



Dear Sisters in Christ,

Informative and vital pre-convention seminars will be offered on **Thursday, June 20, 2019**, at the Mobile Convention Center in Mobile, Alabama, for your LWML districts' benefit. **Please plan on sending a representative from your district to each of the seminars listed below.** These seminars are open to anyone in your district that is willing to take this information back and share it. They are:

1. Treasurer/Financial Secretary
2. Structure/Parliamentary Procedure
3. Mission Grants
4. How to Write a Bible Study
5. Leadership Development: *Become a Leader You Would Follow!*
6. Webmaster/Social Media
7. Gifts of Love

This is an opportunity to understand your responsibilities, gain knowledge of the resources available, ask questions, and interact with those from other districts who hold the same position. If you cannot attend, please share this information with someone who could gather your information and be responsible for sharing with your district. **Reservations are required and should be sent by a District President or with her permission. Deadline for sign-up on all seminars is May 25.**

A synopsis of each seminar is listed below with subjects to be covered. **All seminars will run from 9:30 a.m. - 11:30 a.m.** The cost of each seminar is \$20 and includes lunch and all materials. Districts are asked to pay for these seminars and will be invoiced after the convention for their district's registrants, even if, at the last minute, the registrant fails to attend the scheduled seminar.

You and all participants will receive updated information on the location of seminars, etc. about two weeks before the convention from the contact person responsible for that seminar. **Please share this letter with those in your district who would benefit.** This is an opportunity not to be missed!

**For reservations at all seminars:**

Please send the following to Treasurer Marilyn Schroeder at [Marilyn.Schroeder@lwml.org](mailto:Marilyn.Schroeder@lwml.org):

- names of attendees
- email addresses (preferred) or phone numbers of participants, and
- title of seminar each is planning to attend

**You will receive an acknowledgement email from Marilyn and the LWML Office will invoice your district for all seminars after the convention. It would be very helpful if you sent in all names for all seminars at the same time.**

**1. Treasurer/Financial Secretary Seminar:**

**Synopsis of Program:** Limited to district treasurers and financial secretaries. Topics covered will be:

- meet LWML's financial leadership
- high level view of LWML financials
- review IRS guidelines/compliance – EIN numbers and IRS mileage rate
- insurance coverage paid by LWML – affect for LWML districts
- voucher process (mites remittances and payments)
- mites and grant reporting
- and have the opportunity to ask questions

Contact for questions: Treasurer Marilyn Schroeder at [Marilyn.Schroeder@lwml.org](mailto:Marilyn.Schroeder@lwml.org).

## 2. Structure-Parliamentary Procedure Seminar:

Synopsis of Program: Of benefit for all district structure or bylaws chairmen. Topics covered will be:

- Review the process for amending district bylaws through the LWML Structure Committee; start to finish
- Help district structure chairmen know their responsibilities and how to fulfill them. (local, zones)
- The basics of presiding at a meeting
- The importance of the LWML Style Sheet
- LWML e-members and e-voting
- Basic parliamentary procedure
- Explanation of bonding
- Group participation, interactive games, etc.
- Examples of policy and standing rules versus bylaws
- Please bring a copy of your district bylaws with you along with any questions you may have

Contact for questions: Structure Committee Chairman Arlene Naasz at [naasztan@gmail.com](mailto:naasztan@gmail.com).

## 3. Mission Grants Seminar:

Synopsis of Program: This seminar will assist each district with the mission grant process. Topics covered will be vetting, payments, follow-ups, sharing information with donors, and guidance on mission grant application writing. This will be of benefit to all district mission grants or gospel outreach chairmen. There will be representatives from LCMS available to provide guidance on Mission Grant applications and responsibilities. They may also share information from the mission field.

Contact for questions: Mission Grants Committee Chairman Susan Donnelly at [rvsjdonn@comcast.net](mailto:rvsjdonn@comcast.net).

## 4. How to Write a Bible Study (aka: The Joy of Sharing the Word of God) Seminar

Synopsis: Of benefit to all Christian Life District VP's, as well as Christian Life Chairmen on the Zone Level. Any individual interested in writing for LWML is also encouraged to attend.

Topics covered will be:

- Opening Bible study on the joy, privilege, and importance of sharing God's Word
- The joy (and work) of writing
- Confirmation 101 Review: The Importance of Law and Gospel when Writing Bible Studies
- Composition 101 Review: How to Write with Logic and Clarity and Grammar Tips
- Writing techniques that engage the user
- How to edit your work
- A review of the LWML editing process and the work of doctrinal review
- Being "In Style:" Practice with the LWML Style Guide
- A little bit of editing practice

Contact for questions: Vice President of Christian Life Jennifer Huecker at [Jennifer.Huecker@lwml.org](mailto:Jennifer.Huecker@lwml.org).

## 5. Leadership Development Seminar: *Become a Leader You Would Follow!*:

Synopsis of Program: Join us for an engaging, interactive exploration of leadership and growth & development techniques that can quickly and easily be implemented in your group, zone or district. Learn to think about leadership in new ways and create engaging and interactive opportunities for your participants to grow as they "Serve the Lord with Gladness" where God has placed them. This workshop is ideal for any LWML women wants to develop their knowledge and use of leadership techniques and tools. Topics to be covered include:

- Exploring the dynamics in team building
- Engaging one another in officer transitions
- Developing mentoring at all levels
- Expanding leadership definitions
- Appealing to new members through the mailbox
- Supporting and promoting LWML among church workers

Contact for questions: Leadership Development Committee Chairman Susan Brunkow at [susanb520@live.com](mailto:susanb520@live.com).

#### 6. Webmaster Seminar:

Synopsis of Program: Best practices and tips for district websites and social media. Answers to individual questions regarding the social web and the world of Likes and Followers. This seminar will provide guidelines and examples for websites, Facebook, Instagram, Pinterest, and Twitter.

Topics to be covered include:

- Design and maintenance concepts for district websites
- Guidelines for district social media posting and monitoring
- On-security guidelines and reminders
- Information technology Q&A and sharing

Contact for questions: Vice President of Communication Char Kroemer at [Char.Kroemer@lwml.org](mailto:Char.Kroemer@lwml.org).

#### 7. District Gifts Planning Seminar:

Synopsis of Program: Prepare your district for receiving current and legacy gifts. Receiving gifts to help accomplish LWML's Gospel-based vision and a comprehensive policy that can be understood and carried out to benefit LWML's mission and our donors is important. As a matter of good stewardship, LWML recommends that districts maintain at least three separate gift documents.

- A Gift Acceptance Policy: This policy should state general guidelines and implementing procedures for the types of gifts to accept and decline, record keeping, and gift acknowledgement.
- A Special Gift Fund Policy: This policy should state how accepted gifts will be deposited, spent, invested, or otherwise managed by your district.
- District Endowment Fund Guidelines: A Biblically-based, well-structured endowment fund can equip your district to carry out the LWML mission today and for generations into the future. Having endowment fund guidelines in place will assure potential donors that your district is prepared to receive large gifts.

Plan to attend this seminar to:

- Receive and review documents for district endowment funds, includes Bible study, best practices, endowment fund checklist, and an endowment fund document template
- Review differences between a Special Gift Fund and an Endowment Fund document.
- Receive and review a Gift Acceptance Policy to document and receive gifts to your district. A Gift Acceptance Policy template is provided.
- Receive answers to questions specific to your district.

Contact for questions: LWML Gift Planning Counselor Linda Gage at [Linda.Gage@lfnd.org](mailto:Linda.Gage@lfnd.org).

Blessings to all as you prepare for this LWML Convention as we all do everything "In Praise to the Lord,"

*Debbie Larson*

Vice President of Organizational Resources