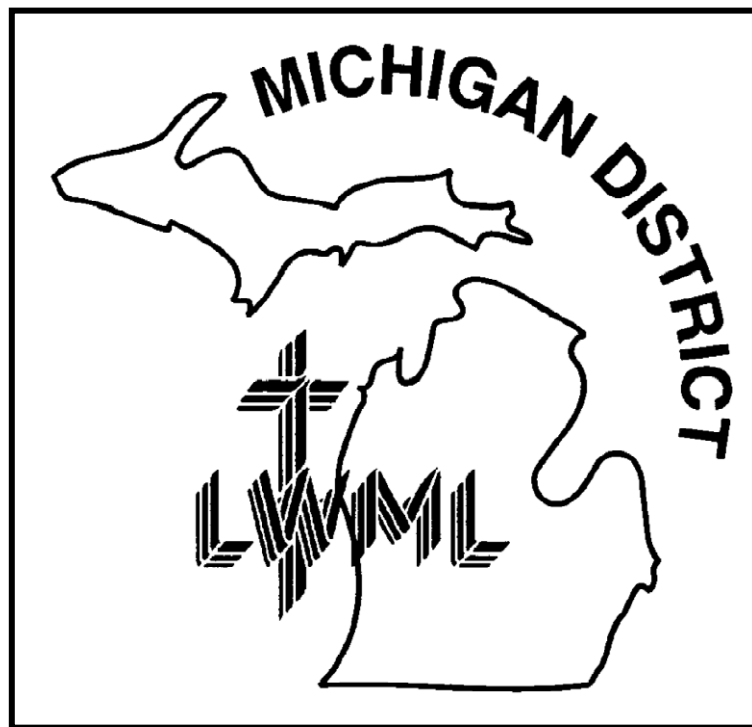


Michigan District Lutheran Women's Missionary League Guide for Local Society and Church Leaders

Excerpts from the Michigan District LWML
Leaders Guide



Prepared by Leader Development Coordinator
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Welcome.

God bless you with joy as you serve Him and the women of your congregation as society or congregational women's leader. This is an exciting opportunity to make an eternal difference in the lives of people who will be affected by the ministries your women offer to people in the church, your community and throughout the world. The purpose of this Guide is to assist you as you serve as leader of God's people. It seeks to answer questions that often come up in the workings of a society or church affiliated with the Lutheran Women's Missionary League. With that in mind, let's begin to explore some procedures you may need to know to be an effective leader for the good of the women and the glory of God.



I. Living the LWML Mission Statement

The mission of the Lutheran Women's Missionary League is to assist each woman of The Lutheran Church—Missouri Synod in affirming her relationship with the Triune God so that she is enabled to use her gifts in ministry to the people of the world.

A. How to help your group in affirming their (her) relationship with the Triune God:

1. Remember your own personal walk with Jesus. Be in the Word daily and seek His guidance.
2. Assign someone to lead a Bible Study at your whole group meetings (the Bible studies in the *Lutheran Woman's Quarterly* are ideal for this).
3. Start and end every meeting (even committee meetings) with prayer.
4. Encourage your ladies to be in the Word daily and plan some short term small group Bible Studies at various times throughout the week so people with different work and/or family schedules can attend.

B. How to help your group use their (her) gifts in ministry to the people of the world:

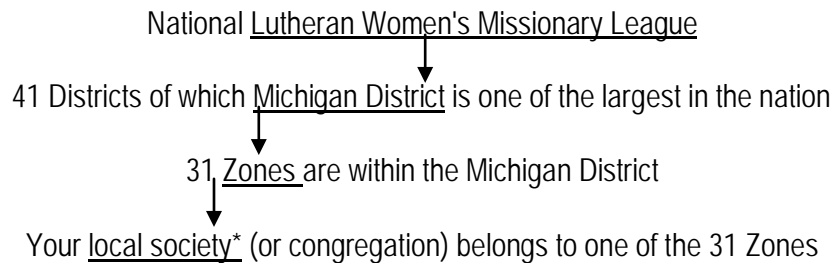
1. Hold a planning meeting once a year to determine which activities and events will be held throughout the next year. Invite all women of the Congregation to attend the meeting. Welcome new ideas. [Contact the Leader Development Coordinator through the Michigan District President or from the website www.mi-lwml.org if you need help with this process the first time.]
2. Prepare an agenda for each meeting and provide a copy for each attendee so all know what is happening. (See Appendix B for sample agenda.)
3. Encourage and welcome women who cannot attend meetings to help with special projects such as "Advent by Candlelight" or Rallies or other servant events. (Short term involvement is a good way to involve today's busy women.)
4. Encourage others in your congregation to regularly support the Mission Projects by prayerfully and financially supporting the Mite gatherings. (See the Michigan District web site or the national website, www.lwml.org for information on the Grants and ideas to increase Mite giving for Mission Grants.)

II. Practical References from the District Leader's Guide

A. Structure of the Lutheran Women's Missionary League

The Lutheran Women's Missionary League (LWML) is the official women's auxiliary of The Lutheran Church—Missouri Synod. For over 65 years, the LWML has focused on affirming each woman's relationship with Christ, encouraging and equipping women to live out their Christian lives in active mission ministries and to support global missions.

The League is structured as follows:



*Women may also hold individual membership in the LWML if their congregation does not have an active unit. Contact the District President for how to become an individual member.

B. Publications

1. *LWML in Action* is the Michigan District LWML newsletter published four (4) times a year. The March and September issues are given to you by the Zone President after she has attended the District Board of Director's Meeting, The December and June issue are sent directly to your congregation. Check for your copy with the church office. Please make copies of these for any members who would like one.
2. The Lutheran Woman's Quarterly (LWQ) is published by national LWML four times yearly. It has up date news on national LWML grants, conventions and inspiring articles by other Christian women. Each month it features an outstanding Lutheran Christian woman who is making a difference for Jesus in the world. Subscriptions are ordered from the District by March of each year and paid for by the local society or members. The LWQ is delivered directly to the church.
3. *Michigan in Touch* which is the Michigan District LCMS news magazine carries a half page article and photos from the LWML. Be sure to look for that as you read this magazine.
4. Two websites that are of great help to you as a leader are the national LWML site at www.lwml.org and the Michigan District LWML site at www.mi-lwml.org.

C. The Local Organization

1. LWML societies can be structured in a variety of ways. Contact an MMV Consultant if you would like to explore other ways than the traditional Ladies' Society in your congregation.
2. Each local organization should have bylaws which have been sent to the Zone Parliamentarian for evaluation and approval. If you need to write new By-laws see Appendix C for a sample format.
3. All local organizations need someone to gather, count and send in Mite (mission) offerings to the District Financial Secretary. There is a downloadable remittance form available on the Michigan District Web Site at www.mi-lwml.org. It is recommended that two people share this responsibility.

D. Mites and Mission Grants

1. Mites (for mission offerings) are the major way in which district and national Grants get funded. Mite boxes to facilitate gathering Mites may be obtained from your zone president at no charge to your society. They are to be reused to save on expenses by the District.
2. All local societies are expected to participate in gathering Mites as the Mission grants funded are one of the major ways the LWML impacts the world through mission support. Encourage regular support of the Mites by sharing resources like the Mission Calendar from the District Web site and the Monthly Prayer Guide and devotional material featuring Mission Projects from the national Website www.lwml.org/missiongrants . Other members of the congregation who are not actively participating in the LWML society are also encouraged to participate in Mite offerings.
3. See number 3 in section C for where to send Mite offerings.
4. Mission Grant proposals may be sent in by any member or society for consideration by the District or national Mission Grant Committees to be placed on the ballot for the respective Convention delegates to choose. Michigan District Grant Proposals are due to the VP of Mission Outreach by October 31 of the odd numbered years. See the www.mi-lwml.org for forms. National Grant Proposals are due to the national VP of Gospel Outreach by September 30 of the even numbered years. See www.lwml.org for proposal forms.

E. Projects by Societies

1. Send all Mites (for mission offerings) to the District LWML Financial Secretary (remittance forms available from www.mi-lwml.org or ask your zone president).
2. While all Mite donations must be free will offerings, societies may have fund raising events for their own congregation's use or other charities they support.

F. Society Participation in District Conventions

1. District Conventions to encourage participation in the LWML, to be fed by the Spirit and to select the Mission Grants and officers for the next biennium are held biannually every summer in the even numbered years.

2. All congregations belonging to the LWML may send two (2) delegates to the district convention. The local society is encouraged to completely fund their two (2) delegates. Your zone president will give you the forms and dates for registering your delegates.
3. Each congregation is also advised to register one alternate in the event one of the selected delegates cannot serve as delegate at the last minute at the convention.
4. Each congregation is asked to recommend a Young Woman Representative (YWR) to the Zone President. Of these recommendations, the Zone Board will select one woman to serve as YWR to the Convention and have her expenses paid by the Zone. See your Zone President for forms to recommend a YWR.
5. Any one who wishes to attend the District Convention and is not a delegate or the chosen YWR is invited to do so at her own expense.

G. Society Participation in National LWML Conventions

1. National Conventions to encourage participation in the LWML, be fed by the Spirit and select the national Mission Grants and officers for the next biennium are held biannually every summer in the odd numbered years.
2. Congregations are asked to help the zone fund the zone delegate's (usually the current zone president) expenses for the Convention. This is often covered through a yearly assessment charged each society to be paid to their zone treasurer. Contact your zone president for specific information.
3. Any one who wishes to attend the national Convention and is not a delegate or the chosen YWR is invited to do so at her own expense.
4. The District may provide bus transportation when feasible for participants to attend national conventions. Check with your zone president to see if this is available.

H. Assistance from the Zone

1. The Zone President is your major link for information and assistance from the Michigan District and you. Contact the Michigan District President if you need to know who your zone president is and how to reach her with any questions you may have. Contact information for the District President may be obtained from www.mi-lwml.org or from the quarterly newsletter *the LWML in Action* from the District.
2. Zone rallies are held twice a year in the spring and fall. These gatherings will motivate your members to greater mission involvement, service in the area and closer walk with their Lord. They are also a great source of information about what is happening in the zone, district and national LWML in which LWML ladies may participate.

I. Assistance from the District

1. The Michigan District LWML has three trained MMV (mission, ministry, vision) consultants to assist your local society or congregation in finding ways to revitalize or form new societies that are appealing and encouraging to all women to become actively involve in mission awareness and support. Contact one of them if you would like their help. See www.mi-lwml.org/MMV for information.

J. Assistance from national LWML

1. The national LWML has a helpful website to which you can turn for information and assistance in planning programs, Bible Studies and encouraging your women to be truly mission advocates. See www.lwml.org.
2. Four times a year, the national LWML publishes a vibrant women's magazine the *Lutheran Women's Quarterly (LWQ)* which comes to your church for the women. The subscriptions are paid for by the local society or congregation. This is ordered once a year through the Michigan District who provides order forms for each society. Contact your District President if you have not received your order form.

K. What society Presidents or Leaders Need to Know

1. All Mite monies gathered should be sent regularly to the District Financial Secretary along with a remittance form. Contact your zone president if you need a remittance form.
2. Your **zone president** is your link to the district organization and all it has to offer your women. Be sure you know who she is and how to contact her. You may find her name and how to contact her at the web at <http://www.mi-lwml.org/zone2000.html> or contact the Michigan District president whose phone number is published in the *LWML in Action*.
3. Each society has a right and duty to appoint one woman (often, but not always the local president) to be representative to your **Zone Board of Directors**. There are normally two meetings of the Zone Board of Directors per year. It is important that your society representative attends these meetings to have voice and vote in what is happening in your area with the LWML.



III. Appendices

Appendix A

League Pledge

*In fervent gratitude for the Savior's dying love
and His blood-bought gift of redemption
we dedicate ourselves to Him with all that we are and have;
and in obedience to His call for workers in the harvest fields,
we pledge Him our willing service
wherever and whenever He has need of us.
We consecrate to our Savior our hands to work for Him,
our feet to go on His errands,
our voice to sing His praises,
our lips to proclaim His redeeming love,
our silver and our gold to extend His Kingdom,
our will to do His will,
and every power of our life
to the great task of bringing the lost and the erring
into eternal fellowship with Him. Amen.*

Rev. Harry Fricke

1955

Appendix B

SAMPLE PROGRAM FOR A ONE-SESSION MEETING

1. Call to order
2. Opening devotion, prayer, and/or Bible study
3. Roll call (optional), welcome new members and/or guests
4. Minutes read and approved (Reading the minutes during the meeting is not necessary if they have been sent to each member prior to the meeting.)
5. Treasurer's report
6. Reports of officers and/or committees
7. Unfinished business
8. New business
9. Announcements
10. Adjournment
11. Prayer
12. Program *

* It is not necessary to have a speaker at each meeting. Rather the program may be a short servant event like packing health or school kits, etc. Or if your group prefers, just close the meeting with Prayer after adjournment.

CONDUCTING A MEETING

Begin promptly, at the scheduled time. Do not overly rush, but do keep members on task.

1. Call the meeting to order
2. Opening devotion, prayer, and/or Bible study conducted by the pastor or a member, contacted prior to the meeting.
3. Roll call is optional but do introduce and welcome new members and/or guests
4. Secretary is asked to read previous meeting minutes (see above for omitting this step). Ask for any additions or corrections. Declare the minutes "approved as read" or "approved as written."
5. Treasurer is asked to give her report. Ask members if they have any questions. Declare "the report will be placed on file."
6. Reports. Ask other officers and committee chairmen for their reports, if any. (A motion arising from a report is taken up immediately.)
7. Unfinished business. Present to the group any business items discussed in a previous meeting but not resolved. Ask if anyone would like to make a motion regarding any of these items. Motion, second, discussion, put the question, announce result.
8. New business. Bring new items of business before the group. Ask if any one has any additional items of business. Ask for motion on any new business items.
9. Announcements should include date, place, and time of next meeting.
10. Adjournment. Ask "Is there any further business? If not, the meeting is adjourned."
11. Prayer may be a circle prayer or some other format.
12. Program. Might include a speaker, service project, informational skit, etc.

Appendix C

SAMPLE BYLAWS

Bylaws

(Name of the Society or Congregation)

(Name of the Zone)

(Name of the District)

Article I - Name

Article II - Object

Article III - Members

Article IV - Conventions

Article V - Officers and Elections

Article VI - Duties of Officers

Article VII - Nominations

Article VIII - Appointed Officers

Article IX - Meetings

Article X - Executive Committee

Article XI - Pastoral Counselor

Article XII - Standing Committees

Article XIII - Finances

Article XIV - Fiscal Year

Article XV - Amendments

Standing Rules

* Write bylaws as one word; do not hyphenate.

* Date and number all pages of the final copy of the bylaws.

* Record at the end of your bylaws all dates (month and year) of action to the bylaws. . . the original date of adoption and dates of subsequent amendments.
Example: Charter date of society or zone; Date of adoption of bylaws; Date of amendments.

Submit the new or revised bylaws to your zone president who will give them to the zone parliamentarian for review and approval.