



Lutheran Women in Mission

Instructions for



Electronic Mite Offerings for LWML Districts

1. Present the *Joyful Response*[®] electronic mite offerings opportunity to your District Board.
 - a. Pass a resolution at your District Board meeting to offer the *Joyful Response*[®] electronic mite offerings opportunity to the women of your district.
 - b. Determine whether the Treasurer or Financial Secretary will manage the program.
2. Order the *Joyful Response*[®] Starter Kit and Enrollment Forms for your district LWML from the Lutheran Church Extension Fund (LCEF): call 1-800-843-5233 or email request@lcef.org.
 - a. Complete Vanco service contract.
 - b. Complete LCEF's StewardAccount[®] application.
 - c. Complete MyAccount application (free online access) to enable easy transfer of funds between StewardAccount[®] and checking account.
3. Receive program confirmation from Vanco.
 - a. Participate in Vanco's telephone training.
 - b. Use Vanco's tips to get started.
4. Receive acknowledgement of StewardAccount[®] opening and blank checks from LCEF.
5. Announce participation and encourage enrollment at every opportunity such as board meetings, rallies, and conventions; always have enrollment forms on hand.
6. Manage your *Joyful Response*[®] program following these steps after members have completed their enrollment forms and returned them to you.
 - a. Add new enrollees in Vanco's online service.
 - b. Receive and review activity reports from Vanco.
 - c. Include these mite gifts in your reports, sending 25% to national.
 - d. Transfer funds from your LCEF StewardAccount[®] to your district's checking account according to guidelines set by your District Board.

Joyful Response[®] service provided by:

Lutheran Church Extension Fund
10733 Sunset Office Drive, Suite 300
St. Louis, MO 63127-1020
1-800-843-5233 • www.lcef.org

