

# LWML Mailbox Member Program and Coordinator Guide



## INTRODUCING THE LWML MAILBOX MEMBER PROGRAM

The Mailbox Member Program (MMP) is an intentional way to reach the women of your congregation who may not be participating in the established Lutheran Women's Missionary League (LWML) activities. This monthly program promotes the value of LWML and allows women to discover how God can work in their lives and vocations.

The MMP was designed to connect women to the Word through the Bible studies and articles in the *Lutheran Woman's Quarterly* and to service opportunities available in the LWML. It permits women to explore and use these resources on their own to support them in their daily walk of faith.

You, as a Lutheran Woman in Mission, have the exciting opportunity to reach out and encourage women to participate in God's work through LWML right where God has placed them. You can adapt this program to fit your setting. We trust you will find joy in sharing these inspirational ideas and providing thoughtful messages with your sisters in Christ as you connect each month as Lutheran Women in Mission.

The resources of the MMP enable women to:

- Grow in faith;
- Understand and support mission giving;
- Participate in short term servant events; and
- Find support in Christian fellowship.

Participants in the MMP may be women who:

- Work outside of the home whose schedules do not allow them to attend LWML activities;
- Are homebound or live in an assisted living or care facility;
- Are recovering from illness or an injury;
- Are unable to attend meetings due to their children's schedules;
- Are unable to attend due to distance;
- Attend a college/university; or
- Are missionaries around the world; and
- Want to be connected to LWML!

## **How do we begin?**

- Read through the Coordinator Guide on the following pages and learn the steps to familiarize yourself with the program.
- If you are a group leader, appoint a woman to coordinate this program or you may choose to lead it yourself. One of the joys of serving as the coordinator of the MMP is sharing LWML information and monthly resources with individual women.
- Pray for your coordinator and the women of your church. Thank God for the opportunities He will present through this program.
- Be ready to welcome women as they participate in any way.

# COORDINATOR GUIDE

Thank you for serving as the Mailbox Member Program coordinator for your LWML group!

## Get Started with These Guidelines and Resources

- Look at the list of possible participants on page 1.
- Familiarize yourself with the resources that are available at [www.lwml.org/mailbox](http://www.lwml.org/mailbox).
- Publicity materials include:
  - [Invitation](#)
  - [Mailbox Member \(MM\) Logo](#)
  - [Mailbox Craft \(optional\)](#)
- Consider these ways to distribute information:
  - Email — Share news and attach the monthly activity.
  - Mail — Send a monthly note, card, or postcard.
  - Church mailboxes — Connect with women in churches where boxes are provided.
- An invitation has been created for you to download (or you may design your own) to invite women in your congregation to participate in the Mailbox Member Program (MMP).
  - You may begin to invite women, one at a time, to become an LWML MM, or you may distribute invitations to all women of your church at the same time. Women may join the MMP at any time of the year.

Remember to invite women whose participation in LWML has changed; consider the situations mentioned on page 1.

- To send the invitation via email, download, fill in the coordinator contact information, save, and attach the document. You might consider this for the subject line text: “An LWML Mailbox Member Invitation!” Write a friendly greeting in the body of the email invitation.
- Once you have sent out the invitations and received positive replies, you will have a list of women with whom to communicate monthly. It is important to pray for each woman and keep in contact with her, regularly sharing the mission of LWML.

## Welcome Your Mailbox Member with the Introductory Month Packet

After getting a list of participants, you can easily share news and attach the provided MMP monthly resource. An Introductory Month Packet gives a basic explanation of Lutheran Women in Mission. It is designed to be shared with women whenever they begin participating in the MMP.

1. Distribute the resources to your MM participants. Physical items in the initial packet can be mailed, personally delivered, or distributed through church mailboxes, if those are available. Consider including these items in the Introductory Month Packet:
  - a. Mite Box
  - b. The document *Introducing Lutheran Women in Mission*
  - c. A recent copy of the *Lutheran Woman's Quarterly* magazine
  - d. List of current *LWML mission grants* to be funded by mite offerings
  - e. List of district mission grants to be funded by mite offerings
  - f. List of upcoming local, zone, and district events (rallies, retreats, conventions, and/or service activities)
  - g. Any local group documents that are usually shared at a physical meeting
  - h. The MM resource for the appropriate month from [www.lwml.org/mailbox](http://www.lwml.org/mailbox)
  - i. A small gift from the *LWML Store*, such as a pen, magnet, candy, sticky notes, or Mustard Seed Devotions.
  
2. Include a note that you personalize for your group, similar to the one below:

Welcome to the Lutheran Women's Missionary League Mailbox Member Program! It is a joy to have you participate!

In this packet, we have gathered several resources that will introduce you to what God is accomplishing through the LWML, our mission, and our vision as we *Serve the Lord with gladness!* (Psalm 100:2).

We encourage you to explore the LWML website at [www.lwml.org](http://www.lwml.org), follow LWML on social media (Facebook, Instagram, Twitter, and Pinterest), and download the [www.lwml.org/app](http://www.lwml.org/app). It is our hope and prayer that this information will help you grow in your relationship with God and in your knowledge of LWML and its mission.

You are welcome to contact me with any questions you have. You are in my daily prayers. We are happy to have you as a Mailbox Member of the LWML.

Your Sister in Christ,  
(Coordinator name)  
(Group name)  
(Contact information for the MMP Coordinator and the local group)  
(Contact information for the local group person who collects mite offerings)

## Include this Information each Month

1. **Monthly Resources** (from the MMP page on the website)  
You can use these resources for specific months or personalize the schedule to reflect the special interests of your members. Please note that each month is a stand-alone month independent of previous or following months. You may begin with any month of the year. Each month's instructions contain coordinator notes, a link to a specific LWML resource, and an MM message.
2. **Group News** informs women of servant events, meetings, or other local activities.

## Optional Additional Resources to Include

1. As you plan for your participants, consider using these suggested items and activities:
  - Activities from the *Faith Building Help for Groups*
  - Monthly *Mission Service Activity*
  - Monthly *Mite Challenge Calendar*
  - Monthly *Mission Grant Resources*:
    - **Mission Grant Poster** — Each has pictures, a brief story, and a prayer.
    - **Prayer Guide & Story** — The story contains information about each grant and how the money will be used.
    - **Devotion** — These short devotions are specific to each mission grant.
2. Some Mailbox Members might appreciate links to LWML's electronic features:
  - *LWML website*
  - *LWML App* (LWML Mission Grant updates, podcasts, Bible, videos, and more)
  - Social Media — *Facebook, Twitter, Instagram, Pinterest, YouTube*
  - And so much more! — *eNews, Blog, Mustard Seed Devotions*
3. Consider these additional avenues to promote and connect women to the mission of the LWML as appropriate for your local group:
  - Facebook — Set up a Facebook group for those who have chosen to participate, and post messages and local activities. Links to resources can easily be included.
  - Church social media outlets — Submit regular posts to your church's social media coordinator so they can be posted to the church's social media outlets.
  - Church website — Work with your church's webmaster to establish an LWML tab on the church website with links to various resources on the LWML webpage.
  - Online conferencing/Virtual group — Use Zoom, Google Hangouts, or other online platforms.

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