

# Leadership Manual



**Southeastern Synod Women of the ELCA**  
**Resource Guide for Synodical, Cluster,**  
**and Congregational Unit Leaders**

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# **Section A**

## *Women of the ELCA*



**Logo Explanation**  
**Purpose Statement**  
**Mission Statement**  
**Expressions of Women of the ELCA**  
**Organizational Goals**  
**Churchwide Women's Organization**  
**Leadership**  
**Triennial Convention**  
**Regions of the ELCA**  
**Mission Areas**



## LOGO EXPLANATION

The symbol - with cross, water, and a lily - identifies the Women of the Evangelical Lutheran Church in America as children of God, baptized, forgiven, adopted into God's family, full of grace and hope in eternal life. It is a reminder of the growth, beauty, and vitality that rises out of that life-giving baptism water. It is also a reminder of the church's mission to "*Go, therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit.*"

## PURPOSE STATEMENT

*As a community of women created in the image of God  
called to discipleship in Jesus Christ,  
and empowered by the Holy Spirit,  
We commit ourselves to grow in faith,  
affirm our gifts,  
support one another in our callings,  
engage in ministry and action,  
And promote healing and wholeness in the church,  
the society, and the world.*

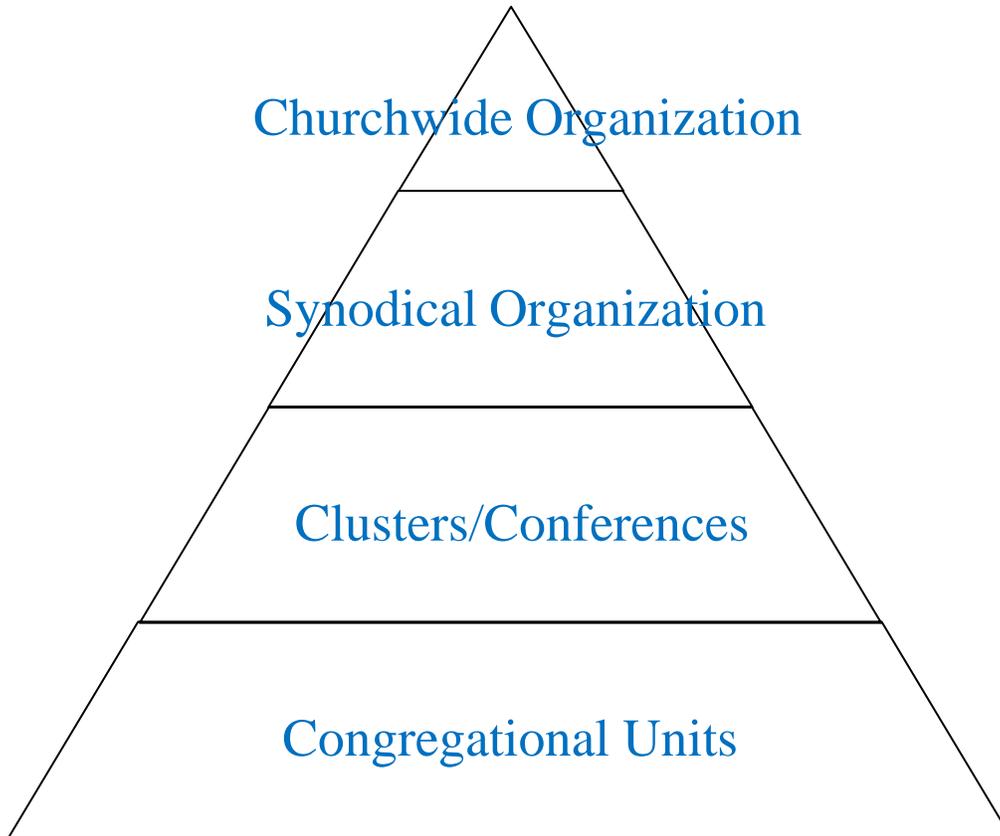
The statement concisely outlines the purpose of the organization and is the statement to which all participants subscribe. It is encouraged that the statement be said at all unit, cluster and synodical events. The purpose statement can also be sung. The tune and lyrics may be found in the Women of the ELCA Worship Resource Book I.

## MISSION STATEMENT

*To mobilize women to act boldly on their faith in Jesus Christ.*

The mission statement of an organization states briefly the organization's reason for being and how the organization wants to be remembered. The mission statement complements and summarizes the longer purpose statement. The mission statement of the Women of the ELCA was adopted in 2001 by the Executive Board.

## **EXPRESSIONS OF WOMEN OF THE ELCA**



### **ORGANIZATIONAL GOALS**

- To achieve sustainable intergenerational connections that are meaningful and relevant.
- To build communities that are cohesive, diverse, dynamic, compassionate and just, based on common interests, concerns and commitments.
- To authentically name, voice and respond to issues affecting women through awareness, education, action and advocacy.
- To assess our present structure, relationships and programs in terms of the mission to mobilize women to act boldly on their faith in Jesus Christ.
- To use demographic information and organizational research as a basis for all mission planning.

## **CHURCHWIDE WOMEN'S ORGANIZATION**

The churchwide women's organization establishes and supports units to carry out God's mission in the church, the society, and the world; equips participants and encourages all to grow as whole persons, value themselves and others, articulate and act upon their faith, and witness to the gospel of Jesus Christ; advocates for the oppressed and voiceless, urge change in systems and structures that exclude and alienate, and work for peace and justice as messengers of hope; relates to other women's organizations ecumenically and globally; provides for development and distribution of resources and a periodical for its participants; provides for flexible structures and decision-making processes that foster interdependence and involve people in the decisions that affect them; and provides opportunities for the financial support of Women of the ELCA and develops a system for management of the assets and processes for planning and evaluation in order to ensure fulfillment of the mission of Women of the ELCA.

### **LEADERSHIP**

- **President**
- **Vice President**
- **Secretary**
- **Treasurer**
- **11 Board Members**

*Elected at Triennial Conventions*

### **TRIENNIAL CONVENTION**

The Triennial Convention is the highest legislative authority of the Women of the ELCA. At this gathering the voting members elect the organization's officers and executive board members to three-year terms, act on memorials and resolutions, and adopt a budget for the churchwide women's organization.

The voting members of the Triennial Convention are to be the officers of the churchwide women's organization, the presidents of the synodical women's organizations, and those women elected as voting members by the synodical conventions. Each synodical women's organization shall elect one voting member for every 25 congregational, intercongregational, or special units with-in the organization. Each synodical organization will have at least two elected voting members in addition to the president of the organization. As nearly as possible, at least 10 percent of the voting members body shall be persons of color and/or persons whose primary language is other than English.

## REGIONS OF THE ELCA



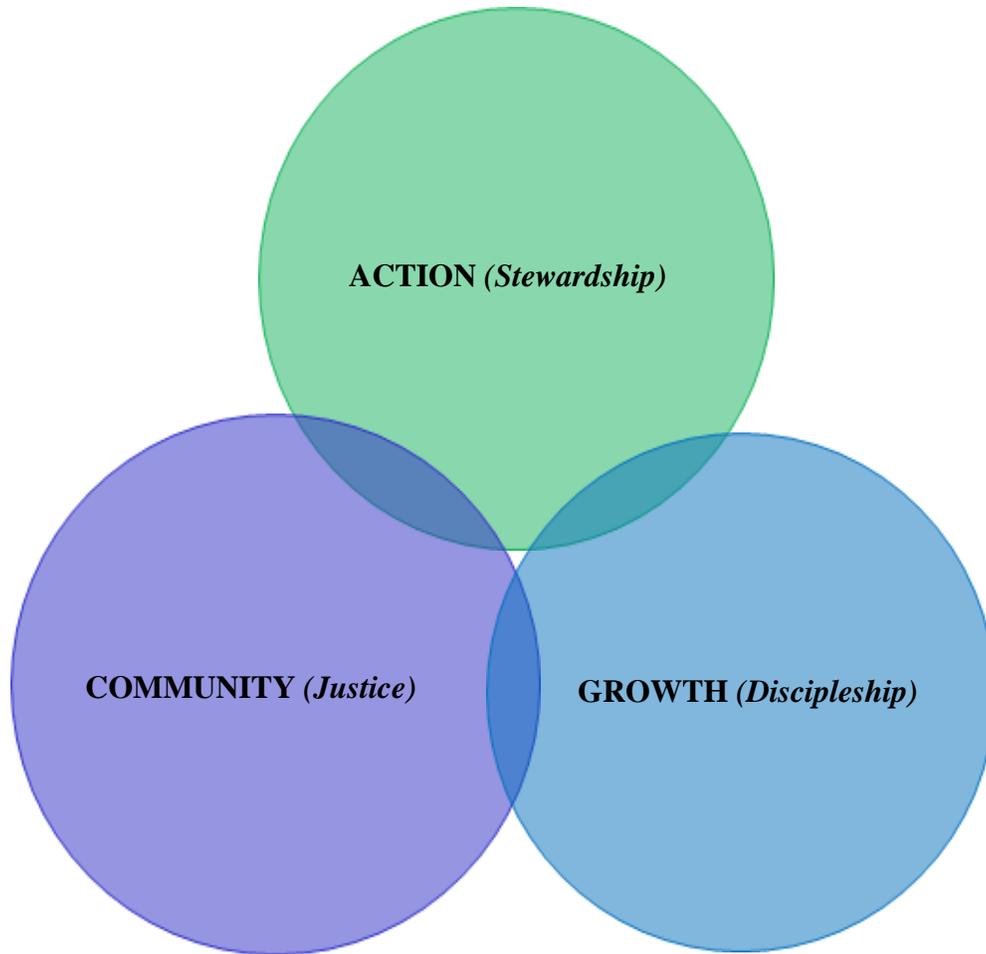
The Evangelical Lutheran Church in America is divided into nine regions which are shown on the map below. Each geographic region includes five to twelve synods. There are 65 synods in the ELCA and over 10,000 congregations.

The Southeastern Synod is located in Region 9 (IX) and is designated by the Women of the ELCA as 9-D.

### ELCA REGION AND SYNOD BOUNDARIES



## MISSION AREAS



### **ONE MISSION - Three Perspectives**

The Women of the Evangelical Lutheran Church in America mission areas are established in the organization's constitution. Look at the three areas above — action, community, and growth— separately to see what is unique to each one.

Each mission area brings to our ministry the features and benefits of their individual perspective. The triangular shape in the middle of the diagram, where the three circles overlap, is the core of our organization.

# **Section B**

## *Synodical Organization*



### **Synodical Women's Organizations of Region 9**

#### **Synodical Women's Organization**

##### **Leadership**

*President*

*Vice President*

*Secretary*

*Treasurer*

*Board Members*

*Non-Board Positions*

##### **Committees**

*Mission: Action*

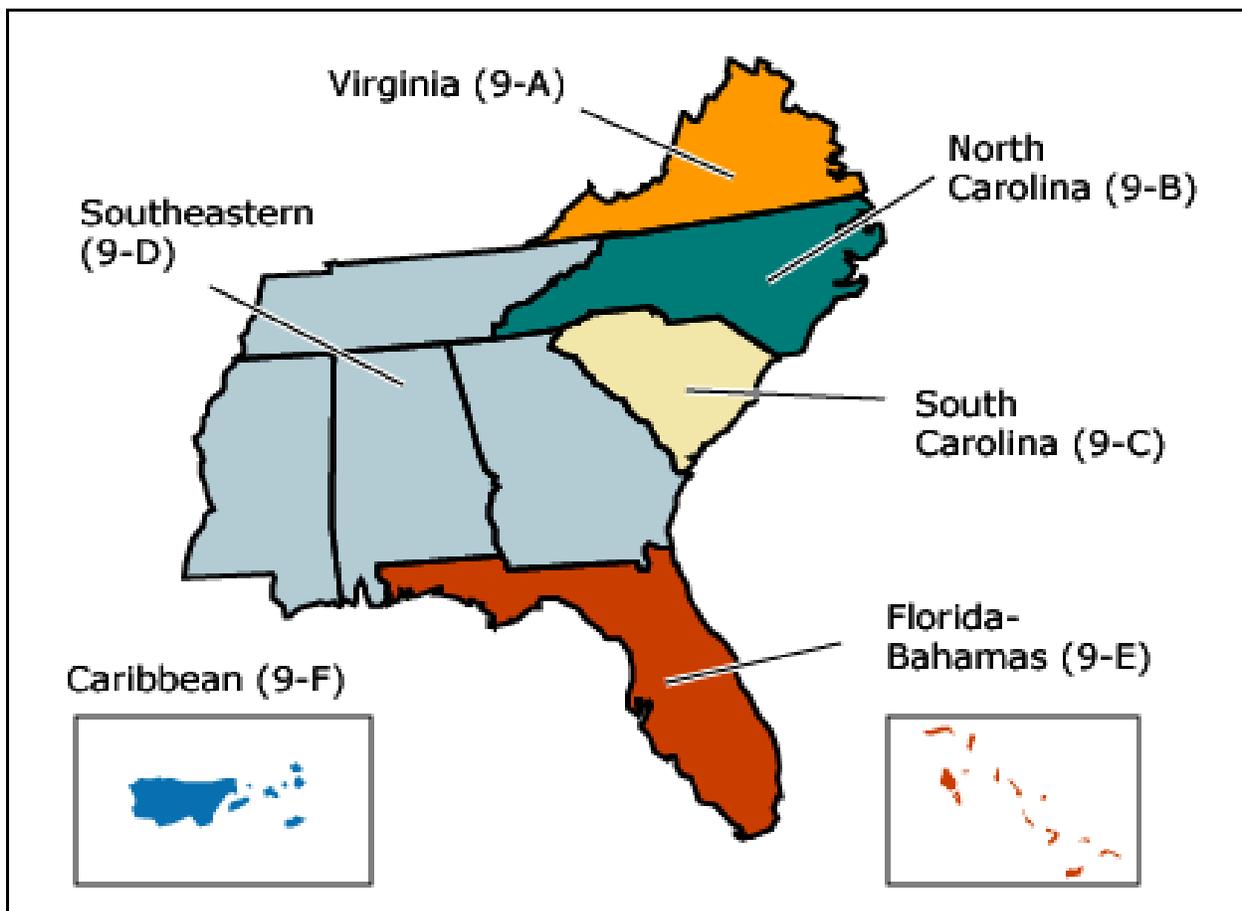
*Mission: Community*

*Mission: Growth*

## REGION 9 SYNODICAL WOMEN'S ORGANIZATIONS

Region 9 is divided into six synods:

- A. Virginia Synod
- B. North Carolina Synod
- C. South Carolina Synod
- D. Southeastern Synod
- E. Florida-Bahamas Synod
- F. Caribbean Synod



## SYNODICAL WOMEN'S ORGANIZATION

The synodical women's organization, in partnership with the churchwide women's organization, clusters or conferences, and units, establishes plans and policies to fulfill the purpose of the organization; activates churchwide organization emphases and priorities; recruits, prepares, and supports leaders; works within the church and society for the affirmation of women and the utilization of their gifts for ministry; promotes and advocates for peace and justice in cooperation with others; fosters creative programming in units and clusters or conferences; assists units to design appropriate structures for effective functioning; fosters the grouping of units in clusters or conferences and assists in building supportive and interdependent relationships among individuals and units; establishes financial policies, builds budgets, and encourages support of the financial objectives of the synodical women's organization by individuals and units; establishes and promotes ecumenical relationships, consistent with churchwide policy; provides for synodical women's organization conventions; and provides materials and historical information for the archivist.

### LEADERSHIP

- **President**
- **Vice President**
- **Secretary**
- **Treasurer**
- **6 Board Members**

#### *Elected at Annual Convention*

#### **PRESIDENT**

- Preside at all conventions of the synodical women's organization and at meetings of the board and executive committee
- Ensure that the constitution and bylaws of the synodical women's organization are duly observed and that the actions thereof are carried into effect, and appoint all committees not otherwise provided for
- Be an ex-officio member of all committees of the synodical women's organization except the nominating committee
- Submit a report to each regular convention of the synodical women's organization concerning her work, with observations and recommendations affecting the synodical women's organization
- Serve as a liaison with the churchwide women's organization and attend meetings of the conference of synodical presidents
- Represent the synodical women's organization at synod assemblies and other meetings as indicated

## **VICE-PRESIDENT**

- Act in absence, disability, or resignation of the president
- Assume the duties of the president until the vacancy is filled by the board of the synodical women's organization at its next scheduled meeting
- Perform other such duties as requested by the president or the board

## **SECRETARY**

- Be the secretary of the board and executive committee of the synodical women's organization
- Be responsible for recording and distributing minutes of the synodical convention and meetings of the board and executive committee
- Prepare and distribute such documents as the Annual Resources Guide and the Bulletin of Reports for the annual convention
- Give the units notification of the annual convention at least three months in advance and of a special convention at least one month in advance
- Keep a correct register of the roll of congregational/intercongregational units along with the names of the officers of these units
- Secure from the units such reports as from time to time may be required
- Perform such other duties as the board may from time to time direct
- Provide for the gathering and preserving of historical records and documents

## **TREASURER**

- Provide for the keeping of all records and be accountable for all funds
- Be responsible for disbursing funds in accordance with the financial policies of the Women of the Evangelical Lutheran Church in America and the budget of the synodical women's organization
- Present a complete report to the synodical women's organization convention and an interim report to each board and executive committee meeting
- Records should be audited annually

## BOARD MEMBERS

- Transact necessary business and programmatic decisions between conventions
- Set policies required for effective and efficient functioning
- Supervise and coordinate the work of all committees which the board may appoint
- Identify board members for networking between the churchwide organization and the units in both programmatic and organizational concerns
- Determine the time and place of each convention
- Prepare the proposed agenda, rules of procedure, and program for adoption at the annual convention
- Recommend the annual budget to the regular convention
- Fill vacancies in the office and board membership until the next convention and determine the fact of the incapacity of an officer or board member to perform her duties

## NON-BOARD POSITIONS

Some of our Non-Board Positions include the Convention Registrar, Newsletter Editor, Triennial Gathering Promoter, and Parliamentarian.

## SPECIAL PROGRAMS

Each year we collect a Love Offering that is designated to a Lutheran service agency such as disaster relief or campus ministry. The collection coincides with our fiscal year which runs from February 1 of one year through January 31 of the next year. Checks should be made payable to SES WELCA and designated *Love Offering*. You can bring the checks to the convention in September or send them to our synodical treasurer any time during the year. Please check our website at [www.seswelca.com](http://www.seswelca.com) for the current treasurer's contact information and the agency receiving the current Love Offering.

We also collect items for our In-Kind Gathering of Gifts each year at the convention. These gifts usually go to an agency which helps women and/or children in the area of the convention. A list of the current recipient and items needed will be listed on our website.



## COMMITTEES

### MISSION: Action (*Stewardship*)

Action is about being in direct servant roles. We act to ensure that all people have access to basic human needs, equality, justice, and safety. This includes developing active partnerships with workers of God's justice to provide tangible goods and services, education, and advocacy against injustice.

The goal of the Action Committee is to enable women to articulate and act upon their faith as disciples of Jesus Christ in all arenas of life.

### LUTHERAN WORLD RELIEF PROJECTS

We are living God's justice by growing in faith and by reaching out to help those around us—on the street, in our community, and across the globe. Lutheran World Relief is faith in action

.

- School Kits
- Personal Care Kits
- Fabric Kits
- Baby Care Kits
- Quilts



Items are collected at various sites around the synod before the convention usually sometime in August. *For more information on the contents of kits, size of quilts, etc. go to [www.lwr.org](http://www.lwr.org).*

### RONALD McDONALD HOUSE CHARITIES



Those shiny pull tabs from soup cans, soda cans, and pet food cans are valuable. Instead of just throwing them away, they can raise money for Ronald McDonald House Charities. Statistics tell us there are now more than 265 Ronald McDonald Houses in 24 countries.

We have nine Ronald McDonald Houses in the Southeastern Synod that participate in the pop tab program: two in Alabama, three in Georgia, and four in Tennessee. You can deliver tabs throughout the year to the location closest to you or bring them to the annual convention. Visit their website at [www.rmhc.org](http://www.rmhc.org) for more info.

## SAMARITAN'S PURSE



Imagine the look on a child's face when he/she opens a shoe box filled with Christmas goodies. It is through our continued support of Operation Christmas Child sponsored by Samaritan's Purse that we can share the love of Jesus Christ with hurting children around the world.

**There are 6 categories to choose from: 2-4 year old girl, 2-4 year old boy, 5-9 year old girl, 5-9 year old boy, 10-14 year old girl, and 10-14 year old boy. See [www.samaritanspurse.org](http://www.samaritanspurse.org) for more information.**

## DAYS FOR GIRLS INTERNATIONAL



Days for Girls is an organization that distributes sustainable feminine hygiene kits by partnering with nonprofits, groups and organizations, by raising awareness, and by helping impoverished communities start their own programs to supply kits and training. Without feminine hygiene options, girls miss a week of school each month.

All states in the Southeastern Synod have at least one chapter. WELCA Units can help by joining already established chapters, donating money, collecting Ziploc bags, panties, soap and fabric to give to the chapters and teams. Or by creating a new chapter.

## INSPIRITUS



Inspiritus is committed to providing the highest quality programs, acting as an advocate for each person with regard to diversity, equity, and inclusion for all by building welcoming communities for refugees & immigrants and providing disaster relief. Other programs include Children and Family Programs as well as Disability and Health Services.

There are many opportunities to serve and support these programs, including hosting a fundraising event, engaging your community, or volunteering.

## WEB BROWSING



With AmazonSmile, a portion of your eligible Amazon purchase can go to Women of the Evangelical Lutheran Church in America, Lutheran Campus Ministries, Lutheran World Relief, and many other Lutheran organizations! It is a simple and automatic way for you to support your favorite charitable organization every time you shop, at no cost to you.

When you shop at [smile.amazon.com](http://smile.amazon.com), you'll find the exact same low prices, vast selection and convenient shopping experience as Amazon.com, with the added bonus that Amazon will donate a portion (0.5%) of the purchase price to your favorite charitable organization.



GoodSearch is a Yahoo-powered search engine that allows you to choose a cause or charity to support, and each time you do an internet search using GoodSearch, they will make a donation to your chosen charity. The website offers GoodShop and GoodDining that allows you to earn even more money for your chosen charity when you make online purchases or dine at certain restaurants using a registered credit or debit card. Just set GoodSearch as your homepage to insure you donate to your cause every time you search the web. Go to [www.goodsearch.com](http://www.goodsearch.com) to learn more about this great program.



Since 1999, The Greater Good Network has given more than \$30 million to non-profit charities around the world. That means millions have received help and assistance because of your efforts. Along the top of the screen, you will find tabs to various causes where you can click to donate including Hunger, (to give food), Breast Cancer (to fund free mammograms), Animals (to give food and care for rescued animals), Veterans (to provide free meals), Autism (to fund free therapy), Alzheimer's (to fund research), Diabetes (to fund research), Literacy (to give books), and Rainforest (to protect and preserve habitat).

Through these websites there are opportunities to purchase merchandise to further benefit the many charities, and some of the merchandise is provided through Global Girlfriend, which is an organization that helps women worldwide gain economic security. Visit these websites and click across the tabs daily ... it's fast, it's free, and it really makes a difference. Read more at [www.gretergood.com](http://www.gretergood.com) or on Facebook at [www.facebook.com/CharityUSA](http://www.facebook.com/CharityUSA) .

## **MISSION: Community (*Justice*)**

Community is about relationships among women of faith. These relationships include God, family, other persons of faith, the global community, Women of the ELCA units, and the un-churched

The goal of the Community Committee is to enable each woman to value herself and others as disciples created in God's image and redeemed through Jesus Christ; and to build up and celebrate relationships that are global, diverse, and interdependent.

How we can accomplish this:

- Showing women that stewardship of time, talent, and resources is a way of life
- Openly publicizing events and activities, ensuring hospitality to all
- Encouraging participation in ecumenical events
- Planning, assisting and leading worship
- Supporting people in all relationships, across all dividers, and in all settings
- Affirming and helping women within religious and secular communities
- Exploring other cultures' understandings of community and family
- Promoting education and family values -- where all persons are supported and nurtured

## **PROGRAMS**

### ***Church Women United***



Church Women United is an ecumenical movement that brings together Protestant, Catholic, Orthodox, and other Christians. Some of their annual programs include:

*World Day of Prayer* held the first Friday in March

*May Friendship Day* held the first Friday in May

*World Community Day* held the first Friday in November

For more information about visit their website at [www.churchwomen.org](http://www.churchwomen.org) or contact them at:

Church Women United  
475 Riverside Drive, Suite 500  
New York, NY 10115

### ***Women of the ELCA Sunday***

Women of the ELCA Sunday is traditionally held on the fourth Sunday in September, but you may choose any Sunday. This is an opportunity for the women of your congregation to assume the many responsibilities of the worship service and celebrate the role of women in the church. There are special services found in *Evangelical Lutheran Worship*, *Lutheran Book of Worship*, *With One Voice*, and *This Far By Faith*. As you plan your Women of the ELCA service, let the Spirit be your guide.

### ***Companion Synod Program***

The Southeastern Synod is a partner with the LaCrosse Area Synod. We have companion synods in Malaysia/Singapore; Bavaria, Germany; Ethiopia, and Guatemala. Women of the ELCA support this effort through the following:

- Make the companion synods a part of your opening prayer at each meeting and ask your church to include them each week in the prayers of the church
- Create a bulletin board display
- Call Global Missions for literature to display
- Support special projects of these synods
- Call the synod office for current or ongoing needs
- Invite speakers who have traveled to the companion synods to share their experiences

### ***Katie's Fund***

Besides her traditional roles, Martin Luther's wife also managed the family finances. Luther recognized and appreciated Katie's expertise in making the household self-sustaining. In addition, Katie recognized the importance of making plans for the future. She saved and made sound investments which enabled her to continue to care for her family even when her income was curtailed.

The purpose of Katie's Fund is to provide similar assurance for the future of Women of the ELCA's efforts in the area of global sharing, leadership development, and living theology. With income from the invested fund, Women of the ELCA will continue to enhance global partnerships, increase multicultural awareness, enhance organizational participation, and nurture growth in faith.

The profit from Katie's Table at our annual convention is given Katie's Fund. Congregational units may make donations to the fund by writing Katie's Fund under Special Offerings and gifts on Form B and sending the donation to the churchwide organization.

### ***Young Women Seeing Visions***

Our focus is to provide a welcoming environment for younger women. Invite them to congregational events, cluster meetings, and synodical conventions. Encourage them to form their own groups which meet at times convenient to their busy schedules. Share your faith stories with these younger women and show them how to use their faith in their daily lives.

## Offerings



**Regular Offerings** are collected at all congregational unit meetings and provide for the ongoing ministries of the Women of the ELCA. A portion of regular offerings is used by the unit for its ministries throughout the year, with 50% or more being sent to the synodical organization for its programming. The synodical organization then remits a portion of the money sent to them to the churchwide organization for its programming. Events, programs, and resources provided by the synodical and/or churchwide organization are made possible by these offerings. Congregational unit treasurers should submit offerings to the synodical treasurer using **Form A**.

**Love Offering** is selected by the synodical board and promoted for one fiscal year which runs from February 1 to January 31. Projects are chosen that support women and children in crisis. The *Annual Resource Guide* and *The Southeastern Weaver* provide all the current information about the project being supported. Each congregational unit is asked to support the Love Offering with donations and, often, an in-kind gathering at the convention. This offering should also be submitted on **Form A**.

**Katie's Fund** is a permanent endowment fund of the Women of the ELCA named after Katie von Bora, wife of Martin Luther. The interest from this fund is used to support ministries of global sharing, leadership development, and programs that nurture growth in faith. Donations to Katie's Fund may be submitted to the synodical treasurer on **Form A**.

**Thankofferings** are placed in the thankoffering boxes or other containers throughout the year in thankfulness and praise for God's abundant grace and blessings. They are used to address concerns of women and children living in crisis, especially issues relating to poverty, health, and domestic violence. Thankofferings are submitted to the churchwide organization using **Form B** after being collected on Thankoffering Sunday, the third Sunday of November, or on a date designated by the congregational unit.

**Designated Gifts and Special Gifts** are chosen by the churchwide board for each triennium and are beyond regular giving. They may be given as memorials, special projects, or to commemorate events such as the anniversary of the organization. They may be submitted to the churchwide organization on **Form B**.

*Forms A and B are available to download from the Women of the ELCA at [www.welca.org](http://www.welca.org)*

## **MISSION: Growth (*Discipleship*)**

The goal of the Growth Committee is to provide a variety of learning and growth experiences that strengthen each woman as a disciple, develop her sense of call as a child of God, and equip her for further ministry in God's world.

Mission: *Growth* nurtures spiritual growth through enabling and encouraging women to share the good news as disciples of Jesus Christ in their daily lives. It also provides opportunities for each woman to identify her own gifts and leadership skills and makes available resources for Bible study and personal faith development.

We can accomplish this by:

- Providing opportunities for women to broaden their biblical and theological understanding of God's word
- Promoting daily prayer in a style that suits the individual women
- Organizing prayer groups or chains
- Identifying individual spiritual gifts of women and encouraging the development of those gifts
- Promoting an understanding of the scriptural mandate for Christian action and stewardship
- Organizing group and individual Bible studies
- Providing opportunities for witness

## **RESOURCES FOR GROWTH**

### ***Resources of the Synodical Organization***

#### **A Place for You**

Have you ever wondered how you can become more involved in the wonderful organization we call the Southeastern Synod Women of the ELCA? Now you can learn how the churchwide and synodical organizations work, as well as the clusters and congregational units within our synod. You will discover your spiritual gifts and how you can use them as a woman of the ELCA. Please contact Louise Iconis at 404-769-8253 or [louise@iconis.com](mailto:louise@iconis.com) to schedule an event in your area.

#### **Newsletter**

***The Southeastern Weaver*** is the newsletter of the Southeastern Synod Women of the ELCA and is published four times a year. It contains all the latest information about the board, convention, and programs of our organization. **To subscribe to the newsletter for only \$10.00 a year or to receive the free e-mail version, please contact our newsletter editor Kathy Hill at [kathyhill1@gmail.com](mailto:kathyhill1@gmail.com) or (404) 310-7112.**

#### **Website**

For all the latest information on the annual convention or programs of the synodical organization, visit our website at [www.seswelca.com](http://www.seswelca.com).

## *Resources of the Churchwide Organization*

### **Bold Connections**



*Bold Connections* is the free monthly e-newsletter of the Women of the ELCA. Whether you participate a lot or a little in the Women of the ELCA, and no matter what your role, you'll find helpful news and information on your programs and activities and stories of how together we are living out our purpose and mission. For more information go to [www.elca.org/Bold-Connections](http://www.elca.org/Bold-Connections).

### **Café**



*Café* is an on-line magazine for young adult women. It incorporates a Lutheran perspective for women of Christian faith or simply for any woman who is interested in how faith relates to the issues that women face today.

Readers and writers of *Café* include pastors, seminary and college students, and other young adult women who use *Café* as a Bible study individually or with their congregation. See more at [www.boldcafe.org](http://www.boldcafe.org).

### **Gather**



*Gather*, the magazine of the Women of the ELCA, [www.gather.org](http://www.gather.org), offers a mix of articles, theological reflections, devotions, and stories of comfort and challenge that lift up the mission of Women of the ELCA: to mobilize women to act boldly on their faith in Jesus Christ. It is published 10 times a year with combined issues in January/February and July/August.

Visit [subscriptions@augsborgfortress.org](mailto:subscriptions@augsborgfortress.org) or mail to Gather Subscription Order Center, Box 1553, Minneapolis, MN 55440-8730. The cost is \$19.95 per year. (*Quantities for 11 or more are \$18 per copy - can be mailed to same or multiple addresses*).

## Interchange

# interchange

*Interchange*, a leadership newsletter that is sent monthly by regular mail to Women of the ELCA leaders in congregational units, synodical organizations and clusters or conferences. It contains organizational news, new resource information, program updates and more. Leaders are encouraged to share the contents with all the women in their group.

On-line issues of *Interchange* are typically posted about a month after the print publication date. *Intercambio* is the Spanish version of the newsletter. *Interchange* is also available by subscription for just \$8 per year. Go to [www.elca.org/Interchange](http://www.elca.org/Interchange) to view the latest issue or to subscribe.

## Young Women



There are some new Bible Studies that are directed toward younger women and may be downloaded from the ELCA website.

**“Miss Representation”**- A 3-session Bible Study which examines equality for women. It looks at how the media affects the self-image of young girls, and how it forces them to feel about themselves. There are discussions on the video about how some well-known celebrities have been treated by the media. The film shows solutions that target the root of the problems in order to empower women.

**“A Path Appears”** - The first episode makes us aware that sex trafficking is not far from our back doors. There are stories from victims and survivors that give powerful insights into the lives of these young women and girls. The second episode goes on to discuss poverty and child labor. Episode three is about what we can change to make “A Path Appear”.

## Other Resources

For more ideas on how you can continue to grow and learn, you can go to the churchwide website at [www.welca.org](http://www.welca.org) or our website at [www.seswelca.com](http://www.seswelca.com). Also watch our newsletter, *The Southeastern Weaver* for more growth opportunities.

# Section C

## *Clusters*



### **Clusters of the Southeastern Synod**

#### **Leadership**

*Cluster Coordinator*

*Cluster Recorder*

*Cluster Member-at-Large*

*Host Congregation for Cluster Events*

#### **Cluster Meetings**

## CLUSTERS

Clusters are geographic areas composed of the congregational units on the roll of the synodical women's organization. They work interdependently with the synodical organization and the congregational units to fulfill the purpose of Women of the ELCA through activities that:

- Provide experiences for learning and leadership development
- Build community
- Provide opportunities for joint ministry and action
- Provide opportunities for stewardship, education, and offerings
- Establish networks for communication

## LEADERSHIP

- **Coordinator**
- **Recorder**
- **Member-at-Large**

*Elected at Spring Cluster Meetings*

### CLUSTER COORDINATOR

- Work with the Synodical Women's Organization through the Cluster Liaison
- Work with the Cluster Recorder and Member-at-Large
- Work with the congregational/intercongregational and special unit presidents
- Assist with the planning of cluster events along with the Cluster Recorder, Member-at-Large and a representative from the host congregational unit. The meeting format should incorporate the theme as developed by the synodical board
- Work with host congregation and pastor to develop worship service for the Spring Cluster Meeting (Holy Communion is encouraged as part of worship at Spring Cluster Meeting)
- Appoint a nominating committee, which will seek nominees for cluster leadership positions. Leaders shall be from different congregational units and are eligible for one re-election to the same position
- In conjunction with the host congregation prepare a budget of expenditures for cluster meetings (i.e., meals, mailings, and honorarium). These expenditures will be covered by cluster registration fees (not to exceed \$20.00) and including the \$4.00 per person to be sent to the synodical organization. All offerings collected will be remitted to the synodical treasurer and applied to their designated funds, i.e., Love Offering, LWR, Triennial Offering, Katie's Fund, general fund, etc.

- Serve as link between the synodical board and the congregational or intercongregational units relaying any needs, problems, questions, etc.
- Encourage and assist with the establishment or reorganization of any congregational or intercongregational units in the cluster
- Verify that the recorder has sent all forms, reports, minutes, roll call, and evaluation summaries of the cluster meeting to the Cluster Liaison and Board Liaison within 10 days after the meeting
- Attend cluster leadership training and planning workshops
- Attend the Synodical Women's Organization convention
- Submit an annual written report to the board of the Synodical Women's Organization
- Maintain library materials and passes to successor

### **CLUSTER RECORDER**

- Work with the Synodical Women's Organization through the Cluster Liaison
- Work with the Cluster Coordinator and Member at-Large
- Work with the congregational/intercongregational and special unit presidents
- Assist with the planning of cluster events along with the Cluster Coordinator, Member-at-Large and a representative from the host congregational unit. The meeting format should incorporate the theme as developed by the synodical board
- Work with host congregation and pastor to develop worship service for the Spring Cluster Meeting (Holy Communion is encouraged as part of worship at Spring Cluster Meetings)
- Maintain a roll of the cluster's congregational/intercongregational and special units. Twice a year (fall and spring) send an updated roll to the Cluster Liaison and Cluster Coordinator
- Record minutes of cluster gatherings and meetings and gather any pertinent information, i.e. bulletin of the program, copy of the roll, etc. and forward a copy of all documents to the Cluster Liaison
- Collect money from cluster meetings and gatherings. Work with the host congregation to reconcile the income and expenses. Make sure that the registration fee and all offerings are sent to the treasurer of the synodical organization immediately following the event

- Provide a copy of the minutes from the previous cluster meeting to all congregational/intercongregational units prior to the next cluster meeting
- Provide evaluation forms to participants at meeting. Organize information collected from the evaluation forms and provide a summary to the Cluster Liaison within 10 days of the event
- Attend cluster leadership training and planning workshops
- Attend the Synodical Women's Organization convention
- Within 10 days of meeting send of the following to the Cluster Liaison, Board Liaison, Cluster Coordinator and Member-at-Large:
  - Minutes of the meeting
  - Total number of participants and guests *NOTE: Board Liaison is considered a guest*
  - Total number of churches represented
  - Annual Cluster Meeting Report including offerings and registration fees collected
  - Program and worship service bulletins
  - Roll Call sheets
  - Congregational Unit updates

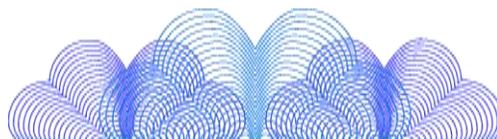
#### **CLUSTER MEMBER-AT-LARGE**

- Work with the Synodical Women's Organization through the Cluster Liaison
- Work with the Cluster Coordinator and Cluster Recorder
- Work with the congregational/intercongregational and special unit presidents
- Assist with the planning of cluster events along with the Cluster Coordinator, Cluster Recorder and representative from the host congregational unit. The meeting format should incorporate theme as developed by the synodical board
- Work with host congregation and pastor to develop worship service for the Spring Cluster Meeting. Holy Communion is encouraged as part of worship at Spring Cluster Meetings.
- Attend cluster leadership training and planning workshops

- Serve as publicity chairperson for cluster events. Responsibilities include but are not limited to promoting cluster meetings and events, cluster newsletter, seeking congregational/intercongregational unit publicity items for synodical newsletter, *The Southeastern Weaver*
- Serve on the Nominating Committee for the synodical organization on a rotating basis
- Attend the Synodical Women's Organization convention

## **HOST CONGREGATION FOR CLUSTER EVENTS**

- Assist with the planning of cluster events along with the Cluster Coordinator, Cluster Recorder, and Member-at-Large. The meeting format should incorporate theme as developed by the synodical board
- Handle registration which includes staffing registration table and may include providing name tags
- Coordinate use of meeting rooms, display tables and equipment as requested by cluster coordinator
- Provide early morning coffee and/or mid-morning snacks
- Provide volunteers to 'direct traffic' to meeting rooms, worship, and dining room
- Handle meal arrangements and this may include decorations and/or table favors. Funds for the meal should be included in the registration fee along with other meeting expenses. The synodical organization is not responsible for any monies spent over the budgeted amount for meals
- Coordinate the worship service – supply ushers, prepare bulletins and gather offerings. The host pastor is generally asked to lead the worship, which may include time for the installation of officers by a synodical board member. Holy Communion is encouraged as part of worship at Spring Cluster Meetings
- Encourage the unit treasurer to submit all expense receipts and income report to the Cluster Recorder immediately following the event and assist in filling out cluster event report. All offerings are to be transmitted to the synodical treasurer within 10 days of the event



## CLUSTER MEETINGS

Each cluster is encouraged to hold a Spring Cluster Meeting where new leaders are elected in alternating years. This event should include a worship service with Holy Communion The Annual Cluster Meeting Report form and all monies collected at the meeting (minus expenses) should be mailed to the synodical treasurer within 10 days of the event. Copies of the report form should also be submitted to the Cluster Liaison and the board liaison along with the Roll Call, Congregational Unit Updates, and evaluations.

Other cluster events include an optional fall retreat and Cluster Muster at the annual convention.

### **INVITE, INVOLVE, INCREASE** **Getting and Keeping Active Participants**

*Let us consider how to provoke one another to love and good deeds.  
Hebrews 10: 24*



- The most obvious way to get new participants is to invite them to your meetings. One-on-one contact often works best.
- Experiment with different types of programs and projects.
- Try different meeting times.
- Provide a nursery for mothers of young children.
- Plan events that involve other members of the congregation. Examples are Mother-Daughter events and intergenerational activities.
- Involve as many women as possible on committees.
- Encourage the women to attend cluster and Southeastern Synod events.
- Publicize all your meetings and activities using church bulletins, newsletters, and bulletin boards.
- Make up a “Newcomer Packet” that tells what your group does and how it operates.

**BE ENTHUSIASTIC! IT IS CONTAGIOUS!**

# **Section D**

## *Congregational Units*



### **Congregational Units**

#### **Leadership**

*President*

*Vice President*

*Secretary*

*Treasurer*

*Circle Leaders*

**Congregational Units of the Southeastern Synod**

## CONGREGATIONAL UNITS

Participation in a congregational unit is to be open to all women in the congregation and other women who subscribe to the purpose of the Women of the ELCA; commit themselves to come together for study, support, and action; participate in the ministry of Women of the ELCA beyond the congregation; support financially the total program of the Women of the ELCA; and designate leadership to communicate with synodical and churchwide women's organizations.

Women elected to leadership in a unit and elected as voting members to a convention of the synodical women's organization must be a voting member of a congregation of the ELCA or a voting member of one of the congregations that compose an intercongregational unit. Congregational units participate in the convention of the Synodical Women's Organization by electing a voting member and an alternate to represent the unit; cooperating in the process for nomination of officers and board members of the synodical women's organization; participate in the process for nomination of voting members to the Triennial Convention and participate in the process of nominations.

## LEADERSHIP

- **President**
- **Vice President**
- **Secretary**
- **Treasurer**

*Elected at general meetings of the Congregational/Intercongregational/Special Unit*

*Please note: Congregational units are not required to have officers. If you look at the model constitution of the Women of the ELCA, the wording used is leaders. Most congregational units change leaders on an annual basis. The minimum functions that are needed at any business meeting are that of a presider and recorder. Co-leaders share the same duties.*

## PRESIDENT

- Develop agenda with help of others
- Lead in development of annual programs
- Preside at business meetings
- Prepare annual report to congregational unit and synodical organization
- Oversee and support relationships with cluster activities or events, the synodical activities and conventions, and the churchwide organization
- Represent Women of the ELCA at other local ministries and functions
- Introduce and support the process for decision making in the unit
- Make sure any standing rules that the unit may adopt are written and distributed to unit participants

## **VICE-PRESIDENT**

- Assume the role of the president if the president is absent or vacates
- Speak in unison with president on decided matters
- Work in partnership with president and be her designee in appropriate situations and as assigned

## **SECRETARY**

- Record and provide a written record of all meetings and act as the custodian of the unit's records
- Provide documents to other leaders as are required for the performance of their jobs
- Maintain name and address list of leaders, participants and any committees
- Provide and handle correspondence as needed, including notices of business meetings
- In the absence of the president and vice-president, preside over meeting

## **TREASURER**

- Is entrusted with the custody of unit funds, including bookkeeping, and transmittal of funds to synodical and churchwide organizations
- Desirably bonded through congregational insurance policy
- Disburse funds only by authority of unit or its bylaws
- Provide full financial report annually or as the unit's bylaws prescribe

### **Special Notes for Treasurers**

- Refer to the synodical organization's Annual Resource Guide or newsletter to locate the current synodical treasurer
- All synod offerings should be submitted to the synodical treasurer on [Form A](#)
- All churchwide offerings should be submitted on [Form B](#)
- Offerings *must* be sent by the unit's treasurer *not* the church's treasurer, in order for the unit to receive proper credit for the offering
- Financial leaders are encouraged to take part in any treasurer's training available within their synodical organization
- Records should be audited annually by the congregational auditing committee
- A sample budget is provided on the following page

## **CIRCLE LEADER**

- Attend board meetings of the congregational unit
- Communicate information between the board or other congregational leaders and the circle
- Preside over the circle meeting
- Notify the church office of meeting dates, places, and program leaders
- Delegate responsibility so the goals of the circle are met

# **Section E**

## *Annual Convention*



### **Annual Convention**

**Responsibilities of a Voting Member**

**Responsibilities of the Synodical Board**

**Non-Board Member Responsibilities**

**Responsibilities of the Convention Committees**

**Responsibilities of the Host Cluster**

**Other Responsibilities**

## ANNUAL CONVENTION

The purpose of the annual convention of the Southeastern Synod Women of the ELCA is to conduct the business of the organization, elect officers and board members (and four triennial voting members each triennium) and approve the budget and Love Offering for the coming year. It is the highest legislative authority of the synodical organization.

Each congregational unit is encouraged to elect a voting member (and an alternate) to represent their unit at the convention. Voting members of the convention are the elected officers and board of the synodical organization and the voting members elected by their congregational unit. A majority of the voting members that are registered at the convention will constitute a quorum.

The convention also provides our women an opportunity for fellowship and fun as well as spiritual growth through Bible Study, workshops, and worship services. Special guests include the bishop and a chaplain from the Southeastern Synod, the churchwide representative, a music director, a keynote speaker, workshop leaders, and others.

A Call to Convention will be issued at least three months prior to the convention either by email and in our newsletter. It includes a letter of call to convention, a registration form, convention information, a poster to publicize the event, and a nomination form. All of this information is also available on our website at [www.seswelca.org](http://www.seswelca.org) once the Call to Convention has been made. Once you have registered for the convention you will receive a pre-convention packet about 6-8 weeks prior to the convention that will include the Bulletin of Reports and general information about the weekend.

## RESPONSIBILITIES OF A VOTING MEMBER

- Each congregational, intercongregational, or special unit may elect one voting member to the convention
- An alternate should also be chosen in the event the voting member is unable to serve
- Complete a registration form and send the appropriate fees to the registrar by the date indicated on the form
- Read all materials sent to her, which will allow her to become familiar with the business and elections that will be conducted
- Attend the Voting Member Orientation that will be held prior to the opening session of the annual convention
- Be present at all convention sessions
- Be seated in the section reserved for VOTING MEMBERS ONLY
- Participate in all other activities offered during the convention –workshops, worship, etc.
- Report back to the congregational unit on the election results, the business that was voted on, budget that was approved, as well as other information and ideas that were gained while attending the annual convention

## **RESPONSIBILITIES OF THE SYNODICAL BOARD**

### **SYNODICAL PRESIDENT**

- Work with the synodical board and the convention chairman to plan the convention
- Appoint a chairman and board resource for each convention committee
- Invite persons to serve as chaplain, keynote speaker, music director, and Bible Study leader on behalf of the board
- Invite the bishop to attend the convention as a representative of the synod, to deliver the sermon at the Friday service and to give an update on synod activities
- Invite the churchwide representative to attend the convention and speak on behalf of the Women of the ELCA (*she will be assigned by the churchwide president in January*)
- Work with the chaplain and music director to plan the worship services on Friday night and Sunday morning and print a worship bulletin if needed for use at each service
- Invite organizations such as Thrivent and Novus Way to exhibit at the convention
- Issue a Letter of Call to Convention at least 3 months prior
- Preside over the plenary sessions of the convention
- Oversee the compilation of the Bulletin of Reports by the board secretary
- Submit a written Report of the President for the Bulletin of Reports and an oral report to the convention during the plenary session

### **SYNODICAL VICE PRESIDENT**

- Assist the president as needed
- Preside over the plenary session as needed
- Submit a written Report of the Vice President for the Bulletin of Reports

### **SYNODICAL SECRETARY**

- Take minutes during the plenary sessions
- Bring all the necessary forms for the convention committees and distribute them to the board resource person for each convention committee
- Submit a written Report of the Secretary for the Bulletin of Reports
- Compile and print all the information for the Bulletin of Reports

### **SYNODICAL TREASURER**

- Disburse payment to chaplain, music director, keynote speaker, and others as designated by the synodical president
- Disburse payment for the use of the facilities for the convention
- Oversee the collecting, counting, and recording of all offerings and special offerings received during the convention
- Submit a proposed budget for the following year to be voted on at the convention
- Submit a year-end report, an audit report, and a Report of the Treasurer for the Bulletin of Reports

## **SYNODICAL BOARD**

- Determine the theme for the convention
- Choose a Bible verse and hymn that fits the convention theme
- Design a logo to be used throughout the convention
- Provide a budget for the convention expenses such as flowers for worship, banquet decorations and entertainment, banner, hospitality, registration, worship bulletins, Bulletin of Reports, music director, chaplain, keynote speaker, etc.
- Write and perform a skit describing the duties of the board and its committees
- Choose a Love Offering, gifts for the In-Kind Gathering and provide a means to contribute to Katie's Fund

## **SYNODICAL BOARD LIAISON**

- Appointed by the president to work with the synodical board and the convention chairman to plan the convention

## **MISSION: ACTION (STEWARDSHIP) COMMITTEE**

- Provide for displays at the convention to promote the programs of the committee such as Lutheran World Relief
- Collect donations such as pop tabs for Ronald McDonald House Charities
- Submit a Mission: Action Committee Report for the Bulletin of Reports

## **MISSION: COMMUNITY (JUSTICE) COMMITTEE**

- Provide displays at the convention to promote the programs of the committee such as the Church Women United, Rachel's Day, and Women of the ELCA Sunday
- Provide a prayer tree display
- Submit a Mission: Community (Justice) Committee Report for the Bulletin of Reports

## **MISSION: GROWTH COMMITTEE**

- Provide displays to promote *Gather* magazine, website and other resources
- Provide ways for attendees to grow spiritually through such means as a labyrinth or a prayer vigil
- Promote the convention for the next year along with the host cluster
- Submit a Mission: Growth (Discipleship) Committee Report for the Bulletin of Reports

## **CLUSTER LIAISON**

- Provide displays for spring cluster meetings and cluster muster
- Offer training for cluster leaders as needed
- Submit a current list of cluster leaders and a Cluster Liaison Report for the Bulletin of Reports

## **RESPONSIBILITIES OF THE CONVENTION COMMITTEES**

### **NOMINATING COMMITTEE**

- Submit a list to the synodical board of two nominees (if possible) for each position to be filled at the convention
- Submit biographical information and a photo for each nominee for the Bulletin of Reports

### **COMMITTEE ON ELECTIONS**

- Work with the board resource person to the committee who will provide all materials and assist the committee in the performance of its tasks
- Oversee the collection of ballots, tabulate the votes, and report the results to the synodical secretary and president by the means provided
- Report the results of each election to the convention at the appointed time on the agenda

### **COMMITTEE ON CREDENTIALS**

- Work with the board resource person to the committee who will provide all materials and assist the committee in the performance of its tasks
- Work with the registrar to obtain the number of voting members, officers, board members, clergy, participants, and guests present at the convention
- Be responsible for providing accurate reports to the convention regarding attendance and voting strength at the appointed time on the agenda

### **COMMITTEE ON CLAIMS**

- Work with the synodical treasurer who will provide all forms and supplies needed, assist the committee in the performance of its tasks, and act as the board resource person to the committee
- Be responsible for the counting, recording, and reporting all offerings received at the convention, including the worship services, love offerings, and special offerings
- Turn over all monies collected to the treasurer for safekeeping once the offerings are counted and recorded, until they are deposited after the convention
- Provide copies of all the forms to the president, secretary, treasurer, and the chairman of the Committee on Claims who will present an oral report to the convention at the appointed time on the agenda

### **COMMITTEE ON REFERENCE AND COUNSEL**

- Be responsible for the receiving of resolutions that come to the convention either prior to the opening of the convention or brought to the floor during the convention at the appointed time on the agenda
- Review, discuss and come to a consensus regarding each resolution; make recommendations to the convention to consider a resolution (not consider) at the appointed time on the agenda
- Refer any resolution dealing with the allocation of funds to the synodical board for their consideration
- Be responsible for a courtesy resolution as a “thank-you” to all those who helped with the convention (the secretary will supply a copy of the past year’s courtesy resolution)
- Work with the board resource person who will assist the committee in the performance of its tasks

## **RESPONSIBILITIES OF THE HOST CLUSTER**

### **CONVENTION CHAIR**

- Work with the synodical board and its liaison to carry out the plans for the convention
- Welcome the voting members, participants, guests, and officers on behalf of the host cluster at the opening of the convention
- Submit an article of welcome for the Bulletin of Reports on behalf of the host cluster
- Contact a local florist to provide a floral arrangement to be used at the worship services on Friday and Sunday

### **VOLUNTEER COORDINATOR**

- Work with the convention chair to recruit volunteers to help with the banquet, hospitality, set up, or clean up; serve as ushers for the worship services or hostesses for special guests and workshop leaders; or act as pages during the plenary sessions

### **BANQUET COORDINATOR**

- Provide decorations for the banquet tables, head table, and banquet hall (*there is money in the budget designated for banquet decorations*)
- Schedule entertainment after the banquet (*there is also money in the budget designated for banquet entertainment*)
- Provide favors at the tables for each attendee (*donated by the host cluster*)
- Provide a program in keeping with the banquet theme, including the agenda, menu and acknowledgements (*optional*)
- Work with the facility on the arrangement of tables, head table, lectern with microphone, and a sound system
- Arrange for a stage or an area for the entertainment with sound system and whatever else might be needed
- Schedule volunteers to set-up, decorate, and clean-up

### **HOSPITALITY COORDINATOR**

- Provide volunteers to bring refreshments, puzzles, crafts, etc. for the hospitality room
- Provide volunteers to set up and clean up the hospitality room
- Assemble goodie bags for each voting member and participant to be handed out at registration
- Provide tissues, candies, etc. at the registration table

### **BANNER DESIGN COORDINATOR**

- Design a banner that follows the theme and logo of the convention as designated by the synodical board; obtain board approval for the design; and construct the banner to be displayed at all times during the convention

### **SIGN COORDINATOR**

- Make and post signs to direct attendees to registration if needed
- Make and post signs for board room, workshops, exhibits, or directions around the facility as needed

## **OTHER RESPONSIBILITIES**

### **REGISTRAR**

- Work with the synodical board to develop a registration form to be sent to each congregational unit leader and to determine registration fees, due date, late registration fees, etc.
- Keep a list of voting members, alternates, participants, synodical officers and board members, clergy, churchwide representative, exhibitors, and special guests as the registration forms are received
- Forward all registration fees to the treasurer in a timely manner and keep a record of the transaction
- Send out a pre-convention packet to all registrants which includes a participant or voting member letter, Bulletin of Reports and General Information about the convention 6-8 weeks prior
- Provide a nametag for each registrant identifying them as a participant, voting member, synodical officer or board member, clergy, exhibitor or guest
- Provide a table for voting members or board members to register and two for participants
- Recruit volunteers to help with registration
- Be present (or have someone present) at all times during registration.
- Work with the volunteers during registration to check in registrants, hand out nametags, assign rooms (if needed), distribute goodie bags, etc.
- Distribute notebooks for the synodical officers, board members, and voting members with voting cards, ballots, etc. before the opening of the plenary session on Friday
- Provide an official count of voting members, participants, synodical officers and board members, churchwide representative, clergy and guests to the Committee on Credentials at the opening of the plenary session on Friday afternoon, an updated number on Saturday morning, and a final count on Saturday afternoon

### **CHAPLAIN**

- Lead the Formal Opening of the convention on Friday afternoon
- Provide appropriate prayers as needed before and during the plenary session, prior to elections, and at mealtimes
- Provide spiritual guidance throughout the convention
- Work with the music director and synodical president to plan the worship services on Friday night and Sunday morning
- Coordinate with the bishop on the sermon and communion for the Friday and/or Sunday worship

### **MUSIC DIRECTOR**

- Provide a piano or keyboard player to be available at all times during the convention, especially at the worship services on Friday night and Sunday morning
- Work with the chaplain and synodical president to plan the music for the worship services
- Act as or provide a director to work with the convention choir to provide special music at the Sunday morning worship service and schedule any practices necessary

## **PARLIAMENTARIAN**

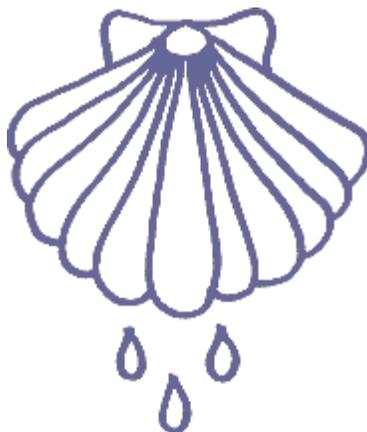
- Observe the plenary sessions and ensure that Robert's Rules of Order are followed at all times
- Answer any questions that might arise during the plenary sessions that are covered by the constitution of the Southeastern Synod Women of the Evangelical Lutheran Church in America

## **CONVENTION NURSE**

- Provide a first-aid kit and have someone available at all times during the convention to administer first-aid

## **PHOTOGRAPHER**

- Take photographs during all phases of the convention as documentation of the activities
- Provide photographs for the newsletter, website and Facebook page



# Section F

## *Appendix*



### **Glossary of Terms**

#### **Forms**

*Annual Cluster Meeting Report*

*Evaluation of Cluster Event*

*Roll Call*

*Sample Congregational Unit Constitution*

*Congregational Unit Update*

*Sample Unit Budget*

*Sample Unit Agenda*

*Sample Unit Evaluation Form*

*Retreat Planning for Congregational Units*

*Sample Retreat Schedule*

*Planning a Congregational Event*

## GLOSSARY OF TERMS

**Assembly** - The ELCA's term for the gathering of voting members for decision-making or legislative functions.

**ARG/Annual Resource Guide** - Informational program guide developed by the South-eastern Synod Women of the ELCA

**BOR/Bulletin of Reports** - The program booklet for convention which has the agenda, information on the workshops and much more

**CWO** - Churchwide Women's Organization

**Conferences, Clusters, or Coalitions** - Term given to grouping established by the ELCA for the purpose of fostering interdependent relationships among congregations, institutions, synodical, and churchwide units for mission purposes. Women of the ELCA clusters will normally follow the same boundaries.

**CU/Congregational Unit** - The women's organization within a congregation.

**Convention** - Term for the gathering of delegates for decision-making or legislative functions within the Women of the ELCA.

**ICU/Intercongregational Unit** - The women's organization where women from several congregations have formed a unit.

**Membership** - Refers to the congregational, intercongregational, and special units who are affiliated with Women of the ELCA; it does not refer to individual women.

**Participant** - Individual women who choose to participate in a variety of activities which fulfill the purpose of the Women of the ELCA.

**Region** - A geographic territory which includes several synods.

**Special Units** - Units comprised of women in settings authorized by the CWO Executive Board such as college campuses, seminary campuses, or retirement communities.

**Synod** - One of 65 territories of the ELCA (one non-geographic: Slovak Zion)

**SWO** - Synodical Women's Organization which consists of all the congregational, intercongregational and special units that are located within the territories of the geographic synods of the ELCA.

**Women of the ELCA** - The preferred shortened form of the Women of the Evangelical Lutheran Church in America.

# ANNUAL CLUSTER MEETING REPORT

Cluster \_\_\_\_\_ Date of Meeting \_\_\_\_\_

Host Congregation \_\_\_\_\_

Attendance \_\_\_\_\_ No. of CU/ICU's \_\_\_\_\_

## CURRENT AND NEWLY ELECTED CLUSTER LEADERS (Please print clearly)

Coordinator \_\_\_\_\_ Home Phone \_\_\_\_\_

Address \_\_\_\_\_

Email Address \_\_\_\_\_ Term Expires \_\_\_\_\_

Recorder \_\_\_\_\_ Home Phone \_\_\_\_\_

Address \_\_\_\_\_

Email Address \_\_\_\_\_ Term Expires \_\_\_\_\_

Member-at-Large \_\_\_\_\_ Home Phone \_\_\_\_\_

Address \_\_\_\_\_

Email Address \_\_\_\_\_ Term Expires \_\_\_\_\_

Registration Fee (not to exceed \$20 per person)	\$	
Subtract \$4 per person for Synodical Women's Organization (SWO)	\$	
<b>BALANCE</b>		\$
<b>Disbursements</b>		
Meal	\$	
Program (Honorariums, gifts, etc.)	\$	
Communications (Postage, etc.)	\$	
Supplies/Copies	\$	
Other	\$	
<b>TOTAL DISBURSEMENTS</b> <i>Please reimburse Host Church expenses before sending to SWO</i>		\$
<b>BALANCE REMAINING</b> <i>Subtract Total Disbursements from Balance listed above</i>		\$
<b>Regular Offerings from Worship Service</b> <i>All offering goes to Synod, then half is sent to Churchwide</i>		\$
<b>Other Offerings</b> <i>Love or Special (please designate)</i>		\$
<b>TOTAL REMITTED TO SWO</b> <i>Add Balance Remaining, Regular Offerings and Other Offerings</i>	43	\$

# EVALUATION OF CLUSTER EVENT

Event Name \_\_\_\_\_

Date \_\_\_\_\_

Please rate and comment on the following statements:

	Totally Disagree/Totally Agree				
1. The theme was well carried out throughout the event.	1	2	3	4	5
2. The agenda for the event gave sufficient time.	1	2	3	4	5
3. The information given was helpful.	1	2	3	4	5
4. The facility for the event was pleasant and convenient.	1	2	3	4	5

Please complete the following:

The best part of the event was \_\_\_\_\_

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The part of the event that could be improved or changed is \_\_\_\_\_

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I would like for the next event to \_\_\_\_\_

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## **Approved Model Constitution and Bylaws Congregational or Intercongregational Unit**

*NOTE: Portions marked with an asterisk (\*) are needed to fulfill the criteria for membership. The provisions of the Constitution and Bylaws that pertain to the same subject have been placed together. The two types of provisions are identified in the following way: Constitutional provisions are printed in **bold** type. Bylaws are printed in regular type.*

### **ARTICLE - MEMBERSHIP AND NAME**

#### **\*SECTION 1. Membership**

**This [congregational] [intercongregational] unit shall be a member of Women of the Evangelical Lutheran Church in America, hereinafter designated as “Women of the ELCA.”**

#### **\*SECTION 2. Name**

**The name of this [congregational] [intercongregational] unit shall be [name(s) of congregation(s)] Unit of Women of the ELCA, hereinafter designated as “the unit.”**

### **ARTICLE II - STATEMENT OF PURPOSE**

#### **\*SECTION 1. Purpose**

**As a community of women created in the image of God, called to discipleship in Jesus Christ, and empowered by the Holy Spirit, we commit ourselves to grow in faith, affirm our gifts, support one another in our callings, engage in ministry and action, and promote healing and wholeness in the church, the society, and the world.**

#### **\*SECTION 2. Commitment**

**To accomplish the purpose of Women of the ELCA, women in this unit shall commit themselves to**

- a. come together for study, support, and action;**
- b. participate in the ministry of Women of the ELCA beyond the congregation;**
- c. support financially the total program of Women of the ELCA; and**
- d. designate leadership that shall be in communication with the synodical and churchwide women’s organization.**

## **ARTICLE III - PARTICIPATION**

### **\*SECTION 1. Composition**

**This unit shall be composed of those women who participate in activities that indicate a commitment to the purpose of Women of the ELCA.**

### **\*SECTION 2. Participation**

**Participation in this unit shall be open to all women in the(se) congregation(s) and other women who subscribe to the purpose.**

### **\*SECTION 3. Congregational Membership**

**Women elected to leadership in this unit and elected as voting members to a convention of the synodical women's organization shall be participants in this unit and voting members of the ELCA.**

## **ARTICLE IV - RELATIONSHIPS**

### **\*SECTION 1. Congregation**

**This unit shall participate in the life and work of [name(s) of congregation(s)] and report to the annual meeting(s). It may report regularly to the congregational council(s).**

### **\*SECTION 2. Cluster or Conference**

**This unit shall participate in activities within the cluster or conference to which it is assigned.**

### **\*SECTION 3. Synodical Women's Organization**

**In an interdependent partnership with the [name of synod] Synodical Women's Organization, this unit shall participate in the convention of the [name of synod] Synodical Women's Organization by**

**\*Item 1. Electing a voting member and an alternate to represent the unit; and**

**\*Item 2. Cooperating in the process for nomination of officers and board members of the synodical women's organization.**

### **\*SECTION 4. Churchwide Women's Organization**

**\*Item 1. This unit shall participate in the process for nomination of voting members to the Triennial Convention.**

**\*Item 2. This unit shall participate in the process of nomination of officers and board members.**

## **ARTICLE V - MEETINGS**

### **SECTION 1. Program**

Women of this unit shall come together regularly [designate dates, times, etc.] for study, support and action.

### **SECTION 2. Business**

There shall be a business meeting(s)† held in [name of month(s)] for purposes such as receiving reports, projecting plans, electing leadership, and adopting an annual budget.

---

† At least annually

## **ARTICLE VI - LEADERSHIP**

### **SECTION 1. Leaders (Officers)**

This unit shall have [names of leadership positions], elected for a term of one year with one reelection.

### **SECTION 2. Duties of Leaders (Officers)**

### **SECTION 3. Duties of Unit (Board) (Coordinating Committee) (Coordinating Council)**

## **ARTICLE VII - PLANNING**

### **SECTION 1. Program Areas and Goals**

This unit shall engage in planning, giving attention to the program areas and goals established by Women of the ELCA.

### **SECTION 2. Program Planning**

The unit (board) (coordinating committee) (coordinating council) shall be responsible for the total program planning for the unit.

## **ARTICLE VIII - NOMINATIONS AND ELECTIONS**

### **SECTION 1. Nominating Committee**

There shall be a Nominating Committee of at least three persons to present nominees for [names of leadership positions] for election by this unit.

### **SECTION 2. Elections**

All elections shall be for a term of one year with one reelection.

## **ARTICLE IX - FINANCE**

### **SECTION 1. Fiscal Year**

The fiscal year and the budget year for this unit shall be determined by this unit.

## **SECTION 2. Administration**

This unit shall develop and administer its own financial plan or budget that shall reflect support for the total program of Women of the ELCA.

## **SECTION 3. Transmittal**

This unit shall transmit funds regularly in accordance with established procedures.

## **SECTION 4. Reports**

This unit shall provide annual financial reports to participants.

## **SECTION 5. Financial accountability**

An annual accounting compilation or review of this unit's financial records shall be conducted by a financial review committee of the unit.

## **ARTICLE X – DISSOLUTION CLAUSE**

In the event of the dissolution of this congregational/intercongregational unit, any surplus property remaining after the payment of its debts shall be disposed of by transfer to the churchwide women's organization or its successor provided that said organization is, at the time of dissolution, a qualified organization as described in section 501(c)(3) of the Internal Revenue Service Code of 1986 or comparable provision, and, if not, to the Evangelical Lutheran Church in America or its successor, and, if not, to one or more organizations so qualified in such proportions as the leadership of this unit shall determine.

## **ARTICLE XI - BYLAWS AND AMENDMENTS**

### **SECTION 1. Bylaws**

This unit may adopt bylaws not in conflict with this constitution by a majority vote, provided they have been presented in writing at the previous meeting.

### **SECTION 2. Amendments**

Item 1. This constitution may be amended at any regular business meeting or special meeting of this unit by a two-thirds vote of the women present and voting, provided the proposed amendment has been presented at the previous meeting and is consistent with the purpose of Women of the ELCA.

Item 2. Amendments to the bylaws may be adopted by the unit by a majority vote after having been presented at the previous meeting.

Item 3. Whenever the secretary of Women of the ELCA officially informs the congregational/intercongregational units that the Women of the ELCA Triennial Convention has amended the approved Model Constitution and Bylaws for Congregational/Intercongregational units, whether by setting out alternate clauses or otherwise, such provisions shall be introduced at once into this constitution and notice of this action shall be forwarded to the synodical president.

# CONGREGATIONAL UNIT UPDATE

Church \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_ Cluster \_\_\_\_\_ Email \_\_\_\_\_

<p>President _____ Home Phone _____</p> <p>Address _____</p> <p>Email Address _____ Term Expires _____</p>
<p>Vice-President _____ Home Phone _____</p> <p>Address _____</p> <p>Email Address _____ Term Expires _____</p>
<p>Secretary _____ Home Phone _____</p> <p>Address _____</p> <p>Email Address _____ Term Expires _____</p>
<p>Treasurer _____ Home Phone _____</p> <p>Address _____</p> <p>Email Address _____ Term Expires _____</p>

*Please mail the completed form to your cluster recorder and a copy to the synodical board's cluster liaison and the synodical secretary.*

## SAMPLE UNIT BUDGET

A budget provides goals and direction, and even challenges a group to stretch themselves to follow God's plan for outreach and love. This sample is just a tool to help congregational units organize their budgets.

### **Estimated Income:**

Thankoffering Service	\$200.00
Circle Offerings	300.00
General Meeting Offerings	200.00
Special Event Offerings	275.00
<u>Miscellaneous Income</u>	<u>75.00</u>
TOTAL	\$1050.00

### **Estimated Expenses:**

Synod Offerings (50% of circle and general)	\$250.00
Convention Voting Member	150.00
Convention Offering	50.00
Thankoffering	200.00
Love Offering	50.00
Triennial Convention	30.00
Women's Luncheon	100.00
Babysitting	50.00
Educational Materials	50.00
<u>Outreach</u>	<u>120.00</u>
TOTAL	\$1050.00

# **SAMPLE UNIT AGENDA**

*(Name of Unit)*

*(Date)*

**Call to Order**

**Reading of the Purpose Statement of the Women of the ELCA**

**Devotions**

**Reading of the Minutes - Secretary**

**Correspondence - Secretary**

**Financial/Treasurer's Report - Treasurer**

**Committee/Circle Reports**

**A. Mission: Action**

**B. Mission: Community**

**C. Mission: Growth**

**D. Circle Leader Reports**

**Old Business**

**New Business**

**Program**

**Announcements (Include date and time of next meeting)**

**Closing Prayer**

**Adjournment**

## **Notes for Meetings**

*Most meetings should last only an hour.*

*Usually, subjects requiring more than 10 minutes of discussion should be referred to a committee.*

## **SAMPLE UNIT EVALUATION FORM**

Evaluations can be simple. They can be objective or subjective. Below are two samples.

### **Sample Program Evaluation**

*Please rate the program you attended by circling E (excellent), G (good), or F (fair).*

- |   |       |
|---|-------|
| 1. How well were the goals of the program met?                          | E G F |
| 2. Did you benefit personally from the program?                         | E G F |
| 3. What is the likelihood of your attending another similar program?    | E G F |
| 4. How would you rate the facility?                                     | E G F |
| 5. How well did this program fill the mission of the Women of the ELCA? | E G F |
| 6. What was your favorite part of the program? _____                    |       |
| 7. What other programs would you like to have? _____                    |       |

### **Sample Program Evaluation**

1. Did the program meet the goals established for it? \_\_\_\_\_  
If no, why not? \_\_\_\_\_
2. What was the most beneficial part of the program for you? \_\_\_\_\_  
\_\_\_\_\_
3. How could the program be improved? \_\_\_\_\_  
\_\_\_\_\_
4. How can more people be reached by this program? \_\_\_\_\_  
\_\_\_\_\_
5. What other activities would you like to see done? \_\_\_\_\_  
\_\_\_\_\_

## **RETREAT PLANNING FOR CONGREGATIONAL UNITS**

### **Retreats may be:**

- In a church camp or retreat center
- One day or longer
- Attended by many or few

### **Retreats may be based on a Bible Study and may include:**

- Crafts
- Fellowship
- Meditation
- Sharing
- Walking or other physical activities

### **Planning Guide**

#### **Six months prior or as soon as possible:**

- Select planning committee
- Decide on theme
- Secure date and site
- Advertise date and site

#### **Three months prior:**

- Select:
  - Bible study leader
  - Craft leader
  - Worship leader
  - Project and/or Ice Breaker leader
  - Meal Manager
- Advertise retreat plans

#### **Two months prior:**

- Begin registration

#### **One month prior:**

- Finalize plans

## **SAMPLE RETREAT SCHEDULE**

### **One Day Retreat**

8:00-8:30 am	Check-in, Continental breakfast
8:30-9:00	Ice Breaker
9:00-10:00	Session 1
10:00-10:15	Break
10:15-11:00	Craft/Project/Video
11:00-12:00pm	Session 2
12:00-12:45	Lunch
12:45-1:45	Session 3
1:45-2:15	Free Time/Fellowship/Walking
2:15-2:30	Break
2:30-3:30	Session 4
3:30-4:00	Evaluations
4:00-4:30	Worship

### **Overnight Retreat Sample Schedule**

#### **Friday**

7:00-7:30 pm	Check-in
7:30-8:00	Ice Breaker
8:00-9:00	Session 1
9:00-9:45	Craft/Project/Video
9:45-10:00	Break
10:00-10:45	Worship

#### **Saturday**

8:00-8:30 am	Morning Prayer or Devotion
8:30-9:00	Breakfast
9:00-10:00	Session 2
10:00-10:45	Craft/Project/Video
10:45-11:00	Break
11:00-12:00pm	Session 3
12:00-12:45	Lunch
12:45-2:00	Free Time/Fellowship/Walking
2:00-3:00	Session 4
3:00-3:45	Sharing
3:45-4:00	Evaluations
4:00-4:45	Worship

# PLANNING A CONGREGATIONAL EVENT

## STEPS TO PLANNING

1. Identify your audience
2. Identify the needs of the audience
3. State a purpose for the event
4. Develop a list of ideas for the event
5. Select a date for the event
6. Select the key leadership
7. Consider finances and ways to fund the event
8. Determine a site
9. Plan for publicity
10. Check your progress
11. Arrange for resources as needed
12. Make final arrangements
13. Keep event running smoothly
14. Adapt plans as necessary
15. Evaluate the program

