To God be the glory!

We thank our Lord for calling us to be his people and for equipping us to serve him!

May the Spirit guide us so that everything we do shares the love of our Savior and brings praise to the Father!

So then, just as you received Christ Jesus as Lord, continue to live in him, rooted and built up in him, strengthened in the faith as you were taught, and overflowing with thankfulness.

Colossians 2:6-7
If you cannot preach like Paul, ...
You can be like faithful Aaron
Holding up the prophet’s hands.

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

Romans 1:12
I’m a Reporter?
I’m My Church’s Reporter!!!

As a reporter you have an exciting job and an awesome responsibility! You are a leader and the vital link between the LWMS and the women of your congregation. Many resources are available to help you share LWMS news with your congregation including this handbook. Read it carefully and get excited about missions! Develop your mission awareness and build a personal understanding of missions and their need for prayers and support. The following ideas will help strengthen you and make you more confident to inform and encourage others about missions.

♥ STUDY God’s Holy Scripture daily. The Holy Spirit will make use of your knowledge and God-given gifts for his purpose.

♥ PRAY. Prayer is powerful. Ask God to help you be creative and keep you excited.

♥ Make use of the Resource Catalog and Communications Packet. (Both can be downloaded from the LWMS Website. Click on the Reporter Info tab.)

♥ Visit the LWMS and WELS Websites (www.lwms.org and www.wels.net) often for news and information.

♥ Purchase the LWMS Prayer Calendar and share the information on missions/missionaries for meetings, announcements, posters, and display boards. Encourage others to buy the calendar and use it to remind them to pray for WELS missions/missionary families. Order calendars from Central Office (CO). The calendar flier contains ideas for its use.

♥ Learn about the kids c.a.r.e. (care about reaching everyone with the gospel) project and tell your Sunday school, Lutheran elementary school, and Lutheran Pioneer leaders about it.

♥ The Befriend a Mission Program (BAM) enables your congregation to become familiar with and support the mission fields and missionary families assigned to your circuit. The most important support includes PRAYER and words of ENCOURAGEMENT. Give everyone in your congregation a BAM flier as well as details about your mission assignments. Ask your pastor to pray for your mission assignments in the Prayer of the Church. (For a clear understanding of the BAM program look for the BAM Summary in the Resource Catalog.)
Encourage those who are interested to use their time, talents, and treasures in a specific way.

Speak to your entire congregation about LWMS and missions as well as individually to each organization within your congregation. Be upbeat and excited about your subject. Share the information from the reporter mailings received from CO. Announce rallies and the annual convention. Invite both men and women to attend them. Get a group to attend the annual convention.

Write articles about LWMS and missions regularly for the church newsletter, bulletin inserts, bulletin boards, or displays.

Ask your pastor to include LWMS in your annual Mission Festival. Work with your pastor in providing information for the Mission Festival. If your congregation doesn’t have a Mission Festival, ask your church leaders if one can be planned. Invite a missionary to speak. (If you need help securing a mission speaker, go to the home page of the LWMS Website and select the Missions Updates box. Under Links select WELS Missions Promotions.)

There is a Mission Sunday Worship Service to share with your pastor that you can order from the Resource Catalog through CO or download it from the LWMS Website using Document Download, category “Resources.” (See page R-6 for more directions in using Document Download.)

Be responsible in providing the opportunity for your congregation to contribute to the mission projects prior to the spring and fall rallies. Be sure you have publicized the mission projects in advance. Mission boxes and envelopes are available from CO.

Let your congregation know that regular LWMS updates are available through e-mail. Each person can subscribe by going to the home page of www.lwms.org. Look for the gray box beneath the Mission Statement box that says, “Sign up today to receive e-mail updates.”

Start an LWMS prayer group. You can meet all together or set a specific time when everyone will pray for missionaries and missions.
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**BAM Assignment Tab**

*Please photocopy forms as you need them and return original to this handbook.
I. Definition of term REPORTER – Informer, teller, someone who makes known, transmitter, informant, communicator, someone who shares information.

II. Bylaws: ARTICLE IV – Organization A. reads: The women in WELS congregations or in congregations which belong to a church body in fellowship with WELS shall be free to organize according to ARTICLE IX. Under any organizational basis, the interest and the wishes of the member congregation and pastor must be respected.

III. Duties of the Reporter – See Bylaws: ARTICLE IX – Member Congregation.
   A. Each congregation shall elect or appoint a reporter or reporters.
   B. The reporter shall transmit LWMS information and circuit news, plus all other pertinent information to the congregation, in cooperation with the pastor.
   C. The reporter shall supervise the ordering and distribution of mission promotion materials such as boxes and envelopes. See the Resource Catalog for a list of materials available and the order form.
   D. The reporter shall see to it that the annual membership dues (R-7) are sent for her congregation no later than January 1.
   E. The reporter shall see to it that a delegate and alternate from her congregation are appointed or elected by May 1 for the annual convention held each June.
   F. The reporter of a congregation shall receive the ballot for the mission projects and board of director nominees. If your congregation has more than one reporter, each will receive a ballot. Only one ballot is to be returned from a congregation, otherwise all ballots from that congregation are invalid. [NOTE: Follow the ballot mailing instructions in Section V. F. exactly or the ballot will be declared invalid and will not be counted.]

IV. Reporting to the women of the congregation.
   A. Because membership is on a congregational basis, you have the responsibility to share LWMS information with ALL of the women of your congregation, in cooperation with your pastor—the interests and wishes of the congregation and pastor must be respected.
      1. Elections may be through each women's organization of the congregation; each organization may have its own reporter.
      2. The reporter(s) shall serve all of the women of the congregation, whether they are active or not in the organization(s) within the congregation.
   B. The reporter shall receive the:
      1. Reporter Handbook (Pass it on to the reporter who succeeds you.)
      2. Membership form annually from the LWMS Central Office (CO)
      3. LWMS Convention Registration Newsletter
4. LWMS Spring and Fall Newsletters
5. Befriend A Mission information from the circuit vice president and updates throughout the two years of assignment.
6. Other information as sent by the board of directors and circuit boards

C. The reporter shall transmit to the women in her congregation: information from the LWMS Newsletter, Befriend A Mission mailings, kids c.a.r.e. materials, convention mailing, circuit updates, ballots, plus all other pertinent information, in cooperation with the pastor. She should prepare the information rather than ask the pastor to do it. Use the following resources to disburse the information to:
   1. Women's organization(s)
   2. Sunday bulletin/worship folder
   3. Congregational newsletter
   4. E-mails/blogs
   5. Special mailings/handouts

V. Reporting to the LWMS Board of Directors and Circuit Officers
   A. Membership Form—the reporter shall ensure the annual membership dues are sent to CO for her congregation no later than January 1 yearly.
      1. Complete the membership form accurately and legibly.
      2. Please type or use a ball point pen, pressing firmly. Print information, except for signature. The three-part form is carbonless paper. Make sure all copies are legible.
      3. Include all pastors and all reporters serving the congregation. (These are needed to keep our mailing list up to date.)
      4. The form must be signed by the pastor or a vacancy pastor currently serving your congregation.
      5. Send the form with the dues. Read all instructions before mailing to the address on the form.
      6. The form should be postmarked by January 1. A congregation can join or renew at any time; however, membership dues paid by January 1 will assure that your congregation can be represented by a delegate and have voting privileges for the LWMS Board of Director officers for the Annual Convention.

   B. Change of Name/Address
      1. Photocopy the form (R-10) for any change of contact information for reporter and/or pastor during the year.
      2. Complete the form (R-10) and if a circuit member, make two (2) copies. Send or scan and e-mail one copy to CO and one to the circuit secretary.

   C. Nomination Forms
      1. For circuit—Send to the circuit secretary by the date designated.
      2. For board of directors—Send to the board of directors president-elect by the date designated.
D. Mission Project Offerings—Every woman in the congregation has the privilege of participation.

1. Collect monies—How?
   • LWMS mission boxes
   • Through the treasurers of the local women's groups
   • By using LWMS mission envelopes placed in congregation collection plates
   • By using a special container in a prominent and publicized area on designated Sundays

2. What do I do with the monies?
   A. If you participate in a circuit, send a check prior to the spring and fall rallies to the circuit treasurer. DO NOT send your LWMS congregational offerings to CO or to the WELS Missions Office. Of this money, 75 percent is disbursed by circuit direction using the Home and World Missions Projects booklet prepared by the WELS Missions Office and LWMS. The other 25 percent is sent by the circuit treasurer to CO for distribution at the annual convention; OR
   B. If your congregation is not participating in a circuit (non-circuit), you may submit 100 percent of your offering by May 25 to CO for distribution at the annual convention. Or you may submit 25 percent of your offering with 75 percent being used for mission projects selected from the Home and World Missions Projects booklet prepared by the WELS Missions Office and LWMS.

E. Annual Convention—The reporter shall see to it that a delegate and alternate from her congregation are appointed or elected by May 1 for the annual convention held each June.

   1. Provide copies of the registration form for all interested women.
   2. Women of the congregation select a delegate and alternate, who shall be prepared to express the views of the women of the congregation.
   3. Note the deadline dates for registration and for cancellation.

F. Ballots—The reporter shall see to it that the board of directors ballot and the mission projects ballot are filled out properly. In order that a vote may be considered valid, the following criteria must be observed. If there are any deviations from these instructions, the ballot will be declared invalid and will not be counted.

   1. Only one set of ballots may be returned from a congregation.
   2. Mark only once for each choice given. (Mark with an X.)
   3. Write the name and address of your congregation and the name of your circuit in the spaces provided on the back of the envelope.
   4. Use only the ballot envelope for mailing ballots. If your envelope is lost or damaged, call CO for a replacement envelope.
   5. Mail nothing else in the ballot envelope.
6. Ballots must be postmarked by the date shown on the envelope.
7. Make certain your membership dues have been paid.

VI. Update and have in your possession these materials to share with your congregation. Become familiar with the LWMS Website so you can direct people to locate items through it.
A. LWMS Bylaws
B. Circuit Bylaws
C. Copy of each LWMS Newsletter
D. Copy of special mailings, e-mail newsletter
E. Befriend A Mission program
F. Circuit newsletters, reports, and rallies
G. Resource Catalog
H. Prayer Calendar
I. LWMS Website devotions, prayers, mission updates
J. Any other pertinent LWMS information

VII. Conclusion

The reporter position is extremely valuable and crucial. You are the "uniting" link holding the chain of "serving" women together. With weak connecting links, there will be a weak chain. With strong connecting links, there will be a strong chain. May God grant all of us (with an extra abundant measure to the reporter) the zeal, wisdom, and strength to be a strong chain—United to Serve Jesus—women dedicated to serving Jesus by increasing awareness of, interest in, and support of the mission outreach of the Wisconsin Evangelical Lutheran Synod (WELS).
CALENDAR OF DUTIES

January  
**Membership Form and Dues**—Send membership form and dues to CO by January 1
**Nomination Form** for circuit officers—Send it by the date specified.
**Convention Registration**—See that all women are aware of the annual convention and provide registration forms as needed.

April/May  
**Mission Offerings**—Remit to circuit treasurer; OR if a non-circuit member, send offerings to CO by **May 25**.
**kids c.a.r.e offering**—All offerings for this year’s project are due to CO by May 25.
**Ballots**—Send in one set of ballots for the board of directors and mission projects to CO before the date indicated.
**Convention**—See that a delegate and an alternate are appointed or elected to represent your congregation.

September  
**Befriend A Mission**—See that all women are aware of the Befriend A Mission assignments (the circuit vice president will notify reporters of the new assignments in even years).

September/October  
**Mission Offerings**—Remit to the circuit treasurer.
**Nomination Form**—Send in the nominations for the board of directors by **November 1**.

November  
**Membership Form**—Send the form and membership dues to CO by **January 1**.

December  
**BAM Response Form**—Send to circuit vice president by **January 15**.

ONGOING  
Send in a "Change of Contact Information for Reporter or Pastor Form" (R-10) to CO and to your circuit secretary whenever there is a change of contact information for the pastor or reporter.
# Reporter/Circuit Officer Dates to Remember

**ALL reports on this page may be mailed or e-mailed**

<table>
<thead>
<tr>
<th>January</th>
<th>February</th>
<th>March</th>
<th>April</th>
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<tbody>
<tr>
<td><strong>Reporters</strong> – send membership form and dues to CO by 1/1</td>
<td></td>
<td><strong>March-April</strong></td>
<td><strong>April-June</strong></td>
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<tr>
<td><strong>Reporters</strong> – send Befriend A Mission (BAM) Response Form to circuit vice president by 1/15</td>
<td></td>
<td><strong>Reporters</strong> – send mission project offerings to circuit treasurer</td>
<td><strong>Circuit Secretary</strong> – send New Circuit Officer List to CO within 30 days after election</td>
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<tr>
<td><strong>Circuit Vice President</strong> – compiles BAM Response forms and sends the information to Central Office (CO) by 1/31</td>
<td></td>
<td></td>
<td><strong>Circuit Secretary</strong> – send Spring Rally Report and Minutes to board of directors president-elect and CO within 30 days after spring rally</td>
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<th>May</th>
<th>June</th>
<th>July</th>
<th>August</th>
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<tbody>
<tr>
<td><strong>Reporters</strong> – return ballots for board of directors and mission offering project selections by 5/25</td>
<td></td>
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<tr>
<td><strong>Circuit Treasurer and Non-circuit Reporters</strong> – send mission offerings to CO by 5/25</td>
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<tr>
<td><strong>kids c.a.r.e offerings</strong> – due to CO by 5/25</td>
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<tr>
<td><strong>Circuit Secretary</strong> – send list of circuit member congregation list to CO by 6/1</td>
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<tr>
<th>September</th>
<th>October</th>
<th>November</th>
<th>December</th>
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<tbody>
<tr>
<td><strong>Circuit Vice President</strong> – send new Befriend A Mission information to all reporters in even years</td>
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<tr>
<td><strong>Circuit Secretary</strong> – send the Fall Rally Report and Minutes to board of directors president-elect and CO within 30 days after the rally</td>
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<tr>
<td><strong>Reporters</strong> – send nominations for board of directors to board of directors president-elect by 11/1</td>
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<tr>
<td><strong>Circuit Treasurer and Non-circuit Reporters</strong> – send fall mission offering monies to CO</td>
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</tr>
<tr>
<td><strong>Reporters</strong> – send in membership dues to CO by 1/1</td>
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</table>
Membership Form

Congregations (including exploratory congregations and foreign mission congregations) who are members of the Wisconsin Evangelical Lutheran Synod or of churches with whom this synod is in fellowship are eligible for membership.

The congregation’s membership extends the privilege of participation in the programs of LWMS to all women holding membership in the congregation.

Congregations that wish to become members of LWMS may do so by applying for membership on the form (shown below). Complete the form and send it to the LWMS Central Office along with the membership dues of $75. Dues are renewable yearly.

---

LWMS Membership Form

(For Type or Print Firmly)

Name of Congregation

Mailing Address

City, State/Province, Zip/Postal Code

RENEWAL MUST BE POSTMARKED BY JANUARY 1, 20_,

---

Please send white and yellow copies to:

LWMS Central Office
11200 West Greenfield Avenue
West Allis, WI 53214-2246
Keep pink copy for your records

---

Pastor’s Name

Pastor’s E-mail address

Pastor’s Signature

If more than one reporter, or more than two pastors serve this congregation, please indicate additional name(s) and address(es) on a separate sheet of paper. Only one pastor signature is necessary.

---

1/2017

R-8
Membership General Overview

LWMS Bylaws ARTICLE II: 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).

Our current membership is approximately 900 congregations across the United States and Canada. LWMS is divided into three levels: local, circuit, and international. Membership is by congregation with a payment of the $75 membership dues annually to LWMS. Individual women who are members of non-member churches may have an individual membership by paying the $40 membership dues annually.

LOCAL
Member congregations and individual members constitute the local level. Each congregation is asked to select a reporter. The reporter is the link between the local congregation and the circuit. All correspondence comes to her, and it is her responsibility to:

- Promote mission awareness with information from LWMS.
- Send the annual membership dues for her congregation to LWMS CO by January 1 each year.
- Collect mission offerings from the women of her congregation at least semi-annually. Remit the offerings by check to the circuit treasurer. DO NOT send monies to CO or WELS Missions Office.
- Send annual ballots for board of directors and mission projects to CO.

CIRCUIT
Congregations in a close geographical area may form a circuit. Circuit membership is encouraged. Circuit officers are selected and mission projects are chosen at their spring or fall rallies. There is no membership fee, but a free-will offering is taken at the rallies to cover operating expenses.

Congregations, that are members of a circuit, send 100 percent of their mission offerings to the circuit treasurer, of which 75 percent is sent to the circuit mission projects and 25 percent is sent to CO for the organization-wide mission projects. Each circuit is assigned world and home missions/missionaries through the Befriend A Mission program.

INTERNATIONAL
This level is administered by a nine-member board of directors elected by mail-in ballot. Some of the special duties of the board are to:

- Encourage spiritual growth of the membership
- Promote mission awareness
- Plan the annual convention
- Produce the LWMS Spring and Fall Newsletters
- Produce the LWMS Convention Registration Newsletter
- Produce the yearly LWMS Prayer Calendar
- Produce the Home and World Missions Projects booklet every other year
- Maintain the LWMS Website
Change of Contact Information for Reporter or Pastor Form

NOTE: Send this form whenever a change occurs.

________________________________________  _____________________________________________
(Date) (Circuit Name or Non-Circuit)

Congregation: __________________________________________________________

Address: ________________________________________________________________

New Reporter:  Yes ____  No ____  New Pastor:  Yes ____  No ____

Name: _________________________________  Name: _________________________________

Address: _______________________________  Address: _______________________________

________________________________________  _____________________________________________
(Zip/Postal Code) (Zip/Postal Code)

Phone: ________________________________  Phone: ________________________________

Fax: _________________________________  Fax: _________________________________

E-mail: _______________________________  E-mail: _______________________________

________________________________________  _____________________________________________
(Name of Outgoing Reporter) (Name of Outgoing Pastor)

Do you need a Reporter Handbook? _____Yes ______No

________________________________________
Reporter's Signature

Forward an e-mail or send a copy to:
LWMS Central Office
11200 W Greenfield Avenue
West Allis, WI 53214-2240
updates@lwms.org

IF YOU BELONG TO A CIRCUIT - Notify the circuit secretary of changes
LWMS Structure

Board of Directors

President
President-elect
Vice President
Communications Coordinator
Spiritual Growth-Mission Awareness Coordinator
Secretary
Treasurer
Pastoral Advisor
Pastoral Advisor

Circuits

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

Member Congregations

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

Central Office (CO)

The CO, located near Milwaukee, Wisconsin, in West Allis, serves as the organization’s communication center by providing information, materials, and record keeping for the board of directors, the circuits, and member congregations.
Befriend A Mission

Befriend A Mission (BAM) provides an opportunity to keep in touch with assigned missions/missionaries daily through year-round PRAYERS. Our letters, cards, and occasional packages are merely voluntary extras. The missionaries tell us how much they need our prayers and appreciate them.

In even years the BAM coordinator sends mission assignments to the circuit vice president by September 30. Mission assignments are for two years, using the calendar year, January - December. Remember, the assignments are for the missions and not the missionaries, so when missionaries move you will continue supporting the mission unless contacted by SG-BAM.

The circuit vice president will send each assigned mission/missionary a Prayer/Wish List Request Form immediately after she receives them from the board of directors BAM coordinator. As soon as she receives the form back from the mission, she will share this information with each reporter. The circuit vice president is the communication link between the mission and the reporters. The reporter should not request this information for this puts an undue burden on the mission. With the circuit vice president making the request, the mission/missionary needs to make only one response.

Responsibilities of the Circuit Vice President

- May ask or assign each reporter the months in which her congregation will personally "focus" on their assigned missions/missionaries through personal correspondence and prayer. Makes sure all 24 months and all missions/missionaries are assigned if this method of assignment is used.
- Communicates the needs and wishes of the missions and missionaries to the reporters.
- Passes along updates/changes in assignments when modified by the board of directors BAM coordinator as quickly as possible.
- Reminds reporters to send the BAM Response Forms to her by January 15, compiles them, and sends this information to the Board of Directors BAM coordinator by January 31.

Responsibilities of the Reporter

- Inform the local congregation through bulletins, bulletin boards, fliers, hand-outs, and e-mails about prayers and wish list items for their assigned missions/missionaries.
- Before sending a package to a missionary, verify current address and mailing information with the circuit vice president. Always check with an overseas missionary prior to sending any package, because many of them can get anything they need or are content doing without because of high tariff taxes they might pay in receiving a package.
- Do not expect responses. If a response is received, share the information with the circuit vice president who will then share it with all reporters in your circuit.
- Fill out the Befriend A Mission Response Form (R-12) and send to the circuit vice president by January 15 (or submit online directly to the board of directors BAM coordinator). The circuit vice president will compile your responses and send them (or she will send all the responses) to the board of directors BAM coordinator.

If you have any questions or suggestions, please contact the LWMS Board of Directors BAM coordinator at bam@lwms.org.

Check out the “Saints Refreshing Saints” information on the LWMS Website under Document Downloads, which is in a grey box on the left of the page when you select any tab at the top of the page.
Befriend A Mission Response Form

Please complete this form for the year ending and mail it to your CIRCUIT VICE PRESIDENT by January 15. (It is also available to fill out online. Select the “Reporter Info” tab and then select “Forms” in the dropdown box. If you choose submitting the form online, the deadline is January 31.)

Thanks for your help in providing new BAM ideas for the Saints Refreshing Saints document in the Resource Catalog. It is available online at lwms.org by selecting the “Projects” tab and then selecting “BAM” in the dropdown box. It is also available from Central Office. Be sure to check it out.

During the past year, 20____, our women did the following for our Befriend A Mission assigned missions/missionaries:

________ Prayed.

________ Sent notes/cards/letters/e-mails.

________ Sent other items. (Please give a brief description.)

________ Other projects/ideas you did to support your BAM assignments. (Please give a brief description.)

PLEASE PROVIDE INFORMATION BELOW

Reporter:__________________________________ Date

E-mail: ____________________________ (___)____________________ Phone

Church Name and Address:
_____________________________________________________________________
_____________________________________________________________________

****Please return this entire form to your Circuit Vice President****

Circuit Vice President Name: __________________________

Address: ____________________________________________

_____________________________________________________________________

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Befriend A Mission Shipping Information

Letters and Packages to Missionaries

Pray for your missions/missionaries, encourage them with cards, letters, and e-mail messages, and support them with monetary or other gifts for their personal use and for the mission they serve. They tell us how much they appreciate the prayers, personal notes and gifts from their LWMS sisters-in-Christ.

When sending packages, remember to:

- Send small packages; shipping costs can be extremely expensive.
- Obtain/verify correct mailing addresses from the circuit vice president.
- Check with the circuit vice president to find out about customs and import fees for overseas packages, which may make sending them inadvisable.
- Check with your local United States Post Office (USPS) for information on international mail rates. Their website, www.usps.com, also offers an international rate calculator and information on mailing packages overseas.
- When preparing packages and letters please be very mindful of their safety. There are many parts of the world where our missionaries could be in grave danger if their true work were discovered by the government. DO NOT put “Pastor,” “Reverend,” “Missionary,” or any other words regarding clergy on a package. DO NOT place crosses, other Christian symbols, or Bible passages on envelopes or packages.
- A monetary gift for the personal use by an overseas missionary should be sent to the missionary’s stateside representative. It is safer and better stewardship of funds for both the donor and the recipient. Send a note to the missionary to inform him about your gift. Names and addresses of the stateside representatives may be obtained from CO or bam@lwms.org.
- A monetary gift for the ministry of an overseas missionary should be sent directly to WELS, N16 W23377 Stone Ridge Drive, Waukesha, WI 53188, with a note indicating which mission it is designated for. Make a check payable to WELS and note the mission on the memo line. (There is a form and directions to this effect for your use in the back of the Home and World Missions Project booklet.) Also send a note to the missionary so he knows you are supporting the mission he serves.
- Monetary gifts to missionaries in the United States may be sent directly to them. Specify whether the gift is for the mission or for the missionary’s personal use. Check with Canadian missionaries about sending monetary gifts as there can be a loss of value due to the exchange rate.
- Using e-mail is an easy way to encourage your BAM mission/missionary(ies). Your circuit vice president will furnish an e-mail address if permission has been granted from the missionary to use it.
Within WELS there are many women’s groups that assist the church in supporting various causes, including charitable, educational, and mission projects.

LWMS is one of those women’s groups organized to emphasize the support of mission projects. It is organized on the international, circuit, and congregational levels to give women of the church the opportunity to study and support WELS mission endeavors.

Projects should be selected that are non-budgetary and essential to WELS home and world mission work, avoiding "non-mission" projects (educational and charitable causes). To assist in selecting mission projects, the Home and World Missions Projects booklet is published every two years (even years). This booklet is prepared in coordination with the WELS Missions Office and the missionaries who submit projects, which have been approved.

Mission boxes and envelopes can be ordered from the Resource Catalog through the LWMS Central Office for collecting mission offerings. The international level of LWMS receives 25 percent of the mission offerings (the selection process is explained on the next page), and the circuit retains 75 percent to support their choice of mission projects from the Home and World Missions Projects booklet.

The LWMS Bylaws also give direction about how to disburse the funds collected.
Mission Project Selection

Every year four mission projects are selected for the international mission project ballot. This is a flow chart of how those projects are selected:

1. The board of directors asks the WELS Board for World Missions (BWM) and Board for Home Missions (BHM) for mission project suggestions.

2. The BWM and BHM make suggestions of non-budgetary mission projects to the board of directors Spiritual Growth-Mission Awareness Committee (SG-MAC).

3. The board of directors SG-MAC discusses the mission project suggestions from the WELS Mission Boards and makes recommendations to the board of directors.

4. The board of directors selects four projects to be placed on the ballot (two world mission projects and two home mission projects).

5. The selected projects are presented to convention attendees at the annual convention.

6. The selected projects are presented to the entire membership through the August reporter and circuit officer mailings and in the LWMS Fall Newsletter.

7. The selected projects are presented again to the membership through the January reporter and circuit officer mailings and the LWMS Spring Newsletter.

8. The ballots are sent to all reporters in March with the mission projects listed.

9. Checks totaling 100 percent of the mission offerings collected between May 26 of the previous year and May 25 of the current year are distributed to representatives of the BWM and BHM during the annual convention for the mission projects that received the most votes on the ballots.

10. After the convention, the worship offering totals are divided between the two projects that were not selected by the mail-in ballots. Checks are sent to the BWM and the BHM for those projects.

11. Each member congregation has one vote on the mission projects through the mail-in ballots, which must be postmarked by May 25.
Missions and LWMS Support

As stated in our bylaws, 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).

Mission Box or Mission Envelope
Mission box or mission envelope offerings are an important element of our organization. Ask individuals to contribute their gifts via check, cash, or the mission box. Provide a location or method for individuals to turn in their mission boxes, envelopes, or gifts on a regular basis, particularly before the rallies. If you participate in a circuit, send a check prior to the spring and fall rallies to the circuit treasurer. Of this money, 75 percent is disbursed by circuit direction using the Home and World Missions Projects booklet and 25 percent is sent by the circuit treasurer to CO for distribution at the annual convention. If your congregation is not participating in a circuit (non-circuit), you may submit 100 percent of your offering by May 25 for distribution at the annual convention, OR you may submit 25 percent of your offering to CO with 75 percent being used for mission projects selected by your congregation from the Home and World Missions Projects booklet.

Legacy Endowment Fund
The Legacy endowment Fund is a restricted endowment fund established in 2015 managed by the WELS Foundation to ensure a long term income stream for LWMS missions. Each year a percentage of the total fund as determined by foundation guidelines (currently four percent) will be distributed to support a mission project or projects as selected by the board of directors. This fund generates interest income and also increases or decreases in the fund value. In a good economy, the fund earns enough yearly interest to cover the money that is withdrawn from the fund to be given to the selected project(s). Donations can be made to this fund. Write “Legacy Endowment” on the memo line of your check and send it to CO.

Mission and Ministry Endowment Fund
The Mission and Ministry Fund is an endowment that was established several years ago from a large gift bequeathed to LWMS from an individual through her estate. Each year a percentage of the total fund (currently four percent) is used to support a mission project selected by the board of directors. This fund generates interest income and also increases or decreases in the fund value. In a good economy, the fund earns enough yearly interest to cover the money that is withdrawn from the fund to be given to the selected project. Donations can be made to this fund. Write “Mission and Ministry” on the memo line of your check and send it to CO.

Special Gifts and Memorials Fund
Money from this fund is used to purchase computers, copiers, and other office equipment for the CO and to keep the equipment of the organization in good repair. The operation of this equipment is imperative for communication with the LWMS membership. Money from this fund is not used to support world or home mission projects. Donations can be made by sending a check to the Central Office marked “Special Gifts and Memorials.”

Working Fund and Underwriting
The working fund money is used to keep LWMS functioning. It comes from the yearly dues, calendar sales, and donations. The working fund pays for office rent, salaries, insurance, mailings, board meetings, etc. At times expenses will exceed the amount of money taken in and the board will make special requests for donations to help cover expenses. The board of directors has also developed a wish list. This is a list of items posted on the LWMS Website that individuals, congregations, or circuits can select to underwrite (through donations) to help LWMS.
LWMS DVD and kids c.a.r.e.

LWMS DVD

An LWMS Promotional DVD has been distributed to every member congregation. It is located on the LWMS Website, select the About Us tab. Show it to your entire congregation, women’s gatherings, mission fairs, or with friends in one-on-one situations. The six-minute video states the purpose of LWMS and how LWMS benefits women, congregations, and missions.

kids c.a.r.e.

Care about reaching everyone with the gospel is the meaning behind c.a.r.e. and each reporter should be familiar with this acronym. Kids c.a.r.e. was initiated at the 42nd LWMS Annual Convention. The purpose of kids c.a.r.e. is to instill a heart for missions in our children—kids who care about reaching everyone with the gospel. The board of directors approves a new project each year and it is announced at the annual convention.

Each year 15,000 kids c.a.r.e. mission boxes are printed and distributed to children of all ages to participate in the program as individuals or through Sunday schools, Lutheran elementary schools, or Lutheran Pioneers. Offerings rotate between world and home mission projects.

An introductory kids c.a.r.e. letter is sent with boxes that are ordered. Each mission box includes the current mission project, a place for the child’s name, and the CO information. The most important feature on the box is the prayer as it encourages children to pray for the selected mission project.

Order kids c.a.r.e. materials from the Resource Catalog through CO. The Resource Catalog can be found under the Reporter Info tab of the home page of the LWMS Website, www.lwms.org.
The Central Office of the Lutheran Women's Missionary Society (often abbreviated as CO) serves as a focal point for the workings of the organization for the board of directors, circuit officers, reporters, and individual members.

The CO staff:

- Fills Resource Catalog orders.
- Keeps records for the organization.
- Maintains a computer file of letters, forms, handbooks, etc.
- Maintains a current list of circuit officers.
- Maintains the membership list with current addresses of reporters and circuit officers.
- Maintains the LWMS Website.
- Organizes volunteers to assist with mailings.
- Prepares and sends mailings under the direction of the board of directors.
- Processes convention registrations.
- Receives mission offerings and sends notification to the board of directors' treasurer.
- Responds to requests from members and the board of directors.
Central Office Schedule of Mailings and Website Postings

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<th>January</th>
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<tr>
<td>Convention Registration Newsletter (mailed directly from printer, not CO)</td>
<td>Website post: Mission updates</td>
<td>Mailing includes:</td>
<td>Spring Newsletter (mailed directly from printer, not CO)</td>
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<tr>
<td>Biannual Mailing includes: •Board of directors list •Missions Projects list</td>
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<td>•The board of directors ballot and candidate information •Mission offering projects ballot and information Website posts: •Spiritual Growth in Focus (SGiF)</td>
<td>Bylaws--amendment proposals mailed Website posts: Spring Newsletter</td>
</tr>
<tr>
<td>Website posts: •Convention business meeting minutes (previous year) and bylaws updates •Convention Registration Newsletter •Board meeting highlights</td>
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<th>May</th>
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<tr>
<td>Convention confirmations mailed</td>
<td>Convention delegate mailing</td>
<td>Website posts: •Convention quick facts •Convention photos •Board meeting highlights •Mission updates</td>
<td>Biannual Mailing includes: •Board of directors list •Prayer Calendar promotion and order form •Missions Projects list Website posts: •Resource Catalog updates •Reporter and Circuit Handbook updates •Board meeting highlights</td>
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<tr>
<td>Website post: •Board meeting highlights •New kids c.a.re. project</td>
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<tr>
<td>Befriend A Mission (BAM) assignments to circuit vice presidents in even years Convention minutes mailed to delegates for approval</td>
<td>Fall Newsletter (mailed directly from printer, not CO) Website posts: Fall Newsletter</td>
<td>Membership Renewal Form mailed to Reporters E-mail mailing: List of children of missionaries attending school in United States to circuit vice presidents and non-circuit reporters</td>
<td>Website post: Board meeting highlights</td>
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Most of the website postings can be retrieved under Document Downloads. Select any tab other than Home on the top menu. Select Document Downloads from the left menu. On the Document Downloads page select the down arrow by the category box to get a drop down box. Select the appropriate category to find the document. Click the word download on the line with your document to begin downloading the item to your computer.
LWMS Standing Committees

Bylaws: ARTICLE VIII – Committees C. Two standing committees exist to assist the board of directors in the operation of the organization. Membership on these committees is on a three-year rotation with a new member being appointed every year. Application forms for these committees are available from CO. All LWMS individuals are eligible for these committees.

Bylaws Committee

- Reviews the LWMS Bylaws annually and makes recommendations of changes to the board of directors.
- Receives recommendations of changes from the board of directors.
- Prepares amendments to the bylaws for presentation to the membership.
- Reviews circuit constitutions/bylaws and makes recommendations of changes.

Communications Committee

- Writes, edits, and publishes the convention, spring, and fall newsletters.
- Edits and publishes the convention binder.
- Writes, edits, and publishes the LWMS, BAM, and Individual Membership brochures.
- Edits and publishes the *Home and World Missions Projects* booklet.
- Writes articles for other publications as requested by the board of directors.
- Works on other projects as directed by the board of directors.
Convention Delegate and Alternate to the Annual LWMS Convention

Bylaws: ARTICLE IV. — Organization D.1. reads: Each member congregation shall be entitled to one delegate and one alternate at the annual convention. ARTICLE VII – Meetings E. Items of Business from Member Congregations (Introducing items of business to the organization) - All new business must be submitted to the board of directors by January preceding the upcoming convention. This is not to be confused with making a motion on business presented at the convention. ARTICLE IX. – Member Congregation E.6. reads: The reporter shall see to it that a delegate and alternate from her congregation are appointed or elected by May 1 for the annual convention held each June. The delegate will serve to ratify necessary business presented at the annual convention by the board.

The annual convention of the Lutheran Women’s Missionary Society (LWMS) is an opportunity for LWMS members to be inspired, gather information, share ideas, find new ways of aiding those who are proclaiming God’s Word, hear of the latest happenings in LWMS, and learn new ways to increase mission awareness. Attending a convention is a privilege of membership in LWMS. All women of a member congregation are members of LWMS and are welcome to attend conventions and may serve as a delegate or alternate.

As a delegate or alternate at a convention there is an opportunity to participate in the direction the organization will take in the future. A reporter has the privilege of appointing the women who will represent her congregation as delegate and alternate at the business meeting, or they may be elected by her group.

Responsibilities of the delegate:
1. Attends the convention business meeting and sits in the designated delegate area.
2. Reviews and is prepared to comment on information sent to her by the board of directors.
3. Participates in the discussion and presents the wishes of the women in her congregation.
4. Presents motions during the business meeting.
5. Observes basic parliamentary procedures as follows: Stands to be recognized by the president; gives her name, delegate number, and congregation. Presents her motion by stating, "I move that ____________________________." (If it is long, have it in writing for the president.) Be seated, or stand back from the microphone while the president repeats the motion and calls for a second. If it is seconded, the president will call for discussion. The delegate presenting the motion has the first right to address the reason for her motion. Then she is seated. Once discussion has ended, the president will restate the motion and call for the vote and announce the result.
6. Encourages others to attend the convention.
7. Shares with her congregation information and experiences in a special report.

NOTE: Remember, voting for board of directors and mission projects is done by mail-in ballot.

Responsibilities of the alternate:
1. Attends the convention business meeting and sits in designated alternate area.
2. If the delegate is unable to attend the business meeting the alternate will re-register with the credentials committee (the CO staff) as the delegate. This is to keep the count accurate and ensure that only one person is credentialed as a delegate for each congregation.
3. Helps the delegate prepare and present convention information to their congregation.
Preparing good publicity about upcoming LWMS events is essential. Wording and appearance are important. This might be someone's first contact with LWMS and your church.

Here are some key elements to keep in mind.

- Graphic images give a strong and positive impression. Use visuals on your document, such as a church, a picture relating to a speaker's topic, as well as LWMS logos and graphics.

- Use bold and different font sizes when possible; use upper and lower cases for easier reading.

- Use words like “announcing,” “you are invited,” and “come join us.”

- Keep your documents simple, clear, distinct, and professional looking.

- Use the LWMS logo or the circuit logo if you have one.

- Use your circuit name.

Be sure your document contains the following information:

- What is the event? Is it a rally, a retreat, or something else?

- Where is it? Provide the location, a map, a link to the church’s website, and a telephone number.

- When will it be held? List the date, time, and a brief schedule.

- Who is the speaker? List the speaker’s name, topic, and time.

When using e-mail, remember these points:

- Subject lines are very important. Use your circuit name in the subject line when communicating to the LWMS Board of Directors or the LWMS Central Office.

- Ensure that everyone who needs to know about a topic is included in the addressee list.

- Select “Reply” or “Reply all” appropriately.
A brief agenda is prepared in advance and sent to members of a group prior to the meeting. *(The president may prepare a full agenda for use by herself and the secretary.)* On the day of the meeting, all attendees will receive an agenda. Below is a typical agenda format, including the business meeting at some point, which may also have its own agenda.

(Sample LWMS Event Agenda)

<table>
<thead>
<tr>
<th>Organization/Group Name</th>
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<tbody>
<tr>
<td>Congregation</td>
</tr>
<tr>
<td>Day and Date</td>
</tr>
<tr>
<td>Location</td>
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</tbody>
</table>

**Agenda**

*Time*

- Opening Devotion
- Welcome
- Roll call

**Business Meeting**

*(Insert in agenda where it works best in your meeting.)*

- Speaker(s), Bible lesson, spiritual growth presentation, etc.

- Closing Devotion

*(Refer to pages R-26-27 for general information on conducting meetings)*
Parliamentary Procedure

"The Basics"

Parliamentary procedure:

Sets forth accepted rules and customs by which a group is able to arrive at the majority opinion of those present—accurately, impartially, and in the minimum amount of time.

- Basic principles are: Courtesy to all, justice for all, rule of the majority, rights of the minority, partiality to none, and one thing at a time.
- Basic purposes are: To expedite business, maintain order to ensure justice and equality to all, and to accomplish the purpose for which the group is organized.

Sample Agenda

An agenda is prepared by the presiding officer well in advance of the meeting and follows a set order of business:

- Group Name
- Meeting—(Circuit, Board, Committee)
- Meeting location
- Date and Time
- Call to Order
- Roll Call
- Opening
- Minutes Approval
- Reports Officers and Committees
- Unfinished Business
- New Business
- Announcements Include date & time for next meeting
- Adjournment

The usual duties of the presiding officer (the chair) are to open the meeting, to recognize members entitled to speak, to state and put all motions before the group, and announce the result of each vote, to assist in expediting business, and to adjourn the meeting.

A presiding officer should: have the ability to get along with people, know how to plan and conduct a meeting, be familiar with the bylaws and other rules of the organization, be prepared to assist other officers in the performance of their duties, and practice the basic principles of parliamentary law. As the presiding officer, she may want to prepare a separate agenda with the commentary which follows for her use.

Note: The next page contains "The Chair and the Agenda—a Sample Order of Business and Procedure for Handling a Main Motion." This dialogue moves step-by-step through a meeting. See Roberts' Rules of Order Newly Revised for additional information.
The Chair and the Agenda—A Sample Order of Business

Call to Order
"The meeting will come to order." The presiding officer (chair) stands, taps the gavel once, waits until members are quiet and then calls the meeting to order.

Opening
The chair may announce prayer, welcome of members, guests, etc. Roll call may also be taken.

Minutes
"The secretary will read the minutes of the previous meeting." The chair sits or steps away from the lectern while the minutes are read. 'Are there any corrections?' (pause) If no corrections are made: "The minutes are approved as read." If corrections are made: "The secretary will make the corrections. The minutes are approved as corrected." The minutes may be approved as sent/corrected, freeing time at the meeting for other business.

Reports of Officers
"The treasurer will read the financial report." The report will be filed. No action is required. The report of the treasurer is not adopted. The report of the Auditors is adopted by the assembly. Any other officer reports are given next. (An officer does not move the adoption of her own recommendation. The chair sits or steps away from the lectern while reports are given.)

Reports Board/Comm.
"The ________ will now report." The adoption of motions or resolutions included in the report is moved by the reporting member. Reports containing no recommendations for action are noted or filed.

Unfinished Business
"The next business in order is unfinished business." The chair does not announce "Unfinished Business" unless the minutes show there is some business to be considered.

New Business
"New business is now in order." Is there any new business?

Announcements
"The chair has the following announcements" "Are there any further announcements?"

Adjournment
"If there is no further business, the meeting will adjourn" (pause) "The meeting is adjourned." (OR) "A motion to adjourn is in order." A motion to adjourn requires a second and a majority vote. Adjournment does not occur until the chair declares it. The gavel may be tapped once.

Procedure for Handling a Main Motion

I. Obtaining the floor
A. A member rises when no one else has the floor and addresses the chair by correct title: "madam president."
   1. In a large assembly, the member states her name and identification.
   2. The member remains standing and awaits recognition by the chair.
B. The chair recognizes the member by nodding or calling by name.

II. Bringing a motion before the group
A. A member makes the motion: "I move that . . ." The member is seated.
B. Another member, without rising, seconds the motion: "I second it."
C. The chair states the motion: "It is moved and seconded that . . . Are you ready for the question?" (or) "Is there discussion?"

III. Consideration of the motion
A. Members may debate.
   1. Before speaking, members obtain the floor as in I. above.
   2. The maker of the motion has the first right to obtain the floor.
   3. All remarks must be addressed through the chair.
   4. Discussion must be confined to the merits of the motion.
   5. Debate may be closed only by order of the assembly (2/3 vote), or by the chair if no one seeks the floor for further debate.
B. The chair puts the question (puts it to vote).
   1. The chair makes certain that the assembly understands what it is being called upon to decide.
   2. The chair asks "Are you ready for the question?" Silence gives consent to proceed with the voting.
   3. The chair calls first for the affirmative vote: "Those in favor say 'Aye'."
   4. The chair always calls for the negative vote: "Those opposed, say 'No'."
C. The chair announces the result of the vote. "The ayes have it, the motion is carried, and (telling the effect of the action taken), OR "The noes have it, the motion is lost and . . ." (telling the effect of not adopting the motion.)
Taking Minutes

Minutes are to briefly report the business presented in the meeting, including: the exact wording of motions as stated by the chair (the chair may request all motions be in writing), name of maker of the motion, and the action taken on the motion. The secretary records what is done by the assembly, not what any member says. Keep a copy of the agenda for reference as the meeting progresses. Minutes generally follow this standardized form:

Sample Minutes

Group Name
Meeting—(Circuit, Board, Committee)
Meeting location
Date and Time

Minutes

Call to Order Note time
Roll Call Note those present and those absent
Opening Remarks
Minutes Previous meeting/s approved as read, sent, or as corrected

Treasurer's Report

Officer/Committee Reports

Unfinished Business

New Business

Announcements Include date & time for next meeting

Adjournment Note time (It is not necessary to have a motion to adjourn; the chair can declare adjournment if there is no further business.)

__________________________
Secretary
Rally Host Responsibilities

1. The pastor of the host congregation prepares the opening devotion and selects hymns for that devotion. He gives this information to the spiritual growth pastor.

2. The pastor of the host congregation may be asked to prepare a Bible study by the spiritual growth pastor.

3. A woman from the host congregation should be selected to give a short welcome. Also select women to:
   A. Collect the offering and count it.
   B. Count election/project selection ballots.
   C. Direct guests on arrival.

4. Print handouts for the rally folders. The circuit president will provide a master agenda and the other circuit officers will provide other material that is to be part of the rally packet of information.

5. Optional: Provide folders for all attendees.

6. Set up registration with a table; include name tags, rally folders, and sign-in sheets.

7. Prepare LWMS, BAM, kids c.a.r.e., or mission displays. Ask the circuit spiritual growth committee for assistance or guidance.

8. Provide an organist or pianist. The host congregation may also provide a volunteer rally choir, chime or bell choir, music, and a choir director.


10. Provide babysitting, if requested.

11. Provide a simple map to the church, if requested.

12. Provide nearby hotel information as a courtesy to those who need overnight accommodations.

13. Provide audio-visual equipment, if requested, and a microphone for the mission presenter.

14. Provide a suitable table for officers, with a microphone, if necessary.
The LWMS Talent Sheet (R-32) can be a useful tool for circuits or congregations who are looking for ways to involve individuals in the work of LWMS. It also gives individuals an opportunity to volunteer their talent(s) to LWMS.

If a **circuit** decides to make use of the talent sheets, this is the procedure to follow.

- The circuit vice president will make copies of the talent sheet and send them to the reporters.
- The reporter will distribute copies to the women in her congregation.
- The reporter will collect and return the forms to the circuit vice president.
- The circuit vice president will maintain a file of talent sheets for use by officers and committees.

If a **congregation** decides to make use of the talent sheet, it may develop its own procedure.
Many of you are already very active within your own congregations. We join your fellow members in praising God for your service to the Lord! Many of you may also be looking for additional ways in which to use the gifts that God has given you. If so, please fill out this talent sheet and return it to your congregation's LWMS Reporter by _______________. This sheet may be on file with your reporter. We will be contacting you when there is a need for your gifts. Thanks for your willingness to serve the Lord through LWMS!

Arts & Crafts
__Banner or Flier Designs (Artist)
__Banners
__Mission Displays
__Mission or Fun Projects
__Table Centerpieces
__Other _______________________

Computer Skills
__PowerPoint Presentations
__Database
__Word Processing
__Website Management
__Other _______________________

Musicians
__Choir Director
__Choir Member
__Soloist
__Small Group
__Organist
__Pianist
__Instrumentalist __________________

Public Speaking
__Bible Study
__LWMS Awareness
__kids c.a.r.e. Presenter
__Mission Awareness
__Master of Ceremonies
__Motivational Speaker
__Other _______________________

Writing Skills
__kids c.a.r.e. Lesson Plan Writers
__Newsletter Articles
__Edit Articles
__Promotional Fliers
__Inspirational/Spiritual Growth
__Idea File
__Other _______________________

Audio-Visual Skills
__Presentation Technician
__Photographer
__Videographer
__Other _______________________

Potential Office Holder (circle level)
__Reporter (local)
__President (circuit/board of directors)
__Vice President (circuit/board of directors)
__Secretary (circuit/board of directors)
__Treasurer (circuit/board of directors)
__Spiritual Growth (circuit/board of directors)
__Communications (circuit/board of directors)
__Standing Committee (Bylaws and Communications)

Suggested names for:
__Pastoral Advisor __________________
__Spiritual Growth Pastor __________________

Other Skills and Talents
_____________________________________

CIRCUIT _____________________________

CONGREGATION ____________________

LOCATION __________________________

NAME ______________________________

ADDRESS __________________________

E-MAIL ______________________________

PHONE ______________________________
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