



The Leader's Plan Book

***A Resource for Women of the ELCA
Congregational Units in
Indiana & Kentucky***

August, 2010

Dear Sisters in Mission,

This guide has been prepared for you as an easy-to-use reference. We hope that you will find it helpful in answering some of the questions you may have about our wonderful organization, and sharing information of which you may not have been aware.

This booklet has been put together from information gleaned from the 1997 Unit Resource Guide, handbooks from W. Virginia-Western and Maryland and Florida-Bahamas Synodical Women's Organizations, and others, Women of the ELCA Website, I-K Synodical policies, etc., and other accumulated knowledge.

Use it as you wish, but do not consider it a bible to be adhered to like *Robert's Rules*. You may download this handbook and duplicate it to share with anyone who would find the information helpful.

You may also wish to insert notes in your personal copy. When information changes, please update the book by discarding the outdated page and inserting a new one. When you update a page, please **note the date** at the bottom.

Add information for your unit, for example, your constitution, current officers/leaders, or CU directory, or keep forms that you need to duplicate.

Duplicate it and share it with other women, and pass it on to your successors.

We trust that this resource will be a learning experience for you, and that through it you will experience the wonder of being Women of the ELCA.

2009-2011 SWO Executive Board

Women of the Evangelical Lutheran Church in America

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Add-ins: CU Constitution, CU Leadership Roster, telephone directory, new officer forms, etc.

Make sure all changes and/or additions are DATED.

Section A

WHAT DRIVES WOMEN OF THE ELCA:

Who We Are

Our Purpose & Mission Statements

Our Logo

Our Mission Areas

WHO, WHOSE, AND WHY ARE WE?

Article II, Section 1 of the Constitution and Bylaws of the Women of the ELCA states the purpose of Women of the ELCA:

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 above concisely outlines the **purpose of the organization**. This 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 begins by defining who we are in relationship to the **Trinity**, and establishes Women of the ELCA as **rooted in discipleship**.

The statement continues by setting forth the **three mission areas, Growth, Community, and Action**.

WHAT IS OUR MISSION?

The mission of the Women of the Evangelical Lutheran Church in America is **to mobilize women to act boldly on their faith in Jesus Christ**.

Why are we? The mission statement states briefly the organization's reason for being and how it should be remembered, and is short enough to "fit on a T-shirt." The mission statement summarizes the longer purpose statement. It was adopted in 2001 by the Churchwide Women's Organization Executive Board.

LOGO

WHAT DOES OUR LOGO REPRESENT?

Our logo—the cross, water, and a white lily—identifies 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 baptismal water. It is also a reminder of the mission of the church to *"Go, therefore, make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit"* (Matthew 28:19).



The combination of the cross and lily image with the words “Women of the ELCA” or “Women of the Evangelical Lutheran Church in America” gives the full picture of who we are.

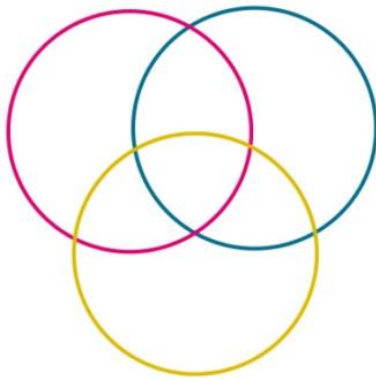
The logo may be used by a congregational, inter-congregational, or special unit, cluster, or SWO (synodical women’s organization) in newsletters, flyers, brochures and other communication media to promote Women of the ELCA programs, events and resources. The logo may not be used for items intended for sale for personal use or profit.

The logo may be reproduced in black or blue (PMS 308). The Women of the ELCA logo is a federally registered trademark, so it may not be adapted in any way. Women of the ELCA graphics and logos are available on the internet at www.elca.org/Growing-In-Faith/Ministry/Women-of-the-ELCA/For-congregational-leaders/Logos.aspx.

The official name of is **Women of the Evangelical Lutheran Church in America**. The accepted abbreviation is **Women of the ELCA**. Using the term **Women’s Organization** is also acceptable. These are the **only acceptable terms to use** when referring to our organization.

MISSION AREAS

Women of the ELCA carries out its purpose statement in three intentionally interdependent and overlapping mission areas. They unite us in one mission, namely, that of being called and sent to proclaim God’s grace throughout the world.



MISSION: GROWTH

Each woman is strengthened, developed, and equipped for ministry through various learning opportunities.

MISSION: COMMUNITY

Each woman learns to value herself and others as created in God's image and redeemed through Christ, celebrating global, diverse, and interdependent relationships as a part of the “community of women.”

MISSION: ACTION

Each woman proclaims and acts out her faith as a disciple to advocate for justice throughout the world.

GROWTH

Neither do we go beyond our limits by boasting of work done by others. Our hope is that, as your faith continues to grow, our area of activity among you will greatly expand. 2 Corinthians 10:15

Mission: Growth is providing “experiences which will help each woman grow as a whole person, develop her potential, and equip her for ministry.” Women grow with each other and through each other, developing their faith and spiritual lives, enabling them to go beyond their personal circles and witness in their daily lives and the life of the church.

Following are ways through which women grow:

- Subscribing to *Lutheran Woman Today*, *Interchange*, and other resources prepared by CWO
- Attending and participating in retreats, training events, and gatherings
- Organizing, participating in, and/or leading events that further the spiritual lives of the women
- Planning and participating in Thankoffering Sunday
- Promoting heart health education through Women’s Health Initiative
- Participating in and promoting grants program for leadership, seminarians, lay development
- Promoting and sharing the many new resources prepared by Churchwide staff
- Serving on congregational, cluster, synodical, and churchwide committees and boards
- Talking about, sharing their faith--witnessing in natural, everyday ways.
- Organizing or joining small groups.

Mission: Growth is not about increasing the number of women who participate, just like gardening is not about growing more flowers. If you begin to offer experiences that meet the spiritual needs of women you may see increased participation.

You cannot grow flowers by only looking at the packages of seed. You have to get into the dirt, plant the seeds and then provide everything the little plant needs to grow. Before long you realize that sun, water, and air are not enough if the soil is poor or average. For really beautiful blooms you need fertilizer. Providing some opportunities for spiritual growth is the fertilizer needed to grow in the knowledge of God.

COMMUNITY

"You were all called to travel on the same road and in the same direction, so stay together, both outwardly and inwardly. You have one Master, one faith, one baptism, one God and Father of all, who rules over all, works through all, and is present in all. Everything you are and think and do is permeated with Oneness." Ephesians 4:4-6

Mission: Community emphasis is to "enable each woman to value herself and others as created in God's image and redeemed through Christ, and to build up and celebrate relationships which are global, diverse, and independent."

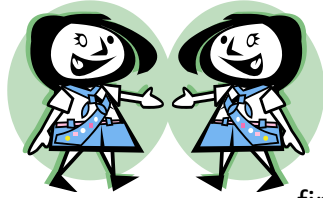
These relationships are disciple relationships that include God, family, other persons of faith, the global community, Women of the ELCA units, and the un-churched. Following are examples of community:



- Companion Synod: Indonesia: The Huria Kristen Batak Protestan Church (HKBP) on the island of Sumatra;
- Companion Synod: Evangelical Lutheran Church in Chile (Iglesia Evangelica Luterana en Chile - IELCH)
- Partner Synod: 8H West Virginia-Western Maryland Synod
- Region 6 Event: Spiritual Gathering
- **Bold** Women's Day celebrated on the last Sunday in February each year.
- Spring and Fall Cluster Gatherings
- Prayer chains, prayer groups for support in times of crisis, grief or celebration
- IK Women of the ELCA Facebook
- Participation in Church Women United
- Katie's Fund
- Celebrating new babies in the congregation
- Prayer shawls, quilts for college students
- Intergenerational events and activities
- Events and activities that welcome nontraditional family—childless, singles, adoptive, etc

WHAT IS THE DIFFERENCE BETWEEN COMPANION SYNODS AND SYNOD PARTNERS?

A SYNOD PARTNER is another synod in the ELCA, like a sister. Sometimes the presidents may attend each other's conventions, share mission projects, etc.



These are done on a Synodical level, but a Unit may want to interact on a Congregational level.

Check with your church congregation and see if it is involved with a congregation. If not, it may be interesting to go to the Web and find a congregation in our partner Synod, which is 8H, W. Virginia-Western Maryland, and adopt them as "little sisters," exchanging ideas and pictures, etc.

The Website below will list all the congregations in the synod, and you can even find which congregations have websites.

You may also contact the current IK SWO President, who can give you the name of the current WV-WM SWO President.

<http://www.elca.org/Who-We-Are/Our-Three-Expressions/Churchwide-Organization/Synodical-Relations/Regions/Region-8/8H.aspx>

A COMPANION SYNOD is a global partnership of Lutheran churches. The 65 synods are paired with 120 national church bodies. IK Synod's "companions" are Indonesia and Chile.

If you attend a Churchwide Assembly or CWO Triennial Gathering, you will likely have an opportunity to meet the bishop or representative from one or more of the 120 partner churches. At an IK Assembly, you may meet the bishops from Chile or Indonesia, and although IK SWO cannot afford it now, IELCH (Iglesia Evangélica en Chile, or Evangelical Lutheran Church in Chile) has been represented at our convention in the past.

These relationships underscore the truth that we are indeed one, so that we are bound to care for others as we would care for ourselves. And so we are moved to act on our faith.

ACTION

I was hungry and you gave me something to eat, I was thirsty and you gave me something to drink, I was a stranger and you invited me in, I needed clothes and you clothed me, I was sick and you looked after me, I was in prison and you came to visit me. Matthew 25: 35-36

Women of the ELCA calls women to discipleship in advocating for the voiceless. Through action, each woman is equipped, empowered, and thus enabled to articulate and act upon her faith in all areas of her life. Women of the ELCA offers numerous opportunities for action:

- Lutheran World Relief, World Hunger, Africa Water Project, etc.
- Stewardship of the earth
- Rachel's Day, National Human Trafficking Awareness Day
- Love Offering, Fair Share
- Today's Dream/Tomorrow's Reality Anti-Racism
- In-kind gifts and in-gatherings
- Global Missions
- Synodical Mission Focus
- Cell phone collection
- Volunteering at local shelters, soup kitchens
- Cancer caps
- Literacy, mentoring

HOW DO WE ADVOCATE FOR JUSTICE?

INJUSTICE is, in a word, *inequity*. Quite simply, inequity is imbalance. Things aren't equal. I remember injustice being explained as not being equal because of something outside one's control. See how we can act boldly on our faith to fight injustice through Women of the ELCA's many programs, some of which are outlined in Section C.



Section B

WOMEN OF THE ELCA & ELCA:

How We're Structured

The Three Expressions

Unit Leadership

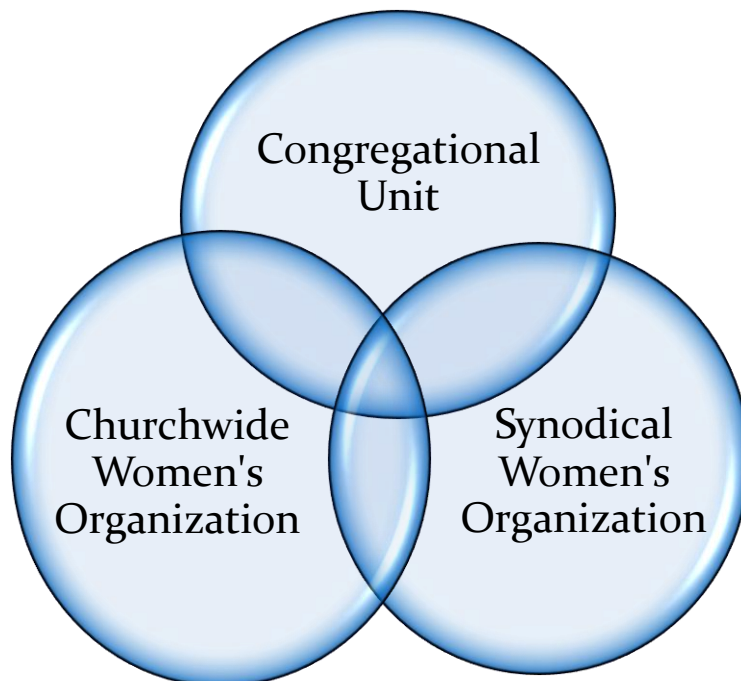
WOMEN OF ELCA & THE ELCA

Women of the Evangelical Lutheran Church in America (ELCA) is the women's organization of the church. It is an integral part of and partner in the ministries of the ELCA.

The organization is very flexible in how it defines participation. "Participation in this organization shall be open to all women in the ELCA and other women who subscribe to the purpose statement of this organization."

Unlike the ELCA, you are never a "member": You don't *join* Women of the ELCA. Rather, you "join in." That's what's meant by *participation*. You may decide to attend monthly group meetings or one yearly event. You may give offerings regularly or on occasion, or even perhaps contribute items for a special project. Perhaps you offer the gift of time and talent to a work project.

There is no hard and fast rule on participation. You answer the call according to your interpretation.



The Venn diagram above illustrates the three expressions of Women of the ELCA. You may wish to think of them as levels. Their relationship to each other is almost identical to that of the ELCA, synod, and congregation.

UNITS

Congregational Units— Pieces of the Same Quilt

Women's groups in churches all over the country have made quilts to send to missions and share with those in need in their towns. Historically, quilting has been a social time for women to come together to make quilts for themselves and others. It is fitting that we should use the analogy of a quilt to describe the structure of Women of the ELCA.

The Congregational Unit is the group that is formed by the women who participate from your congregation. In some areas more than one congregation will meet together to share the resources and fellowship that may be difficult with a very small group. They would have an *Intercongregational Unit*. It would mean that they are coming together to support one another and fulfill the purpose of Women of the ELCA.

Just as the pieces of a quilt block differ in size, shape and pattern, so do *congregational units*. There is freedom to meet as often as you decide is necessary (at least once a year). You may have circles or small sharing groups or you may have only quarterly general meetings. The point is that just as each person is different, so is each *congregational unit*.



If you look closely at a piece of fabric, you will see how the individual threads are woven together to make the fabric.

In the same way, the lives of the women in your congregation are the threads that make up your *congregational unit*. No other group of women has exactly the same experiences, talents, or gifts as your unit has. Each woman is important to your unit and the whole of Women of the ELCA. If you pull threads out of fabric, it is not as strong or as beautiful as it was before. Also, if the fabric is loosely woven because the weaver was careless or cutting corners, the fabric will not hold up under normal use. Try to include as many women as possible in your *congregational unit*.

The Women of the ELCA is an organization that starts at the bottom—with you, with the lives of the women in your *congregational unit* coming together to make up the most basic part of our organization.

WHAT IS A UNIT?

Women of the ELCA units, in the United States and the Caribbean, make up the membership of the women's organization, corresponding to the congregations that make up the ELCA. Members of Women of the ELCA are *UNITS*.

- A *congregational unit* (CU) is a community of women who agree to accomplish the purpose of Women of the ELCA.
- An *inter-congregational unit* may form from two or more congregations that have no unit.
- Another kind of unit is a *special unit*, such as campus units. Special units must be approved by the churchwide board.

There can only be one unit within any single congregation or institution.

WHAT MAKES A GROUP A UNIT?

In order to become a unit, the women must subscribe to the purpose statement of Women of the ELCA. Any congregation wanting to start a unit should contact a member of the Synodical Board or Eva Yeo, director of membership, 800-638-3522, ext. 245, or Eva.Yeo@elca.org.

You can find help in writing or updating your constitution at womenoftheelca.org, then click on Tools for congregational leaders at the bottom on the left; or contact the board partner assigned to your cluster, or an SWO Board officer.

There are four requirements for an active unit: The women in each unit must

- (1) Come together for study, support, and action;
- (2) Participate in the ministry of Women of the ELCA beyond their local setting;
- (3) Financially support the total program of Women of the ELCA; and
- (4) Designate leadership that shall be in communication with the Synodical and Churchwide Women's Organizations.

These requirements can be met by

- having regularly scheduled Bible studies, joining together in mission projects, such as LWR or service events, or sponsoring a care ministry, etc.;
- attending gatherings and participating on the cluster, synodical, and/or churchwide level;
- sending offerings to the synodical treasurer, participating in Thankoffering Sunday, and/or purchasing organizational resources (LWT, etc.);
- and designating a contact person through which the organization can communicate with the congregational unit.

SYNODICAL WOMEN'S ORGANIZATION (SWO)

The Pieces Become a Block

Do you think your congregational unit could make leadership training available to all the officers of all the congregational units in our synod? How about producing this *Leader's Handbook*? Would you like to be responsible for writing, editing, and mailing the *KINs-woman* 4 times a year, and for maintaining a database, including updating? Or even securing a site, negotiating and finalizing a contract and planning a convention? These are some of the activities of the I-K Synodical Women's Organization.

You might be thinking it's hard to plan meetings in your own congregation...How can you do all those other things? Just like it takes many pieces to make a quilt block, it takes many congregational units to make the *Synodical Women's Organization*. By working together we are able to do all those things and more!

The *Synodical Women's Organization (SWO)* in Indiana-Kentucky is similar to all the other SWOs. The women who hold positions on the Board come from congregational units just as you do. They are elected to two-year terms.

The Synodical Women's Organization Board has a three-fold purpose. By definition, *the board is a group of individuals, elected by the convention of the synodical women's organization, empowered by law and by constitution to act as a body (in meeting assembled) to carry forward the work of the synodical women's organization, to make policy decisions, and to act for the organization between conventions.*

It is important to note that the Synodical Women's Organization is each one of us. It is women from your own synod who have the same faith, hopes, worries, families, and challenges as you. After you have participated in the Women of the ELCA for a while and understand how it functions, ask God if He may be calling you to serve as a delegate, board member, or officer.

Remember, each SWO is made of *congregational units* filled with women like you with unique talents and gifts. Without the threads making up the fabric of the pieces, they can never be put together to form a block; nor can the blocks be put together to form the quilt. You are the important part of the whole women's organization.

Congregational Units are affiliated with the Synodical Women's Organization within a specific geographical boundary. The IK Synodical Board, whose function in the Women's Organization corresponds to that of the Synod Council in the ELCA, consists of four officers and nine members. Their duties include providing learning and ministry opportunities and resources. This is often done through regional gatherings or groupings, referred to as *clusters* and corresponding to the geographical regions (conferences) of the Synod. One Block... *DONE!*



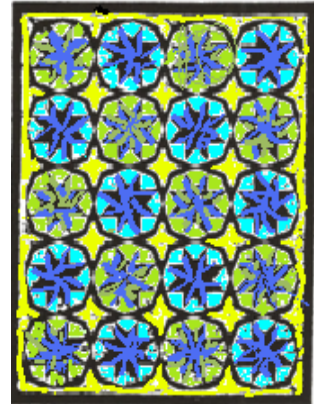
CHURCHWIDE WOMEN'S ORGANIZATION (CWO)

All the pieces, all the blocks—ONE BIG BEAUTIFUL QUILT!

The Churchwide Women's Organization meets in convention every three years. This is when everyone comes together and we can see how diverse we are. In a sense the quilt is complete.

When we are not physically together in convention, the *CWO Board* acts on behalf of the organization in much the same way as the *IK SWO Board* works throughout the IK Synod.

At the *Triennial Convention*, delegates develop policies and determine direction for the next three years. If you are elected an Indiana-Kentucky Triennial Delegate, you will take part in this decision-making process.



The Churchwide Women's Organization is in partnership with the ELCA. Much like the ELCA, the CWO Board is composed of four officers and 17 board members who are elected at Triennial Convention for a term of three years. The board elects the executive director and authorizes hiring of staff and their salaries.

CWO staff works much like committees do for the SWO Board. You or your unit may contact them at any time. They will be happy to answer questions, give ideas for resources or give you direction regarding how you can participate in any on-going projects. You may contact them by mail, phone, or e-mail.

The important thing to remember about the *CWO* is that its purpose is to assist you in carrying out the activities of your unit and allow you to reach out in ways that are only possible when we work together. The churchwide expression provides learning and ministry opportunities and resources for the units, both directly and through the synodical expression.

Both the synodical and the churchwide expressions *rely upon* the women within units for vision, direction and stewardship, and the women within units *rely upon* a regional or multi-synodical group or a churchwide gathering.

This is not an organization that dictates what is to happen from some central organization at the top, but rather an interconnected organization that is part of the Body of Christ. We forget when we look at organization and structure that we are all one in Christ. No other organization in which you participate has so clear a call to serve others as those in the Church. Always remember Whose you are and Whom you serve!

THE UNIT LEADERSHIP

Because of its interdependence with Synodical and Churchwide, part of each unit's commitment is to **designate leadership** to assist both synodical and churchwide organizational expressions in this ministry of equipping women-disciples.

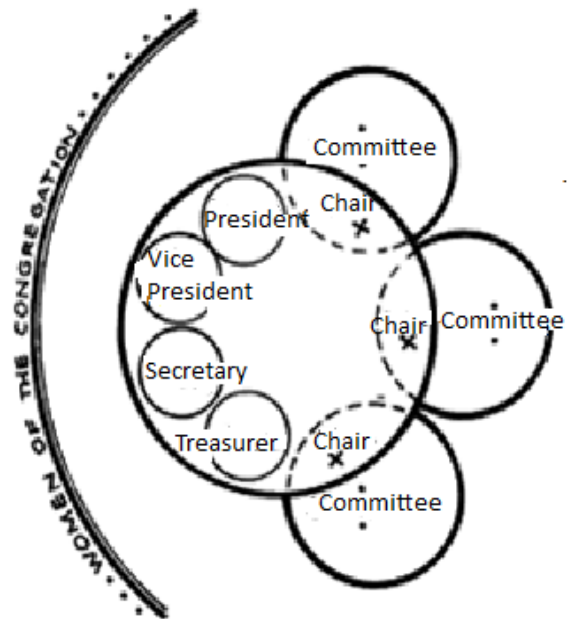
Your unit's constitution should outline the type of leadership for your unit. There are six models for leadership at the Unit level.

Model A: The Board Model

2 - 4 Officers + 2 - 6 board members as committee.

Board plans the programs for the women, handles the communication and selects the materials to be used.

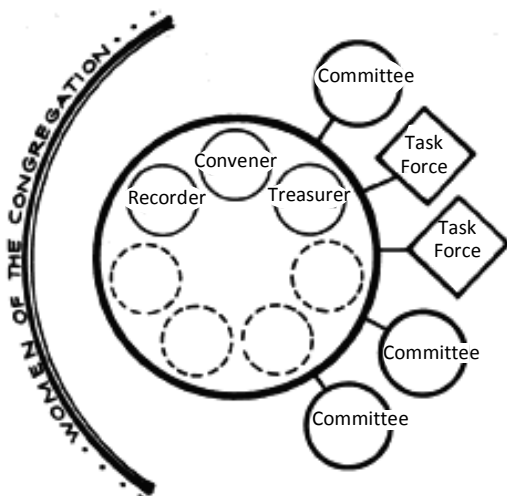
- ✓ Strengths: The structure is effective in disseminating information and is usually well defined. This model works well for the functioning of continuing subgroups.
- ✓ Weakness: This model lacks flexibility. It can be difficult to change structure quickly to respond to the changing needs of your organization. It may also create a feeling among the women of being "in" or "out." Channels of communication generally work well from top down, but they may be less effective from bottom up.



Model B: The Coordinating Committee Model

4 - 7 Committee members, 2 or 3 elected to specific positions and the others at-large. None of the sub-groupings have specific representation on the coordinating committee.

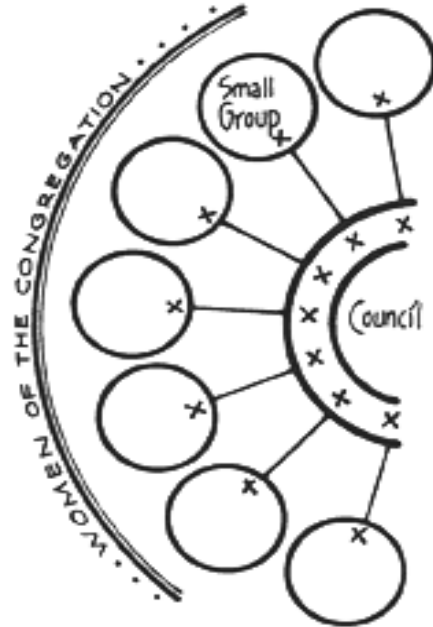
- ✓ This model tends to be an open and flexible structure. New subgroups can easily form for various lengths of time with this model. Permanent subgroups may not have as much input into the overall organization as they do in other models, and communication among the various groups may be more difficult. Task Force



Model C: The Coordinating Council Model

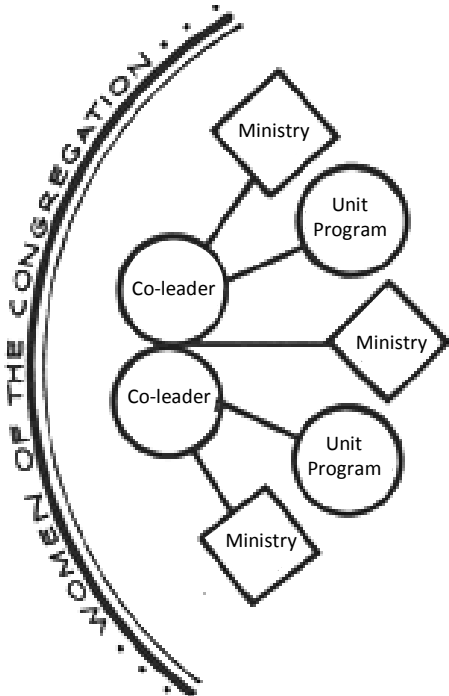
4 - 9 Council members, each representing a subgroup of women circle, quilters, a study group, etc). Two or three leaders may be elected by the council, the women's groups, or women in the congregation.

- ✓ Strengths: Flexibility, ability to include new subgroups in the coordinating council, ease of including short-term and on-going groups, and good channels for communication.
- ✓ Weaknesses: Possibly, size and representation.



Model D: The Co-Leaders Model

Two elected or appointed leaders to coordinate ministries and unit programs.

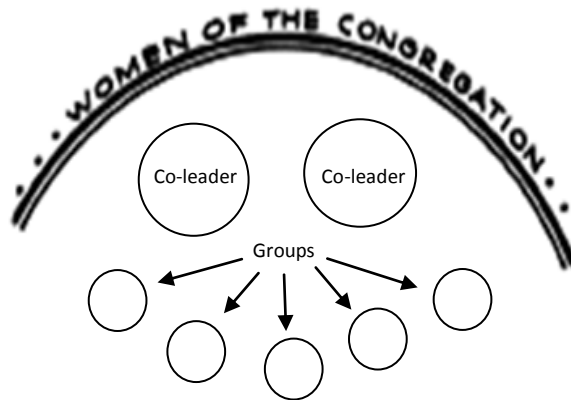


- ✓ Strengths: Least formal model; works well for congregations just beginning a women's organization.
- ✓ Weaknesses: Women's organizations with extensive sub-groupings in place might find this difficult to use; can be a significant amount of work for the co-leaders.

Model E: The Covenant Model

The least structured model. Two elected or appointed leaders with limited responsibility. Participants agree to meet together for a specific purpose and for a specific length of time, disbanding or evaluating their commitment at the end of the time frame.

- ✓ Strength: Can be a way to experiment to determine if the women wish to enter into longer or more permanent commitment.
- ✓ Weaknesses: Lack of community with other women in and beyond the congregation; lack of permanence and investment in the mission of the group.



Model F: The Team Model



Strengths: Team approach to organizational structure is fluid and easily altered as needs and skills change. While it is still necessary to have leaders designated to convene the group, gather and disseminate information, and act as treasurer, authority is shared and decisions are generally made by consensus.

Leadership is developed based on the skills and gifts of individual women, and often accomplished through mentoring. Ministries to be done are based on the current interests of the group and the needs of the community.

Section C

HOW WE COME TOGETHER:

Gathered Together

Unit Meetings

Cluster Gatherings

Biennial Conventions

Triennial Gatherings

Why, when, and where do we come together...or meet... or gather?

Regardless of the model your unit chooses, in order to be an active unit, women *must come together*. They do this on the congregational level, the cluster level, and the synodical level. Every three years, they even come together on the churchwide level. In this section, we will look at how each of these happens.

Congregational unit meetings—when, why, how

Business Meetings: Some units may decide to meet for business quarterly, while others do it more often. Some may meet twice a year. It is up to the unit. The important thing is that meetings are scheduled and all women know when that should happen. In fact, it should be included in the unit's constitution.

One essential meeting is the **planning meeting**. As a leader, you must plan where you are going before you can lead anyone. Whether your unit consists of 10 or 100 women, the following questions will be helpful:



1. What do we need to do?
2. How can we do this?
3. What is going to happen?
4. Who is responsible?
5. Did it happen the way we planned?

Planning does not mean changing everything; it means looking at why we do what we do, how we do it, and how we would like to do it. It does require more than one person for several reasons: First, we need to gain the perspective of others to plan something that will involve them. It is easier, and more successful to ask than to guess what the needs are. Second, by working through the steps of planning in a group, you are training others to do the same in the future.

This is the information-gathering stage. Be certain that all your planning begins and ends with prayer. Too often we plan things “ourselves” without ever inquiring what God would have us do.

This is the stage where questions like the following are asked: *What are we doing now? Who is doing it, and for how long? What changes have taken place in our unit? What do we need to consider doing to address these changes? How could we use our talents and resources better?*

Reading through minutes of previous years can help you see what has been done in the past. When you know where the unit has been you can begin to see where to go in the future

WHAT'S THE BEST TIME TO PLAN?

Planning meetings generally take place in the last part of the year. September works for many units because it is before the real fall hustle period; plus, it's traditionally the month of new beginnings.

It's important to choose a time when as many as possible of the women can meet. Another consideration is planning the meeting at a time that accommodates the spectrum of women in your group.

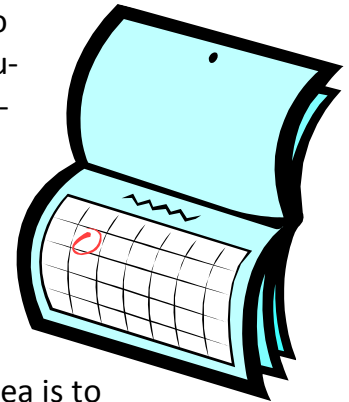
Evaluation is crucial to planning. Ask the hard questions: *Did we meet the goal? Did the time line work? Did it meet the needs of the women who attended? What was good about this event? What should we do the same/differently next time?* (Examine why, for instance, someone thought last year's date was the best—or worst—day of renewal they've had?)

This information will help you plan the event (or not) in the future. Encourage each woman to express her feelings and observations. Listen to what each says and discuss it. Make sure each woman feels that she matters, even if hers are opposing views.

What events/activities are selected for the year?

Planning sessions should include a larger “master” **calendar** on which you can fill in the scheduled or set meetings of all the groups or circles and the general meetings, and any changes you have made as a result of your evaluation. It should also include church and community activities, especially traditional, popular, and important ones, like “March for the Cure,” etc. Write in synodical events, too, especially if one of your women is involved.

Do not make the mistake of only writing in church events. Doing so will cause lots of long faces and regrets when you find that there is something big happening the day you set for your Healthy Heart event.



As you plan events, keep in mind the three mission areas. A good idea is to write them on the board, or have them written for each woman at the meeting. As each suggestion is proposed, see if each mission area is fulfilled. Will the women experience growth? Will the women experience oneness? Will the women act on their faith?

Choose events that will appeal to and involve every woman possible at least once. If all your activities suit the same women, you close the door on your chance of welcoming your sisters. On the other hand, if someone comes to the August event because it appeals to her, she just may come to something in November out of curiosity.

It is not necessary to have an event each month. However, there should be at least one event specifically designed to welcome new women.

WHAT ABOUT MONEY?

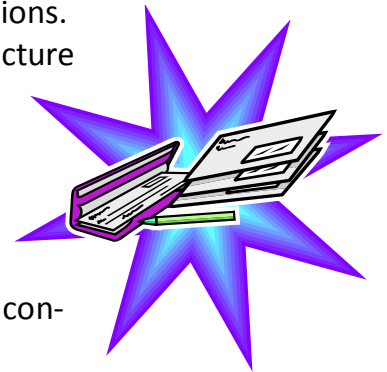
If you reread the purpose statement, you won't find a thing about fundraising. This should not be your reason for existing. This should not consume your energy.

We do, however, live in the real world. We know we are not an auxiliary, but as women, we have a habit of setting aside money to fix things up or make something else attractive. That's just us. If we don't, who will? In fact, who will know they need fixing except us women? So from time to time we raise money for our church—as well as for wells in Africa or to help a young seminarian buy books.

As a part of the larger community, however, a congregational unit is encouraged to carry its share of the financial reality of the organization. So, agreeing on a budget is a part of the planning meeting.

HOW DO YOU DETERMINE YOUR BUDGET?

Once your calendar is done, you will need to make some calculations. Look at your current and preceding years to get a comparative picture of what you can expect the upcoming year. What will it cost to fund the events planned? What gifts will you set aside for local needs and for needs elsewhere? Do you wish to assist a seminarian or help sponsor a missionary? What other expenses will you have, for instance, purchasing batting for LWR quilts, etc.? How much will you need to send a delegate and alternate to the convention in a convention year? Your leader, or a young woman?



Also consider that you will make *regular synodical offerings* and *Thankofferings*, as well as *special offerings* to SWO and CWO.

When you know your expected expenses, estimate what funds will be forthcoming. Some units decide on a set amount to send for offerings, and then work from there; others send a set portion, perhaps 50%, of the offerings they receive and use the remaining for expenses. Whichever method your group decides, send your offerings *regularly*; quarterly or bi-monthly is preferred.

At the end of the year, you may have money remaining. Many units retain a sum to begin the next year, say \$300 - \$400, and then give the rest as a gift to their church, local ministries, or a ministry like World Hunger, LWR, Katie's Fund, etc.

WHAT SHOULD BE A PART OF A REGULAR MEETING?

Business meetings should respect today's busy woman's time. Keep them short by distributing materials beforehand whenever possible. Scheduling business meetings after worship also saves time and energy, in addition to fitting schedules of all aged women. Conduct discussion and committee work in committee, not business meeting. The following should be a part of business meetings:

Purpose Statement: Keep the focus central for the women. Print on agenda or cards, or prepare a copy for each woman.

Devotion: The beginning of our Purpose Statement contains three descriptive terms: Created in the image of **God**, called to discipleship in **Jesus Christ**, and empowered by the **Holy Spirit**. The Trinity defines who we are. It is important that the group center its efforts in the Christian faith.

Agenda: Do not underestimate the power of an agenda. It lends credibility to your coming together, emphasizing the importance of the meeting and the women themselves. It also ensures that what needs to be covered gets covered.

Minutes: This is the official and legal record of your group. Minutes should include the kind of meeting, CU name, date and place, presiding officer of organization, approval of previous minutes, important reports (actual reports should be filed with the minutes), main motions and person presenting (not seconding) them, including the action taken (carried or defeated), brief summary of any program and presenters, time of adjournment, next scheduled meeting, and signature.

Treasurer's report: Report should be written and include the previous balance, final balance, all financial activity since the last meeting, and reconciliation with bank statement, with a copy given to the secretary. Copies should be made available for any woman who requests one.

Reports from committees, chairs, groups, etc.:

Business: Much of the business that comes to the floor comes out of reports, but any other business, announcements, correspondence, etc., can be covered here.

Offering: Many units collect regular *and* special offerings, for instance, a "caring" fund.

CLUSTER GATHERINGS —What's the real deal?

Clusters are *not* an expression. Cluster gatherings are regional gatherings of congregational women, very similar to IK Conference assemblies. They are held twice a year, in the spring and in the fall, with different congregations serving as hosts.

At the spring gathering, women are elected to serve as the planning committee. This committee consists of 2 -3 members and 1 coordinator, each of whom is elected for 2 years, and eligible for 1 re-election. (If a woman is unable to complete her term, a replacement is appointed by the SWO Board to complete her term, and is eligible for 2 complete terms.) Terms are staggered so as to have a mix of experienced and new women. This planning committee and a representative from the Board (board partner) are responsible for planning each of the two gatherings.

The cluster planning committee is a *committee*, not a board, and therefore **has no officers**. The coordinator takes on the responsibilities of the committee (see Responsibilities of the Coordinator).

HOW DO SPRING AND FALL GATHERINGS DIFFER?

Spring gatherings have five **required** components: Bible study/worship, empowerment, sharing, offering(s), and business.

Bible study provides for spiritual growth. The Board's Growth chair is responsible for providing the Bible Study, along with the theme chosen by the Board. The planning committee then chooses the presenter, who develops the study.

Cluster committees may, in consultation with a representative of the board, choose a study that meets the interest or needs of the area in lieu of that prepared by the board. It should satisfy the mission of Women of the ELCA, however.

Empowerment is presented by a member of the Board, usually the board partner. Though it may have a different name, empowerment is much like a mini training session. Imagine the Synodical Organization sending women to areas all over the IK Synod with toolboxes, and sharing tools for the women to energize their units.

The partner prepares a presentation and allows a question/answer opportunity for the women present. She also points the women to resources that will help them.

Sharing provides growth, community, and action. Women learn **new things** from other units, or different ways to do the same thing. Sharing should include what **has worked and what hasn't**. It also provides opportunities for collaboration, or community, with other units. For instance, a knitter may find a prayer shawl ministry she can join at another church, or two or three units can join together to expand a ministry.

An opportunity for **financial offerings** is provided. In addition, clusters may collect **physical offerings**, called ingatherings, usually for a ministry selected by the host church.

Business includes a report from the SWO representative, announcements and/or correspondence about other cluster plans or events, and the election and commissioning of new committee members. The Board Report should not be confused with empowerment. Board reports basically bring Units up-to-date on what is happening on the synodical and churchwide levels.

The gathering may include worship, fellowship, a special speaker or presentation, social activity, and a meal.

Fall Gatherings are called "Day of Renewal" or "Fall Retreat," and focus on spirituality. Bible study material is supplied, and often a presentation or speaker of interest is chosen. Worship and a meal are often included, as is an offering.

Most gatherings last 5 – 5½ hours, including lunch. A minimal registration fee is charged to cover expenses, which may include a gratuity for presenters.

HOSTING A CLUSTER GATHERING

At spring gatherings—or before—you’ll hear a question: “Who’d like to host the fall retreat or next year’s gathering?”

Ideally, you’ll see a flurry of hands waving, and women trying to outshout each other: “We will!” “No. We haven’t done it for three years.” “My church is dying to do it!” “Okay. You can settle next spring, but put us down for this fall”; or perhaps a scene similar to the one chronicled in John 19:24, at the crucifixion.

Instead, you hear silence, seconds that seem to the coordinator to be the longest distance between two dots on the face of a clock. Why are churches scared to host cluster gatherings?

It’s the fear of the unknown. The NW Cluster committee tackled that problem, and came up with some guidelines. In a nutshell, they include the following:

1. Decide with your group to host. In your mailings before each spring gathering, the cluster coordinator will include a form that will ask for (1) nomination(s) to cluster committee and (2) churches to host the upcoming fall gathering and spring gathering the next year.
2. Follow your church’s procedure to clear the use of the church for the gathering you decide to host, and notify the coordinator.
3. Meet with the committee, especially in the later planning stage, regarding expectations, etc. You will find that most of the details will be handled by the committee.
4. Discuss with the committee options for equipment, and ensure that it is in place. Ask if someone will need to operate it.
5. Plan. Keep it simple. Decide on food. Build-your-own sandwich stations, salad bars, and casseroles prepared beforehand allow your women to participate, rather than stay in the kitchen. You may be asked to prepare coffee and other churches bring breakfast items.
6. Practice good stewardship and keep throwaways to a minimum, especially foam and plastics that cannot be recycled. Self-serve for desserts, etc., reduces extra plates, and frees your women.
7. Present receipts and a list of expenses to the coordinator to be reimbursed the day of the gathering.

That’s practically all there is to it. You will find the committee a very pleasant group of women to work with who will be most appreciative of your input.

RESPONSIBILITIES OF THE COORDINATOR

The cluster coordinator remains in contact with the cluster partner, who invites her to attend at least one board meeting per year, usually just before spring gathering and convention. Because of her close relationship with the Board, and to encourage this connection, there is no registration fee for her attendance at convention; and when her cluster is the site of convention, she works closely with the convention committee as needed.

The coordinator plans and organizes the cluster planning meetings and ensures that funds are handled responsibly. Unit leaders should be invited, especially those from the host churches.

The coordinator is responsible for completing and sending the cluster report and offerings to the Treasurer within three weeks of each gathering. A copy of the report plus an evaluation summary should be sent to the Cluster Facilitator, or provided to your cluster partner, who will provide her with a copy. These can be sent electronically. Flyers, bulletins, and programs for cluster events are to be sent to the Archivist for the IK SWO.

BIENNIAL CONVENTION

The IK SWO convention is held the third weekend in September in odd-numbered years to (1) conduct the business of the organization; (b) elect SWO Board officers, Board members, and triennial convention delegates; and (c) approve the budget for the following year.

In addition, conventions provide opportunities to introduce and promote new information and resources, hear the needs and expectations of the women of the synod, strengthen relationships through fellowship, and provide opportunities for participants to grow in faith through worship and study.

WHAT IF A CONGREGATION DOES NOT HAVE AN ACTIVE UNIT?

The constitution plainly states that *those congregations not represented by a unit shall be invited to send to the regular convention **one representative who shall have seat and voice***. This means they can address the assembly as pro or con on motions before the assembly, but they are not eligible to vote.

This ensures that all women have an opportunity to be heard, even if they have no active unit, and promotes “community.”

Each Active Unit is asked to send **one delegate and an alternate** to the convention. Units should not send the same women, but rather rotate delegates to allow younger and older, married and single women to represent the Unit. Any number of women may register and attend as visitors, and are encouraged to do so.

The Constitution stipulates that the SWO Secretary give notice at least three months prior to the convention date. This is done through a registration packet sent to each Unit and unaffiliated church prior to the convention date. The packet includes a registration

form, delegate/alternate delegate form, Fair Share and scholarship forms, tentative schedule, nomination and resolution forms, and publicity. Information is also posted on the IK SWO website.

The IK SWO conventions are traditionally held at hotels around the synod. Typically conventions began on Friday and ended Sunday morning. Costs led to Friday and Saturday conventions for 2007 and 2009. For 2011, the convention schedule was returned to a 3-day schedule, with Trinity English Lutheran in Ft. Wayne as the site.

HOW ARE A DELEGATE'S COSTS COVERED?

Each eligible Unit is expected to make provision in its budget to pay for the delegate and alternate's expenses (registration, room, meals, and travel expenses). **Fair Share** (p. 33) provides assistance to units that cannot afford the expense. Fundraisers may also help. The Unit President should ensure that the necessary forms are submitted by the deadline indicated in the convention mailings, usually one month prior to the convention.

NOMINATING COMMITTEE

Prior to convention, a committee gathers nominees to run for the Board, and at the convention before Triennial, for Triennial Convention Delegate. Units submit nominees that are considered by the committee.

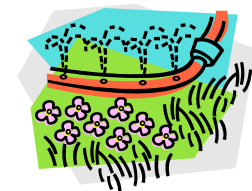
Packets sent to the CU before convention contain nomination forms for SWO Board and Triennial Delegate (if Triennial Delegates will be elected at that convention). A woman who wants to run for either of these positions should let her unit know. Then the completed form should be filled out and returned.



While Board members can be nominated at Convention, Triennial delegates must come from the units. They cannot be nominated from the floor.

It is important that Units submit names so that there are adequate candidates for delegate and alternate, and that they represent diversity in ethnicity, geographic location, experience, age, and physical ability.

Sometimes units are hesitant to nominate women, but every woman elected comes from a unit! The unit is the "garden." Leaders are raised up and nurtured in that "garden," and grow to serve with other women from other areas.



Having women from different units ensures broad representation and different perspectives, keeping the organization fresh. Also, this is the way to have a voice in your organization.

Women should not feel that they don't "know enough" to serve on the Board. However, "God does not call the equipped; He equips the called."

WHAT ARE THE RESPONSIBILITIES OF AN IK SWO BIENNIAL CONVENTION DELEGATE?

Being a delegate is a responsibility to the Congregational Unit you represent and the wider community of women who will be affected by your service. It is a duty to be taken seriously:

BEFORE THE CONVENTION:

- Review thoroughly all the mailings sent to you before convention. Be aware of any resolutions that are scheduled to come to the floor. Discuss with your unit any items that you know will come before the convention. This way you can represent your unit, yet base your vote on your conscience and the convention experience.
- Attend the delegate orientation prior to the opening session of the convention, and ask questions about anything you are unsure of.
- Review any information distributed at the delegate orientation, including voting procedures, rules of procedure, etc.
- If you are appointed to a committee (credentials, minutes, resolution, claims and offerings, report of the president), note the chair, time, and place of meetings, and be prepared to carry out the duties of the committee.
- Request a sending or commissioning prayer from your congregation.

DURING THE CONVENTION:

- Attend all convention sessions; notify credentials chair if you are unable to continue.
- Be in your seat at beginning of each convention session.
- Avoid distracting or being distracted by other delegates in your area.
- Vote conscientiously as a representative of your Unit.
- Participate in all convention functions—Bible study, worship, workshops, etc.
- Keep an accurate account of all reimbursable expenses.
- Take notes and gather materials that will assist in your report to your Unit.
- Return all required materials at the end of the convention, including voting cards, manuals, and reusable badges or holders.



AFTER THE CONVENTION:

- Make a report to your unit. Include election results, insights, ideas, offerings, attendance, etc.
- Give any appropriate materials to your Unit leadership.
- Take the initiative to incorporate ideas into your unit; in other words, bring the convention home!

SYNODICAL CONVENTION COMMITTEES

You get an envelope and look inside. Then your eyes widen, and you stare in disbelief. *Oh, my gosh! I've been assigned to a committee! What do I do?*

You don't need to worry. You'll get instructions, and there are experts assigned as chairs, and they'll make sure you do okay. Plus, here's a briefing of what to expect:



COMMITTEE ON CREDENTIALS

The credentials committee is appointed by the President and certifies the number of delegates and the number of legal votes. A credentials report is given at the beginning of each session.

COMMITTEE ON CLAIMS AND OFFERINGS

The Committee on Claims and Offerings is appointed by the SWO President. This committee helps the treasurer count the offerings and reports totals as necessary.

COMMITTEE ON MINUTES

The committee is appointed by the President and reviews the minutes with the secretary or by itself. The committee reviews the minutes from each business meeting. Because it must ensure that the minutes are adequate and accurate, committee members need to take brief notes that will be helpful as they later review the minutes.

At the final business meeting of the Convention, the Chair will report to the Convention that the minutes are in good order to date, and will make the motion to authorize the SWO Secretary and the President to review the final minutes, recheck the minutes of all the business meetings and edit as necessary, then present them to the new Board for adoption. The incoming SWO Secretary shall then distribute the Minutes to all Units, Cluster coordinators, Board members, IK Bishop, and the CWO.

RESOLUTIONS COMMITTEE

The committee's task is to evaluate resolutions brought before the board. They may reword them to make sure they are correct and put them in proper form. They recommend that the original resolution be adopted or defeated. If they have made a change, they read the original resolution and the amended one, and recommend adoption. The committee can decide to have no recommendation.

Regardless of the committee's recommendation, the convention votes on the committee's recommendation, which means if the committee recommends **against** the resolution, a vote in favor **accepts the recommendation** and **rejects the resolution**.

COMMITTEE ON THE CONDUCT OF THE PRESIDENT

This committee reviews the President's report after presentation. Any recommendations are presented individually for action by the convention. The committee generally concludes by thanking the president and moving for a standing ovation.

TRIENNIAL CONVENTION AND GATHERING

The Churchwide Organization of Women of the ELCA holds a convention every three years. This is where the business and direction of the organization is decided. The CWO budget is determined, Board members and officers are elected to three-year terms, and ministries to be supported are decided.

- Delegates hear a report from the executive board describing the activities of the organization since the last Triennial Convention.
- Officers and board members are elected.
- The previous fiscal year's audit and the next year's budget are discussed and voted on.
- Issues of concern--memorials--raised at synodical women's organization conventions and memorialized to the Triennial Convention are presented and voted on.
- Issues raised by delegates--resolutions--are brought to the convention as new business and voted on.
- Constitutional changes are made.

WHEN, WHERE, HOW?

The Triennial convention is held in the middle of July, running from Tuesday to Thursday. The place changes each triennium, moving from East to West so that each succeeding convention is in the next time zone. Cities chosen must have hotels and convention centers to accommodate delegates from 65 synods, staff, visitors, and special guests, such as the ELCA Bishop or representative, Global Mission partners, speakers, leaders, etc.

Delegates are elected at the Synodical convention according to the number of units that are active in our synod (see "What is an active unit?"). CWO assumes the entire expense of each delegate.

The *Triennial Gathering*, which is filled with workshops, Bible studies, tours, guest speakers, etc., begins on Thursday and continues until Sunday. Delegates may remain through the Gathering, but they must assume the expense of room and meals. Check with your Synodical board to see if women are attending the Gathering. If so, you can sleep 4 to a room and save money.

Being a Triennial delegate is much like being a delegate to Synodical...but on a much larger scale!

STEWARDSHIP

For where your treasure is, there your heart will be also. Matthew 6:21

Stewardship is defined as “the careful and responsible management of something entrusted to one's care.” It comes from an Old English word *stigward*, meaning “keeper of the hall.” This was a trusted position. It required allegiance, honesty, and responsibility.

When we speak of stewardship, we speak also of allegiance, honesty, and responsibility concerning that which is entrusted to our care—time, talent, and treasure. How do we manage what God has entrusted to us?

As your unit's leader, one of your duties is to be a “stewardship leader,” or you should have a woman to take that role. You may decide that this be your treasurer. You and/or she should encourage the women to commit to what one youth group calls “T3”:

1. Discipleship demands that we share our *time*. It's a part of the golden rule. When one woman is unwilling to share her time, her sisters must make up that time. Time is one way we support each other, and action and advocacy both require time. Remember: Each hour, day, week, etc., is the same for each person. No one has more *time* than another.
2. In 1 Corinthians 12, we read that each member of the body has a gift to make the body work. What you do well—your *talent*—is your offering to the whole, whether it be organizing, hosting, writing, music, teaching, soothing, cheerleading, etc., and you share that gift boldly *and willingly* in the mission of the Women's Organization. Mentoring is another way of sharing, and you do it when you show someone how to tack a quilt or a young girl how to value herself as God's creation.
3. *Treasure* is anything that is valuable to us, whether given or loaned. “*The earth is mine, says the Lord, and everything in it.*” As disciples we are charged to promote protection of the resources and natural beauty for our pleasure, and preserve it for those who come afterward. We should practice conservation at home and in our churches. When people in our congregations observe us running the water down the drain, making choices solely on price and convenience, and throwing everything in the trash, what they hear is something quite different from “*The earth is mine, says the Lord.*”

We are called to use our possessions for the work of Women of the ELCA, whether on behalf of the person across the aisle, across the street, across the country, or across the ocean. Just as the boy shared his lunch, so we should allow the Lord to “grow” our treasures to feed the hungry, clothe the naked, and otherwise do *God's work with our hands*.

The same ol' dollar...

In the 30's and 40's it became the practice to put \$1 in the offering at the "mission society" meetings. At a time when hamburger was less than 39 cents a pound, this was almost three pounds of hamburger. What a commitment!

Today the practice in many units is still to put in \$1. How does that compare with the price of hamburger? Consider the prices in 1987 when our organization was incorporated: Gas @ 91¢/gallon; postage stamp @ 24¢; eggs @ 65¢/dozen. Using the price of gas at \$2.85 in 2010, it would take \$3.20 to equal the 1987 dollar.

Of course things have gone up, and many live on limited incomes, but the cost of doing the work of God has also gone up.

Ministry and mission are easy to say and think about, but when we connect them with money, silence falls and purse strings tighten. One of the most frequently asked questions—silently or out loud—is "What do *they* do with *all* our money?"

The issue is much more than where money is spent or how—the section on *offerings* (as well as training sessions conducted throughout the synod and information at gatherings) explains the mechanics of where offerings are sent. The real issue is how we define *stewardship*, and how we put that definition to work in our daily lives and throughout the Women of the ELCA.

Do we really believe that all that we are and have is a gift and responsibility of God? If we do, we will want to challenge and equip ourselves and others to fulfill the ministry to which we have each been called. Women of ELCA does this by helping women do the following:

- Value, develop, and care for themselves;
- Receive the gifts and caretaking of others;
- Affirm and support other women in their development as stewards;
- Respond to the words of the Bible calling women to share their gifts and resources;
- Grow in their giving as a response to God's grace in their lives;
- Exercise their citizenship in both society and church by working for just systems and structures;
- Join with others in the respect and care of the earth, its environment and resources.

As women, we are individually committed to support the mission and ministry of the church. When we honestly look at Women of the ELCA, we can see the unique opportunities we have to make a difference in the lives of women far beyond those we could reach alone, even if we worked at it 24 hours a day. We are motivated to use our gifts and finances to support the purposes and ministries of the Women of the ELCA because we know what our organization can do:

- ✓ It is an effective channel for sisters in Christ to celebrate their sisterhood and join in common commitment.
- ✓ It provides the resources for meeting the specific needs and concerns of women, while participating in the total mission of the church.
- ✓ It raises awareness of our interdependence with global sisters and their concerns.
- ✓ It affords opportunities for women to grow in faith and take risks within the supportive community of women.
- ✓ It provides an arena in which women are challenged and encouraged to strive toward their full potential.
- ✓ It provides an avenue for women to meet their need to give and to examine their stewardship and financial resources.

Offerings sent to Women of the ELCA enhance and support the physical, emotional, and spiritual journeys of others. In short, your offerings go places and do things that a congregational unit alone never could.

If we believe that all we have and all that we are come from God, then we will seek out ways to respond to God's grace. Financially supporting the mission and ministry of Women of the ELCA is one effective way to respond.

SUPPORTING ONE ANOTHER. . . *In All Kinds of Ways*



Katie's Fund

Katie's Fund is an endowment fund named for Katherine von Bora Luther which was established in 1997 as a Special Offering to commemorate the Women of the ELCA's 10th anniversary.

Contributions to this fund of the Churchwide Women's Organization earn interest, which support ministries in three key areas:

Leadership Development: Providing opportunities for current and future leaders to participate in and further the mission of Women of the ELCA.

Global Sharing: Building global partnerships that increase multicultural awareness and promote service projects.

Living Theology: Nurturing faith through Bible studies, worship experiences, and educational theological forums.

Each spring, Katie's Fund Appeal invites women to give individually or as Congregational Units. CU's can designate Katie's Fund as a mission project, or dedicate a special offering or event to the fund. On-line giving is also available. You can also download an entertaining and informative skit about Katie to introduce women to Kate and the ministry named for her. Visit elca.org/Growing-In-Faith/Ministry/Women-of-the-ELCA/Stewardship.aspx

René Siria Memorial Scholarship Fund



The René Siria Memorial Scholarship Fund was established by the 2009 IK SWO Convention in honor of our Convention Chair, who succumbed to cancer on September 9, 2009, nine days before Convention. The purpose of the fund is to provide funds to help women attend the convention who otherwise may be unable to attend.

Each Unit is encouraged to contribute annually to the IK SWO Treasurer, using Form A, the blue form, and designating “René Siria Fund.” Individuals may also contribute. Applications for scholarships will be made available once the funds have grown to accumulate interest.

Fair Share is a benevolence fund to help congregations who otherwise would not be able to attend convention to do so. Every unit is expected to contribute according to its ability/size; then churches **who** have requested financial assistance receive an equal share of those funds. Only those with delegates in attendance are eligible to receive funds.

IK Synodical Mission Projects

Each biennium a project is chosen to receive funds as our mission support. These often coincide with Global Mission. Congregations are asked to contribute continuously in support of this mission. The following represent some of our former projects:

- Seward Peninsula Project (Alaska). Women raised over \$4,000 for endowment fund for worship expenses;
- "Chile Pre-School Project" (Sister synod) to help fund the pre-school and help assist mothers to learn a trade. We raised approximately \$20,000 for this project.
- Katrina project over \$2,000 to purchase clean-up kits for hurricane victims
- Disaster Relief for storm victims in southern Indiana and northern Kentucky
- Pigs for Haiti project to replace unsuitable non-native pigs.
- Indonesia Tsunami (sister synod). IK women raised over \$7,000.
- Katie’s Fund- \$3000; Freed to Lead- over \$750; Chile Earthquake-over \$600;
- Women for Haiti Earthquake Relief- 2010 Project

Raising Up Healthy Women and Girls

Women of the ELCA's health initiative is geared toward educating women on health issues—heart disease, COPD, etc. *Lutheran Woman Today* spotlights a woman’s health concern each month, *Café* has topics relating to younger women’s emotional and physical, and materials to hold a Twelve Stations of the Heart health fair are available for borrowing through CWO.

Women are encouraged to advocate for our own health by contacting legislators and making our concerns known when health issues are raised in Congress, especially those that impact our health and the health of family members.



U. S. Lutherans, ELCA, and LMS work to bring peace, justice, and dignity to people all around the world through clean water projects, World Hunger, kits and quilts, and Fair Trade. In churches all over the 65 synods of America and the Bahamas, and in our own IK Synod, women have chosen LWR as a natural to support financially and physically.

In your own congregation, you can help fight malaria in Mali, advocate for clean water in Kenya, and secure birth certificates in Bolivia. Units also serve and sell Fair Trade coffee, tea, and chocolates, and hold Fair Trade Fairs to sell handcrafts.

Units all over the synod assemble quilts and kits to go all over the world. Quilting groups often consist of several churches. If your church does not participate, ask your cluster partner and she'll put you in touch with churches that do, or just stand up at your next Spring Gathering and ask, "Whose church does quilts (or kits)?" You'll get a chorus. Just pick the one closest to you.

Collections are done in October at St. John in Ft. Wayne, and Christ in Valparaiso. If you need info about other sites close to you, or about organizing an ingathering, call 1-800-LWR-LWR-2 or email lwr@lwr.org.

Visit www.lwr.org to learn about LWR Gifts, Fair Trade, Project Comfort, Parish Projects, and Advocacy resources, all ways to advocate for the voiceless, mostly women and children. In addition, attend the LWR workshops scheduled for your area periodically.

You or your unit can include an offering to ELCA World Hunger Appeal. Use the green Remittal Form B and specify World Hunger, or send it to the synodical treasurer on Form A, write *World Hunger* on the form, and she will send it to CWO. Or, view the online Good Gifts catalog at elca.org for really cool gifts for people you know... *for people you don't!*

Pickups

- Ft. Wayne: Third Saturday in October, St. John Lutheran, 729 W. Washington Blvd., from 8 -12. Jamie Robbins, contact: 260/426/5751
- Valparaiso: Last Saturday in October at Christ Lutheran, 2610 Campbell, from 8-12. Barbara Clement, contact: 219-462-6660
- Indianapolis: Spring pickup, usually in April or May. Contact Don Vanpelt to be put on notification list. Will also collect at other times and truck to Fort Wayne pick-up. Contact: 317-862-5184.
- Marion, IL (within 100 miles from Evansville, Paducah, Madisonville): October, 1 wk, 8 – 12. at Our Redeemer, 1500 E. Deyoung St., Sally Flesner, contact: 618-993-5919
- Elgin, IL: Year round, Church of the Brethren, 1451 Dundee Ave. (Rte 25). Call ahead for times Marvin Greener, contact: 847-742-5100

OFFERINGS

FOUR WAYS OF GIVING: Below is a description of the four ways to give. You may also download *Faithful Stewardship* under resources at womenoftheelca.org, or contact your SWO treasurer or the director for stewardship and development at 800-638-3522, ext. 2736, for more information. Also see the table on page for more clarification.

- **Regular Offerings** are those offerings collected by your unit at regular, circle, or group meetings. These offerings help cover ministry and operational costs of the CWO and SWO.
- **Thankofferings** are given in gratitude for blessings, and are sent in full to CWO. Though Thankoffering Sunday is a popular time for collecting this offering, you are encouraged receive thankofferings several times during the year. These offerings go in full to CWO to support training, online and print resources, and special events.
- **Designated Gifts** are given by the individual or unit for any program you choose, including LWR, the grants program, missionary support, and ELCA ministries... The total amount is used as you designate.
- **Special Offerings and Gifts** support special funds and endowments like Katie's Fund and scholarship funds. As these funds grow, the interest provides current needs to support these programs, so that the money given today continues to provide for ministry well into the future.

UNIT TREASURER

The job of treasurer is very important. It involves keeping records and money, and it must be done with precision. Every penny must be accounted for. In order to be current and correct in this position, it is important that treasurers attend trainings which the IK SWO conducts periodically throughout the synod.



Women of the ELCA is a nonprofit organization and contributions are tax deductible, and *all women who want records of their contributions are legally entitled to them.*

This is easily taken care of. The treasurer (or secretary) should record all offerings collected. Women can write their names on the envelopes, the names are entered in a record book, and a summary for the year is made available for each woman who wishes, or the treasurer can give a receipt to each woman who requests it so that she may use it for tax purposes. Similarly, the treasurer (or president) should verify whatever non-cash donation a woman makes if requested.

The treasurer also must make sure that *all expenditures are accounted for.* Written reports for each meeting should include all income, all expenditures, and the beginning and ending balances.

Planning the budget is an important part of setting goals for the year, and may be the responsibility of the unit treasurer. It is suggested that units send at least 50% of their offerings to the SWO, which then sends 50% of the offerings received to the churchwide woman's organization.

The Unit Treasurer is responsible for disbursing all funds according to the time, frequency, and amounts decided upon by the unit. Forms for these remittances may be downloaded at womenoftheelca.org or ordered from augzburgfortress.org. Include your congregation number and 6C where indicated. Use the chart on the following page to determine exactly where to send each offering.

As treasurer, there is another responsibility that will be a part of your job description, and that is to do the required auditing of your congregational unit's finances.

Constitution requires that "an annual accounting compilation or review of this unit's financial records shall be conducted by a financial review committee of the unit." However, some units may prefer to have their books audited with their churches' finances. This is not a requirement. Since your unit is a part of Women of the ELCA, your unit's funds are independent of your church's funds.

Where, when, and how to send offerings

Download *Faithful Stewardship* and stewardship guide, *Faithful Living*, for more information about offerings, including CWO offering reports. Make your checks out to IK Women of the ELCA (Form A) and Women of the ELCA (Form B). Samples are included in the last section for your convenience.

WHAT ABOUT COMMUNICATION?

Communication is just a long word for contact, which, when broken down = with + touch. In other words, we are in contact with each other, touching physically and otherwise

COMMUNICATION BETWEEN THE THREE EXPRESSIONS

(WHAT'S THE DEAL ABOUT A CONTACT PERSON?)

One requirement for a Congregational Unit is a **CONTACT PERSON**. This is a simple requirement. One person in the unit needs to be a contact person, so that information from the synodical and churchwide women's organizations can be provided to the unit through this person.

This is simply a woman who promises to make sure that communication gets to the unit leadership, and from there, the women in the unit.

The role of contact person has nothing to do with who's president or who's secretary. She simply needs to be accessible—by phone and e-mail—and responsible, meaning if stuff gets to her, it gets where it needs to go.

The contact person serves as a conduit: CWO sends communication through her; SWO sends information through her; the cluster committee sends information through her.

Our organization is built on communication. After all, communication is about relationships, and, as a community of women, we must be in relationship with each other.

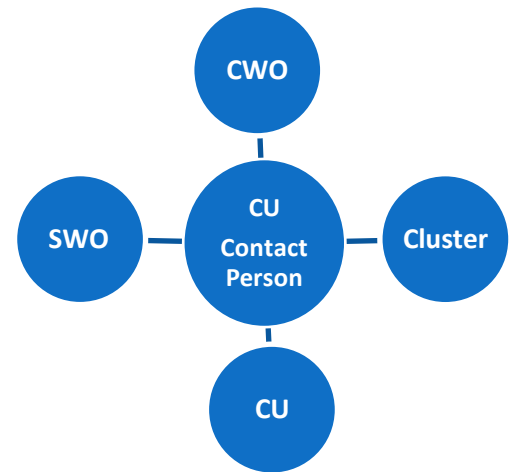
BETWEEN UNIT and SYNODICAL

Each unit is required to send a **Change-of-Officers form** to the synodical secretary. However, board members still rely on the contact persons for their clusters to communicate with individual units.

The ***KINswoman*** is published quarterly and mailed to each church and e-mailed to women for whom an e-mail address is on file. Until 2008, ***KINswoman*** was mailed free to all women who requested it. However, rising costs, dwindling resources, and the inability to keep addresses rendered this practice irresponsible.

Some women still receive mailed copies, making a small contribution especially for ***KINswoman*** to meet this expense. Some Units purchase paper and have copies run off for the women. The key is making it available for as many women as possible.

The ***KINswoman*** is also available on the web. Go to iksynod.org and click on *our ministries* to read or download it. An archive of past issues is also located there.



The **IK Website** is another source of communication to CUs. Beginning in 2006, Danielle Burrus, IK web manager, has posted the *KINswoman* and other information at <http://www.iksynod.org/ministry/IK-SWO/IKSWO.asp>. Links to *Café* and the Women of the ELCA website are included.

The most recent communication tool is Facebook. Women are invited and encouraged to share ideas, comments, etc., on **IK Women of the ELCA Facebook**. Find information that your unit can use. Share links. Participate in discussions. All of this is possible when you join in the community of IK BOLD Lutheran Women.

Another proven method of communication is **personal communication**. The Board is structured so that each cluster has a cluster partner whose contact information is available to each CU. Contact her with any questions you may have, or if you prefer, the cluster coordinator will contact her for you.



In addition, you should receive a board directory at each spring gathering. Board members are assigned committees, so you may contact the chair of a particular mission such as growth, stewardship, etc. Officers are always available to you.

BETWEEN CONGREGATIONS

Cluster Newsletters: A goal for the 2009-2011 SWO Board was the establishment of a quarterly or semiannual newsletter in each cluster. One cluster has had a bi-monthly newsletter since 2004, and since that time, participation has grown.

Newsletters allow congregations to share information and ideas. This sharing leads to support for one another, and the women have another avenue for becoming familiar with each other.

BETWEEN CWO and CONGREGATIONS

Interchange is the monthly newsletter received free by the CU leader and packed full of ideas and information. Subscriptions (\$8/year, \$13/2 year, \$20/3year) are available at Augsburg Fortress (800-328-4648). Also downloadable.

Bold Connections is the free monthly e-newsletter offering news and information on Women of the ELCA programs and activities. Go to webpage and subscribe.

Women of the ELCA Website is a part of the ELCA website under Ministries, but can be accessed directly through womenofthelca.org, where you'll find all the new resources and info about everything Women of the ELCA—*Café*, *Lutheran Woman Today*, *Threads* (quarterly magazine for partners), *Bold Connections*, Rachel's Day, worship resources, model constitution...

Facebook and **Twitter** allow you to connect electronically with women everywhere, allowing you to get new ideas and different perspectives straight from women in congregations just like you!

THE POWER OF COMMUNICATION

Bishop Stuck was at a celebration in a local church, and was engaged in conversation with a former bishop from Metro Chicago Illinois. When he introduced me as very involved in Women of the ELCA, the other bishop remarked, “Best kept secret in the world.”

Boy, what a truth! When it comes to our ministry, few can accuse us of gossiping! We’re quiet as church mice... *in our own church!* If something’s going on, our lips are sealed: “You didn’t hear it from me,” we whisper.

It’s time to share our organization like we share a favorite recipe. If a store has the latest Blackberry or iPhone on sale, we tell! Yet, women have to stumble upon announcements in the corner of the bulletin board... or they don’t. How many times have you asked a woman, “Are you going to the spring gathering?” and the reply is, “When is it?”

Get in the habit of sharing upcoming events, like workshops or gatherings, and call women for rides or to offer rides. Download resources and share them at your group or general meetings. Make extra copies of your newsletter.

Sharing’s not just for leaders. It’s for everybody. It’s for the life of our ministry.

Communication/ DESIGNATIONS

The official name of the Women’s Organization is Women of the Evangelical Lutheran Church in America, abbreviated as Women of the ELCA. The following abbreviations are often used for the three expressions: CWO, Churchwide Women’s Organization; SWO, Synodical Women’s Organization; and CU, congregational unit. Overuse of acronyms, especially SWO, should be avoided as exclusive in nature. “Welca,” “WELCA,” or “W/ELCA” are unacceptable as abbreviations (see above). Some insist it is too long. What are you going to do with all those *seconds* saved at the end of the day? Put them in a word bank?

Women ask, “What’s wrong with ‘WELCA’?” That’s often followed by, “That’s what it’s always been,” or “It’s always been ‘WELCA.’ Why are you changing it now?”



Can you believe the **1994 Unit Resource Guide addressed that problem?** Here’s a picture of “the Great North American ‘WELCA,’” the picture that used to be used to discourage its use. *But it persisted!*

CWO used to hold trainings with Synodical boards and there’d be exercises—almost exorcisms—to banish the word. *But it persisted!*

Like a bad penny, it just keeps showing up...

OLD HABITS ARE FOR BREAKING...

Communication can be inclusive or exclusive. With an organization, it's important to know when the language you're using embraces... and when it isolates. This is often difficult because we generally interpret language according to what it means to us, rather than what it means to others. Here are some examples of exclusive language:

Acronyms

Using initials rather than the whole word can exclude people in a group. There are people who *know* what the acronym stands for, and those who *don't*. As a result, you set up the "ins" and the "outs," those who *belong* and those who are *excluded*.



I remember how I felt as a young mother relatively new to my congregation. The women spoke "in code." They kept using the acronym *LCW*. I worked. Plus, I was new to the Lutheran faith. I didn't know what they were talking about, so I simply looked and went on.

I wanted to be a part of what they were doing in their "secret society," but I dared not intrude. It was not until a young pastor came that I became comfortable and inched my way in, and eventually learned what the letters meant. Boy, the time that was wasted!

Language

Ladies and *gentlemen* are polite ways to address a group. However, using *ladies* all the time dates your group. It tends to sound stodgy and exclude younger women or the ones who are young at heart.

Just remember the analogy exercises you had in school (Dog is to dog-house as car is to ____): *Ladies* is to *gentlemen* as *women* is to *men*. If you would say, "Good morning, *gentlemen*," then say, "Good morning, *ladies*." Would you ever announce that the *gentlemen* will meet after church? Then, applying the same rule, you would not announce that the *ladies* will meet. Instead, they should be referred to as *women*, just as their counterparts would be referred to as *men*.



I asked the women in my college communication class, "If someone announced that the ladies were invited to stay after church, would you stay?" The youngest one, eighteen years old, immediately said no. "What if the person said the *women* were invited?" I then asked. She hesitated and said, "I might."

She could envision herself as a woman at church, but not a lady.

Young women see "ladies" as a relegating term, delicate or proper. Today's woman sees herself as the *equal*, not the *weaker*, sex. She controls when she is a lady rather than allowing others to define it for her. Recognizing this will go a long way toward being inclusive.

Pronouns

Two words cause more trouble than they're worth—*we* and *they*. *We* means us, and *they* means them, the “belongers” or the “outsiders.” These two pronouns often find their way into discussions about younger and older women.

The words we choose reveal what we think. That is why we need to listen to the words we use, being careful not to draw a line that will separate.

We're “*one*.” Use “*we*” as much as possible. Work to get “*they*” out of your vocabulary.

Substitution

Sometimes grandfathers are called upon to be distractions to prevent little ones from becoming too destructive while Grandma is doing something constructive. One distraction is the old switcharoo whereby the adult holds “something,” or so he claims, behind his back, and then holds two fists out. The child hits one, and is mysteriously wrong. The child will continue the game, trying to get it right, and eventually getting confused.

In the adult version, cups are switched around by a carnival worker; and, having paid with the confidence that you will keep your eye on the prize, you fail miserably, along with the gallery of onlookers.

Women play the same switcheroo with terminology, and people get confused.

Cluster committee or cluster board?

- Boards have officers; committees don't.
- Boards can policies; committees don't.
- Committees report to boards, who approve or reject recommendations; boards report to the membership.



So many times women get up at cluster gatherings and seek nominations to the *board*. There is no cluster board! There is only a cluster committee.

Therefore, when you commission (install), your cluster committee, you are not commissioning officers; you are commissioning a cluster **coordinator** and committee **members** (see pages 45-48) to serve with her.

If you approach a woman with little experience with the organization and ask her to pray about running for cluster *board*, don't be surprised if she runs instead for the hills! That may be the last time you see her.

The word “board” has too much responsibility between the B and D to come easily to a “newbie.” It's like she's sticking her toes into the pool, and then some over-zealous pool prankster shoves her into the water. Had you used the right term, *committee*, she may have gone home and *prayed... rather than hid!*

Synod or synodical?

These two words are often interchanged, causing confusion. There's a big difference between being *IK Synod treasurer* and *IK Synodical treasurer*—something like 7 digits to, at most, 5 digits. Our treasurer's report barely covers a whole page, whereas synod council members get several pages.

Synods also have responsibilities and powers that synodicals don't. The synod owns property, and has its own permanent mailing address. Synodicals don't. Letters follow SWO officers all over the place.

A community newspaper ran an article that I had been elected *Synod* president! That was unnerving. I wondered, "Do those who *know better*, know that *I know better*, or do they think the women have elected someone without a clue?"

Never refer to the *synod board*—there is no such thing: *Synod Council, Synodical Board*.

Conference or Cluster?

The term *Cluster* is used to distinguish between the Women's Organization and the ELCA. It can be rather misleading when an announcement is made that a *conference* meeting is taking place, when it is a *cluster* meeting, or that we need nominees from the *NE Conference*, rather than the *NE Cluster*.

ELCA or Women of the ELCA?

ELCA stands for the *WHOLE church*, Evangelical Lutheran Church in America. Do not use *ELCA* when you mean *Women of the ELCA*. That may come from hearing that "5-letter word" so much that women don't recognize the real term. Often women misuse *ELCA* to distinguish between the *synodical* and the *churchwide* expressions.

CW or CWO; Churchwide or Churchwide Women?

If you wish to use the abbreviation to indicate Churchwide Women's Organization, use all three initials. Using *CW* can be misleading, as it is short for *Churchwide*, which means the ELCA. *CWO*, on the other hand, *only* means *Women of the ELCA*.

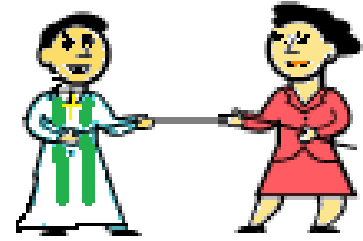
Member or Participant?

Women are only members of ELCA *congregations*. Women *join* churches, not *Women of the ELCA*. The *Congregational Unit* is a *member* of *Women of the ELCA*, and any woman may participate with that unit if she subscribes to the purpose of *Women of the ELCA*. She may hold offices and represent that unit if she is a member of the *member congregation*.

What if your home congregation has no unit, or your home congregation no longer belongs to the ELCA? A woman whose congregation is not an active unit—or member—may participate with an active unit without changing churches, or may become an individual partner. A woman cannot be elected as an officer or delegate, however, unless her home congregation is a member congregation of *Women of the ELCA*. Call 800-638-3522, ext. 2737, or email Eva.Yeo@elca.org.

HOW DO WE CO-EXIST?

Women of ELCA is not a committee, nor is it an auxiliary. It is an organization. It exists in partnership with the ELCA. This causes some misunderstanding—and sometimes mistrust—at some levels of the church, especially at the congregational level.



Some women report an almost hostile relationship. However, recognizing the relationship of your unit to the congregation may make the sailing lots smoother, and pastors will be able to see that a strong unit strengthens the church.

How do we show that the Unit and its leadership are not in competition with the church? First and foremost, recognize the boundaries.

What's "a woman's place?" Women generally handle many of the duties of the church. They make up, for the most part, the altar guild, and are often the teachers for the children. They play a huge role in hospitality. They decorate. They reorganize. For heaven's sakes, they stand guard at the door of the kitchen!

What women often misunderstand is that, when they do this, they do it as a part of the *church*, not as a part of *Women of the ELCA*. They are wearing the "church" hat, not the "CU" hat.

- The CU should not overstep its boundaries. It does **not set policies for the church**. For example, although women handle the altar and make the banners, that probably comes under Worship in the church's constitution. So, if there is an expense that your Unit assumes, it may be better to label it as a *gift to the church*, and let the established committee handle it.
- Decisions to make **alterations to the church property** are best left to those responsible for that property. Women, of course, should contribute to the tasks as volunteers in the church, and use their skills and talents where needed.

Make sure that the Pastor knows he or she is respected and treated as the pastor. Work with the leadership of the church. If you are a part of the church leadership, know where the line is between you as a member of the congregation and you as a participant in your Congregational Unit.

Keep in mind that you are called upon to play more than one role in your church. Recalling the Trinity, The Triune God, may help you to apply the concept of belonging in **two places as one person at one time**.

COPYRIGHTS

I'LL PICK THE SONGS AND BRING ENOUGH COPIES FOR EVERYONE...

You ever heard someone say that? And if you were the one in charge, how did you respond? (a) "Oh, thank you, sweetie?" (b) "Oh, no. We can't do that."

It's a misconception to think that it's okay to place a book onto a copier and copy away. Copyright means you don't have the right to copy.

Most churches purchase what is called a Church Copyright License, the price of which depends on the congregation's size, and is renewed each year. This covers almost all the songs a church will use. When you copy songs instead of using the hymnal, you need to note the license number in the bulletin or the copied leaflet.

In some cases, the song may not be covered by the Church Copyright License, and you may need to get special copyright permission. To be safe, check with your church office or musician, who is probably the closest to an expert in your church.

WHERE AND HOW TO SEND OFFERINGS

Offering Type	Where and when the offering is received	Amount of offering or gift to send	Where to mail the offering or gift
Regular Offerings Use blue Form A	These offerings are collected at your regular meetings.	At least half of regular offerings should be sent to your synodical organization.	Synodical treasurer. Her address is in <i>KINswoman</i> , or contact cluster partner or the churchwide office at 800-638-3522 ext 2730.
Thankofferings Use green Form B	These offerings are received one or more times per year as your unit determines.	Mail the total amount of these offerings as soon as possible. (Thankofferings cannot be designated offerings.)	Women of the ELCA P.O. Box 71256 Chicago, IL 60694-1256
Designated Gifts for Specific Ministries, and Special Gifts Use green Form B	Received as often as your unit determines.	Mail the total amount of these gifts and offerings as soon as possible. Please include the name and program number.	Women of the ELCA 8765 W. Higgins Road Chicago, IL 60631-4101
SWO Convention and Other Offerings Use Blue Form A	These offerings are received before synodical conventions	Mail the total amount of these offerings as soon as possible.	Mail to your synodical treasurer at the address she has published.
Mission Project and other special offerings Use Blue Form A	These offerings are received during specified periods.	Mail the total amount as soon as possible, or as specified by synodical.	Mail to your synodical treasurer at the address she has published.
Triennial Convention Offerings Use blue Form A	These offerings are collected before the triennial convention.	Mail the total amount of these offerings as soon as possible.	Mail to your synodical treasurer at the address she has published.

Women of the **EVANGELICAL LUTHERAN CHURCH IN AMERICA**

Blue
FORM A - FOR USE BY CONGREGATIONAL AND INTERCONGREGATIONAL UNITS
 Regular Offerings and SWO Convention Offerings
TO: SYNODICAL TREASURER

Use this FORM A to submit Regular Offerings and SWO Convention Offerings to your Synodical Women's Organization. Make checks payable to "Women of the ELCA." Mail check with this FORM A to your synodical treasurer.
 For further information, please call (800) 638-3522 ext. 2730.

IMPORTANT!
 THIS INFORMATION IS NEEDED TO PROCESS YOUR OFFERING.

CONGREGATION NAME <i>St. Matthew</i>	CONGREGATION NUMBER <i>02010</i>
CITY/STATE <i>Hebron, IN</i>	ZIP CODE <i>40302</i>
CONGREGATIONAL UNIT TREASURER <i>Ana Christus</i>	AREA CODE/PHONE NUMBER <i>219-555-0921</i>
TREASURER'S ADDRESS <i>22 Amaeus Rd.</i>	
CITY/STATE <i>St. John, IN</i>	ZIP CODE <i>40904</i>
DATE <i>2/20/2009</i>	AMOUNT <i>100.00</i>
REGULAR OFFERING	100.00
SWO CONVENTION	
<i>Haiti' Earthquake Relief</i>	<i>70.00</i>
TOTAL REMITTANCE	<i>170.00</i>

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Women of the **EVANGELICAL LUTHERAN CHURCH IN AMERICA**

Green
FORM B - FOR USE BY CONGREGATIONAL UNITS
 Thankofferings, Designated Gifts, and all other offerings
TO: CHURCHWIDE OFFICE

Use this FORM B for Thankofferings, Designated Gifts and all other offerings. Make checks payable to, "Women of the ELCA." Mail check with this FORM B to Women of the ELCA, PO Box 71256, Chicago, IL 60694-1256. For further information, please call (800) 638-3522 ext. 2730.

IMPORTANT!
 THIS INFORMATION IS NEEDED TO PROCESS YOUR OFFERING.

CONGREGATION <i>St. Matthew</i>	CONGREGATION NUMBER <i>02010</i>
CITY/STATE <i>Hebron, IN</i>	ZIP CODE <i>40302</i>
CONGREGATIONAL UNIT TREASURER <i>Ana Christus</i>	AREA CODE/PHONE NUMBER <i>219-555-0921</i>
TREASURER'S ADDRESS <i>22 Amaeus Rd.</i>	
CITY/STATE <i>St. John, IN</i>	ZIP CODE <i>40904</i>
DATE <i>5/15/2008</i>	AMOUNT <i>167.36</i>
PROGRAM NO. <i>505</i>	THANKOFFERING (Please do not designate)
DESIGNATED GIFTS FOR SPECIFIC MINISTRIES	
<i>555</i>	<i>World Hunger</i>
	<i>Grants Program</i>
SPECIAL OFFERINGS AND GIFTS	
	<i>Katie's Fund - current needs</i>
TOTAL REMITTANCE	<i>317.36</i>

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Cluster Planning Committee Job Descriptions

1. A Cluster Planning Committee of at least three members, including a coordinator shall be elected at the cluster gathering.
 - a. Term of office for members of the planning committee shall be two years;
 - b. Planning committee shall be eligible for one reelection;
 - c. No member shall serve more than five consecutive years;
 - d. No more than one member from the congregational unit shall serve on the cluster planning committee;
 - e. The cluster planning committee shall set a process for elections, which shall take place at Spring Gatherings
 - f. Should a vacancy occur on the committee, IK SWO shall name a successor until the next cluster meeting
2. The cluster planning committee shall plan program activities with guidance from the synodical women's organization.
 - a. Regular meetings to be held once a year, preferably by June 1.
 - b. The same format to be used in all cluster spring gatherings:
 1. Spiritual Exploration
 2. Idea Exchange (what works, problems)
 3. Extra Worship (Bible Study, etc.)
 - c. All retreats or days of renewal are encouraged.
 - d. All unit members are invited to attend. There is no official representative of units.
 - e. The agenda shall allow time for the report IK SWO president or her representative.
 - f. The IK SWO president shall appoint a member of the IK synodical board to act as cluster facilitator to function as a liaison between the SWO Board and the planning committees to provide support and guidance.
 - g. Cluster planning committees will inform the IK SWO board, of all plans for meetings, including resources, speakers, etc.
 - h. Leadership development shall be provided by the IK SWO Board.
 - i. Shall work with the SWO board partner.
3. Cluster shall normally be self-supporting and show work cooperatively with the synodical women's organization and funding the clusters' and synodical women's organization's program and projects.
 - a. IK SWO Board shall establish a financial policy regarding clusters' operating expenses.
 - b. Expenses of cluster meetings and events shall be covered by charging a registration fee or having a free will offering.
 - c. \$75 shall be kept within clusters. Any monies remaining after expenses shall be remitted to the IK SWO treasurer.
 - d. Cluster shall not run cluster money through their personal checkbooks, instead, running the money through their home congregational unit's checking account (for tax reasons).
 - e. Expenses related to the IK SWO representative to cluster meetings shall be paid by the IK SWO.

4. Together with the IK SWO, cluster shall establish networks of communication.
 - a. Coordinators shall receive minutes from IK SWO board meetings and copies of all other pertinent communications.
 - b. Cluster planning committee shall receive the IK SWO newsletter.
 - c. Cluster planning committee shall serve as the primary liaison between the IK SWO board and congregational units.
 - d. Cluster coordinator shall communicate all planning for cluster meetings and events with the IK SWO board by communicating directly with the IK SWO cluster facilitator with a copy to the IK SWO president and board partner.
 - e. Cluster coordinator shall inform the IK SWO board of units in their clusters who are affiliated with the Women of the ELCA, disbanding, or would like help or information from the IK SWO board.
 - f. Cluster planning committee shall keep an updated list of congregational units in their cluster and notify the SWO board president and cluster facilitator of any changes.

CLUSTER STRUCTURE:

Coordinator and two or three committee members

Coordinator -- two-year term

Two or three committee members -- two-year term

Finances

Funding comes from SWO (startup monies). \$75 retained for expenses.

Events are self-supporting through offerings and or registration fees

All monies remaining after expenses is considered an offering to the women of the ELCA and sent to the SWO treasurer.

Programming

Programming material will be designed by SWO board. This is not required to be used, but incorporate the **five basic components**.

"The cluster planning committee shall plan and facilitate programmatic activities with guidance from the SWO." (IK Constitution, article 4, item 4)

- a. Provide experiences for learning and leadership development;
- b. Build community;
- c. Provide opportunities for joint ministry and action;
- d. Provide opportunities for offerings;
- e. Establish networks for communication.

CLUSTER FACILITATOR:

Appointed by the SWO President

SWO board member

Responsible for communicating with cluster coordinators, providing support and guidance.

FROM SWO CONSTITUTION—CLUSTERS: WHY THEY EXIST AND HOW THEY SHOULD FUNCTION

"Clusters or conferences shall be composed of units on the roll of this synodical women's organization.

Clusters or conferences shall work interdependently with the synodical women's organization and the units to fulfill the purpose of Women of the ELCA through activities that

- a. provide experiences for learning and leadership development;
- b. build community;
- c. provide opportunities for joint ministry and action;
- d. provide opportunities for stewardship education and offerings; and
- e. establish networks for communication.

A cluster or conference planning committee of **at least three members, including a coordinator, shall be elected** at the cluster or conference meeting.

The cluster or conference planning committee shall plan and facilitate programmatic activities with guidance from the synodical women's organization.

Clusters or conferences shall work cooperatively with the synodical women's organization in funding the clusters' or conferences' and synodical women's organization's programs and projects."

It is worthwhile to note here that clusters *may not retain funds*. \$75.00 start-up is available each year for cluster expenses. That money is accounted for in one of two ways:

- A. The synodical treasurer holds the funds** as a separate line entry. She then is responsible for overseeing funds. As you can imagine, this places too much responsibility on the SWO treasurer. This option is never used in Indiana-Kentucky.
- B. A congregational treasurer holds the funds** as a separate line item in its bank account. All transactions are done through that treasury. Usually the home congregation of the cluster coordinator or a member handles funds. Other clusters have found that using the same treasury year after year works best because of familiarity.

Whichever method you choose, all monies except for \$75 is sent to the SWO treasurer after each event. Registration should cover all expenses, and offerings in total are sent, along with surplus, to the SWO treasurer (Ex: \$300 registration, \$148 offering, expenses \$267. Send \$33 + offering, a total of \$181, to SWO, the amount left when you replace the \$75 used as part of your expenses).

You may designate *up to ½* of that amount (in the above example, \$90.50) wherever you wish, including the SWO, or 100% to CWO. Send the information to the SWO treasurer, and she will disburse the funds. The coordinator is responsible for doing all calculations and submitting it to the CU treasurer, who will write a check for the amount and give it to the coordinator, who then sends it in.

(Prepare a copy and send to CLUSTER FACILITATOR with your cluster report after each spring gathering.)

**Cluster Committee for (Cluster) _____, (Date) ____/____/_____
(Please Print)**

Coordinator: _____ Term: _____

Address: _____

City/state/zip: _____

Church/city: _____

Phone: ____/____/____ Alt. phone: ____/____/____

E-mail: _____

Committee member: _____ Term: _____

Address: _____

City/state/zip: _____

Church/city: _____

Phone: ____/____/____ Alt. phone: ____/____/____

E-mail: _____

Committee member: _____ Term: _____

Address: _____

City/state/zip: _____

Church/city: _____

Phone: ____/____/____ Alt. phone: ____/____/____

E-mail: _____

Committee member: _____ Term: _____

Address: _____

City/state/zip: _____

Church/city: _____

Phone: ____/____/____ Alt. phone: ____/____/____

E-mail: _____

CONTACT UPDATE—May, 2010

Active units have **4 requirements**. One is to have a **contact person** for your unit. If you will be the contact person for your unit, please fill out the form below. Print ONE letter per box. Please leave box **empty to indicate space**. Include an **e-mail address** where you can receive notifications. You may have up to 2 contacts/unit.

Cong. Number																			
Congregation																			
First Name																			
Last Name																			
Street address																			
City																			
State, Zip																			
Phone (Required)				--			--												
E-mail																			

Date Completed: ____/____/____

(Sample)

Cong. Number	0	2	0	0	6														
Congregation	S	T		S	A	M	S	O	N										
First Name	M	I	L	L	I	C	E	N	T										
Last Name	M	I	L	L	E	R													
Street address	7	3	6	7		E		C	O	U	N	T	R	Y		L	A		
	N	E																	
City	P	A	R	A	D	I	S	E											
State, Zip	I	N			4	0	0	0	4										
Phone	2	0	0	--	5	5	5	--	2	3	4	5							
E-mail	M	I	M	I	M	E	@	T	W	A	D	I	.	N	E	T			

Indiana-Kentucky Synodical Women of the ELCA				
YEAR	PRESIDENT	VICE-PRESIDENT	SECRETARY	TREASURER
Constituting Convention				
1987	Darlene Deck	Doris Wanamaker	Sarah Fisher	Carolyn J Collins, Carolyn Norveske
Regular Conventions				
1988	Darlene Deck	Doris Sparks	Sarah Fisher	Carolyn Norveske
1989	Darlene Deck	Doris Wanamaker	Sarah Fisher	Elizabeth Gaskins
1990	Darlene Deck	Elaine Adams	Alice McCoy	Elizabeth Gaskins
Biennial Conventions				
1991	Elaine Adams, Sarah Fisher	Sarah Fisher	Alice McCoy	Elizabeth Gaskins
1993	Bernice Kurz	Donna Shimer	Carol Spesard	Mary Jo Mikulski
1995	Bernice Kurz	Doris Sparks	Diann Zehr	Frances Grubbs
1997	Dr. Edith Johnson	Doris Sparks	Betty Roeder	Karen Torrez
1999	Dr. Edith Johnson	Bea Lehman	Ruth Metzger	Karen Torrez
2001	Jerry Shoenherr	Marilyn Saum	Dorothy Nevils	Phyllis Thompson
2003	Phyllis Thompson	Astrid Richwine	Dorothy Nevils	Mary Glasscock
2005	Jill Watson	Astrid Richwine	Carol Wagner	Mary Glasscock
2007	Jill Watson	Dorothy Nevils	Barbara Dietz	Florence Bright
2009	Dorothy Nevils	Phyllis Thompson	Barbara Dietz	Bonnie Kroening

OTHER

Churchwide consists of 65 synods, which are grouped into nine regions. IN/KY is a part of Region 6, which is made up of the following synods:

- 6A - Southeast Michigan
- 6B - North/West Lower Michigan
- 6C - Indiana-Kentucky
- 6D - Northwestern Ohio
- 6E - Northeastern Ohio
- 6F - Southern Ohio

2009-2011 Synodical Board:

Dorothy Nevils, President; maslivend@sbcglobal.net, 219-886-0201, 575 Johnson St, Gary, IN 46402

Phyllis Thompson, Vice President; past40@frontier.com, 260-436-5546, 4634 Morning Wind, Ft Wayne, IN 46804

Barbara Dietz, Secretary; bdietz59@sbcglobal.net, 574-299-0117, 1917 Denslow Dr, South Bend, IN 46614

Bonnie Kroening, Treasurer; wilandbon@insightbb.com, 502-245-1020, 10543 Dove Chase Circle, Louisville, KY 40299

Phyllis Armbrrecht ; phyllisarmbrrecht@hotmail.com , 812-667-5690, 1784 E County Rd. 800 S, Versailles, IN 47042

Brenda Demotte; bjdemotte@insightbb.com, 812-482-6707, 312 W. 5th St, Jasper, IN 47546

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Darla Werner; d Werner9164@sbcglobal.net , 317-576-9347, 5915 Budd Run Ct, Indianapolis, IN 46250

Board Partners, Committee Chairs, Responsibilities

Cluster 1-Northwest: A. Holtan, M: Action chair

Cluster 2- North Central: B. Dietz

Cluster 3-Northeast: L. Noel, Convention

Cluster 4- Lafayette: V. Murray

Cluster 5- Indianapolis: P. Thompson, Cluster Facilitator

Cluster 6- East Central, D. Werner, Triennial Gathering Promoter

Cluster 7- Southeast, P. Armbrrecht, M: Community

Cluster 8-Evansville, B. Demotte, Stewardship

Cluster 9- South Central, B. Kroening

Cluster 10-E. Kentucky, F. Kirchoff, Intergenerational Connections

Non-board: Darlene Deck, Global Education Advocacy; darlenedek@verizon.net

Non-board: Nancy Walter, LDA Deaconess, Revitalization; nanjackwalter@sbcglobal.net