



Welcome Packet

www.lwml.org/welcome

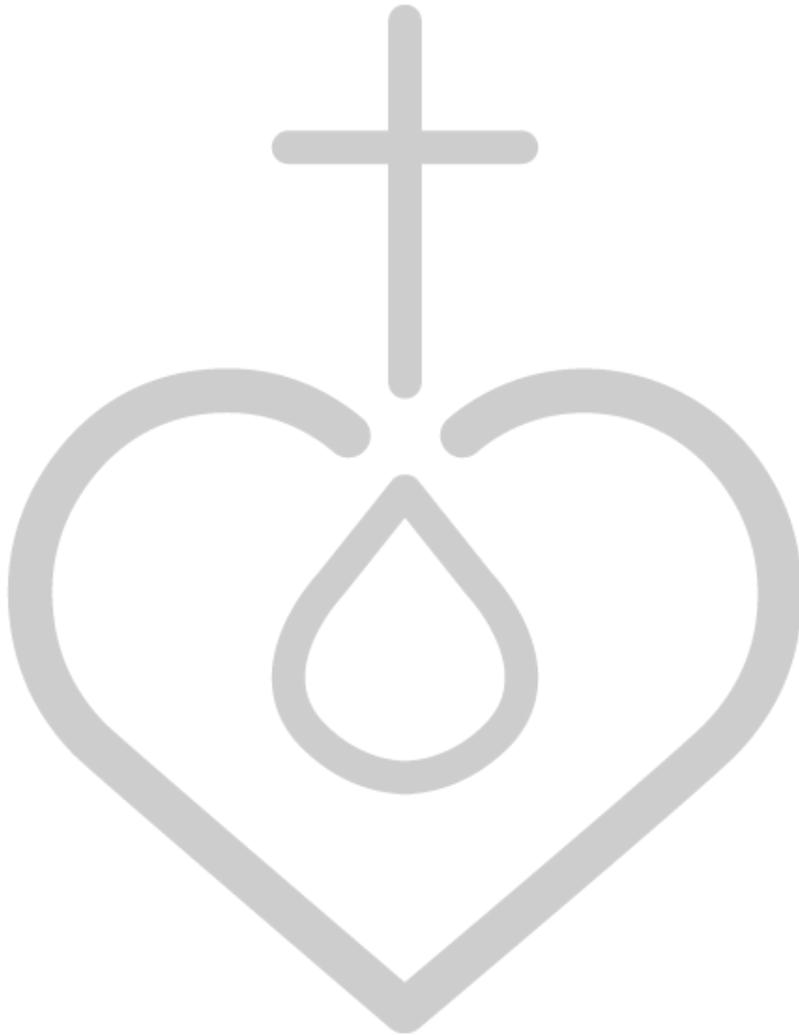


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www.lwml.org/welcome

LWML Overview

The Lutheran Women's Missionary League (LWML) is the official women's auxiliary of The Lutheran Church—Missouri Synod (LCMS).

“Lutheran Women in Mission” describes who we are and what we do.

We are composed of individual women and women's groups within congregations of The Lutheran Church—Missouri Synod, on campuses, in resident homes, or in other settings.

The LWML seeks to develop and maintain a greater mission consciousness among women of the LCMS through education, inspiration, and service.

A major emphasis is the support of mission and ministry throughout the world by means of Mite Box offerings (see www.lwml.org/mites). These Mite Box offerings have funded tens of millions of dollars in mission grants since the organization's inception in 1942. These mission grants are selected and supported during a biennium.

What's a biennium? It's a two-year period; plural is biennia, adjective is biennial. LWML conventions mark the end of one biennium and the beginning of the next. Example: The 2017–2019 biennium began at the 2017 Albuquerque convention and will conclude at the 2019 Mobile convention. The mission grants that have been selected for this biennium can be reviewed under:

www.lwml.org/mission-grants

You can read a complete overview of LWML committee and officer guidelines at:

www.lwml.org/officers-and-committees

PURPOSE: A woman's involvement in LWML usually begins through the local organization.

Local groups:

- help each woman draw closer to the Lord;
- encourage and equip women to use their God-given talents in sharing God's love;
- provide opportunities for service within the congregation and for outreach to the community and world.

An LWML group will:

- support the aims of the LWML;
- fulfill the LWML Mission Statement;
- promote the Objectives of the LWML;
- encourage use of the official LWML publication, the Lutheran Woman's Quarterly;
- distribute Mite Boxes and gather funds for support of district and LWML mission grants;
- be an open, welcoming group that encourages participation and new ideas from all women of the congregation.

MISSION: To assist each woman of The Lutheran Church—Missouri Synod in affirming her relationship with the Triune God so that she is enabled to use her gifts in ministry to the people of the world.



Starting An LWML Group

Who is the LWML?

You are the LWML! You are **Lutheran Women in Mission!** Every woman who is a communicant member of an LCMS congregation may join the LWML. All you need is a love for others, a desire to share the Gospel message, and a heart to serve. Individual membership is available as an option to women who have an interest in the mission and ministry of the LWML but are not able to join a local group. Contact your LWML district president for details.

How to Establish Your Own LWML Group

It's easy! LWML groups are meant to be flexible to meet the needs of your members. As you begin to contemplate what might be best for your group, we encourage you to contact your LWML district president. (See the bottom of the enclosed application form for how to access this information.) The attached application form can provide the information needed by your district; some districts have their own forms. After you establish your new LWML group, your LWML district president will present your group with a certificate of membership.

Most groups elect officers, but all that is required is a contact person for your group. Many groups meet monthly and use LWML Bible study materials for their devotion time. Others meet periodically to carry out servant projects in their communities. Some groups meet in their workplaces. Other groups of younger LWML members meet on college campuses. Many groups use their native language. There is even an option for a virtual LWML group that carries out its business and plans its activities on the Internet! The basic elements are supporting missions through mites and being together in the Word.

We recommend these links to help you get started:

- Helping Organizations Participate Effectively (HOPE) – On this Web page, you will find basic education about the LWML in easy-to-follow PowerPoint presentations with supporting scripts:
LWML 101 – Back to the Basics of LWML
LWML 102 – What to Do? What to Do!; Just a Cup of Coffee – Reaching Out
LWML 103 – The Heart of LWML
<http://www.lwml.org/welcome>
- Leader Helps – Lots of warm and welcoming information including 2015-2017 reSOURCEs for Planning Programs, Leadership 101 and The Planning Zone, a resource to assist leaders at the zone and group levels. www.lwml.org/developing-leaders
- Bylaws and Meeting Helps www.lwml.org/bylaws-and-meeting-helps
- Mission Grants – See your mite dollars at work. www.lwml.org/mission-grants
- Districts – Locate your district leaders. www.lwml.org/districts
- Heart to Heart Sisters – A multicultural group resource. www.lwml.org/heart-to-heart-sisters



Organizational Structure

LWML groups usually form within their church congregation, which then become part of the zone that is made up of a number of local groups in close proximity. The district is usually the state in which you live, with some states having more than one district and some states combined to make one district. The national LWML has members serving from many different districts. This allows for the involvement and generation of ideas from a large group of women throughout the country, which makes the LWML a very dynamic organization.

Serving the Lord with Gladness

LWML women raise several million dollars for direct mission funding every two years, through the love and effort of women who freely give of their time and money. Thousands of volunteers at the national, district, zone, and local group levels serve the Lord with gladness in elective and appointed positions.

Gatherings of Sisters in Christ

Women in local LWML groups frequently gather for events and activities to provide fellowship, to work together on service projects, pray, worship, sing, and study the Word as sisters in Christ. Gatherings can be centered around local interests; business meetings (for those interested in leading the group) can be held at separate times. Bible study, working on projects, listening to inspirational speakers, celebrating with luncheons or teas, sponsoring off-premises work in the community, or going on day trips unite women in a common purpose and enable them to use their gifts and talents in the Lord's service. They also provide witnessing opportunities to reach out to sisters who may not yet know Christ as Savior, or who are not involved in the life of the church or of the LWML. The time is now to reach out to our fellow sisters with God's love!

Zones and districts vary in the types of gatherings they host. Many zones hold multi-congregational events once or twice a year. They go by various names such as "Spring (or Fall) Festivals" or "Rallies"; activities may include presenting the LWML Prayer Service, offering servant events, or being inspired by speakers on topics of interest. Districts often host retreats, workshops, special ethnic events, or programs of interest for young women; some host short-term mission trips locally or internationally.

Conventions are an important part of the LWML. Bible studies, prayer, service projects, inspirational speakers, and mission grant selections are just some of the activities that are enjoyed. In odd-numbered years, there is a national convention held in various parts of the country. District conventions are held in even-numbered years. Along with the necessary business of officer elections and bylaw changes, conventions are a joyous time of unity, fun, and fellowship.

The LWML is a blessing to the Church, producing Bible studies, evangelism resources, leadership training materials, and supporting the Lord's work through the mite funding that accomplishes the task of building for eternity.

Please fill out the application to form an LWML Group on the next page or you may fill out the application online here:

https://lutheranwomensmissionaryleague.formstack.com/forms/application_to_form_a_lutheran_women_s_missionary_league_society



Application to form a Lutheran Women's Missionary League Group

On this date _____ the women of

(day) (month) (year)

_____ Church have resolved to join together
(name)

to form an LWML group _____
(selected name of your group)

Church street address _____

(city) (state) (zip code)

(telephone number) (email)

Affiliated with the _____ District.
(name of district)

Officers (please print officer names):

President _____

Vice President (optional) _____

Secretary _____

Treasurer _____

Number of members _____

Person to contact _____
(name)

(address)

(telephone number) (email)

Rev. _____
(signature of pastor)

Send this completed form to your LWML District President.
Questions can be sent to depor@lwml.org.

Social Media Guidelines

Please inform the Information Technology Committee of any group pages created by emailing social@lwml.org.

As an LWML group, you work hard to share the mission of LWML. The Information Technology Committee (ITC) wants to help you get your information onto the National LWML Facebook page so that your group efforts are shared nation wide. If you want to share something, please ensure your post meets the following guidelines:

1.
 - a. Between 100-200 characters. Also include:
 - b. An image (preferably square, or horizontal, at least 96 dpi). This could be the cover of product, picture from the website, people interacting with the product, or an image found on Getty Images (LWML has an account with Getty Images). The file name should contain identifiable keywords and no special characters.
 - c. Link to where product can be purchased, downloaded, or where they can learn more about item.
 - d. Preferred day/date/time you would like the post to be published. (ITC will not always be able to accommodate these requests, but we will do the best we can).
2. A Twitter post of no more than 140 characters (if including image, -24 characters, if including link, -15 characters). Also include:
 - a. Image (see above).
 - b. Link (see above).
 - c. Day/Date Time (see above).

Send suggested posts to social@lwml.org

Restrictions

1. To avoid confusion with the national LWML Facebook and Twitter pages which uses the national LWML logo as its default image, no group or individual pages are to use the national LWML logo as their Facebook profile picture. We recommend using the LWML personalized logo for your district. It is not mandatory that you use this logo.
2. As a safety measure to protect the identities of our LWML members and social media users, no LWML related Facebook Pages are to permit photo “tagging” (identification of individuals in photos). The administrator of the page has the ability to enforce this through the “Settings” tab of the page.



Product Request Procedure

Are you preparing to host an event for your group, your church, or your community? Check out the LWML store for LWML products at **www.lwml.org/store**.

If you would like a product developed that is not available online at www.lwml.org/store, please follow this procedure:

1. Contact the LWML Office at lwml@lwml.org to request the LWML logo.
2. Please be sure the LWML logo is accompanied with your District written out beneath, beside, over or around the LWML logo on the product.
3. Please email your product design to the LWML Office at lwml@lwml.org.

In order to sell or give away products using the LWML logo, please stay within these parameters. For further information, please contact your LWML District President.



Lutheran Woman's Quarterly Subscriptions

- The **Lutheran Woman's Quarterly** is published four times per year and is mailed to arrive around the first of March, June, September, and December.
- Group subscriptions are handled through your district. Each district handles **Lutheran Woman's Quarterly** subscriptions differently. Please check with your district to find out where to send subscription orders and payments.
- **Lutheran Woman's Quarterly** subscription rates for 2017:
 - 1 to 9 copies = \$6.50 per copy per year
 - 10 or more copies = \$5.00 per copy per year
 - eQuarterly subscriptions are only available when ordering an individual subscription on www.lwml.org/subscribe-to-quarterly

Please note some districts may add an additional amount to cover the cost of district publications.

Please do not send money to the national LWML Office for group bulk **Lutheran Woman's Quarterly** subscriptions.

If you have questions about your **Lutheran Woman's Quarterly** subscription and do not know who to contact in your district, please email quarterly@lwml.org or call the LWML office at 800-252-5965, Monday through Friday between 9 a.m. and 4 p.m. Central Time.



Federal Employer Identification Number (EIN) and Group Bank Accounts

The Internal Revenue Code requires that each subordinate unit of an exempt central organization must have its own Employer Identification Number (EIN) even if it has no employees. In accordance with this ruling, each LWML district has its own assigned number. This number is to be used by each district LWML and its zones for any and all bank and investment accounts or any reports they may be called upon to complete. It may also be used by groups within the district. Groups may, with permission, use their church's identification number. No unit is ever to use the personal Social Security number of a member or the LWML national EIN. Each LWML district's EIN number may be obtained from the LWML District President. Many financial institutions are now requiring written correspondence granting authorization for a bank account to be opened by the group. If you are in need of a bank authorization letter, please contact the LWML Office at lwml@lwml.org or call 800-252-5965.

District/Group Insurance

All LWML districts and their volunteers are covered under national's insurance policy with Guide-One Insurance. Districts are invoiced annually in April for their proportionate share of the insurance premium. All districts receive a Certificate of Insurance which outlines specific coverages and corresponding limits. If you need specific information regarding insurance coverage, please contact your district president. For certificate of insurance requests, please contact the LWML Office at lwml@lwml.org or call 800-252-5965.





Questions?

If you have questions please feel free to email your District President. You can find your District President's contact information at www.lwml.org/districts

Or the Growth & Development Committee at
depor@lwml.org

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2017-2019 Biennium

The Lutheran Women's Missionary League (LWML) is the official women's auxiliary of The Lutheran Church—Missouri Synod. Since 1942, the LWML has focused on affirming each woman's relationship with Christ, encouraging and equipping women to live out their Christian lives in active mission ministries, and to support global missions.

The LWML is the leading group for LCMS women where each woman is welcomed and encouraged to use her unique God-given gifts as she supports global missions and serves the Lord with gladness.

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