-elect
Blank page	50	
Blank pages for attendees' note taking	51-54	

Historian

The historian is appointed by the president with the concurrence of the BD. She shall be a member of LWMS. The historian will strive to improve our collective understanding of the past and be both an advocate for history and a resource to the BD on questions relating to history and preservation.

General Responsibilities

- The first and primary responsibility of the historian will be to document and archive the history of LWMS and determine which records shall be used for any LWMS historical publications which are compiled.
- She must possess the ability to research and write.
- She will have high standards for gathering and evaluating evidence, making thoughtful and appropriate generalizations, and writing well-organized and readable narratives to be published by the BD.

Specific Duties

1. After the convention meeting minutes are published the historian will review the BD minutes and add to the ongoing chronological yearly history file of BD decisions. This electronic file is held at the Central Office for safekeeping.
2. She will work with the Central Office staff to ensure the website history section is up-to-date. She will monitor that section of the website and make recommendations as needed.
3. She will make recommendations to the BD regarding publication of historical documents such as an anniversary history book. She will work with the communications coordinator regarding timelines and provide resource materials should a book be published.
4. The historian will evaluate and catalog items gifted to LWMS by missionaries, missions, mission projects, annual convention committees, and those who have served on the BD. The items will then be included in scrapbooks or boxes of memorabilia. The items will be preserved in an organized and interesting way and be available to current and future members.
5. She may make a heritage display to be hung in the Central Office and displayed at the annual convention.
6. This position embraces the preservation of the papers that document our past as well as convention items and gifts. The historian will recommend ways to preserve items not electronically accessible and items which are fading, including older media such as slides and audio cassettes.

Additional Information

Expenses

On behalf of the membership, the BD would like to thank you for agreeing to serve on one of the standing committees. We know it costs money to volunteer and we appreciate your service to the organization. You will generally be informed of any reimbursement you are to receive. Questions on this topic may be directed to the committee chair, CO, or the treasurer.

Be sure to attach receipts to your expense reimbursement forms when submitting allowed costs to the treasurer. If you have any questions about submitting expense items, please ask the treasurer. If there is still a question, she will consult with the president. **Note:** *The LWMS Expense Report form is found on the next page.*

Transferring of files/information

The exchanging of information and files from your predecessor shall be done on a mutually agreed upon date as soon as possible after a committee change.

It is important for you to update your section of the Standing Committee Handbook as changes take place and give the written update to the president and president-elect by **April 1** each year.

Website Updates

General Responsibility

The website will be maintained and updated by the CO staff, the communications coordinator, Spiritual Growth-Mission Awareness Committee members, or others as assigned by the BD. All Web content will be approved by the BD. The website host is FinalWeb.

LWMS members are encouraged to stay current on all aspects of LWMS by visiting the website at lwms.org.

Website Devotion Guidelines

“Woman to Woman” Website Devotion Guidelines

1. The purpose of these devotions is to promote spiritual growth. **Topic and content of devotions should have a mission focus.** Along with the mission focus consideration may be given to seasonal topics related to the church year and basic current events.
2. Devotions are based on Holy Scripture. (Use one main Scripture to maintain a clear focus; limit any secondary references to one or two. See #6 below.)
3. Cite Scripture references.
4. An important thing to remember in writing devotions is to properly convey law and gospel, especially bringing people to the cross. The cross is, of course, the centerpiece of our faith. Not only does it bring us the forgiveness of sins, it also empowers us to live as trusting, loving servants of the Most High.
5. Subject material should be targeted especially for women.
6. Devotions should carry a single line of thought supporting the Scripture reference for clarity and impact.
7. Devotions may be submitted in prose or poetry, 300-450 words in length.
8. A closing prayer may be included.
9. Submit devotions to the Spiritual Growth-Mission Awareness Committee (SG-MAC). The SG-MAC member in charge of the website is listed on the LWMS Website or her name is available from the Central Office:

LWMS Central Office
11200 W Greenfield Avenue
West Allis, WI 53214-2240
Phone (414) 321-6212
E-mail: centraloffice@lwms.org

10. Include your name, LWMS circuit, and congregation affiliation.
11. All devotions are the property of the Lutheran Women’s Missionary Society. Devotions may be copied individually for use in small groups up to 50. Permission for reproduction in groups larger than 50 or for grouping devotions together must be obtained by contacting CO.
12. Include the following on copies when permission is granted:
© 20XX Lutheran Women’s Missionary Society. Used by permission.

Valuable Resources

Bylaws: Each committee member should be familiar with the contents of the LWMS Bylaws. Members should download a new copy of the bylaws from the website at lwms.org each year following the annual convention. The link to the bylaws is on the home page under About Us. A copy of the bylaws is found beginning on the next page.

Resource Catalog: Each committee member should be aware of and use the Resource Catalog. The Resource Catalog is available on the website at lwms.org. It is listed in the drop down boxes of the Reporter Info, Circuits, or Spiritual Growth tabs.