LWML

Chesapeake District

Leaders' Manual

Updated October 2026

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Bylaws

of the Chesapeake District LWML

AMENDED SEPTEMBER 2026

LWML Chesapeake District Bylaws

ARTICLE I – NAME

The name of this organization shall be the Lutheran Women's Missionary League Chesapeake District (hereinafter referred to as District LWML), a subordinate organization of the Lutheran Women's Missionary League. The Lutheran Women's Missionary League (hereinafter referred to as LWML) is an integrated auxiliary of The Lutheran Church—Missouri Synod (hereinafter referred to as LCMS).

ARTICLE II – OBJECT

The object of this organization shall be:

a. To develop and maintain a greater mission consciousness among women of the district through mission education, mission inspiration and mission service.
b. To gather funds for mission grants either directly sponsored or approved by LCMS boards or LCMS district presidents, especially those for which no adequate provision has been made in LCMS or LCMS district budget.
c. To foster and support the program of LWML.
d. To take charge of, hold and manage all property, personal and real, that may at any time or in any manner come to or vest in this organization.

ARTICLE III – MEMBERS

Section 1. Membership

a. Women's organizations within the LCMS congregations of the Chesapeake District, on campuses, in resident homes, or in other settings shall be eligible for membership as groups.
b. One (1) or more groups affiliated with the District LWML within a congregation, on a campus, in a resident home, or in a single setting shall be considered one (1) unit.
c. All women who are communicant members of an LCMS congregation shall be eligible for membership in a group.
d. Where no women's organization exists, one may be formed particularly for the purpose of joining the District LWML.
e. Individual membership is available to a woman in an LCMS congregation with or without a group affiliated with the District LWML. Individual membership is not considered a group or a unit, nor does it confer voting privileges at the national or District level.
f. Groups and individuals in congregations of non-geographical LCMS districts, who are within the geographical bounds of the Chesapeake District, may apply to become part of the district after obtaining a release from their own district. Upon acceptance, they would be eligible for all rights and privileges as members of the Chesapeake District.

Section 2. Application for Membership

Group membership in the District LWML shall be obtained by:

a. Presenting a resolution of the group.
b. Obtaining approval of the local congregation.
c. Obtaining a certificate of membership from the District LWML Vice President of Organizational Resources.
d. Individual membership shall be obtained by presenting a request to the District Vice President of Organizational Resources.

ARTICLE IV – ORGANIZATION

Section 1. Zones

a. All groups of the District LWML shall be organized into zones.
b. The boundary of each zone shall coincide as nearly as possible with the LCMS circuits,

Section 2. Purpose

Each zone shall meet at least once a year for the following purposes:

a. To provide mutual inspiration, encouragement, and education.
b. To elect delegates to the LWML convention.
    1. Each zone shall have one (1) accredited delegate for each ten (10) or fewer groups and one (1) additional delegate for each additional ten (10) groups or major fraction thereof.
    2. The names of such delegates must be immediately presented to the Executive Committee of the District LWML.
    3. In the event a zone fails to elect a delegate, the District LWML Executive Committee may appoint a delegate from that zone to represent that zone and the District LWML at the convention of the LWML.

Section 3. Groups

Each group, in addition to supporting the program of the congregation, is expected to:

a. Carry out the aims of the LWML mission statement.
b. Promote the object of the LWML – mission education, mission inspiration, and mission Service.
c. Distribute and encourage use of the official LWML and District LWML publications.
d. Arrange for distribution and collection of mission offerings using Mite Boxes, or other voluntary means.
e. Appoint or elect a Christian Life Chairman, to promote the spiritual growth of the LWML.
f. Appoint an LWML Networker who is responsible for receiving and communicating information from the zone or district to the group leaders and others in the congregation, as appropriate. The suggested term for a Networker is three (3) to five (5) years.

ARTICLE V – CONVENTIONS

Section 1. Conventions

a. This District LWML shall hold a convention in the even-numbered years. The time and place shall be determined by the Meeting Managers and approved by the Executive Committee, in keeping with the Convention Rotation Schedule which appears in the Standing Rules.

Section 2. Representation

Representatives who have the privilege of vote shall be:

a. Two (2) delegates from each group.
b. Members of the Board of Directors.
c. Past Presidents of the Chesapeake District who are currently members of LWML and reside in the Chesapeake District.

Section 3. Group Delegates
Each group affiliated with the Chesapeake District LWML shall elect two (2) delegates to represent it at the district convention. When one (1) or more groups affiliated with the District LWML exist within a congregation, the two (2) delegates representing the unit shall be elected according to group bylaws.

a. The group delegates shall present credentials signed by the president of the group they represent.
b. The credentials shall be presented to the zone chairman for certification and forwarding to Recording Secretary.

Section 4. Quorum
A majority of the registered voting body present shall constitute a quorum.

ARTICLE VI – OFFICERS AND ELECTIONS
Section 1: Elected Officers

a. The elected officers shall be:
   President
   Vice President of Christian Life
   Vice President Gospel Outreach
   Vice President of Communication
   Vice President of Organizational Resources
   Vice President of Special Focus Ministries
   Recording Secretary
   Financial Secretary
   Treasurer
b. The elected officers shall be elected by ballot at the district convention to serve for a term of four (4) years, or until their successors are elected, and shall not be eligible for re-election to the same office.

Section 2. Elections

a. The elections of officers shall be as follows:
   1. The Vice President of Christian Life, the Vice President of Organizational Resources, the Vice President of Gospel Outreach, and the Treasurer shall be elected for a four (4) year term to begin with the 2020 convention.
   2. The President, the Vice President of Communication, Vice President of Special Focus Ministries, the Recording Secretary, and the Financial Secretary, shall be elected for a four (4) year term to begin with the 2022 convention.
b. Officers shall be elected at conventions with installation prior to adjournment. A majority of votes cast shall elect.
c. Election shall be by ballot.
d. In the event there is only one (1) nominee for each office, election of the full slate may be by voice vote. If there are nominations from the floor, a ballot shall be required.

Section 3. Vacancies

a. In the event of incapacity or other situation creating a vacancy in the office of President, the Vice President of Organizational Resources shall fill the vacancy until the President is able to resume her duties or until an election is held by the Board of Directors. The candidates eligible to fill the permanent vacancy shall be Vice Presidents who are serving in the third or fourth year of their terms of office.

b. Vacancies in the other offices shall be filled by appointment of the Executive Committee.
c. The filling of a vacancy for less than one (1) year shall not be considered a term of office.

ARTICLE VII – DUTIES OF OFFICERS

Section 1. The President shall:

a. Preside at the conventions of the District LWML.
b. Preside at the meetings of the Executive Committee (EC) and the Board of Directors (BOD).
c. Be responsible for appointing standing committee chairmen and members and appointed officers, with the approval of the Executive Committee.
d. Appoint special committees, as empowered by the Executive Committee.
e. Serve as ex-officio member of all committees, except the Nominating Committee.
f. Be authorized to sign checks for the Treasurer in an emergency or her absence.
g. Approve payments for legitimately incurred expenditures.
h. Be a member of the LWML Presidents Assembly; if unable to attend a President's Assembly or national convention, any LWML District officer shall be authorized to attend as the President's representative and shall have voice and vote.
i. Present a written report to the District LWML convention, including a report of the Board of Directors.
j. Notify members of the Board of Directors and Executive Committee of all meetings.
k. Perform other duties as set forth in the Leaders' Manual.

Section 2. The Vice President of Christian Life may perform the duties of the office of President in the absence or at the request of the President and shall:

a. Be coordinator of the Christian Life Department, including the Christian Life Committee.
b. Be a member of the Special Gifts Endowment Fund Committee.
c. Coordinate online Prayer Warriors by receiving and sending out prayer requests.
d. Maintain contact with the LWML Department of Christian Life.
e. Present a written report to the District LWML convention, including department activities.
f. Perform other duties as set forth in the Leaders' Manual.

Section 3: The Vice President of Communication may perform the duties of the office of the President in the absence or at the request of the President and shall:

a. Be coordinator of the Communication Department.
b. Coordinate all District publicity including overseeing the district newsletter and District website editors.
b. Maintain contact with the LWML Department of Communications.
c. Be responsible for the publication of the district convention manual.
d. Present a written report to the District LWML convention, including department activities
e. Perform other duties as set forth in the Leaders' Manual.

Section 4. The Vice President of Gospel Outreach may perform the duties of the office of President in the absence or at the request of the President and shall:

a. Be coordinator of the Gospel Outreach Department and chair the Mission Grants Committee.
b. Receive mission grant proposals for the District LWML convention ballot.
c. Present to the Board of Directors for selection of proposed mission grants to be placed on the District LWML convention ballot.
d. Prepare for impartial presentation of the grants chosen to be on the Mission Grant ballot and share with delegates and other convention attendees.

e. Requisition and disperse mission grant funds and monitor the progress of each recipient until completion.
f. Provide to the Board of Directors a report on the progress of each adopted mission grant until its completion.
g. Assure that the most current Guidelines for Submitting Grant Proposals for national LWML grants are distributed within the Chesapeake District.
h. Facilitate the work of Gifts from the Heart Committee to select ingathering items for Executive Committee and the Board of Directors meetings, Christian Life Retreats, and the District LWML.
i. Requisition and disburse mission grant funds and monitor the progress of each recipient until completion.
j. Prepare an impartial presentation of the approved proposed grants for the convention.
k. Perform other duties as set forth in the Leaders' Manual.

Section 5. The Vice President of Organizational Resources may perform the duties of the office of President in the absence, or at the request of the President and shall:

a. Fill the vacancy, in the event of an emergency or permanent vacancy in the office of President, until the President can resume her responsibilities or until the next District convention.
b. Be coordinator of the Organizational Resources Department, including LWML Store Committee, Structure Committee and Growth and Leadership Development Committee.
c. Coordinate requests for and present membership certificates to new groups.
d. Assist in preparation of the annual District Statistical Report of zones, groups, and members.
e. Maintain worship supplies and paraments for use at all District events.
f. Maintain a list of group charter dates.
g. Present a written report to the District LWML Convention, including department activities.
h. Perform other duties as set forth in the Leaders' Manual.

Section 6. The Vice President of Special Focus Ministries may perform the duties of the office of President in the absence or at the request of the President and shall:

a. Coordinate the Special Focus Ministries Department, including Heart to Heart Committee, Deaf Ministry Liaison, Young Women Committee and Church Workers in Mission Committee.
b. Maintain contact with the LWML Department of Special Focus Ministries.
c. Present a written report to the District LWML Convention, including department activities.
d. Perform other duties as set forth in the Leaders' Manual.

Section 7. The Recording Secretary shall:

a. Record the proceedings of District LWML conventions and meetings of the Board of Directors and Executive Committee.
b. Provide each member of the Board of Directors with a copy of the minutes of the convention and all board meetings within four weeks of said meeting.
c. Receive and file report of officers and both standing and special committees.
d. Perform such other duties as requested by the President.
e. Certify all Zone voting delegates as they register prior to the district convention.
f. Work with the Convention Registrar prior to and during the district convention to ascertain an accurate list and count of voting delegates.
g. Plan delegate seating prior to convention and set up Zone signs and delegate seating signs during the convention business sessions.
h. Present a written report to the District LWML convention
i. Perform other duties as set forth in the Leaders' Manual.

Section 8. The Financial Secretary shall:

a. Receive all monies of the District LWML and deposit them in a financial institution(s) approved by the Executive Committee.
b. Keep an accurate account of these receipts and deposits and send a monthly report of receipts and deposits to the Treasurer and to the President.
c. Submit financial reports of receipts to each Executive Committee and Board of Directors' meeting, and to the District LWML convention.
d. Submit books for financial review at the end of each fiscal year.
e. Perform other duties as set forth in the Leaders' Manual.

Section 9. The Treasurer shall:

a. Make all payments authorized by the Executive Committee.
b. Remit quarterly to LWML twenty-five percent (25%) or more of the mites received.
c. Monitor the amount of mites designated to District grants and notify the VP of Gospel Outreach for disbursement.
d. Keep an accurate account of all deposits and disbursements.
e. Submit financial reports of disbursements to the President, to each Executive Committee and Board of Director's meeting, and to the District LWML convention.
f. Submit books for financial review at the end of each fiscal year.
g. Have authority to sign required documents on behalf of the Endowment Fund.
h. Perform other duties as set forth in the Leaders' Manual.

ARTICLE VIII – NOMINATIONS

Section 1. Nominating Committee

A Nominating Committee of three (3) members shall be elected by the District LWML Board of Directors in May, following each District Convention. The member receiving the highest number of votes shall be Chairman and be an advisory member of the Board of Directors.

Section 2. Duties

The Nominating Committee shall:

a. Submit for each elective office a slate of candidates who have given their written consent to serve, if elected.
b. Publish their report prior to the District LWML convention.
c. Prepare ballots with the names of candidates listed in alphabetical order.

Section 3. Nominations

a. Groups or individual members may submit names for elective offices to the Nominating Committee for their consideration. The chairman is responsible for obtaining completed nomination forms from these nominees by specified date, in even number years.
b. Nominees being considered for elective offices shall have at least two (2) years' experience on group or zone levels, during which time they shall have held office. They shall be active in the work of their group or zone at the time of nomination
c. Further nominations may be made from the convention floor, provided nominees meet all qualifications for office and are present or have written consent to serve, if elected.

ARTICLE IX – BOARD OF DIRECTORS

Section 1. Composition
The District LWML Board of Directors shall consist of the elected officers, zone chairmen or presidents, standing committee chairmen, and appointed officers.

a. No person may cast more than one vote as a member of the Board of Directors. Should a zone representative also serve as zone chair, she may designate the co-chair or another elected officer of her zone to have the privilege of voice and vote in her place as needed.
b. Should a Zone Chair be unable to participate in a Board of Directors meeting or District LWML Convention, she may designate the co-chair or another elected officer of her zone to have the privilege of voice and vote in her place as needed.
c. The immediate past-President, serving for one (1) year, the Pastoral Counselors, and the Nominating Committee Chairman shall be members serving in an advisory, non-voting capacity.

Section 2. Meetings

a. Regular meetings shall be held annually.
b. Special meetings may be called by the President or at the request of three (3) members of the Board of Directors.
c. A meeting of the Board of Directors shall be held in the convention city preceding the District LWML convention to consider the business which will be brought before the convention.

Section 3. Duties
The Board of Directors shall:

a. Transact all business of the District LWML between conventions.
b. Consider and approve, with the guidance of the Pastoral Counselors, proposed mission grants and Bylaw amendments, before presentation to the District LWML convention.
c. Provide for the distribution of the magazine published by the LWML.
d. Coordinate the work of the zones.
e. Appoint a committee of two (2) persons to conduct a financial review of the accounts of the Financial Secretary and the Treasurer, at the end of each two-year fiscal cycle in even numbered years.
f. Elect a Nominating Committee of three (3) members in May, following each District Convention. The member receiving the highest number of votes shall be Chairman and be an advisory, non-voting member of the Executive Committee.
g. Arrange for events of the whole District LWML, or parts thereof, for mutual encouragement and inspiration.

Section 4. Quorum
Thirteen (13) voting members either physically present or virtually via web shall constitute a quorum.

ARTICLE X – EXECUTIVE COMMITTEE

Section 1. Composition
The District LWML Executive Committee shall consist of the elected officers and standing committee chairmen.

a. No member shall hold more than one (1) voting position on the Executive Committee.
b. The immediate past-President for one (1) year, the appointed officers, and Pastoral Counselors shall be members serving in an advisory, non-voting capacity.

Section 2. Meetings

a. The Executive Committee shall meet at the call of the President and may, when necessary, take action by mail or electronic messaging.
b. Five (5) voting members present either physically present or virtually shall constitute a quorum of the Executive Committee.

Section 3. Duties

The Executive Committee shall:

a. Transact the business of the Board of Directors between meetings of that body.
b. Approve and supervise the program of the biennial convention.
c. Fill all vacancies occurring in the elective except in the office of President. (See Article VI, Section 3 b.)
d. Arrange for payment of legitimately incurred expenses of the Board of Directors.
e. Approve financial institution(s) for deposit of District LWML funds.
f. Approve appointments of Standing Committee chairmen and members, and appointed officers.
g. Empower the President to appoint special committees.

ARTICLE XI – DEPARTMENTS AND STANDING COMMITTEES

Section 1. Composition

a. The departments shall be Christian Life, Communication, Gospel Outreach, Organizational Resources, and Special Focus Ministries with a Vice President serving as coordinator of each department. The coordinator shall be an ex-officio member of the committees in the department. The Standing Committees shall be Christian Life, Mission Grants, Gifts from the Heart, Growth and Leadership Development, Structure, Special Gifts Endowment Fund, LWML Store, Young Women, Heart to Heart, Deaf Ministry and Church Workers in Mission.
b. Standing Committee chairmen and members shall be appointed by the District LWML President, with the approval of the Executive Committee, except where committee chairman is the department, Vice President. The chairmen shall be voting members of the Board of Directors and (except for the Special Gifts Endowment Fund) of the Executive Committee.
c. Standing Committee chairmen and members shall be appointed for a term of (2) years from November 1 to October 31, or until their successors are appointed. They shall be eligible for one (1) re-appointment to consecutive terms.

Section 2. The Christian Life Department shall include the Christian Life Committee. The Christian Life Committee, consisting of the chairman, at least two (2) members and a Pastoral Counselor, shall:

a. Plan programs to encourage spiritual development of the members of the District LWML.
b. Conduct a District LWML Christian Life Retreat in the odd-numbered years.
c. Identify Christian Life materials for use at the District Convention and Zone events.

Section 3. The Gospel Outreach Department shall include the Mission Grants Committee and Gifts from the Heart Committee.

a. The Mission Grants Committee, consisting of the Vice President of Gospel Outreach as chairman, at least two (2) members and a Pastoral Counselor, shall:
    1. Review mission grant proposals guidelines before they are published.
    2. Review and evaluate all mission grant proposals before they are presented to the Board of Directors to select grants for the convention ballot. (Article VII, section 3.b).

3. Submit all International Grant proposals to the Office of International Mission.
4. Assist the Vice President of Gospel Outreach in preparing the presentation of proposed grants to the convention.
5. Perform other duties as outlined in the Leaders' Manual.

b. The Gifts from the Heart Committee consisting of the chairman, at least (2) members and a Pastoral Counselor. shall:
    1. Select ingathering items for Executive Committee, Board of Directors meetings, Christian Life Retreat, and the District LWML Convention, and provide disbursement of same.
    2. Perform other duties as outlined in the Leaders' Manual.

Section 4. The Organizational Resources Department shall include the Growth and Leadership Development Committee, the Structure Committee, and the LWML Store Committee.

a. The Growth and Leadership Development Committee, consisting of the department Vice President as chairman, at least two (2) members, and a Pastoral Counselor, shall:
    1. Reach out to organizations not affiliated with the LWML and attempt to enroll them as groups in the LWML.
    2. Provide materials and training to each member to increase skills for leadership in the LWML.
    3. Create and provide ideas, techniques, and resources which will enrich and stimulate individuals to increase membership within their group.
    4. Assist with communion set up at District events.
    5. Perform other duties as outlined in the Leaders' Manual.
b. The Structure committee, consisting of the chairman, at least two (2) members, and a Pastoral Counselor, shall:
    1. Study the bylaws of the District LWML and submit to the Board of Directors for approval such amendments as it deems advisable.
    2. Send an electronic copy of all proposed amendments to national LWML Structure Committee with sufficient time for the Committee to review and return to the District Structure Chairman with corrections or approval.
    3. Review all zone standing rules and/or bylaws and note those in conflict with LWML and District LWML Bylaws.
    4. Perform other duties as outlined in the Leaders' Manual.
c. The LWML Store Committee shall:
    1. Arrange for availability of LWML products for sale at District LWML conventions and Christian Life Retreats.
    2. Assist the District President in obtaining necessary items for meetings of the Board of Directors, the Executive Committee, and other District LWML functions as needed.
    3. Maintain a supply of Mite Boxes for distribution at Board of Director Meetings and District events.
    4. Perform other duties as outlined in the Leaders' Manual.

Section 5. The Special Focus Ministries Department shall include the Heart-to-Heart Committee, Young Women Committee, Church Workers in Mission, and the Deaf Ministries Liaison.

a. The Heart-to-Heart Committee, consisting of the chairman and at least two (2) members, and a Pastoral Counselor shall:
    1. Identify develop, support, and encourage women leaders in ethnic ministries, thus celebrating the gifts God has given the church.

2. Be intentional about giving these women, through networking, training, support, and resources, the opportunity to learn about and participate in the mission of LWML, at every level – group, zone, district, national.
3. Identify and encourage cross-culture opportunities within LWML, thus emphasizing the church's rich diversity.
4. Have its chairman report to each regular meeting of the Board of Directors, Executive Committee Meetings and to the convention.
5. Perform other duties as outlined in the Leaders' Manual.

b. The Young Women Committee, consisting of the chairman, at least two (2) members and a Pastoral Counselor, shall:
   1. Encourage active participation in the full scope of LWML ministries by younger women.
   2. Educate young women of the LWML Chesapeake District at district workshops and retreats.
   3. Accept and prepare materials to be used by the Executive Communities for selection of young women to represent the Chesapeake District at LWML conventions.
   3. Publicize items of interest to young women in various District LWML publications and on the district website.
   4. Perform other duties as outlined in the Leaders' Manual.

c. The Deaf Ministries Liaison shall:
   1. Be appointed by the LWML district president for a two (2) year term, eligible for reappointment, and serve as a non-voting member of the Board of Directors. If needed, the department Vice-President may appoint a committee of two (2) or three (3) to assist the liaison.
   2. Actively promote participation of deaf or hard of hearing women in the LWML by working with the district president to engage and invite attendance at district events, thus encouraging their spiritual growth.
   3. Promote the webpage on lwml.org that provides links to resources which will assist hearing Lutheran Women in Mission to work with the deaf and hard of hearing women in the district.
   4. Perform other duties as outlined in the Leaders' Manual.

d. The Church Workers in Ministry Committee shall:
   1. Encourage and equip pastors and other church workers to assist and support LWML groups at all levels in their churches.
   2. Encourage pastor-to-pastor mentoring by pastoral counselors.
   3. Provide resources to aid groups in churches in welcoming and supporting new church workers, encourage Chaplains and women in the military to join a group.
   4. Monitor the Church Workers in Mission webpage.
   5. Perform other duties as outlined in the Leaders' Manual.

Section 6. The Communication Department shall include the Communication Committee, and be responsible for overseeing all publications, website, and related social media platforms. The Communication Committee, consisting of a chairman, at least two (2) members including the District Publication editor, and a Pastoral Counselor, shall produce for use within the organization publicity and promotional materials related to the program and work of the LWML, and shall:

a. Be alert for news of the District LWML and develop publicity and promotion of LWML goals and actions.
b. Maintain a record of all groups within the District LWML by zone, listing name of church or other setting, and the name and contact information of a networker or other contact person who can receive and disseminate information to the group.

c. Maintain the District Zone map and update it prior to each convention.
d. Have charge of the publication and distribution of the District Publication.
e. Annually review the Lutheran Woman's Quarterly subscriptions mailing list and submit changes to national LWML
f. Coordinate and share information and encouragement through District social media sites.
g. Coordinate with the webmaster, who serves as an advisory member of the Communication Committee.
h. Perform other duties as outlined in the Leaders' Manual.

Section 7. The Special Gifts Endowment Fund Committee consisting of the Chairman, who shall serve as an advisory member of the Executive Committee, the Vice President of Christian Life, and the Vice President of Organizational Resources, together with the Senior Pastoral Counselor, serving in an advisory capacity, shall:

a. Promote the Special Gifts Endowment Fund.
b. Manage and maintain the Fund to enhance the organization.
c. Keep complete and accurate records of all donations.
d. Acknowledge the receipt of each gift.
e. Meet annually, or more frequently if deemed necessary, having at least two (2) members present.
f. Provide recommendations to the Executive Committee for the distribution of monies from this Fund.
g. Submit an annual financial report of this Fund to the Executive Committee at the end of the fiscal Year (June 30th).
h. Submit a written report for the convention manual, listing contributors to this Fund for the biennium.
i. Refrain from any conduct in which personal interests would conflict with the interest of this Fund.
j. Perform other duties as outlined in the Leaders' Manual.

ARTICLE XII – APPOINTED OFFICERS

The appointed officers shall be Archivist-Historian, District Publication Editor, Meeting Manager and Parliamentarian. They shall be appointed by the District LWML President with the approval of the Executive Committee. Except for the Parliamentarian, they shall be voting members of the Board of Directors and advisory members of the Executive Committee. The Parliamentarian shall be an advisory member of both the Board of Directors and the Executive Committee.

Section 1. The Archivist-Historian shall:

a. Write a history of the activities of the District LWML for the biennium and send a copy of the report to the LWML Archivist-Historian.
b. Gather and preserve records and other materials of historical significance to the Chesapeake District LWML.
c. Provide encouragement and training to her successor.
d. Attend the biennial Conference on Archives and History, if asked.
e. Perform other duties as outlined in the Leaders' Manual.

Section 2. The District Publication Editor shall:

a. Be responsible for the publication and distribution of news pertaining to District and LWML programs and activities through a quarterly newsletter.
b. Encourage zones, groups and LWML members to submit news items for publication.
c. Provide encouragement and training to her successor.

d. Be appointed for a term of two (2) years, from November 1 to October 31, or until a successor is appointed, and be eligible for re-appointment to consecutive terms.
e. Perform other duties as outlined in the Leaders' Manual.

Section 3. The Meeting Manager shall:
a. Develop and administer meeting services support for conventions, seminars, and other District Events.
b. Serve as the chairman of the Convention Site Committee.
c. Negotiate and sign contracts for conventions, seminars, and other District events with the approval of the President.
d. Provide encouragement and training to her successor.
e. Be appointed for a term of two (2) years, from November 1 to October 31, or until her successor is appointed, and be eligible for re-appointment to consecutive terms.
f. Perform other duties as set forth in the Leaders' Manual.

Section 4. The Parliamentarian shall:
a. Serve as a member of the Structure Committee.
Serve as an advisor on parliamentary procedure, upon request.
b. Attend Board of Directors and/or Executive Committee meetings and District LWML Conventions.
c. Provide encouragement and training to her successor.
d. Be appointed for a term of two (2) years, from November 1 to October 31, or until her successor is appointed, and be eligible for re-appointment to consecutive term.
e. Perform other duties as set forth in the Leaders' Manual.

ARTICLE XIII – PASTORAL COUNSELORS
Section 1. Pastoral Counselors
a. The Pastoral Counselors shall consist of two (2) pastors serving the LCMS within the Chesapeake District.
b. Each Pastoral Counselor shall serve for four (4) years.
c. The Nominating Committee shall (if possible) select two (2) candidates who have been approved by the President Southeastern District LCMS.
d. One (1) Pastoral Counselor shall be elected at each District LWML convention and shall not be eligible for re-election to consecutive terms.

Section 2. Duties
a. Pastoral Counselors shall:
    1. Serve the District LWML in an advisory capacity.
    2. Attend all District LWML conventions and meetings of the Executive and Board of Directors Meetings.
b. The Junior Pastoral Counselor shall attend the LWML convention.

ARTICLE XIV OFFICIAL PUBLICATIONS
Section 1. The official publication of LWML is the Lutheran Woman's Quarterly which shall be made available to all members and groups.
a. The Communications Committee shall process orders from groups and place orders according to established guidelines.

b. District member groups specify the number of Quarterlies they wish to receive and are billed annually at the current LWML, per-copy rate.
c. Any difference in monies received and LWML billing shall come from the district operating fund.

Section 2
The official publication of the District shall be:
a. Edited and produced by the District Publication editor who shall have editorial privileges.
b. Sent to all churches in the district to both the church address and individual networkers, members, and other selected individuals.
c. Posted on the District website.

ARTICLE XV – MISSION GRANTS
Section 1. Grant Proposals (District Level)
The guidelines for submitting a proposal to receive grant funds from the Chesapeake District shall
a. be distributed by mail or electronically to all churches and groups by January of the district convention year.
b. Grant proposals may be submitted by individual LWML members groups or zones within the Chesapeake District, Chesapeake District congregations, or LCMS-Southeastern District boards.
c. Grant proposals shall be submitted electronically, if possible, to the Vice President of Gospel Outreach six (6) months prior to the Convention.

Section 2. Selection of Grant Proposals for the Convention Ballot
a. A summary of the grant proposals shall be sent to the Southeastern District LCMS Chief Ministry Officer for review.
b. Grant proposals shall be reviewed by the Mission Grants committee to ensure they meet the criteria set forth in the guidelines.
c. The Vice President of Gospel Outreach will bring the grant proposals that meet criteria set forth in the guidelines.
d. The list of grant proposals selected for the district LWML convention ballot shall be submitted to individual groups prior to the convention.

Section 3. Selection of Grant Recipients
a. The first grant of each biennium will be a standing grant which shall be awarded to the LCMS Southeastern District (SED) scholarship fund to support educational costs for seminarians of the LCMS SED. This grant shall be made for the maximum amount allowable by current District Standing Policies.
b. Selection of remaining grant recipients shall be by ballot at the district convention; recipients shall be ranked in order by plurality vote of the convention voting body.
c. The total number of mission grants to be paid shall be based on the overall mission goal adopted for the biennium by the convention voting body.
d. Following the standing grant, grants shall be paid in order of voting rank with #1 being paid first, #2 second, etc.

Section 4. Disbursement of Funds
a. Funds voted for a mission grant must be disbursed or put into use two (2) fiscal biennium, the biennium in which they were voted upon and the one (1) following or be returned to the District LWML treasury for reallocation. The convention voting assembly may extend the time for one (1) Biennium in case of extenuating circumstances.

b. In the event that changes in mission grant plans arise due to changing local or world conditions, the Board of Directors shall be authorized to act, either in session by mail, or by electronic messaging.

Section 5. LWML Mission Grants (National Level)

a. Proposals for LWML mission grants may be submitted by individual LWML members, groups, zones, districts, and LCMS boards.
b. Proposals for LWML mission grants must be submitted nine (9) months before the LWML convention.
c. Proposals must have the signature of the District LWML president and the president of the Southeastern District LCMS.

ARTICLE XVI – SPECIAL GIFTS ENDOWMENT FUND

The District LWML shall maintain a Special Gifts Endowment Fund (hereinafter referred to as the Fund) for the purpose of managing funds received as the result of gifts, memorials, honorariums, and bequests and using them for the mission and ministry of the Chesapeake District LWML.

Section 1. Purpose

The purpose of this Fund shall be to:

a. receive unrestricted gifts and bequests from individuals, groups, or other sources.
b. permit monies from this Fund to be used for mission grants, special expenses, or programs recommended by the Special Gifts Endowment Fund Committee and approved by the Executive Committee.

Section 2. Donations

a. Mite Box donations shall not be included in the Special Gifts Endowment Fund.
b. Donations from any source may be received by this Fund.
c. Cash donations should be made by check and written to the order of "LCEF," (Lutheran Church Extension Fund) and forwarded to the Special Gifts Endowment Fund Chairman for deposit. The Chairman shall then inform the District Board of the gifts and deposits.
d. Donations in the form of stocks, bonds, or personal property should be sent to the Fund Chairman. These donations shall be converted into currency as soon as feasible, taking into consideration obtaining the best market value for the gift. The cost of converting the donation into currency shall be deducted from the sale proceeds.
e. The Endowment Fund Chairman and/or District Treasurer shall have authority to sign required documents on behalf of the Fund.
f. Donations in the form of real estate shall have all pertinent information sent to the Fund Chairman. A real estate professional shall be hired to sell said property and all commissions, taxes, legal fees, and other legitimate costs shall be deducted from the sale proceeds.

Section 3. Fund Administration

a. Fund monies shall be kept on deposit with the Lutheran Church Extension Fund.
b. Interest received on this account balance shall be immediately available for use as approved by the Executive Committee.
c. Monies from this fund shall not be used for either routine or administrative expenses.
d. When the principal balance in this Fund shall reach twenty thousand dollars ($20,000), future funds shall be split on a fifty-fifty (50-50) basis: fifty percent (50) for deposit into this fund and fifty percent (50) may be considered available for immediate use.

Section 4. Duration
The District LWML Special Gifts Endowment Fund shall continue to exist, and be used as herein provided, so long as this District LWML shall continue to exist. If the District LWML should cease to exist, the assets of this Fund shall become the property of the LWML.

ARTICLE XVII – FINANCES
Section 1. Mission Goal

a. A district mission goal shall be selected for the biennium based on a reasonable expectation of giving.
b. The Board of Directors shall propose three (3) mission goals to present to the convention voting body as part of the mission grants ballot.
c. The BOD shall designate the percentage of the total mission goal to be used for outreach (mission grants) and in-reach (district operations).

Section 2. Mission Offerings

1. All regular mission offerings (mites) in the groups within this District LWML shall be collected through Mite Boxes or other voluntary means and remitted to the District LWML Financial Secretary four (4) times per year.
2. Twenty-five percent (25%) or more of these funds shall be remitted to the District LWML Financial Secretary four (4) times per year by the District LWML treasury for the approved District LWML grants and operations.
3. Special offerings or gifts directed to the District LWML Mission Grants Fund shall be used entirely for that fund.

Section 3. Expenses
All expenses of the Board of Directors and the Executive Committee shall be paid from the District LWML treasury. All expenses of the delegates to the LWML convention shall be paid from the District LWML treasury.

ARTICLE XVIII – FISCAL YEAR
The fiscal year of this District LWML shall begin on July 1st and end on June 30th inclusive.

ARTICLE XIX – PARLIAMENTARY AUTHORITY
The current edition of Robert's Rules of Order Newly Revised shall apply on questions of procedure and parliamentary law not otherwise provided for in these bylaws, or in the Articles of Incorporation and bylaws of the Lutheran Women's Missionary League.

ARTICLE XX – AMENDMENTS
These bylaws may be amended by a two-thirds (2/3) vote at the District LWML convention after such proposed amendments have been presented to the Board of Directors for consideration, approved by the LWML Structure Committee, and also presented in writing to each group prior to the biennial convention, unless the proposed changes have been presented at a previous convention.

ARTICLE XXI – DISSOLUTION

It is expressly declared that the Chesapeake District is not organized for business purposes and that no dividend or pecuniary profits shall ever be shared by its members.

In the event of the Chesapeake District's dissolution, its assets shall be conveyed to an organization exempt from federal tax under the provisions of Section 501(c)(3) Internal Revenue Code of 1986, as amended.

ARTICLE XXII – EMERGENCY ACTION

In the event of any great emergency such as war, epidemic, disaster, or other prevailing conditions making the holding of a convention inadvisable the Board of Directors shall have the authority to determine whether the convention shall or shall not be held. A two-thirds (2/3) vote of the Board of Directors shall decide, and the vote may be taken by mail or electronic messaging. In the event the convention is not held, the Board of Directors shall have the authority to plan procedures for conducting the routine convention business.

STANDING RULES

The District LWML shall have a Leaders' Manual which is maintained by the President and reviewed each biennium. The manual shall include guidelines and policies pertaining to the administration of the District LWML through its officers and committees.

CHESAPEAKE DISTRICT BYLAWS
AMENDED SEPTEMBER 2012
AMENDED SEPTEMPER 2018
AMENDED SEPTEMBER 2020
AMENDED SEPTEMBER 2022
AMENDED SEPTEMBER 2026

Job Descriptions

of the Chesapeake District LWML

Elected Officers

PRESIDENT
Of the LWML Chesapeake District
Job Description

The following duties are in addition to the Bylaws Article VII, Section 1:

1. The President is a member of the national LWML Presidents Assembly and attends one three-day Board meeting in January of even-numbered years. In odd-numbered years, she will attend one in January and one immediately preceding the national LWML convention.

2. Communicate with the Executive Committee and the Board of Directors regularly.

3. Write articles for the Official District Publication.

4. Bring "greetings" from the District to the Carolinas LWML District when invited.

5. Visit and assist inactive groups or new groups desiring information.

6. Review all contracts. Contracts require the President's signature, after EC and BOD approves the allocate signature to a representative (ie convention chairman, etc.)

7. Work with the Vice President of Communication to organize representation of the Executive Committee at all Zone rallies and provides information to other EC members attending other rallies.

8. Represent the District at Zone rallies, workshops, retreats, and installation of Pastors, Church dedications and memorial services as scheduled.

9. Represent the LWML at Southeastern District conventions, as invited.

10. Coordinate housing, registrations, and all other aspects of the delegates, Junior. Pastoral Counselor, YWRs to the national LWML convention. (Some of the YWRs aspects are performed by national LWML committee.)

11. Preside at all Executive and Board of Directors meetings.

12. Prepare a written report, and an oral report of your activities. Report is submitted to the Recording Secretary and distributed electronically.

13. Prepare a report for the District Convention manual to include the duties and activities of your office.

14. Maintain a file of information and activities and prepare a workable file for your successor.

15. After election contact the President of the Southeastern District LCMS of positions that have changed with contact information.

16. Select Board Members to attend the Presidents Assembly of Leaders as directed by LWML. This event occurs every four years.

Reviewed and Revised: May 2021

VICE PRESIDENT OF CHRISTIAN LIFE
Of the LWML Chesapeake District
Job Description

The following duties are in addition to the Bylaws Article VII, Section 2:

1. Serve as coordinator of the Christian Life Department. Work with the Christian Life Committee to organize and implement the District Christian Life Retreat. These are held every other year in the fall when there is not a District Convention.

2. Write articles for the Official District Publication.

3. Promote programs of Bible study within the Chesapeake District.

4. Participate in planning and implementation of Chesapeake District Leaders Retreat.

5. Attend all Board of Directors and Executive Committee meetings. Prepare a written report and an oral report of your activities. Report is submitted to the Recording Secretary and distributed electronically.

6. As a member of the Endowment Fund Committee, meet with the Fund Committee when meetings are called. The Committee will review and may recommend uses for the Fund's Interest.

7. Represent the District Board at Zone rallies as assigned by the President. Information will be provided.

8. Prepare a report for the District convention manual to outline your activities.

9. Maintain contact with your national LWML counterpart.

10. Maintain a file of information, and activities, and prepare a workable file for your successor.

Revised and Reviewed: May 2021

VICE PRESIDENT OF COMMUNICATIONS
Of the LWML Chesapeake District
Job Description

The following duties are in addition to the Bylaws Article VII, Section 3:

1. Serve as coordinator of the Communications Department, including the District Publication editor, the District Webmaster, and a Pastoral Counselor, which shall oversee all work within the organization on presentations, hard copy and electronic means to promote the LWML and its mission and to encourage others to do the same.

2. Communicate with the churches in the Southeastern District about special occasions such as upcoming events and conventions as directed by the President. This can be done through emailing to keep costs at a minimum.

3. Coordinate the Display Rooms at the Chesapeake District convention as directed by the President.

4. Provide a display to promote the LWML Chesapeake District at Pastors' conventions, Professional Church Workers' conventions, Southeastern District Conventions and at other group meetings as directed. The display can contain such things as display boards with pictures and information about grants and projects, handouts (Chesapeake District brochure, candy, stickers, or any other giveaway,) video of the LWML Convention highlights or any other information can be shared with those attending the convention or meeting. Enlist the aid of other women in the LWML or Pastors to tend the Display. Attendance is not mandatory at these conventions or meetings. For the SED convention, contact the Carolinas District to share the display and its cost.

5. Participate in the planning and implementation of the Chesapeake District Leaders weekend.

6. Attend all District Board of Directors and Executive Board Meetings. Give a written report to be submitted electronically to the Recording Secretary prior to a meeting, and an oral report on any additional activities.

7. Represent the District Board at Zone rallies as assigned by the President. Information will be provided.

8. Prepare a report for the District Convention Manual to outline your activities.

9. Maintain contact with your national LWML counterpart.

10. Maintain a file of information and activities and prepare a workable file for your successor.

Revised and Reviewed: May 2021

VICE PRESIDENT OF GOSPEL OUTREACH
Of the LWML Chesapeake District
Job Description

The following duties are in addition to the Bylaws Article VII, Section 4:

1. Serve as Coordinator of Gospel Outreach Department and appoint at least two committee members and Chairman of the Mission Grants Selection Committee.

2. The Committee selects a project for each District Convention Ingathering (Gifts from the Heart) to present for approval by the Board of Directors at their February meeting. The Committee will handle the publicity to the Zones. Be responsible for the collection and dedication of these items at the Convention. (Because of the large number of Ingathering items collected at the Convention, it is helpful to select a project near the convention site to ease delivery of the items.)

3. The Gospel Outreach Committee will also:
   a. alert Zones to the opportunities and challenges for Gospel Outreach within the Zone,
   b. Communities and World.
   c. provide guidelines and information for Gospel Outreach to Zone Chairs/Presidents.
   d. utilize newsletters, interest groups, retreats, and workshops to encourage Gospel Outreach.

4. Write articles for the Official District Publication.

5. Participate in the planning and implementation of the Chesapeake District Leaders retreat.

6. Attend all Board of Directors and Executive Committee Meetings. Give a written report and submit it electronically to the Recording Secretary prior to a meeting and orally at the meeting.

7. Represent the District Board at Zone rallies as assigned by the President. Information will be provided.

8. Prepare a report for the District Convention Manual to outline your activities.

9. Maintain a file of information and activities and prepare a workable file for your successor.

10. Acknowledge receipt of proposals and indicate date the Board of Directors will meet to select the proposals to appear on the Convention Ballot.

11. Encourage the use of the Mite Boxes.

Reviewed and Revisited: May 2021

VICE PRESIDENT OF ORGANIZATIONAL RESOURCES
Of the LWML Chesapeake District
Job Description

The following duties are in addition to the Bylaws Article VII, Section 5:

1. The areas of responsibilities include Group membership (new and old), The LWML Store Manager, Structure, Growth and Leadership Development, Heart to Heart Sisters and Young Women Committees. The President will appoint the chairmen of these committees.

2. After election, notify the President of the Southeastern District of your election so that you may be informed of any new churches within the District. Include a list of available altar furnishings.

3. List, maintain and store altar furnishings that are available for loan to congregations who have a need for them. These are kept in your possession while in office. Keep a list of congregations that are borrowing the furnishings.

4. Provide LWML information and resources to any prospective new Groups. Notify the LWML Store Manager concerning new Group materials.

5. When a new Group requests membership, send an application form to be completed and returned. Complete the form and forward to the District President. Inform the appropriate Zone Chairman of any new Groups.

6. Prepare and issue new certificates of membership for presentation at the District convention. Reissue certificates for reactivating Groups as needed and replace lost certificates.

7. At the direction of the District President, send a letter to all the congregations in the Chesapeake District who do not already have a Group in the LWML inviting them to become members of the LWML.

8. Participate in planning and implementation of Chesapeake District Leaders Retreat.

9. As a member of the Endowment Fund Committee, meet with the Fund Chairman when meetings are called. The Committee will review and may recommend uses for the Fund's Interest.

10. Attend all Board of Directors and Executive Committee meetings. Prepare a written report to be sent electronically to the Recording Secretary for distribution prior to scheduled meetings. Prepare an oral report on your activities not mentioned in written report.

11. Represent the District Board at Zone rallies as assigned by the President. Information will be provided.

12. Coordinate the review of the District Goals on a yearly basis.

13. Prepare a report for the District convention manual to outline your activities.

14. Maintain contact with your national LWML counterpart.

15. Maintain a file of information and activities; and prepare a workable file for your successor.

Revised and Reviewed: May 2021

VICE PRESIDENT OF SPECIAL FOCUS MINISTRIES
Of the Chesapeake District LWML
Job Description

The following duties are in addition to the Bylaws Article VII, Section 6:

1. Serve as coordinator of the Special Focus Ministries Department, to include the Heart-to- Heart Sisters Committee, Young Women Committee, Workers in Mission and the Deaf Ministries Liaison.
2. Assist the President in identifying committee chairs for Heart-to-Heart Sisters and Young Woman Committee, Workers in Mission as well as the Deaf Ministries Liaison; and assist in recruiting committee members.
3. Provide support to each of these outreach initiatives as needed by their committees.
4. Participate in the planning and implementation of the Chesapeake District Leaders Weekend.
5. Participate and provide training as needed for activities provided for young women and Heart-to-Heart Sisters at District Conventions.
6. Write articles as requested for the Official District Publication.
7. Attend all Board of Directors and Executive Committee meetings. Prepare a written report and an oral report of your activities. Report is submitted to the Recording Secretary and distributed electronically.
8. Represent the District Board at Zone rallies as assigned by the President. Information will be provided.
9. Prepare a report for the District convention booklet to outline your activities.
10. Maintain contact with your national LWML counterpart.
11. Maintain files to pass on to your successor.

Reviewed and revised: May 2021

RECORDING SECRETARY
Of the LWML Chesapeake District
Job Description

The following duties are in addition to the Bylaws Article VII, Section 6;

1. Have access to the Internet, be proficient in the use of a computer to compile and send minutes and other documents.

2. Be able to listen carefully and convey thoughts clearly so that there is no question as to interpretation of proceedings.

3. Receive, compile, and send board reports electronically to all board members several days before the meeting. Send out minutes in a timely manner following the meeting. Minutes will contain additions to reports, a record of all action items, including motions and other items brought to a vote.

4. Keep accurate records, minutes, membership and committee rosters, and current bylaws and standing rules.

5. Attend all Board of Directors and Executive Committee meetings.

6. Keep copies of electronic votes (E-Votes) and report tallies to the President.

7. Represent District Board at Zone rallies as assigned by the President. Information will be provided.

8. Send "Rally and Statistical Report" forms to the Zone Chairmen prior to the Spring Rallies. Compile the information received from these reports.

9. Certify all Zone voting delegates as they register prior to the District Convention. Work with the Convention Registrar prior to/and during the District convention to ascertain an accurate list and count of voting delegates. Plan delegate seating prior to the District Convention and set up Zone signs and delegate seating signs during the convention business session.

10. Prepare a report for the District Convention manual to outline your activities.

11. Maintain a file of information and activities; and prepare a workable file for your successor.

Reviewed and Revised: May 2021

FINANCIAL SECRETARY
Of the LWML Chesapeake District
Job Description

This position is bonded by the LWML.

The following duties are in addition to the Bylaws Article VII, Section 8:

1. Assist the District Convention Registrar and the Christian Life Retreat Registrar in planning for deposits and record keeping of registrations.

2. Act as Registrar for the Chesapeake District Leaders Retreat.

3. Attend all Board of Directors and Executive Committee meetings. Prepare written report and submit it electronically to the Recording Secretary prior to the meeting, and an oral report of activities.

4. Provide notification to each group in the District, through the Official District Publication to send in Mites, as soon as they are collected.

5. At the direction of the Executive Committee or District President, send a letter to each Group stating the amount contributed to MITES, projects, and publications during the biennium. The letters are to be sent around May 1st of the second year of the biennium, reflecting totals given as of April 15th.

6. Represent District Board at Zone rallies as assigned by the President. Information will be provided.

7. Prepare a report for the District Convention Manual to outline your activities.

8. Maintain a file of information activities and prepare a workable file for your successor.

Reviewed and revised: May 2021

TREASURER
Of the LWML Chesapeake District
Job Description

This position is bonded by LWML.

The following duties are in addition to the Bylaws Article VII, Section 9:

1. Keep accurate records of all deposits and disbursements. Receive a monthly deposit report from the Financial Secretary. Make copies of all bank statements and mail to Financial Secretary for verification and to keep for her records.

2. Money deposited shall be maintained in two separate funds: District Operating Fund and District Project Fund. The Operating Fund shall receive monies marked for Mites and Publications. Mite money shall be divided 25% for national LWML and 75% remains for District expenses and mission grants. Money received specifically for District Projects shall be deposited in that Fund.

3. Make all payments authorized by the Executive Committee. An original receipt must accompany all requests for payment or reimbursement. These include:
   a. Monthly:
      - 25% of Mites received to national LWML
      - Any invoice received from the national LWML office

   b. Quarterly:
      - LWML Quarterly Invoice
      - Reimburse Official District Publication Expenses

   c. Annually: Insurance

   d. As needed: Expenses incurred by Board Members in carrying out their duties.

4. Pay the following pre-approved items when submitted on an Expense Voucher with and original receipt: a) mileage to approved District functions; and b) expenses incurred for a District office or committee.

5. Make recommendations to the Executive Committee, as funds become available, concerning the payment of mission grants. Upon approval, send grant check to the Vice President of Gospel Outreach to send or give to recipient.

6. Attend all District Board of Directors and Executive Committee meetings. Prepare a written report and submit it electronically to the Recording Secretary prior to a meeting, and an oral report on activities.

7. Participate in the Chesapeake District Leaders Retreat.

8. Represent the District Board at Zone rallies as assigned by the President. Information will be provided.

9. Prepare a fund balance and activity report for the District Convention Manual.

10. Submit the Treasurer's Books for financial review at the end of each fiscal year. These items will be included for the review: Bank Statements, Check Stubs, Transaction Journal and Convention Report

11. Maintain a file of information and activities and prepare a workable file for your successor.

Reviewed and Revised: May 2021

PASTORAL COUNSELORS
Of the LWML Chesapeake District
Job Description

The following duties are in addition to the Bylaws Article XIII, Sections 1 & 2:

1. The Junior Pastoral Counselor is responsible for the Bible Study at the District's Biennial Convention.

2. The Junior Pastoral Counselor attends the national LWML convention.

3. The Senior Pastoral Counselor is the Proclaimer for the Opening Communion Service at the District's Biennial Convention.

4. Both Pastoral Counselors participate, design, and prepare Worship Services at the District Convention and when asked by the President.

5. The Pastoral Counselors are responsible for inviting district and local pastors to participate in the processional and assist with serving communion at the Worship Services at the District Convention.

6. The Pastoral Counselors shall be willing to plan/present Bible Studies, devotions and prayers as needed or requested for Executive Committee and Board of Directors meetings.

7. The Pastoral Counselors shall be willing to assist various committee chairmen as needed or requested in an advisory capacity as stated in our Bylaws Article XI, Sections 2, 3, 4, 5, and 6.

8. The Pastor Counselors shall attend all District Board of Directors and Executive Board meetings. They each shall prepare a written report and submit it electronically to the Recording Secretary prior to a meeting and give an oral report at the meeting.

9. Each Pastoral Counselor shall be appointed to a Vice President according to the President.

10. Each Pastoral Counselor shall prepare a report for the District Convention Booklet to outline your activities.

11. Maintain a file of information and activities and prepare a workable file for your successor.

Reviewed and revised: May 2021

Appointed Officers and Committee Chairs

ARCHIVIST-HISTORIAN
Of The LWML Chesapeake District
Job Description

The Archivist-Historian is an appointed office. She is a voting member of the Board of Directors (BOD) and an advisory (non-voting) member of the Executive Committee (EC).

In addition to the duties listed in the Chesapeake District LWML Bylaws Article XII, Section 1b, the Archivist Historian will:

1. Write a history of the activities of the District each biennium and send this report to the national LWML Archivist-Historian.

2. Gather and preserve all records and materials of historical significance to the District.

3. For reference use "Handbook for Archivist-Historians," LWML publication #1483, which lists what should be saved in the archives.

4. Solicit materials for the archives through the Official District Publication and personal contact.

5. Where possible, take pictures of activities to include in the archives.

6. Maintain the archives in an appropriate place to prevent damage and easy access.

7. Attend all Board of Directors and Executive Committee meetings. Prepare a written report to be transmitted electronically to the Recording Secretary and if necessary, an oral report of activities.

8. When possible, attend the seminar conducted periodically by the Concordia Historical Institute in St. Louis.

Reviewed and revised: May 2021

MEETING MANAGER
Of the LWML Chesapeake District
Job Description

The Meeting Manager is an appointed officer and serves as a voting member of the Board of Directors (BOD) and as an advisory member (non-voting) of the Executive Committee.

In addition to the duties listed in the LWML Chesapeake District Bylaws Article XII, Section 3, the Meeting Manager shall:

1. Select, evaluate, and propose facilities to the Board that have acceptable space for District events (i.e. Board meetings, Conventions, Retreats, Leadership Weekends.)

2. Negotiate and sign contracts for District events with the approval of the President.

3. Make necessary arrangements for food, lodging, meeting rooms, and audio/visual.

4. Work closely with Board members that are planning and implementing District events.

5. Develop budget and recommend a Registration Fee for events to the Executive Committee.

6. Solicit donations from Lutheran Church Extension Fund and Thrivent for various events.

7. Provide a master list of reservations that will be guaranteed using the District's credit card.

8. Provide necessary announcements regarding arrangements, including mealtimes, special activities, and room assignments during events.

9. Serve as liaison in handling any questions or concerns related to facility services and arrangements.

10. Solicit and work with vendors approved by the President for conventions. Vendors are usually charged a fee unless they have contributed money or supplies for the Convention.

11. Work with treasurer to pay event bills.

12. Become familiar with the District's Crisis Management Guidelines and serve on the Crisis Management Team when requested.

13. Attend all Executive and District Board of Director's meetings and District events.

14. Submit a written report electronically to the Recording Secretary prior to a meeting and provide an oral report of any additional activities at the meeting.

15. Prepare a report for the District Convention booklet outlining Meeting Manager activities.

16. Maintain a file of information and records for your successor.

Reviewed and revised: May 2021

PARLIAMENTARIAN
Of The LWML Chesapeake District
Job Description

The Parliamentarian is an appointed office. The Parliamentarian is a voting member of the Board of Directors (BOD) and an advisory (non-voting) member of the Executive Committee (EC).

In addition to the duties listed in the Chesapeake District Bylaws, Article XII (Appointed Officers), Section 3 the Parliamentarian will:

1. Attend the BOD and EC meetings, and District LWML conventions at the request of the President. For this the Parliamentarian needs to:
   a. Be familiar with the District Bylaws and have a copy on hand at all meetings.
   b. Maintain a list of BOD and EC positions/members and give a report as to who is eligible to vote at a particular meeting.
   c. Advise the President that a quorum is present.

2. Serve as adviser on Parliamentary Procedure upon request. In this capacity, the Parliamentary needs to:
   a. Be familiar with Parliamentary Procedure.
   b. Use for reference: 1) "Handbook for the Parliamentarian," LWML publication #1403; 2) Robert's Rules of Order – Newly Revised," and 3) any additional helps on Parliamentary Procedure based on Robert's Rules or from national publications.
   c. Have these publications available for reference at meetings.
   d. Be in communication with the national LWML Parliamentarian when the above publications do not answer a particular question.

3. Serve as a member of the Structure Committee. As a member of this committee, the Parliamentarian will:
   a. Review copies of bylaws from Zones and Societies at the request of the Structure Committee Chairman.
   b. Assist in other work of the Committee as requested.

Reviewed and revised: May 2021

PUBLICATIONS EDITOR
Of The LWML Chesapeake District
Job Description

The following are in addition to Bylaws Article XIV, Section 2.

1. Establish and maintain a schedule for consistent and timely publication of the Official District Publication. Send to the President to review before publication. It is to be done in the following manner:
    a. Solicit articles and photos from selected individuals and from the District at large ensuring photos are printed with permission.
    b. Receive, evaluate, and include appropriate articles from LWML.
    c. Edit the articles for content and size checking articles for grammar, spelling, and sentence structure.

2. A mailing list will be provided for mailing the Official District Publication to those requesting mailed copies.

3. Keep a second file for electronic copies. Work with the VP of the Communication Department to ensure these lists are kept current.

4. Notify the President and Communication Department of the address changes of any Networker or Zone Chairman. Request that the Communications Department informs the editor of any changes to the networker lists.

5. Be responsible for any other publication as directed by the President or approved by the Board of Directors.

6. Prepare a report for the District Convention Manuel to outline your activities

7. Maintain a file of information, activities, and prepare a workable file for your successor.

Reviewed and Revised: May 2021

LWML STORE MANAGER
Of The LWML Chesapeake District
Job Description

The following duties are in addition to the Bylaws Article XI, Section 1b.

1. Manage the District LWML Store.
   a. Provide a list of items that the District President should order for the District LWML Store.
   b. Price and inventory all items in the District LWML Store.
   c. Operate the LWML Store at all District Events and at other events when required to do so.

2. Publicize and promote new LWML products, as they become available.

3. Send an electronic report to the Recording Secretary before each board meeting.

4. Attend all District Board of Directors and Executive Board meetings.

5. Prepare a report for the District Convention Manual to outline your activities.

6. Maintain a file of information and activities and prepare a workable file for your successor.

Reviewed and revised: May 2021

HEART TO HEART COORDINATOR
Of the LWML Chesapeake District
Job Description

The duties of this office are spelled out in Article XI, Standing Committee Section 5 of the Chesapeake District Bylaws.

The Heart-to-Heart Coordinator is a special appointed position of the District. The role of this position includes:

1. Serve as an advocate for cross-cultural experiences in the District.

2. Visit ethnic congregations and identify women leaders to work with her on the Heart-to-Heart Sisters Committee. Inform the District President of those she would like to select to serve in this capacity and asks for District approval.

3. Communicate with the leadership of the District about the contacts and experiences she has had in ethnic congregations and the activities that are taking place there.

4. Prepare a schedule of gatherings such as zone rallies, retreats, District workshops, and conventions and prepare for ethnic women's participation at these gatherings, when possible.

5. Prepare a Heart-to-Heart Sisters Program to take place at the District convention. Once a budget has been established, she will work with her committee to arrange for the selection of women to attend and arrange programming at the convention.

6. Encourage the involvement of ethnic women on District committees and task forces, identifying leaders that have specific gifts and talents to serve. She not only will recommend Heart to Heart Sisters to serve but will also encourage them as they take on these leadership responsibilities.

7. Attend all District Board of Directors and Executive Committee meetings. Prepare a written report to be transmitted electronically to the Recording Secretary and if necessary, an oral report for this meeting.

8. Prepare a report for the District Convention Manual to outline your activities.

9. Maintain a file of information and activities and prepare a workable file for your successor.

Reviewed and revised: May 2021

GIFT PLANNING ADVOCATE
Of the LWML Chesapeake District
Job Description

1. The Gift Planning Advocate is an Advisory member of the Board of Directors and is invited to attend BOD meetings to:
   a. Share updates about activity of gift planning within the district.
   b. Share information about and invite LWML leaders to participate in the LWML Legacy Circle.
   c. Provide the most current resources about charitable gift planning with district leaders.
   d. Connect with Zone leaders about being a speaker at upcoming events

2. The Gift Planning Advocate should be connected to the Communications team to provide:
   a. A quarterly newsletter article about charitable planning and remembering your LWML Chesapeake District Official Publication.
   b. Provide donor stories that can be posted on the district website and other links to Gifts of Love information from the lwmlgiftplan.org website.

3. The Gift Planning Advocate should serve on the District Endowment Fund Committee, assist with creation of Gift Acceptance Policies, and provide Biblically based study of endowment funds.

4. Gift Planning Advocate and the Gift Planning Counselor should be invited to the biennial District Convention and will provide a booth, podium talk, and interest session.

5. Gift Planning Advocates receive specialized training and resources throughout the year regarding charitable gift planning including:
   a. Slides and scripts for presentations.
   b. Written articles and blurbs for district newsletters and congregational bulletins.
   c. Updates on tax laws.
   d. Resources available.

6. Gift Planning Advocates are trained through Gifts of Love national ministry.

7. Districts should also have their District Gift Planning Advocate and Gift Planning Counselor on the district speaker lists.

Revised May 2021

CHRISTIAN LIFE COMMITTEE CHAIRMAN
Of The LWML Chesapeake District
Job Description

The following duties are in addition to the Bylaws Article XI, Section 1 and Section 2.

1. Coordinate the Christian Life Retreat, working with the VP of Christian Life, Executive Committee, and the Board of Directors to select a speaker, develop the program, find a location, establish a schedule, and conduct an evaluation.

2. Develop or select from pre-developed written materials resources to help the individual members and groups to meet the mission of the LWML, "to assist each woman to grow in her relationship with the Triune God." One example would be to write articles for the Official District Publication which might include feature reviews of the pre-developed materials with suggestions for their use.

3. Accept assignments as directed by the District President and the Vice President of Christian Life.

4. Recruit additional groups to assist in any tasks that may need additional help.

5. Represent the Board at Zone Rallies as assigned by the president, information will be provided.

6. Attend all District Board of Directors and Executive Committee meetings. Prepare a written report to be transmitted electronically to the Recording Secretary and if necessary, an oral report for this meeting.

7. Prepare a report for the District Convention Manual to outline your activities.

8. Maintain a file of information and activities and prepare a workable file for your successor.

Reviewed and revised: May 2021

GROWTH AND LEADERSHIP DEVELOPMENT COMMITTEE
Of The LWML Chesapeake District
Job Description

1. Encourage participation in LWML events and activities that spread awareness of LWML missions and events.

2. Direct local groups and zones to resources that connect women with the mission and ministry of LWML.

3. Inspire groups and zones and to grow in faith and in relationships as Lutheran Women in Mission.

4. Support and encourage present and future leaders as they discover their unique God given gifts and as participates in a meaningful and encouraging servant roles.

5. Arrange and assist with communion set up and take down for conventions and other District events as needed.

Revised and Reviewed: May 2021

MISSION GRANTS COMMITTEE
Of the LWML Chesapeake District
Job Description

The Mission Grants Selection Committee will:

1. Acknowledge receipt of proposals and indicate date the Board of Directors will meet to select proposals to appear on the Convention Ballot.

2. Present proposals to appropriate SED official for review and comments.

3. Prepare copies of proposals submitted and email/mail to all member of the Board of Directors prior to May/June Board meeting.

4. Present proposals at Board of Directors meeting and have a ballot for members to vote on them.

5. After Board selection, notify in writing, those who submitted proposals as to their status.

6. Those who are selected will need to know what is required for presentation of their proposal at the District Convention.

7. Prepare synopsis of each Mission Grant for the Convention Manual.

8. Prepare ballot for the Convention and Tally Sheets for the Tellers.

9. After the Convention, notify all that submitted proposals as to the outcome of the votes.

10. Prepare and reproduce a Grant Poster for each Group to track the progress of the grants.

11. As funds become available and approved, a check will be written and will be presented to the Recipient.

12. Provide a Mission Grant Poster to each Group for display and send one to the editor of the Official District Publication.

13. Prepare Mission Grant update articles for publication in the Official District Publication.

14. Attend all District Board of Directors and Executive Committee meetings. Prepare a written report and submit it electronically for the Recording Secretary, and oral report, which include Mission Grant updates and support.

15. Maintain a file of information and activities and prepare a workable file for your successor.

16. Encourage the use of the Mite Boxes.

Reviewed and Revised: May 2021

SPECIAL GIFTS ENDOWMENT FUND CHAIRMAN
Of the LWML Chesapeake District
Job Description

The Special Gifts Endowment Fund Chairman is a voting member of the Board of Directors and a non-voting advisory member of the Executive Committee.

The duties of this office are spelled out in Article XI (Standing Committees), Section 1c and Section 7 of the Chesapeake District Bylaws.

The administration of the Fund is outlined in Article XVI of the Chesapeake District Bylaws.

In addition to the instructions in the above-mentioned section of the Bylaws, the Chairman will:

1. Promote the Fund through the Official District Publication and by making the Special Gifts forms available throughout the District the Zones and Groups.

2. Keep other committee members (VP of Christian Life, VP of Servant Resources and the Senior Pastoral Counselor) informed of all transactions of the Fund.

3. Record all gifts received and deposits made into the Lutheran Church Extension Fund (LCEF) and making note of whether the gift was given "to the Glory of God" "in Memory or in Honor of someone or group."

4. Besides a written report to be published in the Convention Manual, publish in the Official District Publication the gifts as they are given.

5. Meet with the Fund Committee on an as needed basis to discuss recommendations for use of the funds available. Submit each recommendation to the Executive Board for approval.

6. Prepare Special Gifts forms and Acknowledgment Cards for mailing.

7. Submit an annual financial report of this Fund to the Executive Committee at the end of the fiscal year (June 30).

8. Submit a written report for the convention manual listing all contributions and contributors to the Fund for the biennium.

9. Attend all Board of Directors and Executive Committee meetings. Prepare a written report of the activities of the Fund and Fund Committee and submit it electronically to the Recording Secretary prior to the meeting.

10. Be a voting member of the Board of Directors and a non-voting advisory member of the Executive Committee.

11. Maintain a file of information, activities, and prepare a workable file for your successor.

Reviewed and revised: May 2021

STRUCTURE COMMITTEE CHAIRMAN
Of the Chesapeake District LWML
Job Description

The Structure Committee Chairman is an appointed office and is a voting member of both the Board of Directors and the Executive Committee.

The following items are in addition to the Bylaws Article XI, Section 4b:

1. Make sure that you have and maintain a current copy of both the LWML Bylaws and the Chesapeake District Bylaws in your LWML Handbook. You must also have the most recent addition of the LWML Handbook and/or the updated pages.

2. Send a copy of all letters and emails to the President for her information.

3. Form a committee that would aid you in the reviewing of the Bylaws. The Parliamentarian, a woman from one of the Zones and a Pastoral Counselor would be a good place to start and would constitute a good working committee.

4. Send Bylaw Guidelines to Zones and Groups as needed. Also recommend to them that all officers should have the most recent copy of the LWML Handbook and updated pages.

5. Advise Zones and Groups that they must send the draft of their Bylaws for review before they can be approved by their membership.

6. Receive proposed Bylaws and Bylaws changes from the Zones and Groups for review. Give copies to the committee and set a deadline for review. After receiving the suggestions and revisions from the committee, forward these recommendations to the Zone or Group in a workable format. Obtain a final, approved copy from the Zone or Group, with the date of approval entered at the end of the document.

7. Update the District copies of the LWML Handbook to keep them up-to-date.

8. Make sure that all outgoing officers have passed the LWML Handbook to the incoming officers.

9. Review the District Board Officer and Appointed Chairman Job Descriptions yearly, updating them as needed.

10. Review the District Bylaws and make recommendations for changes. Change recommendations may also come from the President.

11. When preparing proposed amendments:
    a. Always discuss changes/additions/deletions with the President and have your committee review them also.
    b. The LWML Structure Committee requires a specific "parallel form" format when proposed amendments are sent to them. Underline whatever changes you have made to the bylaw wording.

12. Attend all Board of Directors and Executive Committee meetings. Prepare a written report and submit it electronically to the Recording Secretary prior to the meeting.

13. Provide a report for the District Convention Manual as requested.

14. Maintain a file of District, Zone and Group Bylaws and District Job Descriptions.

Reviewed and revised: May 2021

YOUNG WOMAN REPRESENTATIVES COMMITTEE
Of The LWML Chesapeake District
Job Description

The following duties are in addition to Bylaws Article XI, Section 5b.

1. The primary function of this standing committee is to assist the District with the coordination/selection of a young woman representative to the LWML convention. It is done in the following manner.
   a. Prepare the application and guidelines to be used by the candidates. Have application reviewed by the District President.
   b. Distribute the application and guidelines to each Zone President/Chairman one-year prior to the LWML Convention, so that the Executive Committee can vote on the candidates at their December meeting or by electronic voting.

2. Provide assistance to the Zones in the coordination/selection of a young women representative to the District Convention. The items in #1 should be provided to the Zone President/Chairman one year prior to the District Convention so that selection by the Zones is done in enough time for this committee to work with the YWRs for their participation at the Convention.

3. Give to each District YWR an overview of what to expect at the LWML Convention.

4. Give each Zone YWR an overview of what to expect at the District Convention.

5. Coordinate with the Vice President of Gospel Outreach using the YWRs in Servant Events, such as in gatherings.

6. Work with the District Convention Chairperson to have a young woman's interest session.

7. Encourage other young women to take part in all LWML activities and to assume leadership roles in their group and zone.

8. Prepare articles for the Official District Publication.

9. Identify inspirational materials to be used by the YWRs at the District Convention and other meetings.

10. Encourage all young women to explore new avenues for spreading God's Word.

11. Attend all Board of Directors and Executive Committee meetings. Prepare a written report to be transmitted electronically to the Recording Secretary and, if necessary, an oral report of activities.

12. Represent the District Board of Directors at Zone rallies as assigned by the President. Information will be provided.

Reviewed and Revised May 2021

Guidelines

for the Chesapeake District LWML Zone Chairs

ZONE CHAIRS
Of the LWML Chesapeake District

The following duties are in addition to the Bylaws Article IV, Sections 1, 2, and 3; the Zone Chair shall:

1. The outgoing zone chair is responsible for the transition of files to the new zone chair. A copy of the current Bylaws, with the latest edited and revised date should be included in the material. If you do not have a copy of the Bylaws, request one from the Chair of the Structure Committee or download them from our district website, https://www.lwmlchesapeake.org.

2. All Zones should have Bylaws. They should be reviewed regularly and edited/revised as needed. When there are changes in your Zone Bylaws make the changes, send them to the Structure Committee Chair for review and approval by the Executive Committee.

3. All of you should hold successful rallies, retreats, or workshops in the spring and/or fall. As soon as dates and locations for your zone events have been scheduled, send this information, along with program/speaker to your group presidents, the District Publication Editor, and the District President. Communication and good public relations are essential in your office as Zone Chair.

4. When you hold a zone event, such as a rally, workshop or retreat it is a courtesy to invite your district president to attend. If she is unable to attend, someone else will represent the district in her place. The district President may desire to attend any zone event even without an invitation.
    a. If your district President or her representative attends a zone event, the zone is responsible for her round-trip mileage and her meal(s).
    b. Your District President or her representative will also give a short summary of district news at your zone event, so allow time for her and list her on your event program for her round-trip mileage.
    c. You are strongly encouraged to take Mite offerings at every zone event. Some zones do this on a regular basis, and they are to be commended. It is important to demonstrate to our members that Mite offerings are an integral part of our zone meetings and programs, as well as our group event.
    d. Do not schedule zone events on the dates of LWML Chesapeake District meetings.

5. It is very important for the District President and Vice President of Communications to have information regarding conventions and other district matters to flow smoothly down to the group**. Please update your zone/group Directory so mailings can be facilitated.**

6. It is essential that you disseminate information sent to you from the district to the groups in your zones, such as information about district conventions, Christian life retreats, mite information, requests for banner logo, and theme ideas, requests for YWR candidates and short term mission trip information, etc. Your President can't stress enough how important this is because it enables the LWML Chesapeake District to function efficiently and effectively.

7. We have fully arrived in the electronic age. A wealth of District information can be found at https://www.lwmlchesapeake.org/ . Also go to the national LWML website at www.lwml.org for pertinent news regarding missions, conventions, etc. Get in the habit of visiting these websites on a regular basis and disseminate the information you find to your groups.

8. Please inform the LWML Chesapeake District if a congregation closes, merges with another congregation, etc. This affects the distribution of the official District Publication and delegates to the district convention etc.

9. As a courtesy, the District President informs members of the Board of Directors whenever she is absent from her home for an extended period of time. Likewise, it will be appreciated if zone chairs report dates of vacations/days of absence, etc. to the District President..

10. Please feel welcome to send prayer requests for illnesses among members to the District President who will circulate them among her contact lists.

11. When a District Training Retreat or BOD meeting is held, zone chairs are invited and expected to attend. If you are unable to attend, it is your responsibility to send someone (Co-Chair) in your place to take back information given and shared at the meeting that day.

12. If you have email, please check it **daily**. Please reply to requests from your District President, especially the Official District Publication editor and president, promptly.

13. Please send copies of your rally/retreat/workshop programs to the District Archivist Historian of the LWML Chesapeake District for her file.

14. Please call, write, or email your President if you have questions and if any help is needed from the Executive Committee. We are there to help you in any way we can._Please remember one another in prayer and pray for the Executive Committee, the board of Directors, the Convention Planning Committee, Pastors that we may carry out God's will for our District.

Reviewed and revised May 2021

Standing Policies

for the Chesapeake District LWML

CHESAPEAKE DISTRICT LWML
STANDING POLICIES
Revised May 2026

Procedures Manual: The policies and procedures applying to specific offices of the Chesapeake District are set down in the individual job descriptions for each elected and appointed office. Specifics for conventions, Leadership Retreats and Christian Life Retreat are set down in the guidelines for those events.

GENERAL

LWML mailing and address lists are for LWML district or zone purposes only. The lists may not be used for any other purpose without the permission of the EC.

EC and BOD members may not use LWML meetings or events for personal gain. LWML may contract with individual members for a service or product as part of a business arrangement for an LWML event.

Board members do not receive an honorarium for participation in LWML events even though non board members in the same capacity may, for example musicians, guest speakers or program leaders.

Each meeting of the EC or BOD will include a Gifts from the Heart ingathering for an outreach project supported by the host church.

MEETINGS

The Executive Committee will meet at least once a year, with one meeting to be held in the fall.

The Board of Directors will meet at least twice a year in February/March and May/June, and in September of convention years. The September meeting is held on the first day of the convention just prior to the opening of the convention.

The official Call to Meeting should be sent at least one month before the date of the meeting. It will be sent by email. Meeting minutes will also be sent by email. Regular mail will be used for members who have no email.

District meeting and activity dates should be determined and published as far ahead as possible to facilitate zone planning.

All handouts at EC and BOD meetings will be sent to any absent members following the meeting by the Recording Secretary.

Each gathering of the district will include a Crisis Management Team of three persons appointed by the president. The team should include a Pastoral Counselor, a person with some medical background or training, and a third person who can assist in assessing the situation and dealing with the public if necessary.

EC members may turn in a voucher for all reasonable expenses related to carrying out the duties of their office. BOD members may be reimbursed for mileage at the rate of .35 per mile. If carpooling, only the driver may be reimbursed. Use the voucher form provided by the Treasurer for all reimbursement requests, provide receipts where possible and for donated expenses a receipt is given for tax purposes.

For the annual Board of Directors Leadership Retreat, generally held in February or March, the District will pay for ½ of the room cost for the overnight accommodations for BOD members.

PASTORAL COUNSELORS

All expenses for board meetings, retreats, seminars, conventions, etc. will be paid by the district.

Pastor's wives will be invited to accompany their husbands as guests of the district at the Chesapeake District Christian Life Retreat and the Chesapeake District convention. LWML will cover the cost of registration, room and meals for the wives.

Pastors are offered a $250 stipend toward the cost of a substitute Pastor in their home parish when they attend district LWML activities on a weekend. (Use district voucher)

Nominees for Pastoral Counselor shall be invited to attend the District Convention with the district covering the cost of their registration, room and meals.

LWML CONVENTION

The delegation to the (national) LWML convention is made up of the District President, the Jr. Pastoral Counselor, the Zone Chairmen and two to four Young Women Representatives. (Only two of the YWR's may be seated with the delegation on the convention floor due to space.) Alternates will be designated to replace delegation members who cannot attend once they are registered.

The Young Women (YWR) delegates from the zones to the district convention shall be given the first opportunity to apply to be YWR delegates to the LWML convention. If these zone YWRs cannot attend, names of additional qualifying young women may be submitted by the zone chairmen.

Costs covered for the delegation include registration, transportation (plane fare or mileage up to the cost of lowest air fare plus RT mileage to airport), ½ of room costs for the nights of the convention, meal package, meals during convention not included in MP including lunch on days of arrival and departure, and reasonable gratuity to hotel room staff. Costs <u>not</u> covered are convention extras such as charm, photo, video, servant event (except YWRs), walk or run, extra cost for single rooms (*except the Pastoral Counselor*), extra room nights for days before or after convention, day care for children, adult beverages, or room service charges.

DISTRICT CONVENTION

Convention host rotates among the zones. Where a single zone does not have the resources to host alone, two or more zones may work together to host. The following rotation schedule is in effect as of April 2024:

2024	Baltimore	2030	Old Dominion	2036	DCMarVA
2026	Tidewater	2032	Blue Ridge	2038	PenMar
2028	DelMarVA	2034	Potomac	2040	Baltimore

Agencies (churches, service organizations, etc.) on the ballot for a mission grant may not hand out literature or set up an exhibit at the convention promoting the program for which they are seeking funding.

Members of the district Board of Directors shall have their registration and meal package paid by the district at the time they register (generally the May meeting before the convention). Members who wish to pay all or part of their own convention expenses may submit a check with their registration form and request a receipt on their expense voucher. They may be reimbursed for ½ of a room per night by presenting a voucher to the treasurer after the convention.

CHRISTIAN LIFE RETREAT

On non-convention years the district holds a Christian Life Retreat or Workshop in the fall. It is generally held over a weekend, Friday – Sunday. Planning is done by the VP of Christian Life, the Christian Life Chairman and the Meeting Manager. The CLR event is spiritual or educational in nature. No business is conducted; however, the LWML store may offer LWML resources for sale. With very limited exceptions approved by the EC, no other exhibits or sales are done.

Registration for LWML Chesapeake District biennial conventions and Christian Life Retreats will be handled both online and in mail-in/paper form. A transaction fee of 3.25% will be charged for online registrations.

MISSION GRANT PAYMENTS

The maximum amount of a mission grant payment is $6000. The president may approve mission grant payments after conferring with the treasurer and the VP of Mission Outreach and Grants.

Mites given toward the mission goal approved at each convention shall be distributed according to these guidelines:

- 25% to National LWML
- 50% to outreach (District Mission Grants)
- 25% to in-reach (District operations)

QUARTERLIES

Bulk orders for the Lutheran Women's Quarterly publication for the following calendar year will be placed for LWML groups that have pre-ordered and prepaid by December 1 of each year. One copy of the Quarterly will be ordered for groups who have not prepaid by the deadline.