



APRIL 30, 2026

**LUTHERAN WOMEN IN MISSION
OREGON DISTRICT
PROCEDURES MANUAL**

Procedures Manual Revision Process	
Elected Officers	1
President	1
Spiritual and Missional Leadership	1
Governance and Oversight.....	1
Communication Responsibilities	2
Financial and Legal Responsibilities	3
Meetings and Presiding Duties	4
District Conventions	4
LWML Responsibilities.....	6
LWML Conventions.....	6
Crisis Management.	7
Transition and Continuity	7
Vice President Of Christian Life	7
Christian Life Notes	8
Biennial Fall Retreat	8
Records.....	9
Form 1 : Planner for Event	10
Form 2 : Christian Life Committee Master Planning Sheet	14
Form 3: Retreat Budget Items.....	15
Fall Retreat Timeline	16
Vice President Of Communication	19
Vice President Of Gospel Outreach	19
Timeline with Instructions of Duties	19
Vice President of Servant Resources	23
Vice President of Special Focus Ministries	24
Recording Secretary	25
Record minutes of meetings	25
Table 1: Essential Content of Meeting Minutes	25
Table 2: Designated Recipients of Meeting Minutes	25
District Convention Timeline.....	26
Table 3: Convention Manual Timeline, even-numbered year	26
District Records to the LWML Archivist-Historian	27
Financial Management Overview	27
Financial Secretary	29
Receive and deposit money	29
Remittance Process	29
Assessments & <i>Quarterly</i> Magazine Subscriptions	30
Assessment and Subscription Schedule	30
Oregon District Conventions	31
Registration Payments	31
Offerings at the Convention.....	31
Correspondence.....	31
Reports.....	32

Review of the Books	32
Permanent Files.....	32
Transition and Continuity	32
Retiring Financial Secretary	32
Newly elected Financial Secretary	33
Table 4: Cash Count Sheet.....	34
Treasurer.....	36
Transactions.....	36
Reconcile and transfer funds:.....	36
Spending	36
Credit card Use	36
Receive all vouchers	36
When sending payments to the LWML	36
Memorial or celebratory gifts given for the Special Gifts Fund	37
Assessments and <i>Quarterly</i> Magazine subscriptions.....	37
LWML and District Conventions	37
Reports.....	37
Permanent Files.....	37
Review of the Books	37
Transition of Office.....	38
Retiring Treasurer	38
Newly elected Financial Secretary	38
Nominating Committee	38
Table 5: Timeline for Duties of the Nominating Committee	38
Zone Presidents.....	40
Appointed Officers	40
Meeting Manager.....	40
General duties.....	41
Crisis Management.....	41
Inventory.....	41
Executive Committee and Board of Directors meetings	41
District Convention.....	41
Special Appointed Personnel	42
Archivist-Historian	42
Archivist-Historian preparation	42
Location of Oregon District archives	42
Store records of LWML charitable status	42
District Record Collection	42
Preserve historical records and other materials	44
Preparation of Documents	44
Ensure the long-term preservation of records.....	44
Storage Environment.....	45
Support the LWML Archivist-Historian and CHI	45
Broaden the appreciation of district archives.....	46

Mentor and train zone and group Archivist-Historians.....	46
Zone Presidents or those with duties to archive zone records.....	46
District officers and personnel:.....	46
General instructions for all record storage	47
Corresponding Secretary	49
Correspondence and mailings.....	49
Reports and Meetings	49
Editor	50
Table 6: Calendar for the LWML <i>Oregon Leaguer</i>	50
Parliamentarian	51
District meetings.....	51
District Convention.....	51
Parliamentary procedure education	51
Structure Committee member	51
Records Management	51
Table 7: Script Helps for Making Recommendations and Motions	52
Voting Privileges	53
Table 8: Voting Privileges: Oregon District Convention.....	53
Table 9: Voting Privileges of Executive Committee	53
Table 10: Voting Privileges: Board of Directors	54
Board of Directors and Executive Committee	55
Table 11: Duties of the EC and the BOD	55
Departments And Standing Committees	60
Christian Life Department.....	60
Christian Life Committee	60
District Prayer Coordinator	61
Communication Department	61
Communication Committee	61
Visioning Committee	62
Social Media Coordinator.....	62
Web Advisor.....	63
Webmaster.....	63
Gospel Outreach Department.....	63
Grant Selection Committee	63
Mission Servants Committee	64
Servant Resources Department	64
Leadership Development Committee	64
Structure Committee.....	65
Table 12: Suggested Timeline for District Bylaws Review	65
Care of the Bylaws	67
Reviewing Bylaws	67
Table 13: Proposed Amendment Sample	68
Convention Preparations.....	68
Six weeks prior to the district convention.....	68

After Amendment Adoption	68
Reviewing Standing Rules	69
Structure Chairman Duties.....	69
Membership Committee	70
Membership Process	70
Purpose	70
Behind the process	70
New Member Bylaw Process	70
Reinstatement of Group Process	71
Special Focus Department	71
Heart to Heart — Sisters of All Nations Committee	71
Special Ministries Committee	72
Awareness	72
Accessibility.....	72
Young Women’s Committee	72
LWML Convention and Young Woman Representative (YWR)	73
Oregon District Convention and Young Women (YW)	73
Special Committees.....	74
Finance Committee	74
Biennial Budget for the Oregon District.....	74
Mission Grant Budget in the Oregon District	74
Records.	75
Special Gifts Fund Committee	75
Timeline used by the Special Gifts Fund Committee	75
Memorial donations.....	76
Voucher process after a scholarship recipient is selected	76

Our Mission in Lutheran Women in Mission will, by God's grace, ignite, involve, equip, and encourage women of the Oregon District to express their faith as servants of the Triune God through joyful Christian Ministry.

The Procedures Manual works in conjunction with the Oregon District Bylaws and Standing Rules. The Procedures Manual cannot supersede the Bylaws or Standing Rules. This manual provides step-by-step duties as directed in the Bylaws and Standing Rules. This is intended to be a living document and can be updated by the people who do the job.

May the God of endurance and encouragement grant you to live in such harmony with one another, in accord with Christ Jesus, that together you may with one voice glorify the God and Father of our Lord Jesus Christ (Romans 15:5-6).

Procedures Manual Revision Process:

- A. All procedures must comply with the district bylaws and build on the functions of offices as set forth in the bylaws.
- B. The Procedures Manual shall be reviewed biennially or when needed.
- C. The Vice President of Servant Resources (VPSR) shall coordinate the review.
- D. District officers and Committee Chairmen are responsible for reviewing sections pertaining to their department or committee and submitting changes to the VPSR.
- E. When a section has been changed or added, before being placed in the Procedures Manual, it must be reviewed and accepted by:
 - 1. The District President.
 - 2. The Vice President of Servant Resources.
 - 3. The district officer responsible for the department being revised, and
 - 4. Shall include the committee chairman of the department if the procedure directly impacts her duties.
- F. The Vice President of Servant Resources shall present the Procedures Manual, as a whole, one month before the biennium ends, in the even-numbered year.

Elected Officers

President

Reference: Oregon District Bylaws: ARTICLE VI, Sections 1-3, **ARTICLE VII, Sections 1-2**, Section 6.

Purpose

- Preside at conventions and all meetings of the Board of Directors and the Executive Committee.
- Represent Lutheran Women in Mission at every opportunity.
- Oversee and monitor the business aspects of Lutheran Women’s Missionary League and the Oregon.

Spiritual and Missional Leadership

- A. Learn the LWML Oregon District Bylaws, Standing Rules, and Procedures Manual, as well as parliamentary procedure and the Convention Procedures Manual.
- B. Utilize the resources provided by LWML (lwml.org) to proclaim the mission of LWML and to govern and encourage the members of the LWML Oregon District.
- C. Formulate a mission statement for the Oregon District and consistently apply it throughout the President's term of office.
- D. Consult the Oregon District Pastoral Counselors as doctrinal advisors.
- E. Encourage members and share Jesus at every opportunity.
- F. At every opportunity, invite women to become members of LWML to foster missions, grow spiritually, and have a sense of community in The Lutheran Church—Missouri Synod.

Governance and Oversight

- A. **Implement resolutions** passed by the convention body, Board of Directors, and the Executive Committee.
- B. **Appointments:** Appoint the following offices and present them to the Executive Committee for approval:
 1. Standing committee chairmen and members, with the exception of the Gospel Outreach Committee Chairman.
 2. Appointed officer: the Planner and the Meeting Manager.
 3. Special appointed personnel, including the Archivist-Historian, Corresponding Secretary, Editor, Parliamentarian, and Webmaster.
 4. Special committee members, including the Finance Committee and the Special Gifts Fund Committee.
 5. Pastoral Counselors: In case of vacancy, appoint a replacement to complete the unexpired term.
- C. **Committees**
 1. Keep informed of department and committee activities and meetings.
 2. Attend all committee meetings, except the Nominating Committee, as an ex-officio member.

3. Oversee and encourage the chairman and committee members and participate in their activities.

D. Gospel Outreach

1. Evaluate and approve changes to the mission grant application form.
2. Review and evaluate, with the Mission Grant Committee, the applications for mission grants to be presented at the district convention.

E. Membership

1. Follow the process of bringing in a new group, individual member, or reinstate a group. See Oregon District Bylaws, Article III.
2. Accept requests or applications for membership by groups or individual members.
3. Accept requests from a group who wishes to reinstate their membership.
4. New groups or individual members: After approval for membership, by the Board of Directors, send a letter of welcome and membership to the group or individual member.
5. Reinstated groups: After approval of membership, by the Board of Directors, send a letter of welcome and reinstatement to the group.
6. Receive requests for reassignment of a group to a zone different than assigned.

F. Publications Oversee all written articles for district publications, including doctrinal review by District Pastoral Counselors.

1. District publication, *The Oregon Leaguer*.
2. *Christian Life Notes* devotions.
3. *Hug-in-a-Mug* inspirational article.
4. All other publications.
5. Oregon District website: *lwmlor.org*.
6. Oregon District Facebook page.

Communication Responsibilities

A. The Lutheran Church—Missouri Synod (LCMS): Serve as the official spokesman and liaison for the LWML Oregon District at LCMS Northwest District events.

1. Regularly share the vision and history of LWML and the Oregon District with all women of the LCMS and all LCMS members and Pastors within the Oregon District.
2. Request to be on the LCMS Northwest District email list.
3. When requested, prepare a report on the LWML Oregon District's activities for the LCMS Northwest District convention manual.
4. Look for events on the LCMS Northwest District website, (nowlcms.org), that are in the Oregon District.
5. Ask for permission to attend or speak as an LWML spokesman.
6. Request permission to set up a display table.
7. Represent the LWML Oregon District when invited to attend district synodical conventions and meetings. If unable to attend, appoint a representative, preferably one of the Vice Presidents.
8. Take greetings to the Oregon Pastors' Conference, at least once per year, in the spring or fall.

9. Attend the installation of new pastors, whenever possible. Take or send a letter of welcome, together with LWML products and publications.
10. Attend the All-Workers Conference to represent the LWML Oregon District and to learn about and connect with church workers.

B. Oregon District

1. Receive copies of all-important correspondence of departments and committees.
2. Respond to letters, email, and phone messages promptly.
3. Respond to all letters of concern or complaint. If necessary, include the Executive Committee in assessing the concern or complaint.
4. Whenever possible, present the mission grant check in person to Oregon District mission grant recipients.
5. Send notices and/or documents to the Corresponding Secretary for electronic mailing.
6. District Publication: Write "President's Column" for the district publication and submit it to the Editor before the deadline date.
7. Consult the Vice President of Communication and Corresponding Secretary to keep the Oregon District Directory updated.

C. Zones

1. Zone Presidents. Conduct a monthly one-hour Zoom meeting with Zone Presidents.
2. Represent the LWML Oregon District at zone gatherings, at least once per year, in the spring or fall.

D. Groups: Communicate with groups through at least one annual letter/ mailing.

E. Other Districts

1. Be mindful of the activities of nearby districts.
2. Subscribe to district publications of the Washington-Alaska District and the Idaho-Utah District. Request to be added to their email distribution lists.
3. Connect with the District Presidents.
4. Attend nearby district conventions, if possible.

Financial and Legal Responsibilities

- A. Oversee the duties of the Financial Secretary and Treasurer.
- B. Receive a monthly financial report from the Treasurer.
- C. Receive a monthly income report from the Financial Secretary.
- D. File with financial institute(s,) used by the Oregon District, as a required signer, along with the Treasurer, the Financial Secretary, and the Vice President of Servant Resources.
- E. Sign all contracts, legal documents, and other official papers for the LWML Oregon District.
- F. Receive and sign all vouchers before sending them to the Treasurer for issuance of checks, including, but not limited to, mission grants and scholarships.
- G. Forward personal vouchers to the VP of Servant Resources for official authorization, who signs the voucher and forwards the vouchers to the Treasurer.
- H. Attend Finance Committee meetings.
- I. Appoint a Financial Review committee consisting of two (2) non-members of LWML with financial or bookkeeping experience and a Pastoral Counselor to review district financial records at the end of each biennium, with appointments approved by the Board of Directors.

Meetings and Presiding Duties

- A. Preside at all meetings in the Oregon District.
- B. Bring a gavel and the Liability Insurance policy for all meetings.
- C. **Executive Committee and Board of Directors meetings**
 - 1. Call unscheduled meetings.
 - a. Board of Directors meeting, by the call of the President or by the written request of five (5) members.
 - b. Executive Committee meeting, by the call of the President or by the written request of three (3) voting members of the committee.
 - 2. Call scheduled meetings.
 - a. Before meetings —
 - i. Set the date and site for the meetings, in consultation with Executive Committee members.
 - ii. Prepare the official Call to Meeting and the agenda for the meetings.
 - iii. Notify the Meeting Manager to send the official Call to Meeting, including arranged details (meals, hotel, properties) needed for the meetings.
 - iv. Assign duties to officers attending the meetings.
 - a. Minutes Review Committee.
 - b. Devotions and prayer at the beginning and end of the meetings.
 - c. Management Team.
 - v. Prepare an agenda for each meeting.
 - vi. Send a copy of the agenda(s) to the Meeting Manager and review meeting support issues.
 - vii. Send a copy of the agenda to the Parliamentarian and review parliamentary procedures needed for the meetings.
 - b. At the beginning of each meeting, announce who is eligible to vote and who are guests. Only members and invited guests are allowed at the meeting.
 - c. During the meeting, after each motion or recommendation, with or without a second, repeat the motion or recommendation before discussion and before voting.
- D. After every BOD or EC meeting, hand-sign two (2) copies of the meeting minutes. The minutes will also be signed by the Recording Secretary and sent to the Archivist-Historian.
- E. **Committee meetings:** Serve as an ex-officio participant at every committee meeting, with the exception of the Nominating Committee.

District Conventions

Before the convention

- A. Advance planning:
 - 1. Reserve the site of a convention two to three (2-3) years in advance.
 - 2. Invite the speakers three to four (3-4) years before the convention.
- B. District Convention Planning Meetings:
 - 1. Assign a Convention Chairman to take minutes of the meeting.
 - 2. Support the Convention Chairmen throughout the planning of the Convention.

3. Plan the date and site of the district convention with the convention chairmen, Zone Presidents hosting the convention, ~~the Planner~~, Pastoral Counselors and the members of the Visioning Committee.
- C. Invitations:
1. Invite the LCMS Northwest District President to attend the LWML Oregon District Convention.
 2. Invite official guests to the convention, as determined by approval of the Executive Committee.
- D. Board of Directors approval:
1. Present the convention chairmen to the Board of Directors for approval.
 2. Present the district convention date, location, and theme to the Board of Directors for approval.
 3. Prepare the convention agenda and execute same, after approval by Executive Committee.
 4. Present a report to be printed in the Convention Manual, including activities in the last biennium.
 5. Keep informed of convention committee activities and pre-convention meetings by correspondence and records of committee minutes sent by the committee chairmen.
- E. Prepare the Voting Body:
1. Obtain names and contact information from each group for delegates and alternate delegates.
 2. Send instructions to the delegates or their group president, about their responsibilities before, during and after the convention.
 3. Instruct delegates to stay informed of all convention events via *lwmlor.org* or through their group presidents.
 4. Assign Workers to Tasks:
 - a. Minutes Review.
 - b. Tellers for election of officers.
 - c. Tellers for selection of mission grants.
 - d. Timekeeper.
 - e. Crisis Management Team.
 5. Make other assignments as needed.

During the convention

- A. Welcome YWs to the convention.
- B. Welcome delegates at a scheduled orientation meeting on Friday of convention.
- C. Preside at all sessions of the district convention.
- D. At the business session, assign the following to be seated near the President:
 1. Vice President of the session, as assigned.
 2. Parliamentarian.
 3. Recording Secretary.
 4. Structure Committee Chairman.
- E. Accept delegate certification from a Zone President, when a delegate is unable to perform her duties and an alternate delegate or member of her group when has been substituted as its delegate.

- F. Be kept informed of convention committee activities and meetings during the convention.

After the convention

- A. Coordinate with convention chairmen to send thank you cards to speakers and committee chairmen.
- B. Schedule a transitional meeting for district officers.

LWML Responsibilities

- A. Inform the LWML President and Business Office of any change of district officer.

LWML Conventions

1. Attend LWML conventions (often June in odd-numbered years).
2. Before the convention:
 - a. Obtain contact information of the following, as requested, according to the convention timeline:
 - b. Zone delegates and zone alternate delegates (Convention seating is assigned per district delegate information).
 - c. Young Women Representatives (YWRs).
 - d. Junior Pastoral Counselor.
 - e. Instruct delegates, by email or via Zone Presidents, of their responsibilities before, during and after convention.
 - f. Notify zone or group presidents and YWRs of relevant convention details and provide guidance on how YWRs get reimbursed for expenses.
3. At the convention:
4. Welcome delegates and YWRs at the LWML Convention.
5. Keep delegates and alternate delegates informed about changes in the schedule, as they occur during the LWML Convention.

B. LWML Meetings

1. Attend LWML meetings as required (late January in both odd-numbered and even-numbered years).
2. Attend the annual LWML Presidents Assembly meeting. (Note: this is the late January meeting as noted above.)

C. District Reports to LWML

1. Statistical Reports:
 - a. The Statistical Report form, reporting statistics of the Oregon District, is completed at the end of the LWML biennium, (July 1, odd-numbered year to June 30, second odd-numbered year. The report is only sent to the LWML Recording Secretary.
 - b. The Statistical Report of District Mission Grants is sent after each Oregon District Convention. The report is sent to LWML Vice President of Gospel Outreach and LWML Mission Grant Committee Chairman.
 - c. The respective LWML Officers share the information with the LWML President.
2. District Convention documents:
 - a. A copy of the Oregon District Convention minutes is sent to the LWML President, the LWML Archivist-Historian, and to the LCMS Northwest District by the Oregon District Recording Secretary.

- b. Revised Oregon District Bylaws are sent by the Oregon District Structure Chairman to the LWML Structure Committee Chairman following the Oregon District Convention.
- c. A copy of the District Convention Manual is sent to the LWML Archivist-Historian by the Oregon District Recording Secretary.

Crisis Management

- A. Assign members to the Crisis Management team, as needed.
- B. The Crisis Management Team always includes a Pastoral Counselor.

Transition and Continuity

- A. Prior to the convention, organize all records from your department.
- B. Organize electronic records. Including the following:
 - 1. Minutes of all BOD and EC meetings and Visioning Meetings.
 - 2. President reports.
 - 3. Records of grievances.
- C. Organize all physical documents.
- D. Within one month, provide all records, physical and electronic, to the newly elected District President.
- E. Meet with the newly elected District President and review the duties of the President, using the Oregon District Bylaws and Standing Rules, as well as the Oregon District Procedures Manual.
- F. Advise the new President and attend Executive Committee and Board of Directors meetings for one year after your term ends.
- G. Be faithful in prayer for the new President as she navigates the duties of her office.

Vice President Of Christian Life

Reference: Oregon District Bylaws: ARTICLE VI, Section 1-2, **ARTICLE VII, Sections 1 and 3**, ARTICLE XIV, Sections 1-2.

Purpose Provide resources and support to enable women to grow spiritually and share their faith with all people.

Duties

- A. Serve as coordinator of the activities of the Christian Life department.
- B. Oversee prayer for the work of LWML and the Oregon District.
- C. Oversee the Prayer Chain Coordinator.
- D. Provide resources and support to the zones to enable women to grow spiritually and share their faith with others.
- E. Lead the planning and presentation of the district fall retreat in odd-numbered years.
- F. Contribute an article to each edition of the *Oregon Leaguer* publication.
- G. Provide the *Christian Life Notes* monthly.

Christian Life Notes

- A. Monthly, write a one-page article, font size 12. Other women may be invited to write the article.
- B. The article should be written and submitted to the Vice President of Christian Life by the 15th of the month before the assigned month.
- C. The Vice President of Christian Life shall then place the article into the *Christian Life Notes* template. Copyright-free graphics can be added at this time.
- D. The formatted article is sent to a district Pastoral Counselor for doctrinal review.
- E. The reviewed article shall be returned to the Vice President of Christian Life. If there are any corrections, the article will be sent to the writer for revisions.
- F. The writer will send the revised article to the Vice President of Christian Life.
- G. The Vice President of Christian Life will send the completed article to the District President for approval. She will inform the Vice President of Christian Life that the article is approved.
- H. The approved article will be sent to the Webmaster for the Oregon District website, *Christian Life Notes* webpage.
- I. The approved article will be sent to the Corresponding Secretary for distribution to the Zone Presidents with a request to forward the monthly *Christian Life Notes* to the Group Presidents for their members.

Biennial Fall Retreat

- A. Conduct a retreat held biennially in the odd numbered years. See the *Christian Life Committee Master Planning Sheet, Procedure for the Fall Retreat*, pages 10-18.
- B. Pray for the planning process, content, and participants of the retreat.
- C. Make tentative reservations for suitable site shortly after the previous retreat.
- D. Confirm approval of the date and a site from the Executive Committee meeting.
- E. Secure a site contract for the District President to sign. If a deposit is required, submit a voucher to the President who will then submit it to the Treasurer for payment.
- F. Plan a program in conjunction with the guidance of the Pastoral Counselors and District President.
- G. Publicize the event in the Oregon District publication, at gatherings and other events and on the website, starting well ahead of the retreat date.
- H. Set up registration procedures and work with the designated Christian Life Committee member for the collection of registration fees.
- I. In the registration form, include a request for signed permission to be photographed.
- J. Place the registration information and form in the Oregon District publication in ample time (example: spring/summer edition before the fall retreat).
- K. Order materials for a resource display table and arrange for the collection of monies.
- L. Arrange with the District Treasurer for payments for retreat expenses, such as facility costs, honorariums, and mileage. See Standing Rules.
 1. The speaker shall receive an honorarium plus meals, housing, registration, and mileage to and from the retreat.
 2. The song leader/musician shall receive an honorarium plus meals, housing, registration and mileage to and from the retreat.

3. The Pastoral Counselors shall receive meals, housing, registration and mileage to and from the retreat.
- M. Recruit help for staffing the retreat.

Records

- A. After the Fall Retreat, complete the *Event Report for Oregon District Archives* form and send it to the Archivist-Historian, the Financial Secretary (with offerings) and the District President. The schedule, Bible studies, pictures, and other memorabilia are the property of the Christian Life department to be used as desired.
- B. Before every fall and spring Executive Committee and Board of Directors meetings, write an activity report.
 1. Email the report to the Corresponding Secretary when requested.
 2. Bring two copies of the report, hand-signed, to the meetings for the Archivist-Historian.

Transition and Continuity

- A. Prior to the convention, organize all records from your department.
 1. Organize electronic records. Include the following:
 - a. Minutes of all BOD and EC meetings.
 - b. Christian Life Committee meeting minutes.
 - c. Prayer Chain Coordinator meetings or notes.
 - d. Planning records from last Fall Retreat.
 2. Organize all physical documents.
- B. Within one month, provide all records, physical and electronic, to the newly elected Vice President of Christian Life.
 1. Meet with the newly elected Vice President of Christian Life and review the duties of office, using the Oregon District Bylaws and Standing Rules, as well as the Oregon District Procedures Manual.
 2. Remain available to advise the new Vice President of Christian Life.
 3. Be faithful in prayer for the new Vice President of Christian Life as she navigates the duties of her office.

Continued on next page.

Form 1 : Planner for Event

Planner for Event

Site Location _____

Dates available: _____

Contact Person: _____

Phone: _____ **Email:** _____

Estimate the minimum/maximum size of group _____

Meeting space available for EC/BOD before retreat _____ Time: _____

Can the group have communion at their church service: _____

Are you locked into group size: _____ What happens if the group is bigger or smaller:

How to pay: Deposit: _____ When is balance due: _____

What is the refund/cancellation Policy:

Insurance: _____

Insurance: _____ Date final payment due: _____

Nearby hotels: _____

RV camping: _____

Outdoor spaces:

Level walking: _____ Stairs: _____ Hills and walking trails: _____

Optional things to do: _____

Overall impression of grounds: _____

Comments: _____

Rooms

Single beds _____ Bunks _____

How many people per room _____

Handicap rooms available: _____

Bathrooms: _____ Communal bathroom details: _____

Who assigns rooms: _____

Comments: _____

Meeting Space

What is the maximum number of people for the room: _____

Tables: (round or rectangle) _____

How many can be seated at each table: _____

Set up options: _____

Can we decorate: Can we tack, tape, or staple posters to the wall _____ Post-It posters _____

Tablecloths available: _____ Colors available: _____

Can we bring food: Snacks _____ Coffee bar: _____ \$ _____

Free time areas besides gathering room _____

AV Technology Options: _____

Cost: _____

AV equipment/cables needed: _____

Screen and projector: _____ AV Assistant: _____

Microphones: _____ Wi-Fi/internet available: _____

Piano or keyboard available _____

Comments: _____

Meals: How many: _____

Meal package cost: _____ Itemized: _____

Specialized diets available: dairy free sugar free gluten free vegetarian vegan

When is the final count for specialized meals due: _____

How many can be seated at each table: _____

Tablecloths: _____ Can we bring in decorations for tables: _____

Buffet style: _____ Served: _____

Dining hall separate: _____ Menu options: _____

Themed meals available: _____

Comments: _____

Time of meals for schedule: _____

Other Items

First aide or nurse on duty: _____

Other activities available: _____

Form 2 : Christian Life Committee Master Planning Sheet
Procedure for the Fall Retreat held each September on the odd years.
(2025, 2027, 2029, etc.)

Contact Person: _____ Phone: _____

Email: _____

Event date: _____ Address: _____

Bible verse: _____

Theme: _____

Goal: _____

Objective: _____ (awareness/raise money/enrichment/relaxation)

Develop logo and graphics for the event:

Devotion: _____ Leader: _____

Music: _____ Leader: _____

Icebreaker: _____ Leader: _____

Activity: _____ Leader: _____

Bible Study: _____ Leader: _____

Speaker: _____ Leader: _____

Mite Walk Leader: _____

First Aid/Nurse: _____

Speaker: _____ Leader: _____

Mite Walk Leader: _____

First Aide/Nurse: _____

Other activities: _____

Form 3: Retreat Budget Items

Venue/rooms	_____
Food and beverages	_____
Décor	_____
Equipment/AV	
Mics	
Screen/projector	_____
Computer	_____
Other	_____
Copies, graphics, ads	_____
Lodging, food, and travel for speaker	_____
Honorariums and mileage	
Music	_____
Pastor(s)	_____
Speaker	_____
Photographer	_____
Nurse	_____
Insurance (usually procured by the District President)	_____
Security (if needed)	_____
Total:	_____

Fall Retreat Timeline

20 weeks out — January /February

- Brainstorm options for speakers. Contact speaker selected to consider the topic and Bible verse.
 - * Get approval for payment of the speaker at the February EC/BOD Meeting. Have a bio and picture to share about the speaker.
-
-
-

- Get the email list/ mailing list of all groups (societies, Zone Presidents, and board members.
- Make a “Save the Date” flyer for email to the Webmaster to be posted on the lwmlor.org website.
 - *Print and bring the flyer to the February board meeting as well.
- Plan tentative activities and schedule.

16 Weeks out — May

- Begin discussing catering if the venue does not provide food:
-
-
-

- Finalize the schedule of activities, speaker, meals, etc. Have a very detailed schedule which includes all items needed for each time of day for the committee. Publish a similar schedule for participants without all the details for each event.
- Purchase decorations and other items needed for activities and events. Purchase any food items closer to the retreat. (Thrivent Grants can help.)

12 Weeks out — June

*****Write and publish registration forms. Be ready to launch registration in mid-July or earlier if your venue needs numbers early. Remember to include the LWML ~~national~~ Participation form.**

- Include the various options and fees for the venue.
- Determine registration fee to cover expenses. Add a bit over the estimated budget for incidentals.
- Have a post office box near the committee member who will oversee registration.
- Determine all variations of rooms available.
- List of special menu/food options available.

- Write a general description of the schedule and things happening.
- Include a list of things to bring and optional things to bring which includes the “Ingathering.”
- Registration Committee member should create an excel spreadsheet to record each participants’ information and check number and amount.
- Registration Committee member should have a confirmation email ready to send out.
- Launch ads on the website for the retreat.
- Make posters for entrance, registration area, table posters for special crafts or activities, prayer room etc.
- Write an extra *Oregon Leaguer* article featuring the retreat. Send out in June. Include pictures if possible.

10 Weeks out — July

- Remind people by email, or on the website that registration is open.
- Collect and record the participants’ info and their payment. Send the confirmation.

8 Weeks out — August

- Check on the Media services you expect to use at the retreat with the contact person at the venue.
- Confirm that no major renovations will be undergoing.
- Have the venue turn off sprinklers during times when your group will be outside.
- Check with the photographer. Verify duties and times.

6 Weeks out — August 15

- Call speaker and clarify times, media needs and registration. Write introductions for the speakers. Clarify travel and accommodation arrangements.
- Create an online reminder to spread the word about the retreat.
- Contact the venue to make requests for the room arrangements if they have not requested earlier.
- Send in the room requests and special food requests to the venue. Use the venue’s form if they have such.
- Arrange for special food items not provided by the venue. Break items, water, coffee, tea, etc.

4 Weeks out — September 1

- Get the final count of participants.
- Send in the room requests and special food requests to the venue. Use the venue’s form if they have such.
- Get all materials printed. It is usually more expensive if done at the venue.
- Make folders for the retreat. Include info/map of the venue, Bible study, etc.
- Make party favors or gift bags if planned.
- Check your scheduled timeline of events. Any changes needed?

- Assign tasks and duties. Writing out the directions for each task is helpful so you are not bombarded with questions.
- Arrange transportation/car service for speaker.
- Ask if early delivery and setup is possible.

2 Weeks out — September

- Check with venue housing and make sure everything is going smoothly.
- Create slices for various times in the retreat if needed.
- Create a photographer's list of essential photos wanted.
- Make sure everyone who is to bring things remembers to do so.
- Have all materials in boxes marked where they are to be placed and displayed. Make a map if the venue is in multiple rooms. Have copies to share with the set up crew.
- Bring a box with office supplies and other things you might need in a pinch.
- Bring extra travel size shampoo, toothpaste, toothbrush, etc.
- Make sure there will be a first aid kit.

Day before the Event

- Pack all things to bring for the event.
- Drive to the event at the proper time.
- Get posters up to direct people where to go right away.

Day of the Event — September

- Set up tables with displays and signage.
- Set up the meeting room with decorations as planned.
- Set up registration table with folders, name badges, paper, pens, schedule, gift bags, room assignments etc.
- Do a final walk through before the retreat opens and check that all things are in order.
- Welcome everyone with a smile and have fun.

Post Event

- Send thank you cards.
- Share highlights in a Christian Life Notes.
- Debrief with committee.
- Finalize income and expense budget.

Vice President Of Communication

Reference: Oregon District Bylaws: ARTICLE VI, **ARTICLE VII, Section 4**, ARTICLE VIII, Section 2, ARTICLE X, Sections 4 and 6, ARTICLE XIV, Section 3.

Purpose: To serve as a resource and an advisor in the development and distribution of publications throughout the LWML Oregon District.

Duties

- A. Receive items to be published and/or posted.
- B. Oversee the publication, the *Oregon Leaguer*, the Oregon District website, and other publications requested by the District President. Note: Sometimes items are sent directly to the Editor of the *Leaguer* and/or the Webmaster. Refer to their procedures.
- C. Approve all items to be published and/or posted electronically, in collaboration with the District President, who has final approval.
- D. Serve as a resource to the Editor of the *Leaguer*, the Webmaster, and the Web Advisor.
- E. Edit written items before being posted or published, when needed, so they align with the guidelines in the LWML Style Guide.
- F. Collaborate with Pastoral Counselors to ensure items for publication or posting have been doctrinally reviewed.
- G. Maintain open communication with the EC, the BOD, and the members of the Communication Committee.
- H. Publish and post news promptly to keep it current and relevant district wide.
- I. Advise photographers to ask those in the images for permission to publish.

Vice President Of Gospel Outreach

Reference: Oregon District Bylaws: ARTICLE VI, **ARTICLE VII, Section 5**, ARTICLE XIV, Sections 1 and 4, **ARTICLE XVII**.

Purpose

- A. To reach our mission goals by providing funds for adopted missions within the Oregon District, nationally and internationally.
- B. To encourage servant events in the district.
- C. To uplift and encourage women in need.

Duties

Timeline with Instructions of Duties

Odd-Numbered Years

- A. **By August 1,**
 1. Evaluate the mission grant application for needed updates (dates/address/etc.) and send to the LWML Oregon District President for review and approval.
 2. Send out notices that the mission grant applications are available, through email via the Corresponding Secretary and send to the Webmaster (cc: Vice President of Communication) to put on the OR District website.

3. Individual members, local groups, zones, and LCMS Offices may submit Oregon District mission grant proposals.
 4. **As mission grant applications are received**, record all mission grant proposals, listing their postmark date. The mission grant proposal applications must be postmarked and **sent by October 31**, as stated in the application.
 5. The required number of copies of the proposal must be submitted to the Vice President of Gospel Outreach (VPGO), as stated on the application.
- B. **Prior to the October 31 deadline**, ask the Corresponding Secretary to send out a prompt to those listed in the district directory reminding them of the approaching deadline for mission grant applications.
- C. If additional grants are needed, check the LWML Mission Grant Bank for additional grant opportunities. These grant applicants have been vetted by the LCMS and were not selected by vote at the last LWML convention. You may wish to invite these organizations to submit a grant application to the Oregon District.
- D. **At the onset of the Convention Steering Committee meetings**,
1. **Mission Grants**: Coordinate with the District President any plans for presentations of the grant recipients in the current biennium (those who have received their funding). She may ask you to send a letter to the recipients requesting them to send a video showing how the grant monies were used or if they would be willing to Zoom or use other electronic means to connect during the convention.
 2. **Ingatherings and Servant Events**: The VPGO along with the Mission Servant Committee in conjunction with the District Convention Steering Committee shall coordinate the planning of servant events and an ingathering for the district convention.
 3. **Mite Walk**: Consult with the Convention Chairmen and District President about the Mite Walk for the district convention.
 - a. Who will provide water and pledge forms?
 - b. Who will ask Christian Life to do a devotion prior to the walk?
 - c. Find a route for ladies to walk. Convention chairs familiar with the area will probably handle this.
- E. **After October 31**, send grants to be vetted.
1. Projects to be implemented locally, in the LCMS Northwest District, are to be submitted to the NW District President for approval.
 2. Projects implemented elsewhere in the U.S. are to be submitted to the Office of National Mission (ONM).
 3. International projects are sent to the Office of International Mission (OIM).
 4. Grants to both ONM and OIM are sent to Mary Hamilton, Manager of Grants and Foundations at the LCMS Office in St. Louis, Missouri. She prefers the grants to be scanned and emailed, if possible. If that is not possible, they can be mailed. Allow at least 30 days for this process.
- F. **After receiving comments regarding the grants** from the LCMS NW District/ONM/OIM, prior to the February EC/BOD meeting, schedule a meeting of the Grant Selection Committee.

1. Attach comment sheets to the corresponding grant applications. This will provide each person attending the meeting with copies of each grant application with its related comment sheet.
 2. Assemble a mailing packet for each person attending the meeting.
 - a. Include each grant application with its comment sheet.
 - b. Include copies of the grant evaluation form, evaluation guidelines, and a letter with all pertinent information.
 - c. Mail or deliver a packet to each member of the committee.
 - d. Send out a reminder a week or so before the meeting.
- G. **The Grant Selection Committee meeting** includes the VPGO, two or more committee members, and the District President with the Pastoral Counselors as advisors.
1. Evaluate and select the grants to be presented to the EC/BOD for their approval to be on the ballot at the Oregon District Convention.
 2. The VPGO shall make a list of the proposed mission grants with descriptions to be presented at the EC/BOD meeting in February.

Even-Numbered Years

A. January 1,

1. Send a reminder letter to grant recipients who have not yet requested their grant funding.
2. If grants funds are not yet available to fund a grant, wait to send the letter until sufficient funds are available.

B. At the February EC meeting,

1. The VPGO shall present mission grant proposals selected by the Grant Selection Committee.
2. The EC will recommend to the BOD to accept the mission grant proposals.
3. The VPGO will present the convention offering requests to the EC to select by vote.

C. At the February BOD meeting,

1. The VPGO will present the mission grant proposals to the BOD.
2. The BOD will vote to accept the list of proposed mission grants for presentation at the district convention.

D. After the EC/BOD meetings,

1. Notify mission grant applicants whether their project will/will not be on the ballot.
2. Prepare the mission grant ballot for the Oregon district convention and send a copy to the District Recording Secretary for the district convention manual.

E. (February-June)

1. Prepare a PowerPoint of mission grant proposals for the presentation of proposed mission grants at the convention business meeting. Include one to three (1-3) pictures provided by each grant applicant.
2. Put the presentation on a thumb drive for the audiovisual technician at the convention.

F. March

1. Prepare items needed for the convention manual and send them to the District President and District Recording Secretary by the required date.
 - a. A list of the mission grant proposals with descriptions.

- b. Mission grant history: Show the total grant monies raised since 1943 to the current biennium. List only current biennium grants completed by March 31 of convention year.
 - c. A sample page with the mission grant tally sheet and the mission grant ballot.
 - d. The VPGO convention report.
- G. **At least six (6) weeks before the convention**, send a copy of the mission grant proposals to the District President for distribution to the local groups.
- H. **At the Convention**,
 - 1. Give a prepared thumb drive of the proposed mission grants PowerPoint presentation to the audiovisual technician to be shown at the convention.
 - 2. Grant selection at the Oregon District Convention business meeting follows this process:
 - a. The VPGO shall make an impartial presentation of the mission grant proposals to the voting body at the district convention.
 - b. Afterward, the tellers will distribute ballots to the voting body.
 - c. After voting, the ballots will be collected by the tellers.
 - d. The completed tally sheet will be given to the VPGO.
 - e. The VPGO will report to the convention attendees the grants selected by the voting body.
 - f. Copies of the tally sheet will be given to the District President and the Recording Secretary.
 - 3. District Convention offerings: After each offering at the convention, the tellers will count the money and deliver the money to the VPGO. She will give the money, with a completed voucher, to the District Treasurer. The Treasurer will send a check to the recipient.
- I. **After the Convention**
 - 1. Send letters to grant applicants to inform them whether their grants were selected.
 - 2. Inform newly selected grant recipients that mission grant disbursement requests will be accepted after November 1 of the year the grants were adopted at the convention.
 - 3. Send the prepared thumb drive of accepted mission grants PowerPoint to the Webmaster for the website.
 - 4. Send a list of approved mission grants to the Editor for the next district publication.
- J. **At all EC/BOD meetings**, be prepared to present reports on the progress of each adopted grant until completion or until the next Oregon district convention.
- K. **When a grant funding is requested:**
 - 1. At the end of each month, the Financial Secretary will email a copy of the deposit summary and the mites tracking spreadsheet to the Vice President of Gospel Outreach.
 - 2. If funds are not sufficient, send a letter or email to the recipient letting them know they will be in the queue.
 - 3. When sufficient funds exist, fill out a funding voucher and send it to the District President.
 - a. The District President will approve the funding voucher and send it to the Treasurer.

- b. The Treasurer will send a check for the recipient to the Vice President of Gospel Outreach.
 - c. Send a letter of presentation, an accountability form, and the check via certified mail.
- L. **In-person presentation:** Whenever possible, the District President, the Vice President of Gospel Outreach, or another VP should present the check in person (such as at a church service or other gathering).

Additional duties of the Vice President of Gospel Outreach

- A. If changes occur in an organization selected for a mission grant, notify the District President. The EC and the BOD shall be authorized to act, either in session, by mail, phone, or by electronic messaging.
- B. Expect to be asked to attend the Finance Committee Meeting when they work on the budget for the next biennium.
- C. Call committee meetings and communicate with the Grant Selection Committee as needed.
- D. Serve on any special committee as requested by the District President.
- E. Maintain files of all minutes, information, actions, and correspondence regarding all mission grants and BOD.
- F. Forward all significant correspondence to the President.
- G. Keep a record of expenses for postage, printing, travel, etc., with receipts, and submit expense vouchers to the President.
- H. Contribute articles and updates on grants funded for the *Oregon Leaguer*.

Vice President of Servant Resources

Reference: Oregon District Bylaws: ARTICLE VI, Sections 1-3, **ARTICLE VII, Section 6**, ARTICLE XIV, Sections 1 and 4, ARTICLE XXI, Section 1.

Purpose

- To cultivate and support servant leaders in the Oregon District.
- To maintain the foundational documents of our district: bylaws, procedures, and standing rules.
- To monitor membership within the district.

Duties

- A. Cultivate and support servant leaders in the Oregon District.
- B. Update the Standing Rules as instructed by the Board of Directors.
- C. Coordinate a review of the Procedures Manual as least every two years. However, an officer or appointed personnel may revise her section of the Procedures Manual at any time, following the approval process.
 1. All procedures must comply with the district bylaws and build on the functions of offices as set forth in the bylaws.
 2. The Procedures Manual shall be reviewed biennially or when needed.
 3. The Vice President of Servant Resources (VPSR) shall coordinate the review.

4. District officers and Committee Chairmen are responsible for reviewing sections pertaining to their department or committee and submitting changes to the VPSR.
 5. When a section has been changed or added, before being placed in the Procedures Manual, it must be reviewed and accepted by:
 - a. The District President.
 - b. The Vice President of Servant Resources.
 - c. The district officer responsible for the department being revised, and
 - d. Shall include the committee chairman of the department if the procedure directly impacts her duties.
 6. The Vice President of Servant Resources shall present the Procedures Manual, as a whole, one month before the end of the biennium, of the even-numbered year.
 - a. Send a .pdf copy of the reviewed Procedures Manual to the Vice President of Communication and Webmaster for publishing on the district website, lwmlor.org.
 - b. Send a .pdf copy of the reviewed Procedures Manual to the Corresponding Secretary to be sent to the members of the Board of Directors, including advisory members.
- D. Membership:
1. Lead the Membership Committee.
 2. Receive applications for new membership (group or individual), reinstatement, or withdrawal of membership.
 3. Monitor group memberships in the Oregon District, in conjunction with the District President.
 4. Correspond annually with congregations not having an LWML group to encourage them to consider membership affiliation.
- E. Review and sign personal vouchers of the District President and send them on to the District Treasurer.
- F. Be an ex-officio member of the Leadership Development Committee and the Structure Committee.

Vice President of Special Focus Ministries

Reference: Oregon District Bylaws: ARTICLE VI, **ARTICLE VII, Section 7**, , ARTICLE XIV, Sections 1 and 6.

Purpose To inspire a broad ministry view that welcomes women of all ages, abilities, and cultures.

Duties

- A. Facilitate committees within the Special Focus Ministries department.
- B. Create a committee to plan events that provides space that brings women together.
- C. Present language that includes everyone. Provide a translator, if possible.
- D. Advocate for the needs of people who are marginalized: traditionally overlooked or put aside.

Recording Secretary

Reference: Oregon District Bylaws: ARTICLE IV, Section 4, ARTICLE VI — OFFICERS AND ELECTIONS, Sections 1 and 2, **ARTICLE VII, Section 8.**

Purpose

- Record and distribute the minutes of all Oregon District meetings.
- Maintain an electronic ledger of motions passed, including who made the motion and the date it was passed.

Record minutes of meetings

- A. Prepare minutes of the Executive Committee, the Board of Directors, and the district convention proceedings.

Table 1: Essential Content of Meeting Minutes		
Executive Committee	Board of Directors	District Convention business
Recommendations	Motions Votes Approvals	Selected candidates Bylaw amendments Selected mission grants Resolutions

- B. Within thirty (30) days after a meeting,
1. Write a draft of the meeting minutes and send them to the District President and the Minutes Review Committee members for review, corrections, and approval.
 2. After corrections and approval, send a copy of the minutes to the Corresponding Secretary to be sent to the designated recipients.

Table 2: Designated Recipients of Meeting Minutes		
Executive Committee meeting minutes	Board of Directors meeting minutes	District Convention business meeting minutes
Elected district officers Confidential matters will be held from the minutes and stored electronically by the Recording Secretary.	<ul style="list-style-type: none"> • Elected district officers • Appointed officers • Standing committee chairmen • Zone Presidents • Past District Presidents 	<ul style="list-style-type: none"> • Convention Delegates • Groups having no representation at the convention • Individual members • Past District Presidents • Members of the Oregon District Board of Directors • LWML President • LWML Archivist-Historian, signed • NW Office LCMS, Secretary to the President

- c. After each meeting, print two copies of the minutes from the previous meeting that have been corrected and approved by the voting members and signed by the District President

and Recording Secretary. Send one copy to the Oregon District Archivist-Historian and the other to the LWML Archivist-Historian. Save a copy of the minutes electronically in the Oregon District records.

- D. The Recording Secretary should store a copy of all meeting minutes on a USB drive to be given to the incoming Recording Secretary at the change of officers after the district convention.
- E. One month before the next meeting, send a copy of the minutes from the previous meeting to the Corresponding Secretary for distribution to the attendees, along with the Call to Meeting.

District Convention Timeline

A. **Prior to the convention**

- 1. Submit a report to be printed in the convention manual.
- 2. Be responsible for the production of the convention manual.

Table 3: Convention Manual Timeline, even-numbered year

Two months before convention:

- Collect needed items for the manual.
- Select a printer service to print and bind the manuals.

One month before convention: Finalize all entries for the manual.

Month of Convention :

- Send the manual documents to the printers. Ensure there are enough manuals printed for all in attendance.
- Notify the District President and the Registration Chairman when the convention manuals are done.

B. **At the convention**

- 1. Prior to the business meeting, receive from the Registration Chairman, a credentials report (count) of certified delegates and alternates.
- 2. At the business meeting, announce the credentials report and record the voting body members (BOD, PDP, delegates) and convention attendance count in the minutes.
- 3. Assist the District President, if needed, during the business meeting.

C. **After the convention**, within thirty (30) days,

- 1. Send a draft of the business meeting minutes to the District President and the assigned Minutes Review Committee members for review, corrections, and approval.
- 2. Following the completion of the approval process, the convention business meeting minutes shall be sent to the designated recipients **by September 1**.

D. See Standing Rules, District Information, item 1.

E. See Table 2: Designated Recipients of Meeting Minutes above.

District Records to the LWML Archivist-Historian

Send the following Oregon District documents to the LWML Archivist-Historian:

- A. EC and BOD meeting minutes, signed by the District President and the Recording Secretary.
- B. District convention business meeting, signed by the District President and the Recording Secretary, including approved bylaws amendments, newly selected district officers, selected district mission grants.
- C. A copy of the District Convention Manual.

Financial Management Overview

The financial department includes the Treasurer, Financial Secretary, the Finance Committee, and the Special Gifts Fund Committee and its Chairman. The District President oversees the Finance Department.

Purpose

- Manage money in the LWML Oregon District with the approval of the Executive Committee and the Board of Directors.
- Maintain accurate accounting and transparency in financial reporting.

Overview

- A. The fiscal year is April 1–March 31.
 1. Until the budget is approved at the LWML Oregon District Convention, a **“no budget” period** allows for normal operational spending at the approval of the District President. If an expense arises outside of normal operational spending, the District President will call a meeting the Board of Directors for approval of the related expense before approving the money to be spent.
 2. **The LWML Oregon District Convention** is a line item in the LWML Oregon District Biennial Budget. The Finance Committee, including the Convention Chairman will make a detailed district convention budget that does not exceed the amount listed in the LWML Oregon District Biennial Budget.
 3. **The LWML Oregon District Fall Retreat** is a line item in the LWML Oregon District Biennial Budget. The Finance Committee, including the Vice President of Christian Life will make a detailed district fall retreat budget that does not exceed the amount listed in the LWML Oregon District Biennial Budget.
- B. LWML is tax exempt per guidelines from the document, *LWML Tax Exemption*, found on the LWML website, lwml.org/posts/handbook-resources/tax-exemption?month=6&year=2018, or by using the search bar and entering the title.
 1. The LWML Oregon District tax exemption number or Employee Identification Number (EIN) is: 237540669. This number is used by the district and zones for their bank accounts.
 2. LWML prefers groups open accounts using the District’s EIN and to title the account beginning with Lutheran Women’s Missionary League Oregon District, followed by the group name.

- C. All members of the LWML Oregon District are insured by the certificate of liability insurance, as provided by Lutheran Women in Mission.
- D. Accounting is based on cash accounting; money is deposited as it is received and is spent when the Treasurer receives an approved voucher.
- E. Excel is used by the Financial Secretary to record income, and QuickBooks is used by District Treasurer to record expenses.
- F. Financial activities are assigned to one of seven classes:
 - 1. Mite Offerings.
 - 2. Special Gifts Fund.
 - 3. Heart2Heart/Young Women.
 - 4. Retreats.
 - 5. Oregon District Convention.
 - 6. General Fund.
 - 7. In-Kind.
- G. Oregon District monies are kept in three financial institutions, approved by the Executive Committee. Accounts and checks are titled as Lutheran Women's Missionary League Oregon District.
 - 1. Columbia Bank for all deposits.
 - 2. Lutheran Federal Credit Union (LFCU) for general district spending for all classes.
 - 3. Lutheran Church Extension Fund (LCEF) for holding money in the June Seiwert Memorial Account for the Special Gifts scholarships. By requirement of the trust, the balance must remain at or above \$5,000.00. When money is needed for scholarships, the amount is transferred from LCEF to LFCU.
- H. Signers for bank accounts are as follows:
 - 1. Columbia Bank: Treasurer, Financial Secretary, President.
 - 2. LFCU: Treasurer, President, and Vice President of Servant Resource.
 - 3. LCEF: Treasurer, President, and Vice President of Servant Resources.
- I. Financial transactions are divided between the Financial Secretary and the Treasurer to maintain the division of checks and balances in accounting integrity.
 - 1. The Financial Secretary collects and deposits all funds.
 - 2. The Treasurer receives vouchers and, after receiving written permission from the District President, writes the checks using bank checks.
 - 3. Financial activity must be coordinated frequently with the District President.
- J. Financial Reports:
 - 1. At the fall and spring Executive Committee and Board of Directors meetings, the Financial Secretary will submit a record of income, and the Treasurer will provide a financial report.
 - 2. A biennial financial report is provided by the Treasurer in the District Convention Manual and is presented by the Treasurer at the Oregon District Convention.
- K. Useful forms for groups and zones can be found at <https://www.lwmlor.org/ew-page>.
 - 1. Oregon District Remittance Form.
 - 2. 2024-2026 Expense Voucher.
 - 3. Special Gifts Fund Application.

Financial Secretary

Reference: Oregon District Bylaws: ARTICLE VI, Sections 1 and 2, ARTICLE VII, Section 1 and 9, ARTICLE XV, Sections 1-2.Purpose

- To receive funds for the LWML Oregon District and make deposits in designated accounts.
- To report the Oregon District income to the Board of Directors.

Receive and deposit money

All monies must be mailed to a locked mailbox at a home address or a Post Office Box.

Remittance Process

- A. Receive all checks and cash and make deposits at Columbia Bank.
- B. All checks and cash must be accompanied by a remittance form, designating the intended use for the money.
- C. Verify each check amount, confirming it agrees with the amount listed on the remittance form.
- D. Endorse all checks.
- E. Enter information from each remittance into the Excel deposit record. List each check by the following:
 1. Church.
 2. Check number.
 3. Class (Mite Offerings, Special Gifts Fund, Heart2Heart/Young Women, Retreats, Oregon District Convention, General Fund, In-Kind) or zone offerings.
- F. When finished:
 1. Total the sum for all the deposits.
 2. Save the Excel deposit record in a .pdf file.
 3. Print two copies of the Excel deposit record.
 4. Print copies of all checks.
- G. **Deposit money at Columbia Bank.**
 1. Bring checks and cash to Columbia Bank with a copy of the Excel deposit record.
 2. Verify that the deposit receipt agrees with the total on the Excel deposit spreadsheet.
- H. **After the deposit:**
 1. Return with the deposit receipt.
 2. Photocopy one copy of the deposit receipt.
- I. Bundle the stack of remittance forms with a copy of the Excel deposit record and store them in the Financial Secretary files.
- J. Bundle copies of the checks, a copy of the bank deposit receipt, and a copy of the Excel deposit record and store them in the Financial Secretary files.
 1. Mail a copy of the original bank deposit receipt to the Treasurer.
 2. Email the Excel deposit record (.pdf) to the Treasurer.
 1. At the end of each month, email the deposit summary and the mites tracking spreadsheet to the following:
 - a. District President.
 - b. Treasurer.

- c. Webmaster (for posting the ,ite contributions and the mite goal on the website).
- d. Vice President of Gospel Outreach.

Assessments & Quarterly Magazine Subscriptions

- A. Provide group and zone treasurers with remittance forms as needed. Forms are also available on the Oregon district website.
- B. Maintain an updated address list of group treasurers. Coordinate addresses from past remittance forms, along with addresses for new groups or newly renamed groups provided by the Corresponding Secretary.
- C. The amount to be assessed per member is calculated with each budget and is included in the biennial budget proposal to be voted upon by the Board of Directors.

Assessment and Subscription Schedule

- A. **Before February**, the LWML Treasurer will send a letter and remittance form instructing the LWML Oregon District Financial Secretary to collect assessments and subscriptions to the LWML publication.
 - 1. The letter will include a list of previous group assessments and last year's *Quarterly* magazine.
 - 2. Download the Excel Remittance Form provided by LWML.
- B. **Every February**, send an annual renewal letter to the Treasurer of each group with the following:
 - 1. A remittance form with the number of assessments reported by that group from the previous year.
 - 2. The *Quarterly* magazine subscription renewal form with the deadlines for replying.
- C. **As groups send their remittance forms** with assessments, record the data on the Excel LWML Oregon District *Quarterly* lists form sent by LWML, containing data of the assessments and *Quarterly* subscriptions.
 - 1. If a group does not respond with assessment amounts, follow up by contacting the group's contact person.
 - 2. Assessment funds are deposited in Columbia Bank.
 - 3. Forward the LWML Oregon District *Quarterly* lists to the District President.
 - 4. The District President forwards the LWML Oregon District *Quarterly* lists to the LWML Office.
- D. **Every three months**, the LWML Office sends the District President an invoice for a quarterly payment.
 - 1. The District President attaches the LWML invoice to an Oregon District voucher, signed for approval by the President, and scans both documents and forwards them to the District Treasurer.
 - 2. The original copies are mailed to the District Treasurer to be stored.
 - 3. The District Treasurer will send a check with a copy of the LWML remittance form to the LWML Office.

Oregon District Conventions

A. Registration Payments

1. The District President and the Financial Secretary will decide how often the Registrar will send the registration applications checks to the Financial Secretary. This is likely to increase in frequency as the convention date nears.
2. After the Registrar records the registration checks on the remittance form, she will mail the checks with the remittance form to the Financial Secretary.
3. As the checks arrive, the Financial Secretary will record the checks in the financial record, under district convention.
4. Make two copies of the checks in the same order as the record.
 - a. Send one copy with a remittance form to the Treasurer.
 - b. Store the second copy of the checks with a copy of the remittance form in the Financial Secretary's records storage.
5. Deposit the checks at Columbia Bank.
6. Send a copy of the deposit slip to the Treasurer with a remittance form.
7. Attach the original deposit slip to a copy of the remittance form and copies of the checks and store in the Financial Secretary's record storage.
8. The Treasurer, Registrar, and Financial Secretary records of deposit totals must agree.
9. Keep a record of all financial transactions before, during, and after the convention.

B. Offerings at the Convention

1. Teller Committee: A committee of six women, selected by the District President, shall count the offerings at the convention. The District Treasurer and the Financial Secretary shall not be members of this committee. See the district convention manual for further instructions. Use the cash count sheet found on page 34-35.
2. Each offering is counted separately.
3. Provide a locking cash box or bank bag and store the offering money in a secure location or deposit it at the bank.
4. Deliver a report of each offering to the President as soon as possible.
5. The Financial Secretary shall deposit the offerings at Columbia Bank and send a copy of the deposit slip with a remittance form, along with a copy of the cash count forms to the Treasurer.
6. Store the completed cash count forms with the deposit slips in the Financial Secretary records.

Correspondence

- A. Notify the Treasurer of all correspondence sent.
- B. Send a receipt to individuals and groups when one is requested. A template is available.
- C. Send a non-cash donation receipt for in-kind donations to individuals and groups when one is requested.
- D. When a contribution is sent as a memorial for a person, record the contribution on the Special Gifts Fund spreadsheet and send it to the Special Gifts Chairman so she can send an acknowledgment and put an article in the *Oregon Leaguer*.
- E. Send a thank-you letter and contribution acknowledgment to any organization that contributes.

Reports

- A. Prior to the fall and summer Executive Committee and Board of Directors meetings:
 - 1. Send a Financial Secretary activity report to the Corresponding Secretary to be distributed.
 - 2. Bring two hand-signed copies of the report to the meetings for the Archivist-Historian.
- B. Send the following reports to the Recording Secretary for the convention manual:
 - 1. The biennial report on income, divided by classes.
 - 2. A Financial Secretary officer's report.

Review of the Books

- A. Communicate with the Treasurer whenever there are any changes and/or final figures.
- B. The Financial Secretary shall document all income, ensuring that her Excel deposit records correspond precisely with the Treasurer's reported QuickBooks income figures and Columbia Bank statements.
- C. Review of the financial books occurs:
 - 1. At the end of a biennium (March 31, even numbered years).
 - 2. Change of office.
 - 3. For any other time as called.

Permanent Files

- A. Monthly, back up all electronic financial files on an external hard drive or a web storage site.
- B. File all deposit reports in a file box by date.
- C. Store the *Quarterly* magazine subscription information by year in a file box.
- D. All financial records with any correspondence are stored in accordance with the LWML directive, Records Management Policy, found on the Financial Officers webpage, <https://www.lwml.org/financial-officers>.
- E. A copy of each biennial Financial Secretary report must be stored in the permanent file.
- F. All gifts and memorials must be recorded in a spreadsheet and stored in the permanent file.
- G. Shred all outdated financial records.

Financial information is a corporate resource to which all board and committee members and staff may have access, except where the nature of the information requires restriction.

Records Management Policy, 01-19-2022

Transition and Continuity

Retiring Financial Secretary

- A. Prior to the convention, organize all records from your department.
 - 1. Organize electronic records. Include the following:
 - a. All electronic financial records, including the monthly income report.
 - b. Minutes of all BOD and EC meetings.
 - c. Financial Secretary reports, written for the Executive Committee and Board of Directors meetings.
 - 2. Organize all physical documents.
- B. Close all financial books within sixty (60) days upon completion of your term of office.

- C. Financial Secretary's term alternates with the Treasurer's — so at least one financial officer is familiar with the financial procedures.
- D. Present all books pertaining to this office to the newly elected/appointed Financial Secretary within sixty (60) days.
- E. Meet with the newly elected Financial Secretary and review the duties of the Financial Secretary, using the Oregon District Bylaws and Standing Rules, as well as the Oregon District Procedures Manual.
- F. Be faithful in prayer for the new Financial Secretary as she navigates the duties of her office.
- G. Forward any mail still received to the new Financial Secretary.

Newly elected Financial Secretary

- A. Familiarize yourself with all duties of an elected officer and financial information as stated in the Oregon District Bylaws and the Standing Rules.
- B. Familiarize yourself with all information in the Oregon District Procedures Manual.

Continues on next page

Treasurer

Reference: Oregon District Bylaws: ARTICLE VI, Sections 1 and 2, ARTICLE VII, Section 1 and 9, ARTICLE XV, Sections 1-2.

Purpose

- To conduct financial disbursements of the Oregon District.
- To keep an itemized record of all financial transactions.
- To provide financial reports to the Board of Directors.

Transactions

Reconcile and transfer funds:

- A. Receive Columbia Bank deposit information from the Financial Secretary and enter the data by class into the QuickBooks records.
- B. At the beginning of each month perform these tasks:
 1. Reconcile the Columbia Bank deposit statement with the Financial Secretary's Excel financial records. Utilize the assistance of the Financial Secretary, if needed.
 2. Balance and reconcile all bank statements (Columbia Bank, Lutheran Federal Credit Union, and Lutheran Church Extension Fund) with the QuickBooks records.
 3. Transfer all memorial or celebratory gifts given for the Special Gifts Fund from Columbia Bank to the Lutheran Church Extension in the June Seiwert Memorial Account.
 4. Transfer all funds designated for Mite Offerings, Special Gifts Fund, Heart2Heart/Young Women, Retreats, Oregon District Convention, General Fund, and In-Kind from the Columbia Bank to the Lutheran Federal Credit Union.

Spending

- A. **Credit card Use:** Every transaction must have prior approval, and the buyer must report detailed, timely documentation, attached to a voucher.
- B. **Receive all vouchers**, authorized by the District President, with receipts or invoices attached, and write checks using bank checks. Note: Vice President of Servant Resources approves and signs vouchers for the President's expenses.
 1. Record check information on each voucher in the designated area of the form, Treasurer's Use Only.
 2. Mileage payments and other district expenses are issued in the amount authorized by the Standing Rules of the Oregon District.
- C. Store voucher stubs of account entries with detailed information on disbursement of funds. Store in order of date.
- D. **When sending payments to the LWML Office** for the Mite Offerings, subscriptions for *Lutheran Woman's Quarterly*, or other invoices, include a District Remittance Form provided by LWML or found on the LWML website, lwml.org/financial_officers.
 1. Instructions are available for the remittance form.
 2. Save a copy of the completed remittance form.
 3. A remittance, with payment, may be sent by mail or electronically.

- E. If necessary, notify the Financial Secretary of any checks or money received from individuals, groups, or organizations, that have been deposited by the Treasurer. However, this should be avoided to maintain the division of check and balances in accounting integrity.
- F. **Memorial or celebratory gifts given for the Special Gifts Fund** are held in the Lutheran Church Extension Fund — June Seiwert Memorial Account.
- G. **Assessments and Quarterly Magazine subscriptions:**
 - 1. The District President will send the approved voucher to the District Treasurer for issuance of a check, attaching the LWML subscription assessment spreadsheets and the LWML assessment spreadsheet.
 - 2. The District Treasurer will mail the check, the assessment spreadsheet and the subscription spreadsheet to the LWML Office. The address is provided in their letter.

LWML and District Conventions

- A. Issue payment on all expenses, approved by the President, as instructed in the Oregon District Bylaws and Standing Rules.
- B. The Treasurer, the Registrar, and Financial Secretary records of deposit totals must agree.
- C. Keep a record of all financial transactions before, during, and after the convention.

Reports

- A. Prior to the fall and summer Executive Committee and Board of Directors meetings,
 - 1. Send a Treasurer’s activity report to the Corresponding Secretary to be distributed.
 - 2. Bring two hand-signed copies of the report to the meetings for the Archivist-Historian.
 - 3. Prepare a financial report for the Board of Directors and send it to the Corresponding Secretary to be distributed.
- B. Send the following reports to the Recording Secretary for the convention manual:
 - 1. The biennial financial report, divided by classes.
 - 2. A Treasurer’s officer report.

Permanent Files

- A. Monthly, back up all electronic files on an external hard drive or a web storage site.
- B. File vouchers and bank statements in a file box by date.
- C. All financial records with any correspondence are stored in accordance with the LWML directive, Records Management Policy, found on the Financial Officers webpage, <https://www.lwml.org/financial-officers>.
- D. A copy of each biennial Treasurer report must be stored in the permanent file.
- E. All gifts and memorial gifts must be recorded in a spreadsheet and stored in the permanent file.
- F. All files for destruction must be shredded.

Review of the Books

- A. Communicate with the Financial Secretary as to any changes and/or final figures.
- B. Submit records for financial review to appointed financial review members at the close of each biennium and with the change of officer.

Transition of Office

Retiring Treasurer

- A. Transfer records and all pertinent information regarding the Treasurer’s position, within sixty (60) days. The Financial Secretary’s term alternates with the Treasurer’s — so one officer is always familiar with the financial procedures.
- B. Within sixty (60) days, transfer all records pertaining to this office, including financial and banking records, to the newly elected Treasurer.
- C. Forward any financial mail to the new Treasurer.

Newly elected Financial Secretary

- A. Familiarize yourself with all duties of elected officer and financial information in the Oregon District Bylaws and the Standing Rules.
- B. Familiarize yourself with information in the Oregon District Procedures Manual pertaining to the Treasurer, the position of an elected officer, and member of the Executive Committee and the Board of Directors.

Nominating Committee

Reference: Oregon District Bylaws: **ARTICLE VIII.**

Purpose Prepare a slate of candidates for district offices for election at the district conventions.

The Nominating Committee consists of three members elected to the committee. By vote at the district convention, the member with plurality vote is the chairman of the committee.

Table 5: Timeline for Duties of the Nominating Committee	
Transition meeting after the district convention	<ul style="list-style-type: none">• Shortly after the election, newly elected committee members should hold a transition meeting with outgoing members to transfer records and review roles and procedures as outlined in the Oregon District Bylaws, Article VIII, and the Procedures Manual.• Create an updated nominations form to include the positions to be elected at the next convention. This updated form is sent to the VP of Communications for inclusion on the district website (wmlor.org) and to the Editor of the Oregon District publication.
First half of the biennium	<ul style="list-style-type: none">• Nominating Committee members are encouraged to attend multiple zone gatherings to observe and note possible candidates.• Create information packets that include the application form, and the position descriptions for the current slate of officers. These packets will be assembled for the zone presidents for distribution at the spring BOD meeting, odd-numbered year, for distribution to group leaders in their zones. Suggestions for nominations for

Table 5: Timeline for Duties of the Nominating Committee

	elective offices may be made by individuals, groups or zones at any time and submitted to the Nominating Committee Chairman.
Pastoral Counselor candidates	<ul style="list-style-type: none"> • The Chairman of the Nominating Committee is responsible for obtaining the nomination for Jr. Pastoral Counselor. • The nominees must be rostered or rostered emeriti pastors in the LWML Oregon District. • A list of the nominees must be sent to the LCMS President of the Northwest District for approval.
Spring BOD meeting, odd-numbered year	<ul style="list-style-type: none"> • Issue information packets to the zone presidents at the BOD meeting, to be delivered to group leaders in their zones.
Fall committee meeting, after the BOD meeting, odd-numbered year	<ul style="list-style-type: none"> • Meet to formulate a slate of potential candidates who will be contacted by the Nominating Committee. • Personally phone each potential candidate inviting them to consider being a candidate for district office. <ul style="list-style-type: none"> ○ If he/she is willing to consider the position, obtain their email and mailing address. ○ Then, mail or email a packet to each potential candidate that includes a devotion, the application, and position description and an addressed return envelope. • The candidates must accept or decline the nomination by December 1 of the year prior to convention. • Two weeks later, follow up with a phone call to each candidate to answer questions and encourage the application process. A photograph, as requested in the application, is not needed at this time.
By December 1, odd-numbered year	<ul style="list-style-type: none"> • Goal: The Nominating Committee needs to have at least one candidate for each position, including their written consent. If fewer than two candidates agree to run for a position, then the nominations process will restart for that position(s). • If candidates for elected position are less than two for each office, email a prayer request to the Oregon District Prayer Chain lwmf.or.prayerchain@gmail.com, asking for prayer to provide qualified candidates for the needed positions.
Spring BOD meeting, even-numbered year	<ul style="list-style-type: none"> • All formal nominations should be secured by the spring BOD meeting prior to convention.

Table 5: Timeline for Duties of the Nominating Committee	
	<ul style="list-style-type: none"> • If there are fewer than two candidates for Pastoral Counselor, the Nominating Committee Chairman will notify the District President for support. • Pastoral Counselor candidates: If not already done, a list of the candidates must be sent to the President of the LCMS Northwest District for approval. • Continue to ask for prayer for candidates and candidates needed for positions.
Three (3) months before the convention	<ul style="list-style-type: none"> • When requested, send the nominating committee report to the Recording Secretary for the district convention manual.
Six (6) weeks prior to the district convention	<ul style="list-style-type: none"> • Send the slate of candidates with résumés to the District President to arrange for sending voting materials to each group. Email is preferred. • Prepare an election ballot and a tally sheet, with names listed in alphabetical order for each office, and a tally report sheet. <ul style="list-style-type: none"> ○ Email them to the Parliamentarian before the district convention. ○ Email the slate of candidates and the convention tally sheet to the Recording Secretary for the convention manual.

Zone Presidents

Reference: Oregon District Bylaws: ARTICLE IV, ARTICLE V, Sections 1 and 3, ARTICLE VIII, Section 3, **ARTICLE XI, Section 1**, ARTICLE XVII , Section 1,4,6, ARTICLE XVIII, Section 1, ARTICLE XIX, Section 3.

Appointed Officers

Meeting Manager

Reference: Oregon District Bylaws: **ARTICLE IX, Section 1-2**, ARTICLE XII , Section 1.

Purpose Provide meeting support for all Executive Committee and Board of Directors meetings, district conventions, and other events as requested by the President.

General duties

A. Crisis Management

- a. Provide crisis management to all events.
- b. Coordinate with the Crisis Management team, assigned by the President.
2. Bring the district first aid kit.
3. Replenish the supplies as needed.
4. Assure that supplies are up to date.

B. Inventory —

1. Hold the key and inventory storage book for the OR District Storage Unit.
2. Maintain the inventory and the inventory storage book of the Oregon District Storage Unit.
3. Perform other duties, as requested by the President.

Executive Committee and Board of Directors meetings

- A. Arrange for meeting sites.
- B. Reach out to the host church to coordinate room setup and meal arrangements.
- C. Arrange for additional meeting areas as requested.
- D. Ahead of the meeting, send a voucher to the District President requesting payment of \$300.00 to the church providing meeting space, as compensation for meeting meals. The District President will approve the voucher and send to the Treasurer to issue the check and bring it to the meeting. The check will be given to the church.
- E. Provide suggestions for motels.
- F. Coordinate with the Vice President of Gospel Outreach and the Mission Servant Committee to select an ingathering recipient for the meetings.
- G. Provide reusable name tags.

District Convention

- A. Attend convention meetings as requested.
- B. Give the Properties Committee the inventory storage book and help them retrieve property from district storage.
- C. Crisis Management Team Member.
 1. Bring the district first aid kit and other medical supplies as directed.
 2. Arrange for a volunteer nurse; their registration and housing will be covered by the OR District.
 3. Designate and set up first aid room.
 4. Provide the registration committee with the phone numbers of the crisis management team (District President, Pastoral Counselor, nurse, and the Meeting Manager) to be placed on the back of the name tags.
- D. First aid supplies at the Information Desk.
 1. Provide a list of first aid supplies and where they may be found.
 2. Leave simple first aid items at the desk (Band-Aids, etc.)
 3. Provide directions to the first aid room.
 - a. May ask for assistance as needed.
- E. Floor Manager
 1. Make certain all people who will be on stage will be there on time and in order.
 2. Obtain script from the President.

3. Coordinate the processions.

Special Appointed Personnel

Archivist-Historian

Reference: Oregon District Bylaws: **ARTICLE X, Sections 1-2.**

Purpose

- To store records to support the LWML charitable status.
- To preserve records and other materials of historical significance to the LWML Oregon District.
- To support the work of the LWML Archivist-Historian and the Concordia Historical Institute (CHI).
- To broaden the appreciation of district archives.
- To ensure the long-term preservation of records.
- To mentor and train zone and group Archivist-Historians or those with duties which include record management and storage.

Archivist-Historian preparation

- A. Unlike other officers, a new Archivist-Historian should plan for a year of mentoring with the past Archivist-Historian prior to taking over the office to assure the details of collecting and storing are fully realized. The position of Archivist-Historian is a long term commitment for preserving LWML records.
- B. Training will include how to keep historical records and archival materials.
- C. Encourage and inform the new district Archivist-Historian concerning the scope of her responsibilities.
- D. The LWML Archivist-Historian will assist in the instruction of the newly appointed Archivist-Historian.
- E. Utilize principles of sound archive management. (SAA, Society of American Archivists)
- F. Consider attending the Archivist Boot Camp, when it is available, given by the LWML Archivist-Historian.

Location of Oregon District archives

Oregon District archives are currently stored in a storage room at the LCMS Northwest District Office and at the home of the Oregon District Archivist-Historian.

Store records of LWML charitable status

All **district financial records** are kept in accordance with the LWML. Financial records are stored as instructed by the directive, Records Management Policy, 01-19-2022, found at <https://www.lwml.org/financial-officers>. This is the duty of the district financial officers, not the duty of the district Archivist-Historian.

District Record Collection

(as instructed from Archivist Boot Camp and LWML Archivist-Historian Caroline Honeycutt)

Note: Rules can change, especially the number of copies for documents. To avoid confusion, submit two copies. The Archivist-Historian can decide how many should be stored.

A. LWML requirements:

Two copies of the President's and the Archivist-Historian's biennium reports.

B. District Records

- 1 Oregon District Executive Committee and Board of Directors minutes, **hand-signed** at the bottom of the page by the Oregon District President and Recording Secretary, two copies, submitted by the Recording Secretary. Font: Times New Roman is preferred.
- 2 Elected and appointed officers and appointed personnel reports, **hand-signed** at the bottom of the page, two copies. Font: Times New Roman is preferred.
- 3 Handouts from district meetings, including mite reports from Board of Directors meetings, as provided by the Vice President of Gospel Outreach.
- 4 The most recent copy of the Oregon District Bylaws.

C. Publications

1. Two copies of each district publication, *Oregon District Leaguer*.
2. Two copies of the Synodical district's newsletter, if it contains information regarding the LWML Oregon District. Only photocopy the section of the newsletter that applies to LWML.

D. District Events

1. Oregon District Convention documents (convention minutes, convention manual) provided by the Recording Secretary.
2. An Oregon District Fall Retreat report, as provided by the Vice President of Christian Life.
3. District-wide collaborative efforts, such as, district retreats, district-organized mission servant events, prayer services, past District President funerals, officer training programs.
4. Event Reports — See the form, "Event Report for Oregon District Archives," found on page 50.
5. Photos from special events, labeled: who, what, when, and where. Store in acid-free folders (not scrapbooks).

C. Records NOT collected by the District Archivist-Historian

1. The Oregon District Bylaws are stored in the records of the Structure Chairman.
2. Minutes from the Board of Directors and the Executive Committee are stored in the records of the Recording Secretary.
3. Christian Life Notes and "Hug-in-a-Mug" inspirational writings.

F. Things to purge

1. Unidentified photos.
2. Multiple copies of officer's reports.
3. Original newspaper clippings after they have been photocopied.
4. Copies of *Lutheran Woman's Quarterly*.

G. Things to store in department or officer's records, not district records

1. Department files from preceding terms.
2. Documents reflecting any actions which affect the workings of a department.

3. Updated set of guidelines for your position, including all actions required in your position that are not specifically mentioned in the bylaws.

Preserve historical records and other materials

- A. Record storage preparation and environment: Consult Concordia Historical Institute, CHI Information sheets.
- B. "CHI, What is a congregational archive?", 2016.
<https://concordiahistoricalinstitute.org/?s=what+is+a+congregational+archive&submit=>.
Storage environment, document preparation, and structural support of archival documents and artifacts discussed.
- C. "CHI, Service Bulletin": Protect your family papers,
<https://concordiahistoricalinstitute.org/1a-protect-your-family-papers/?hilite=protect+your+family+papers>.

Preparation of Documents

- A. **Remove staples and tape.** Store a multi-page document in a folder with a note explaining this had been stapled together.
- B. Remove all paper clips, rubberbands, and string.
- C. Photocopy all newsprint.
- D. Unfold any items that have been folded.
- E. Make notations when needed for clarification.
- F. Keep all files in chronological order.
- G. Label all photos with names, dates, events. Must have permission from everyone in the pictures.
- H. Tip: Save two copies of most documents; one to use, one to lose.

Ensure the long-term preservation of records

From Archivist Boot Camp

A. Helpful equipment

1. Cool, dry space for storage. Avoid basements and attics.
2. Storage unit, such as filing cabinets or sturdy shelves.
3. Large worktable.
4. Boxes with handles for easy lifting.
5. New acid free file folders.
6. No.2 sharpened pencils.
7. White erasers.

B. Organize files

1. Chronological, then alphabetical, by subject.
2. Goal: To be able to gain access to what you need.
3. Consistent file labeling.

Storage Environment

(Concordia Historical Institute (CHI) information sheet, “What is a Congregational Archive?”, 2016.)

- A. A secure room protected from light, heat, dryness, humidity, and insects, with good air circulation to protect delicate paper documents, vintage photographs, audio/visual materials, and artifacts.
- B. Ideal storage temperature is 65° Fahrenheit with relative humidity of 45%. Avoid fluctuations in temperature.
- C. A locked fireproof file cabinet for vital artifacts.
- D. Archival boxes and folders can be found at library and archive supply companies.
- E. Place documents in lignin-free file folders or envelopes. These support the documents. Protect archives in acid-free boxes to protect from dirt/dust, light exposure, and to support the structure of the materials being stored.
- F. If stored on shelves, use acid-free boxes with lids, sized for the envelopes and legal-sized folders. This protects archives from sun and room light.
- G. Oversized documents and photos should be stored flat.

Support the LWML Archivist-Historian and CHI

- A. Serve as liaison to the Concordia Historical Institute (CHI) and LWML.
- B. Records to send to the LWML Archivist-Historian, whose office is at the Concordia Historical Institute (per Concordia Historical Institute, ATTN: Caroline Honeycutt):
 - 1. One copy of the signed minutes for Executive Committee and Board meetings, spring and fall.
 - 2. One copy of the district publication.
 - 3. One copy of the Synodical publication with page of LWML Oregon District news, photocopied.
 - 4. One copy of the Oregon district convention manual.
 - 5. Summary sheet, including:
 - a. Special events.
 - b. Workshops.
 - c. Prayer service.
 - d. Assembly of leaders.
 - e. Statistical information.
- C. Send a listing with the archival materials to Concordia Historical Institute for accessioning. Accessioning means that each item will be entered into the database in order of the history of LWML. Include the condition of each item.
- D. A biennial report, which is filled out by the District President, and sent to the LWML Archivist-Historian. The form is provided by the LWML Archivist-Historian and is sent following the district convention. The report includes the following:
 - 1. Outgoing officers.
 - 2. Officers for the next biennium.
 - 3. Mission grants completed.
 - 4. Special projects completed.
 - 5. LWML Bylaws changes. Convention highlights.

6. Other information deemed appropriate.
- E. The District Recording Secretary will send a copy of the district convention manual, convention minutes, and any other publications resulting from the convention.
- F. Other entries can be sent by the district Archivist-Historian or Concordia Historical Institute that she deems worthy of historical significance in the Oregon District and a noteworthy contribution to LWML. These may include the following:
 1. Photocopies of newspaper articles regarding the Oregon District.
 2. Noteworthy accomplishments.
 3. The death of a past District President.

Broaden the appreciation of district archives

Display exhibits at district and zone events, whenever possible. Design a display highlighting Oregon District history. See “Display Guidelines” at <https://www.lwml.org/archivist-historians> for display instructions.

Mentor and train zone and group Archivist-Historians or those with duties include record management and storage.

Zone Presidents or those with duties to archive zone records

- A. What to save (To be kept in zone or group archives)
 1. Two copies of Executive Committee and zone gathering business meetings.
 2. A copy of the current zone bylaws.
 3. Printed material from special meetings, such as prayer services, anniversary celebrations, workshops, gatherings, etc.
 4. Newsletters, if available.

Store photos in acid-free folders and label them with names, dates, places, and events.

5. Photocopies of newspaper articles relating to LWML Oregon District history.
6. Documents relevant to your level.
- B. What to purge
 1. Unidentified photos.
 2. Multiple copies.
 3. Original newspaper clippings after they have been photocopied.
 4. Copies of the *Lutheran Woman’s Quarterly*.

District officers and personnel:

At the change of officer, following the district convention, the outgoing officer will transfer all organized files of her office to the newly elected officer. This includes:

- A. All department meeting minutes.
- B. Procedures.
- C. Documents helpful for the position.
- D. Officer’s reports to the Board of Directors.
- E. Files and/or a USB thumb drive with files of the office activity from previous terms.
- F. Documents reflecting any actions which affect the workings of the position.
- G. Updated guidelines for your position, including all actions required in your position that are not specifically mentioned in the bylaws.

General instructions for all record storage

The basic rules for saving or purging files and photos remain the same for everyone regardless of your position, whether it be group, zone or district level.

- A. **Remove staples and tape.**
- B. Photocopy all newsprint.
- C. Unfold any items that have been folded.
- D. Make notations when needed for clarification.
- E. Keep all files in chronological order.
- F. Label all photos with names, date, event. Must have permission from everyone in the picture.

Continue to the next page.

Event Report for Oregon District Archives

Please Send this report to the Oregon District President and the district Archivist-Historian.
Thank you for celebrating our history.

Event Date:

Event:

Oregon District Zone:

Church:

Address:

Phone:

Hosts:

President:

Pastor:

Scripture:

Theme:

Speakers:

Guests:

Groups Attending:

Attendance:

District Funds Collected:

Mites Donation:

Financial Report:

Elections:

Service Project:

Corresponding Secretary

Reference: Oregon District Bylaws: **ARTICLE X, Sections 1 and 3.**

Purpose

- To conduct the official correspondence of the Oregon District.
- Point members of the Oregon District toward the information that they request.
- Assist members needing contact information in the district.
- Pray for LWML Oregon District groups, zones, and the Oregon District, the members and their leaders.

Correspondence and mailings

- A. Conduct official correspondence of the LWML Oregon District.
- B. At least six (6) weeks prior to the district convention, as sent by the District President, forward the following documents to voting delegates, members of the Board of Directors, and Past District Presidents residing in the Oregon District:
 1. An officer nominee ballot sample.
 2. The proposed mission grant list.
 3. The proposed bylaw amendments.
 4. A cover letter with instructions for voting.
 5. Due to the size of the documents, send the instructions and documents divided into two or three (2-3) emails.
- C. Forward official LWML Oregon District emails, including those from the LWML Prayer Chain requests, "Christian Life Notes," and the *Oregon Leaguer*. All official district emails for broad distribution receive a doctrinal review from a Pastoral Counselor before being sent.
- D. Keep a record of group presidents and contact persons, with name, address, telephone numbers, cell phone numbers, e-mail address, congregation, zone, and name of group.
- E. Prepare and update the LWML Oregon District Directory, as necessary.
- F. Provide copies of the directory to the Board of Directors annually.

Reports and Meetings

- A. Before the Executive Committee and Board of Directors meetings, at the request of the Meeting Manager, perform the following tasks:
 1. Send an email, with a prepared template, to all members of the Executive Committee and Board of Directors, as well as advisory members, excluding the Past District President, requesting an activity report.
 2. Email activity reports of the members of the Executive Committee and Board of Directors, as well as advisory members, excluding the Past District President, to members and advisory members of the Executive Committee and the Board of Directors.
 3. Email the minutes of the last Executive Committee meeting and the agenda of the upcoming Executive Committee meeting to the members of the Executive Committee.
 4. Email the minutes of the last Board of Directors meeting and the agenda of the upcoming Board of Directors meeting to the members of the Board of Directors and advisory members.
- B. Attend Executive Committee meetings, when requested by the President.
- C. Attend all meetings of the Board of Directors.

Editor

Reference: Oregon District Bylaws: **ARTICLE X, Sections 1 and 4.**

Purpose To be responsible for the publication of the Oregon Leaguer in consultation with the District President, VP of Communication, and Pastoral Counselors.

Table 6: Calendar for the LWML Oregon Leaguer

Spring issue	Submissions due March 1	Publication April 1
Summer issue	Submissions due June 1	Publication July 1
Fall issue	Submissions due September 1	Publication October 1
Winter issue	Submissions due December 1	Publication January 1

Duties:

- A. Send out due date reminders to the district officers, committee chairmen, and the zone presidents for the publication of the *Oregon Leaguer* in consultation with the VP of Communication and Pastoral Counselors, see Table 6: Calendar for the LWML *Oregon Leaguer*.
- B. Receive all items submitted to be published in the *Oregon Leaguer*.
- C. Publishing and electronic mailing of the Oregon District publication shall be such that the publication is received by the groups six (6) weeks after the article deadline dates.
- D. Plan the format and layout for each page of the *Leaguer*.
- E. Send the first draft of the *Oregon Leaguer* to the VP of Communication plus another selected person to edit text and make suggestions based on the *LWML Style Guide*. After evaluation, the draft is returned to the Editor.
- F. Evaluate suggestions and make corrections.
- G. Forward the *Oregon Leaguer* to the Pastoral Counselors.
- H. When returned, complete all corrections and create a final copy of the *Oregon Leaguer* in a PDF format.
- I. Send the final copy to the District President and the VP of Communication for final approval.
- J. Once the final approval is given by the District President, send the final copy of the *Oregon Leaguer* to the Corresponding Secretary for distribution across the Oregon District.

Parliamentarian

Reference: Oregon District Bylaws: **ARTICLE X, Sections 1 and 5.**

Purpose To serve as an advisor on parliamentary procedure.

District meetings Executive Committee, Board of Directors, Oregon District Convention business meeting.

- A. Sit near the District President or presiding officer.
- B. Advise the District President or presiding officer regarding parliamentary procedure, when requested.
- C. Advise officers and individual members regarding parliamentary procedure. See script for recommendations and motions at the end of this section.
- D. Have these available at all meetings:
 1. *LWML Handbook*.
 2. Bylaws Lutheran Women's Missionary League.
 3. Bylaws of the Oregon District Lutheran Women's Missionary League, 2024.
 4. *Robert's Rules of Order: Newly Revised* (current edition).
 5. Materials for the President's convenience.

District Convention

- A. Prepare the convention rules page for the convention manual.
- B. Attend the biennial district convention and advise the President when requested.
- C. Supervise the voting process. If voting is by paper ballot, supervise the protection of the ballots until they are counted. Supervise tellers in the counting of ballots on any vote. See the District Convention Manual (planning guide) for further instruction.

Parliamentary procedure education

- A. Submit articles to the Oregon District website and publications to instruct members about parliamentary practices.
- B. Prepare lessons to instruct others about parliamentary procedure, at the request of the President.
- C. See Table 7: Script Helps for Making Recommendations and Motions, on next page.

Structure Committee member

- A. Attend meetings of the Structure Committee as an ex-officio member.
- B. Assist in writing amendments to the district bylaws and standing rules.

Records Management: Maintain files of all parliamentary instruction, district meeting directions, and correspondence. Prepare workable files for the next successor.

Continued on next page.

Table 7: Script Helps for Making Recommendations and Motions

<p>Executive Committee RECOMMENDS</p>	<p><u>Speaker:</u> Madam President, I (or the _____ committee) recommend(s) that _(state action)_____. (Copies of the recommendation must be given to the Recording Secretary and the District President or presiding officer.)</p> <p><u>President:</u> A recommendation has been made. No second is needed. The recommendation is as follows, (Read the recommendation.) Is there any discussion?</p> <p>Following the discussion...</p> <p><u>President:</u> If there is no further discussion, the recommendation to be voted on is as follows: (Read the motion again.) Those in favor, (raise your hand, say aye). Those opposed, (raise your hand, say nay).</p> <p>After counting the votes...</p> <p><u>President:</u> The recommendation passes/fails.</p> <p><i>If the recommendation passes, the President saves the copy of the recommendation for use at the Board of Directors meeting.</i></p>
<p>Board of Directors APPROVES or DISAPPROVES recommendations</p>	<p>The President invites a speaker to present the recommendation:</p> <p><u>Speaker:</u> Madame President, I/the ____Committee recommend/s that...</p> <p><u>President:</u> A recommendation has been made. No second is needed. The recommendation is as follows, (Read the recommendation.) Is there any discussion?</p> <p>After the discussion,</p> <p><u>President:</u> If there is no further discussion, then we will vote. The recommendation to be voted on is as follows: (read the recommendation). Those in favor, (raise your hand, say aye). Those opposed, (raise your hand, say nay).</p> <p>After counting the votes...</p> <p><u>President:</u> The recommendation passes/fails.</p>
<p>Board of Directors MAKES MOTIONS</p>	<p><u>Speaker:</u> Madam President, I move that _____. (Copies of the motion must be given to the Recording Secretary and the District President or presiding officer.)</p> <p><u>Speaker from audience:</u> I second the motion.</p> <p><u>President:</u> A motion has been made and seconded. (Read the motion.) Is there any discussion?</p> <p>Following the discussion</p> <p><u>President:</u> If there is no further discussion, the motion to be voted on is as follows: (Read the motion again.) In favor, (raise your hand, say aye). Opposed, (raise your hand, say nay).</p> <p>After counting the votes ...</p> <p><u>President:</u> The motion passes/fails.</p>

Voting Privileges

Table 8: Voting Privileges: Oregon District Convention

Reference: OD Bylaws, ARTICLE V District Conventions and Representation, Section 3: Voting.	
The voting assembly of the convention shall be:	
<p>One delegate from each church group in the Oregon District;</p> <p>Past District Presidents who are current members of the Oregon District;</p> <p>Voting members of the Board of Directors:</p> <p><u>Elected Officers</u></p> <ul style="list-style-type: none"> • President • Vice President of Christian Life • Vice President of Communication • Vice President of Gospel Outreach • Vice President of Special Focus Ministries • Vice President of Servant Resources • Recording Secretary • Financial Secretary • Treasurer 	<p><u>President of each zone</u> or her representative</p> <p><u>Appointed Officers</u></p> <ul style="list-style-type: none"> • Meeting Manager • Planner <p><u>Chairmen of Standing Committees</u></p> <ul style="list-style-type: none"> • Christian Life • Communication • Gospel Outreach • Mission Servants • Leader Development • Membership • Structure • Young Women • Heart to Heart • Special Ministries
<p>Exceptions:</p> <p>A member of the voting assembly shall vote in (1) capacity only. Proxy votes are prohibited. Each elected delegate shall have an elected alternate from her church group to vote in her place if the delegate is unable to perform her duty.</p> <p>In the event neither the delegate nor the alternate is unable to serve, a member of the same unit may serve as delegate upon certification in writing by the Zone President and presentation to the Oregon District President.</p>	

Table 9: Voting Privileges of Executive Committee

Reference: OD Bylaws, Article VI Officers and Elections, Section 1 Elected Officers	
ARTICLE XII — Executive Committee, Section 1: Overview.	
<p>Voting members:</p> <p>President</p> <p>Vice President of Christian Life</p> <p>Vice President of Communication</p> <p>Vice President of Gospel Outreach</p>	<p>Vice President of Special Focus Ministries</p> <p>Vice President of Servant Resources</p> <p>Recording Secretary</p> <p>Financial Secretary, and Treasurer</p>
<p>Advisory members without vote: Meeting Manager, Planner, and Pastoral Counselor.</p>	

Table 10: Voting Privileges: Board of Directors

<p>Reference: OD Bylaws: ARTICLE VI Officers and Elections, Section 1 Elected Officers. ARTICLE XI Board of Directors, Section 1 Membership. ARTICLE XIV Departments and Standing Committees, Section 1 Overview.</p>	
<p><u>Elected Officers</u></p> <p>President Vice President of Christian Life Vice President of Communication Vice President of Gospel Outreach Vice President of Special Focus Ministries Vice President of Servant Resources Recording Secretary Financial Secretary Treasurer</p> <p><u>Appointed Officers</u></p> <p>Meeting Manager Planner</p>	<p><u>President of each zone or her representative</u> <u>Chairmen of Standing Committees</u></p> <p>Christian Life Communication Gospel Outreach Mission Servants Leader Development Membership Structure Young Women Heart to Heart Special Ministries</p>
<p>Exceptions: No member shall hold more than one (1) voting position on the Board of Directors.</p> <p>Standing Rule, under District Information, item 3 When a member of the Board of Directors has two (2) voting positions, such as Zone President and Standing Committee Chairman, the elected office has precedence over the committee appointment. Therefore, a member of the committee shall be authorized to have the voting position.</p>	
<p>Advisory members without vote but with voice:</p> <p>Pastoral Counselors Archivist-Historian Corresponding Secretary Editor Parliamentarian</p>	<p>Webmaster Web Advisor Social Media Coordinator Nominating Committee Chairman Finance Committee Chairman Special Gifts Fund Committee Chairman The immediate past president for one (1) year</p>

Board of Directors and Executive Committee

Table 11: Duties of the Executive Committee and the Board of Directors

Reference:

Board Of Directors

Oregon District Bylaws: ARTICLE V, Section 1, ARTICLE VI, Article VII, Section 2, Section 3, ARTICLE IX, Section 1 and 2, ARTICLE X, Section 1, **ARTICLE XI**, ARTICLE XIII, Section 3, ARTICLE XIV, Section 1, ARTICLE XV, Section 4, ARTICLE XVII, Sections 3 and 6, ARTICLE XVIII, ARTICLE XIX, Section 2, ARTICLE XXII, ARTICLE XXIV.

Executive Committee

Oregon District Bylaws: ARTICLE III, Section 1, ARTICLE IV, Section 2, ARTICLE V, Section 1, ARTICLE VI, Section 3, Article VII, Sections 2, 9 and 10, ARTICLE VIII, Section 1, ARTICLE IX, Sections 1 and 2, ARTICLE X, Section 1, **ARTICLE XII**, ARTICLE XIII, Sections 2-3, ARTICLE XIV, Sections 1 and 4, ARTICLE XV, Sections 1,2, and 4, ARTICLE XVII, Section 6, ARTICLE XIX, Sections 2 and 4, ARTICLE XXI, Section 1, ARTICLE XXII, ARTICLE XXIV.

Roles	Executive Committee	Board of Directors
Purpose	<ul style="list-style-type: none"> • Transact the necessary business between meetings of the Board of Directors. • Evaluate and support activities of LWML and the Oregon District. • Initiate programs to meet the needs of the membership. 	<ul style="list-style-type: none"> • Transact the business of the Oregon District between conventions. • Carry out the business of the Oregon District approved in the convention. • Elect a President, in the event a vacancy occurs in that office.
Business actions of the district	<ul style="list-style-type: none"> • Fundamental activities of the EC: • Recommendations to the Board of Directors. 	<ul style="list-style-type: none"> • Fundamental activities of the BOD: • Motions. • Votes. • Approvals.
Members, Voting limits	<ul style="list-style-type: none"> • Elected Officers. 	<ul style="list-style-type: none"> • Elected Officers, Appointed Officers, Standing Committee Chairmen, President of each zone or her representative. • No member shall hold more than one (1) voting position.
Advisory members	<ul style="list-style-type: none"> • Pastoral Counselors, Meeting Manager, Planner, and Parliamentarian. • The immediate Past President shall serve in advisory capacity for one (1) year. 	

Table 11: Duties of the Executive Committee and the Board of Directors

Guest Attendance	<ul style="list-style-type: none"> • Standing Committee Chairmen, or Convention Chairmen by invitation only. 	<ul style="list-style-type: none"> • Appointed personnel, or committee members by invitation only, with the exception of the Parliamentarian.
<ul style="list-style-type: none"> • Only members and invited guests are allowed at the meeting. 		
District President duties to EC/BOD, and in absence of President	<ul style="list-style-type: none"> • Preside at all EC meetings. • Set date and site of EC/BOD meetings, in consult with the EC. • Assign duties to officers for the EC meetings. • Assign Minutes Review Committee members. • Prepare the meeting agenda. 	<ul style="list-style-type: none"> • Preside at all BOD meetings. • Set date and site of EC/BOD meetings. • Assign duties to officers for the BOD meetings. • Assign Minutes Review Committee members. • Prepare the meeting agenda.
<p>In the absence of the President or at the request of the President,</p> <ul style="list-style-type: none"> • Any elected officer may perform the duties of the office of the President. • If absent by emergency or unexpected vacancy, the Vice President of Servant Resources shall fill the temporary vacancy until an election is held by the Board of Directors. 		
Meetings	<ul style="list-style-type: none"> • Assist the President to select the date and site of EC — BOD meetings. • Meet at the call of the President. • Special meetings may be called by written request of three (3) voting members of the committee. • Quorum: Five (5) voting members. • Meeting service support shall be provided by the Meeting Manager. 	<ul style="list-style-type: none"> • Regular meetings are held twice a year and at the request of the President. • Special meetings may be called by the President or at the written request of five (5) members. • Quorum: A majority of the voting members. • Meeting service support shall be provided by the Meeting Manager.
Meetings, BOD	<ul style="list-style-type: none"> • Actions may be taken by mail, phone, or electronic messaging. 	
Meetings, Activity Reports for (Note: Is something missing? For ???)	<ul style="list-style-type: none"> • Prior to the fall and spring meetings, each member of the Executive Committee or Board of Directors must send an activity report, as requested in the Call to Meeting. Send the report to the Corresponding Secretary. • Bring two (2) copies, hand-signed, to the meeting for the Archivist-Historian. No staples. 	

Table 11: Duties of the Executive Committee and the Board of Directors

Meeting Expenses: The expenses of meetings of the Board of Directors and Executive Committee shall be paid from the Oregon District treasury. (Note: What is the first word before Expenses?)

Meeting Minutes	<ul style="list-style-type: none"> Minutes of EC shall be reviewed by the Minutes Review Committee. Members of the EC shall receive minutes within thirty days after meeting. Confidential matters will be stored in the files of the District President and the Recording Secretary and will not be included in the disbursed minutes. 	<ul style="list-style-type: none"> Minutes of BOD shall be reviewed by the Minutes Review Committee. Members of the BOD and Past District Presidents shall receive minutes within thirty days after meeting.
Additional duties of Board of Directors	<ul style="list-style-type: none"> Serve on any special committee as requested by the District President. Authorize additional committees as deemed necessary by the Board of Directors. 	
Additional duties of Executive Committee	<p>Presidential appointments</p> <ul style="list-style-type: none"> Approve the appointment of appointed personnel. Approve appointment of standing committee chairmen and members. <p>Membership Approval</p> <ul style="list-style-type: none"> Approve applications for membership from LCMS women. <p>Zone Assignment</p> <ul style="list-style-type: none"> Assign LWML units to zones. Reassignment may be requested. 	
Contact Information	<p>Receive a current directory, revised annually, of the members of the EC, BOD, committees, and Appointed Personnel, provided by the Corresponding Secretary.</p>	
District Bylaws	<ul style="list-style-type: none"> Vote to recommend the proposed bylaw amendments to the Board of Directors for approval. 	<ul style="list-style-type: none"> Vote to approve the proposed bylaw amendments for presentation at the Oregon District Convention. Receive current district bylaws and standing rules from the Structure Committee Chairman after each convention. Include committee members.

Table 11: Duties of the Executive Committee and the Board of Directors

District Convention	<p>EC approves</p> <ul style="list-style-type: none"> • President-selected official guests. • Convention agenda. • President-selected official guests. • If needed, approve change of date or location. 	<p>BOD approves</p> <ul style="list-style-type: none"> • Date and site. • Appointment of Convention Chairmen. • Biennial District Convention Budget.
District Convention Business	<p>At the spring meeting, even-numbered year</p> <ul style="list-style-type: none"> • Vote to recommend proposed bylaw amendments for presentation to the BOD for approval. • Vote to recommend proposed district mission grants for presentation to the Board of Directors. • Consider proposing offerings for the Oregon District Convention to be applied toward the adopted mission grants or special grants. • If a convention is not held, plan procedure for conducting the routine convention business, by mail, phone, or electronic messaging. 	<p>At the spring meeting, even-numbered year: Missing letters.</p> <ul style="list-style-type: none"> • Vote to approve proposed bylaw amendments for presentation at the district convention. • Vote to approve proposed district mission grants for presentation at the district convention. • Vote to approve the proposed district convention offerings. • If a convention is not held, approve the plan for conducting the routine convention business by mail, phone, or electronic messaging.
Fall Retreat approval	<ul style="list-style-type: none"> • Approve the date and site of the retreat. • Vote to recommend to the BOD to approve payment of the retreat speaker. 	<ul style="list-style-type: none"> • Vote to approve payment of the retreat speaker.
Financial Issues	<ul style="list-style-type: none"> • Approve the selection of the financial institution for all monies, including the Special Gifts Fund. Receive a financial report from the Treasurer prior to each scheduled meeting (twice a year). 	<ul style="list-style-type: none"> • Receive a financial report from the Financial Secretary twice a year. • Receive a financial report from the Treasurer prior to each scheduled meeting.
Mission Goal Work Program	<ul style="list-style-type: none"> • Vote to recommend the Mission Goal Work Program, which includes the district biennium 	<ul style="list-style-type: none"> • Vote to approve the Mission Goal Work, which includes the district biennium budget and the Mite

Table 11: Duties of the Executive Committee and the Board of Directors

	budget and the Mite Goal, to the Board of Directors for approval.	Goal, for presentation to the Oregon District Convention voting body for final approval.
Mission Grants, Oregon District	<ul style="list-style-type: none"> • Vote to recommend proposed district mission grants for presentation to the Board of Directors. • Monitor progress of adopted district mission grants until completion. 	<ul style="list-style-type: none"> • Vote to approve proposed district mission grants for presentation at the Oregon District Convention. • Monitor progress of adopted district mission grants until completion. • Approve the reallocation of a mission grant if a fund is not used within two (2) biennium. • Authorize changes in mission grant plans when there is a change in the condition of the grant recipient.
Officer, Removal of	<ul style="list-style-type: none"> • Any officer may be removed from office prior to the expiration of her term of office by the <u>Board of Directors</u> by a vote of three-fourths (3/4) of all members of the Board; this is provided that the members of the Board (including the individual officer involved) shall be notified at least two (2) days prior to the Board meeting in the event any such action is contemplated and the individual officer involved shall be afforded the opportunity to be heard at such meetings. 	
Officers, Vacancies of	<ul style="list-style-type: none"> • Elected officers: In the event a vacancy occurs in any elected position, other than the District President, such vacancy shall be filled by the approval of the <u>Executive Committee</u>. • Office of President: In the event a vacancy occurs in the office of President, the <u>Board of Directors</u> shall fill the vacancy. The election shall be by ballot vote. The candidates eligible to fill the vacancy shall be the Vice Presidents who are serving in the third or fourth year of their term of office. If there is no regularly scheduled meeting of the Board within thirty (30) days of the vacancy in the office of President, a special meeting shall be called by the Vice President of Servant Resources within thirty (30) days of such vacancy, for the express purpose of electing a new president. 	
Resolutions and Appeals	<ul style="list-style-type: none"> • Miscellaneous resolutions and appeals by local groups or zones, other than for mission grants, may be presented to a convention upon approval of the BOD. • Late Resolutions: Resolutions not received in the prescribed time may, by two-thirds (2/3) vote of the Board of Directors, be presented to the convention in writing for consideration. 	

Table 11: Duties of the Executive Committee and the Board of Directors		
Reports from each member	<ul style="list-style-type: none"> • Send reports to the Corresponding Secretary for distribution to all members, as instructed in the Call to Meeting notice. • Bring two signed copies to the meeting for archives. • Send a biennial report to the Recording Secretary to be placed in the District Convention Manual. 	<ul style="list-style-type: none"> • Send reports to the Corresponding Secretary for distribution to all members, as instructed in the Call to Meeting notice. • Bring two signed copies to the meeting for archives. • Send a biennial report to the Recording Secretary to be placed in the District Convention Manual.
Special Gifts Fund (SGF) and Ministerial Scholarships	<ul style="list-style-type: none"> • Determine the amount of scholarship(s), in cooperation with the Special Gifts Fund Committee. • Recommend scholarships to the BOD. 	<ul style="list-style-type: none"> • Approve scholarships and the amount of the scholarships presented by the Special Gifts Fund Committee. • Receive report from SGF Chairman at every meeting. • Approve changes in committee procedures.

Departments And Standing Committees

Reference: Oregon District Bylaws: ARTICLE VII, Section 2, ARTICLE XI, Section 1, **ARTICLE XIV, Section 1.**

Christian Life Department

Reference: Oregon District Bylaws: **ARTICLE XIV, Section 2**

Christian Life Committee

Reference: Oregon District Bylaws: **ARTICLE XIV, Sections 1 and 2.**

The Christian Life Committee consists of the chairman and two to three members, with the District President and the Vice President of Christian Life as ex-officio members.

Purpose To enable women to grow spiritually and to equip them to share the Gospel with all people.

Work of the Committee

- A. Provide materials and opportunities to enable women to grow spiritually and to equip them to share the Gospel with all people.

- B. Pray regularly for all in LWML leadership positions and for the women of the Oregon District.
- C. Be familiar with materials on the lwml.org website and the district website lwmlor.org and how to use them.
- D. Lead devotions and prayers at district, zone, and local events, when asked.
- E. Encourage submission of inspirational materials for consideration in the LWML and district publications.
- F. Coordinate, write and submit articles for the Oregon District publication, the *Oregon Leaguer*, and the district website, which includes “Christian Life Notes” at lwmlor.org.
- G. Promote the use of the LWML publication, district publication, the district website, and the Mite Box.
- H. Prepare devotions for convention, when asked.
- I. Plan, set up and staff a display of Christian growth materials at the district convention.

District Prayer Coordinator

Reference: Oregon District Bylaws: **ARTICLE XIV, Section 2.**

Purpose To focus on sharing our prayers to God for those in need, and for thanksgivings.

Duties

- A. Share prayer requests in a timely manner. Requests can be for anyone or any situation.
- B. Confirm consent from individuals or families before adding them to the prayer list. Clarify what details may be shared and which should remain confidential.
- C. Keep all information in prayer emails confidential.
- D. If the coordinator is unable to routinely check for requests (5 days), she will request the Vice President of Christian Life to cover the prayer requests for the time.
- E. The Prayer Chain contact list consists of people in the Oregon district directory and volunteers.
- F. Maintain an updated prayer email list and remove addresses if requested.
- G. Do not share the email list; send all messages as BCC (blind copy).

Communication Department

Reference: Oregon District Bylaws: ARTICLE X, Sections 4 and 6, **ARTICLE XIV, Sections 1 and 3.**

Communication Committee

Reference: Oregon District Bylaws: **ARTICLE XIV, Section 1.**

The Communication Committee consists of the VP of Communication, as coordinator, the Editor, the Webmaster, the Web Advisor, and the Social Media Coordinator. The District President is an ex-officio member.

Purpose To disseminate news of the LWML and the Oregon District to the membership, the church-at-large, and the public, in consultation with the District President, Vice President of Communication, and Pastoral Counselors.

Visioning Committee

Reference: Oregon District Bylaws: **ARTICLE IX, Section 3, ARTICLE XIV, Section 3.**

The committee consists of the District President, LWML Oregon District women selected by the President, and the Pastoral Counselors, as approved by the Executive Committee.

Purpose To develop and support the vision of the President for the LWML Oregon District.

Duties

A. God: Entrust to God the core plan for the Oregon District.

The heart of man plans his way, but the LORD establishes his steps (Proverbs 16:9).

B. President: Seek to discover God's plan, her vision, for the Oregon District.

Seek the Lord and His strength; seek His presence continually! (1 Chronicles 16:11).

C. Visioning Committee members: Implement the strategy plan to support the vision set by the District President, during her term of four (4) years.

(Jesus is speaking) If anyone serves me, he must follow me; and where I am, there will my servant be also. If anyone serves me, the Father will honor him (John 12:26).

1. Incorporate the President's vision and theme, in the administration and activities of the Oregon District.
2. Meet on a regular basis, at least every two to three (2-3) months, to evaluate the course and progress of the vision.
3. Inform the LWML members of the Oregon District and solicit their support for this vision.
4. Invite groups, zones, district officers, personnel, and committee to creatively follow the strategy plan.

Social Media Coordinator

Reference: None.

Purpose To post Oregon District activities and information in a timely manner on the district social media account. <https://www.facebook.com/LWMLOregonDistrict>.

Duties

- A. Post information submitted by members of the LWML Oregon District that relates to activities of groups, zones, district, and LWML.
- B. Any concern about comments or spiritual content should be referred to the District President and/or the district Pastoral Counselors.
- C. Guidelines for posting to the district Facebook.

1. Maintain a respectful tone in all communications.
2. Entries should be positive.
3. Verify the source of information prior to posting on the LWML Oregon District Facebook page.
4. Pictures posted are to be relevant to the content.

Web Advisor

Reference: None.

Purpose

- To assist the Webmaster on updates for the website as needed.
- Collaborate and coordinate with the Vice President (VP) of Communication and the Webmaster on items to be posted, dividing responsibilities to help ensure postings are current and completed in a timely manner.

Webmaster

Reference: Oregon District Bylaws: ARTICLE VIII, Section 2, ARTICLE X, Sections 1 and 6, ARTICLE XIV, Section 3.

Purpose To update the district website in consultation with the District President, Vice President of Communication, Pastoral Counselors, and Web Advisor.

Duties

- A. Receive new postings, updates, and changes to the website.
- B. Send all new postings, updates, and changes for the website to the VP of Communication and the Web Advisor.
- C. Design the layout, look and feel of the website, with input from the VP of Communication and the Web Advisor.
- D. Confirm that the District President and the VP of Communication have given final approval for items to be posted.
- E. Confirm that the Pastoral Counselors have completed doctrinal review of all spiritual entries.
- F. Password security for the website is owned by the Webmaster and the Web Advisor. The VP of Communication may have access to the password.

Gospel Outreach Department

Reference: Oregon District Bylaws: **ARTICLE XIV, Section 4.**

Grant Selection Committee

Reference: Oregon District Bylaws: **ARTICLE XIV, Sections 1 and 4.**

The Grant Selection Committee shall consist of the Vice President of Gospel Outreach as chairman of the committee, two or more appointed members, and the District President. The Pastoral Counselors shall attend in an advisory capacity.

Purpose

- Encourage active participation and provide materials and suggestions to provide greater mission consciousness among the women of the LWML Oregon District.
- Receive, review, and select all mission grant proposals to be presented to the EC and BOD for approval.
- Prepare an exhibit poster for the district convention describing the selected mission grants from the prior biennium.

Duties: See the Timeline of the Vice President of Gospel Outreach on pages 19-23 for more information about the activity of the Grant Selection Committee.

Mission Servants Committee

Reference: Oregon District Bylaws: **ARTICLE XIV, Sections 1 and 4.**

Purpose

- Encourage sensitivity in women toward those who are hurting and in need in the church, community, and the world.
- Encourage active participation in Mission Servant programs, provide hands-on resources for assistance and comfort to others, and provide suggestions for Mission Servants' programs.
- Assist the Vice President of Gospel Outreach with the district convention ingathering/s, servant events, and the Mite Walk.

Servant Resources Department

Reference: Oregon District Bylaws: **ARTICLE XIV, Sections 1 and 5.**

Leadership Development Committee

Reference: Oregon District Bylaws: **ARTICLE XIV, Sections 1 and 5.**

The Leadership Development consists of the chairman and two or more committee members. The District President and the Vice President of Servant Resources attend as ex-officio members.

Purpose: As leaders and members in the LWML OR District, we are to equip and encourage women to become involved at all levels of LWML.

Duties

- A. Supply resources and share ideas to encourage and equip women forming new groups.
- B. Identify potential LWML leaders throughout the district.

- C. Encourage new and existing leaders.
- D. Encourage and mentor others in leadership positions.
- E. Encourage, initiate, and motivate focus groups that work with the district congregations to heighten visibility and LWML membership.

Recommend resources for leaders

- A. Gather and distribute information for zone and group presidents to utilize with their groups, gatherings, and other LWML activities.
- B. Guide leaders to utilize LWML tools, such as the Planner, found on the lwml.org website.
- C. Seek potential leaders for the Oregon District.
- D. All presentations should be reviewed by a Pastoral Counselor.

Leadership Guidance

- A. Seek ways to encourage and equip women to:
 1. Be affirmed in their faith in the triune God.
 2. Grow spiritually.
 3. Be confident in their roles as leaders.
 4. Reach their full potential in serving the Lord.
- B. Communicate to the LWML members through the Oregon Leaguer and the district website.

Structure Committee

Reference: Oregon District Bylaws: ARTICLE X, Section 5, **ARTICLE XIV, Sections 1 and 5.**

The Structure Committee consists of the Chairman (SCC), the Parliamentarian and two appointed members, with the District President and Vice President of Servant Resources as ex-officio members.

Purpose

- Maintain the Oregon District Bylaws and Standing Rules.
- Review, suggest, edit, and approve zone and group bylaws.

Duties

- A. Review the Oregon District Bylaws and Standing Rules for needed changes, implement changes approved by the BOD, and oversee the amendment process.
- B. Review zone and group bylaws and amendments and approve those not in conflict with the bylaws of the district and the LWML.
- C.

(Detailed instructions to follow)

Table 12: Suggested Timeline for District Bylaws Review	
After the District Convention	President appoints two members to the Structure Committee.
	The committee meets monthly to review district bylaws and draft proposed amendments.
	Draft bylaws revisions recommended by the BOD

Table 12: Suggested Timeline for District Bylaws Review

Late Fall (odd-numbered years)	The BOD approves amendments to be submitted to the LWML Structure Committee.
	The SCC submits the approved amendments to the LWML Structure Committee Chairman.
	If revisions are recommended by the LWML Structure Committee, the process is repeated (presented to the BOD for approval, then submitted to the LWML Structure Committee Chairman until approval is granted.)
After the proposed bylaw amendments are approved by the LWML Structure Committee	Immediately send the final formatted, approved proposed bylaws amendments and ballot form to the District Recording Secretary for the convention manual.
	Immediately send the final formatted, approved proposed bylaws amendments to the VP of Communication, the Editor for the convention edition of the <i>Oregon Leaguer</i> , and the Webmaster for district website distribution.
Six weeks prior to the convention	Send the proposed bylaw amendments and sample ballot to the District President for distribution to the convention voting body, in cooperation with the VP of Gospel Outreach, and the Parliamentarian, with the assistance of the Corresponding Secretary.
At the Oregon District Convention	The proposed bylaws amendments are presented by the Structure Committee Chairman.
	The voting body votes to approve/reject each amendment.
Following the district convention	The Oregon District Bylaws are revised with the approved bylaws amendments. The date is updated on the title page, the footer, and at the end of the document including the location of the convention.
	Send a copy of the newly revised Oregon District Bylaws with Standing Rules to: <ul style="list-style-type: none"> • the BOD and committee members. • local groups within the Oregon District. • the Webmaster and the VP of Communication to be placed on the district website. • the LWML Structure Committee Chairman. • the District Archivist-Historian.
	The Recording Secretary will send a copy of the district convention minutes including the list of voter-approved bylaws amendments, as directed in the district Procedures Manual.

Care of the Bylaws

- A. Review bylaws on an ongoing basis.
- B. Use the *LWML Style Guide*.
- C. Procedural descriptions should be moved to the Procedures Manual as long as they do not impact on the essential functions of the district.
- D. Be short and concise.
- E. Organize bylaws into articles as main headings, with further division into sections and subsections.
- F. Carefully word bylaws to avoid misunderstanding and confusion.
- G. Use correct punctuation for clarity.
- H. Have all pages numbered and dated.
- I. Include a table of contents.
- J. Be consistent in terminology.

Reviewing Bylaws

- A. As You Start
 - 1. Check the current bylaws for:
 - a. Text: Outdated procedures, contradictions, or lack of consistency.
 - b. Similar objects not treated or grouped together.
 - c. Language: Ambiguous language.
 - d. Information: Too many details, incomplete information, patchwork effect, or lack of dates.
 - 2. Consider the changes in the LWML bylaws following the LWML convention.
 - 3. Follow the prescribed process for amendments or revisions.
 - 4. Involve every member in discussion about what the bylaws say.
 - 5. Encourage questions and suggestions on how to improve the language of the bylaws.
 - 6. Remind zones and groups that bylaws need to be reviewed when changes occur or every four years.
- B. During the Review Process
 - 1. Write bylaws as one word.
 - 2. Strike the word local when referring to group, since this is redundant.
 - 3. Specify who fills a vacancy in the office of President (or leader), should one occur, and by what procedure.
 - 4. Give every opportunity for input into the amendment's final form.
- C. When Preparing Proposed Changes
 - 1. Provide a rationale for each proposed amendment.
 - 2. When appropriate, explain both the process and timing for implementing the new conditions.
 - 3. There are several formats when submitting amendments for approval, underlining the amended words and phrases. LWML uses the parallel format on their website.
 - 4. Present the proposed amendments to the Executive Committee and Board of Directors at the fall BOD meeting for the approval prior to the district convention.
 - 5. See a sample of the parallel format for submitting amendments below:

Table 13: Proposed Amendment Sample

LWML Oregon District Bylaws	
Proposed Date of Approval:	
Rationale: To extend the term of office from two (2) years to four (4) years.	
Existing bylaw reads:	If adopted will read:
<u>Section 2:</u>	Section 2:
The elected officers shall be elected by ballot to serve for a term of two (2) years or until their successors shall be elected and shall not be eligible for reelection to the same office.	The elected officers shall be elected by ballot to serve for a term of <u>four (4)</u> years or until their successors shall be elected and shall not be eligible for reelection to the same office.

Convention Preparations

- A. After approval by the BOD, send the proposed district amendments to the LWML Structure Committee Chairman for approval. Allow two months for a reply.
- B. After approval by the LWML Structure Committee Chairman, send the proposed amendments to the following:
 - 1. The Recording Secretary to place in the convention manual.
 - 2. The Editor for the convention issue of the *Oregon Leaguer*.
 - 3. The Webmaster for the district website.

Six weeks prior to the district convention, send the convention proposed bylaw documents to the District President who will send the documents to the voting body of the district convention. This includes the voting delegates, the BOD members, and past District Presidents residing in the Oregon District.

- A. The documents include:
 - 1. A cover letter, written by the Structure Committee Chairman, approved by the VP of Gospel Outreach and the Parliamentarian, and then signed by the District President.
 - 2. Voting instructions.
 - 3. Proposed missions grants with a sample ballot.
 - 4. Proposed bylaw amendments.
- B. These documents shall be sent to the Corresponding Secretary to forward to all members of the district convention voting body. If group delegates have not been designated, the documents shall be sent to the Zone Presidents to forward to delegates in their zones after they are selected.

After Amendment Adoption

- A. Update the district bylaws with the year revised on the title page and footer, and at the end of the document including month/year and the location of the convention.

- B. Send electronic copies of approved bylaws to the district Archivist-Historian and the LWML Structure Committee.
- C. Send electronic copies of the amended bylaws and distribute them to groups without representation at the district convention, past district presidents, and all individual members.
- D. Send a copy of the newly revised Oregon District Bylaws with Standing Rules to:
 1. The BOD and committee members.
 2. Local groups within the Oregon District.
 3. All past District Presidents.
 4. The Webmaster and the VP of Communication to be placed on the district website.
 5. The LWML Structure Committee Chairman.
 6. The district Archivist-Historian.

Reviewing Standing Rules

- A. Create new Standing Rules as proposed and adopted by the BOD.
- B. Check your current Standing Rules for outdated rules or rules which need to be adopted into a bylaw, or those that are incomplete or lacking information.
- C. Follow the prescribed process for Standing Rules to become amendments to the bylaws.
- D. Re-numbering must be archived to maintain the history of the Standing Rules.
- E. Standing Rules will be numbered under the correct category.
- F. Maintain historical tracking of Standing Rules by using the Standing Rule History Chart.

Structure Chairman Duties

- A. Send the Recording Secretary the proposed bylaws amendments and sample ballot for the convention manual.
- B. Six weeks before the convention, send the list of proposed bylaws amendments with a sample ballot to all voters. This is done in cooperation with the District President, the VP of Gospel Outreach, and the Parliamentarian. See the Timetable, page 69, above.
- C. Call committee meetings and communicate with committee members as needed.
- D. Serve on any special committee as requested by the District President.
- E. Attend departmental meetings as directed by the Vice President of Servant Resources.
- F. Maintain files of all minutes, information, action, correspondence, and the following:
 1. Current bylaws for the LWML and the Oregon District.
 2. Current bylaws for each zone and group in the district.
 3. Sample bylaws for zones and groups.
 4. Current Standing Rules for the LWML OR District with archived re-numbered Standing Rules.
 5. Reports of Oregon District Structure Committee sent to the BOD.
- G. Send copies of all-important correspondence to the President and Vice President of Servant Resources.
- H. Keep a record of expenses for postage, printing, travel, etc., with receipts and submit expense vouchers to the Vice President of Servant Resources.
- I. Helpful information is available on the *lwml.org* website, listed under Structure.

Membership Committee

Reference: Oregon District Bylaws: **ARTICLE XIV, Section 1.**

The Membership Committee consists of the Vice President of Servant Resources as chairman, the District Corresponding Secretary, and the District Financial Secretary, with the District President as an ex-officio member.

Purpose To be the source of information regarding memberships with the Oregon District, individuals, or groups, as a service to the district officers to fulfill their responsibilities.

Duties

- A. Collect information from Zone Presidents regarding groups within their zone.
- B. Provide membership information to the district officers to assist in their work. All membership information is private and strictly for LWML use and will not be used for personal use.
- C. Store requests for individual membership and review memberships annually. Present requests for membership to the Board of Directors.
- D. Acknowledge announcements of disbanding and invite them to join as individual members.

Membership Process

Purpose To create a guide for bringing in new groups, individual members, and reinstating past groups to full membership in the Oregon District.

Behind the process:

- A. Notifications from new groups and individual members, or notification from a group who wishes to reinstate their membership, are sent to the District President or Vice President of Servant Resources.
- B. Obtain verification from the LCMS Northwest District on congregational standing.
- C. Present the names of new groups, individual members, and membership withdrawals to the Executive Committee for ratification.
- D. The District President will:
 1. Issue Certificates of Membership to newly installed individual members or groups.
 2. Notify the LWML President and the Oregon District Corresponding Secretary of new group and withdrawals from membership.
- E. The Vice President of Servant Resources shall correspond annually with congregations not having an LWML group to encourage them to consider membership affiliation.

New Member Bylaw Process

- A. The group shall be encouraged to write its own bylaws within one year after acceptance into membership.
- B. The group shall send electronically an attached copy of its proposed bylaws and any subsequent amendments to the Oregon District Structure Chairman for approval.
- C. Provided there is no conflict with the bylaws of the LWML or the Oregon District, the Oregon District Structure Committee shall grant approval of the proposed bylaws which are to be presented to the group's membership for adoption.

- D. A copy of the group's adopted bylaws shall be filed with the Oregon District Structure Committee Chairman.

Reinstatement of Group Process

- A. Send a written request for reinstatement to the Vice President of Servant Resources along with a copy of the group's bylaws. If there are no bylaws, the Structure Committee will work with the group to create a new document.
- B. Once the Structure Committee approves the request and bylaws, it will be forwarded to the Executive Committee for approval.
- C. A letter of reinstatement will be sent from the LWML OR President to the group.

Special Focus Department

Reference: Oregon District Bylaws: **ARTICLE XIV, Section 1 and 6.**

The Special Focus Ministries Department shall include Heart to Heart — Sisters of All Nations, Special Ministries Committee, and the Heart to Heart Committee (Committee for Young Women). The Vice President of Special Focus Ministries shall be the coordinator of the department.

Heart to Heart — Sisters of All Nations Committee

Reference: Oregon District Bylaws: **ARTICLE XIV, Section 1 and 6.**

The Heart to Heart — Sisters of All Nations Committee consists of the chairman and two (2) or more members. The District President and the Vice President of Special Focus Ministries are ex-officio members.

Purpose To encourage women of diverse ethnic backgrounds in Oregon District congregations to become active participants in LWML.

Duties

- A. Be responsible for the Heart to Heart — Sisters of All Nations program at the district convention.
- B. Contact the LCMS All Nations Ministry, <https://www.lcms.org/how-we-serve/national/all-nations-ministry>, to identify multicultural ministries and the names of pastors in the Oregon District.
- C. Contact those ministries by phone or email to extend invitations to the women in the congregation, from every culture and language, to attend group and zone meetings, conventions, and other activities.
- D. Assist in establishing new groups with multicultural ministries.
- E. Facilitate and continue to focus on the Heart to Heart — Sisters of All Nations program at the district level.
- F. Identify ethnic women leaders in multicultural ministries to participate in the Heart to Heart — Sisters of All Nations program and to be trained to be Heart to Heart — Sisters of All Nations district leaders.

Special Ministries Committee

Reference: Oregon District Bylaws: **ARTICLE XIV, Section 1 and 6.**

The Special Ministries Committee consists of the chairman and two (2) or more members. The District President and the Vice President of Special Focus Ministries are ex-officio members.

Purpose As women of the LWML, we serve alongside those who are deaf and hard of hearing, blind and visually challenged, and intellectually and developmentally challenged. Together we encourage ALL to be seen, heard, and understood as we share in the mission of proclaiming Christ.

Duties

Awareness

- A. Connect the zone and group leaders with the resources available found on the LWML website, <https://www.lwml.org/special-ministries>.
- B. Connect the deaf and hard of hearing, blind and visually challenged, and intellectually and developmentally challenged individuals with accessible LWML resources.
- C. Appoint a Special Ministry Advocate to inform the women of different opportunities for service and fellowship with deaf and hard of hearing, blind and visually challenged, and intellectually and developmentally challenged people.
- D. Provide encouragement to help LWML groups welcome all women into their fellowship.
- E. Connect zones and groups with resources available through the LCMS RSOs working in the areas of deaf and hard of hearing, blind and visually challenged, and intellectually and developmentally challenged ministries.

Accessibility

- A. Connect the deaf and hard of hearing, blind and visually challenged, and intellectually and developmentally challenged individuals with accessible LWML resources.
- B. Encourage attendance at district conventions and events and foster comfort levels for all who attend.

Young Women's Committee

Reference: Oregon District Bylaws: **ARTICLE XIV, Section 1 and 6.**

The Young Women's Committee consists of the chairman and two (2) or more members. The District President and the Vice President of Special Focus Ministries are ex-officio members.

Purpose

- To enable young women of every culture to grow spiritually and equip them to share the Gospel with all people.
- Young Women include any mature young woman, preferably 22–35 years of age, who is a member of the LCMS. We welcome women who are slightly outside of the age range as we look to further the reach of the LWML.

Duties

LWML Convention and Young Woman Representative (YWR)

- A. Coordinate and publicize the Young Woman Representative (YWR) application process for the LWML convention:
- B. Any mature young woman, preferably 22–35 years of age, who is a member of the LCMS and has not previously attended a national convention as a Young Woman Representative is eligible to become a YWR. While 22–35 is the suggested age, we welcome women who are slightly outside of the age range as we look to further the reach of the LWML. We rely on the district board to know if the young women selected are the right representatives. <https://www.lwml.org/posts/young-women-resources/ywr-selection-guidelines>.
- C. Obtain YWR guidelines and application forms and give them to the Zone Presidents in even-numbered years for distribution at fall gatherings. Applications are also available on lwmlor.org or lwml.org.
- D. Receive applications and select up to two YWRs and one alternate from the Oregon District to attend the LWML convention at district expense.
- E. Forward names of the YWRs and alternate selected by the committee to the District President.
- F. The names of the YWRs and alternate will be presented at the next Board of Directors meeting for approval.
- G. Inform the selected YWRs that the District President will communicate pertinent information to them about the convention and instruct them about the expense reimbursement process.
- H. Notify all applicants who were not selected. Encourage them to participate in other LWML activities and to apply again in two years.
- I. Provide an opportunity to allow the YWRs to report their convention experience at the next district convention.
- J. Develop a mentoring program for the YWRs:
 1. Keep YWRs updated on Special Focus Ministries programs on the district level.
 2. Invite YWRs to assist in planning activities for the district convention.
 3. Encourage them to participate at events in their respective zones and groups.
 4. Email reminders to the YWRs inviting them to upcoming events.

Oregon District Convention and Young Women (YW)

- A. Coordinate and publicize the YW application process for the Oregon District Convention.
- B. Publicize the District YW application process in the *Oregon Leaguer* fall issue in the odd-numbered years.
- C. Communicate to the Zone Presidents that the cost of the district convention registration, transportation, hotel, and all convention meals for young women are the responsibilities of the zones or their groups. Payment should be included with the registration form.
- D. Inform YWs of all scheduled convention activities in advance of the convention.
- E. Reserve meeting rooms for YW activities at the district convention, if needed.
- F. Prepare an evaluation form and distribute to YWs for completion at the end of the convention.

- G. Develop a mentoring program to follow up with YWs after the district convention and provide access to resources, upon request.
- H. Encourage Young Women to participate in events in their respective zones and groups.

Special Committees

Finance Committee

Reference: Oregon District Bylaws: **ARTICLE XV, Section 1-2.**

The Finance Committee consists of the Treasurer, as chairman, the Financial Secretary, the chairman of the Special Gifts Fund Committee and the Vice President of Gospel Outreach. The District President is an ex-officio member. A Pastoral Counselor shall attend in an advisory capacity.

Purpose

- To prepare and present the proposed LWML Oregon District Biennium Budget to the Executive Committee for recommendation, the Board of Directors for approval, and to the voting body at the district convention for final approval.
- To prepare and present the proposed LWML Oregon District Mission Grant Goal to the Executive Committee for recommendation, the Board of Directors for approval, and to the voting body at the district convention for final approval.
- Report on the organization's financial status to the Board of Directors.

Duties

- A. Evaluate spending within the approved district budget.
- B. Meet to coordinate financial activity and confirm balanced records.

Biennial Budget for the Oregon District

- A. Determine the projected LWML biennium budget, based on past donations and future needs. The budget includes the finances of the general fund, mite offerings (district and LWML amounts), conventions, fall retreats, young women, and special funds.
- B. Calculate assessment fees. The amount to be assessed per member is calculated with each budget and is included in the biennial budget proposal to be voted upon by the Board of Directors.
- C. At the winter meetings of the Executive Committee and Board of Directors, prior to the convention, the District President and the Treasurer shall present the proposed biennial budget and assessment fee for approval, on behalf of the Finance Committee. After approval by the Board of Directors, send a copy of the proposed biennial budget to the Recording Secretary to be entered in the convention manual.
- D. The final draft of the budget shall be ready for presentation to the voting body at the district convention.

Mission Grant Budget in the Oregon District

- A. The Finance Committee shall select the amount of money to be used for Oregon District mission grants. The mission grant goal is based on past donations.

- B. The mission grant budget shall be presented by the President or Treasurer to the Executive Committee for recommendation, the Board of Directors for approval, and to the voting body at the district convention for final approval.

Records: Update voucher forms with the correct biennium date and the Oregon District logo.

Special Gifts Fund Committee

Reference: Oregon District Bylaws: **ARTICLE XV, Section 1 and 3.**

The Special Gifts Fund (SGF) Committee consists of a chairman, the District Treasurer, the District Financial Secretary, and two (2) additional members (one to be appointed as secretary of the committee) and one (1) Pastoral Counselor as advisor. The District President shall be an ex-officio member of the committee.

Purpose To receive gifts and memorial donations to be used to fund scholarships for women preparing for/or are currently employed in church work in the LCMS.

Duties

- A. Receive gifts and memorial donations to be used to fund scholarships for women who are active in the congregations of the Northwest District of The Lutheran Church—Missouri Synod (LCMS) who live within the geographical boundary of the LWML Oregon District and are preparing for/or are currently employed in church work in the LCMS.
- B. Applications for scholarships are available on the Oregon District website, lwmlor.org, and may be submitted at any time.
- C. The committee convenes to review the scholarship applications at least once a year.
- D. At the district winter meeting, the applicants accepted by the committee shall be presented to the Executive Committee (EC) for recommendation. The Board of Directors (BOD) shall vote to approve the applicants for scholarships.
- E. Based on the requirements of the Laurie Siewart Endowment Fund, the balance in the Lutheran Church Extension Fund (LCEF) must be \$5,000.00 or more.
- F. The recipients are encouraged to report on their studies and/or program and are often invited to speak at the district convention.

Timeline used by the Special Gifts Fund Committee

Throughout the year

- A. **Scholarship applications always available** on the Oregon District website, lwmlor.org, and may be submitted to the Special Gifts Fund Committee Chairman.
- B. **Contributions to the SGF should include a District Remittance Form**, noting the person for whom the money is given in memory and the address of the family associated.
- C. Contributors to the SGF will receive a receipt from the Financial Secretary. A receipt for any contribution to the fund shall be sent to a donor with a letter of thanks.

January

- A. Submit a committee activity report to the district Editor for the fall and spring *Oregon Leaguer* editions.

1. For the fall edition, include the scholarship application information.
 2. For the spring edition, include a picture of each scholarship recipient with a short description.
- B. Money available to spend on scholarships: To assist with scholarship decisions, obtain the financial report of the current Special Gifts money total from the District Treasurer. Endowment requirements limit the available funds to the amount over and above \$5,000.00.

Memorial donations

- A. Memorial donations should include a District Voucher Form with the name of the person remembered and the contact address of the family. If this information is missing, if possible, contact the donor for this information.
- B. The Financial Secretary shall:
1. Send a receipt to those who have sent a donation in memory of a loved one.
 2. Provide families with a list of donors and their addresses who have contributed in memory of their loved one. Update the list as needed.
 3. Inform committee members of the total amount of memorial donations.

February

- A. All scholarship requests must be received by February 1. The committee chair will forward all applications to the committee members.
- B. Prior to the February district business meetings
1. The committee will meet to prayerfully select one or more recipients for scholarships.
 2. The committee chairman will submit a report of committee activity to the Corresponding Secretary, as requested, usually two weeks before the meetings.
 3. Update the tri-fold poster, Scholarship Board, with current recipient(s) information to display at zone gatherings and district conventions. Seek every opportunity to inform others and promote the Special Gifts Fund.
- C. At the February district meetings, the committee chairman will attend the EC meeting, by president's invitation, to present the names of the scholarship candidates selected by the committee for their recommendation. The committee chairman will present the candidates to the BOD for a vote of approval.
- D. After the February meeting, notify the scholarship recipient(s) of their scholarship award. Confirm their student ID number, to be placed on the check to be forwarded to their school.

Voucher process after a scholarship recipient is selected:

- A. The SGF Chairman fills out the voucher form, including the recipient's name and her school ID number. The form is sent to the District President for her signature.
- B. The District President will sign the voucher and send it to the District Treasurer.
- C. The District Treasurer will move the funds from the LCEF Endowment Fund to the LFCU checking account.
- D. The District Treasurer will write the check for the learning center the recipient plans to attend. The student ID shall be written on the check. The Treasurer will send the check to the recipient's school of training with a cover letter with the student's information and the purpose of the check.
- E. The SGF Chairman will send a letter of completion to the scholarship recipient celebrating with her that the process is completed and her check is on its way to her place of training.

March

- A. *Spring Oregon Leaguer*: This is a great time to send the Editor an article and a photo of the scholarship recipient. Send the same information to the Webmaster to be posted on the district website.

- B. If possible, schedule a presentation to the scholarship recipient at her home church or a zone gathering. Present her with a copy of the scholarship check (be sure to write 'void' over the check). Invite the District President. At the presentation, invite the recipient to the next district convention with registration expenses and meal package paid by from the convention budget. Consider providing a video presentation.

April:

- A. Even-numbered year, the SGF Chairman will write a report for the district convention manual, as requested by the Recording Secretary.
- B. Apply for a large display table from the chairman of Exhibits and Displays.

June: Attend the LWML Oregon District Convention. Set up a display to promote scholarship applications for future church workers and to encourage contributions to the Special Gifts Fund.

July and August

- A. Evaluate and update the thank you cards (tri-fold brochure) mailed to donors.
- B. Check the scholarship application for revisions and send the revised edition to the Webmaster for placement on the district website.

September

- A. The Treasurer shall present a balance report of the Special Gifts Fund's LCEF accounts to the BOD.
- B. Encourage the District President to inform and promote the Special Gifts Fund by presenting the SGF financial report to the zone presidents in her monthly Zoom meetings for the purpose of encouraging scholarship applications for church workers and stimulating contributors to the fund.
- C. The SGF Chairman will attend the district business meeting at the end of September. The chairman may attend the EC meeting by president's invitation only. She will attend the BOD meeting, with voice but without vote.
- D. Present recommendations for scholarship, or if money allows, more than one scholarship, as determined by the recommendation of the EC and the approval of the BOD by vote.

October: Promote contributions to the Special Gifts Funds and the deadline for scholarships applications for church workers (February 1) by attending and informing others at zone gatherings.

December: The chairman will correspond with all interested scholarship applicants to assist in completing application forms. Emphasize the importance of character references needed to complete their applications. Omissions on forms must be completed by the middle of January.

End of Document