

# APPENDIX

## The LWML Pledge

In fervent  
gratitude for  
the Savior's  
dying love  
and His  
blood-bought  
gift of  
redemption  
we dedicate  
ourselves to

Him with all that we are and have; and in obedience  
to His call for workers in the harvest fields, we pledge  
Him our willing service wherever and whenever He  
has need of us. We consecrate to our Savior our hands

to work for  
Him, our feet  
to go on His  
errands, our  
voice to sing  
His praises,  
our lips to  
proclaim His  
redeeming  
love, our silver  
and our gold to  
extend His  
Kingdom, our  
will to do His  
will, and every  
power of our  
life to the great  
task of bringing  
the lost and the  
erring into  
eternal fellow-  
ship with Him.

Amen.

*Rev. Harry Fricke*

1955

## ***SERVE THE LORD WITH GLADNESS***

Serve the Lord with gladness! It is He alone  
Who redeemed us sinners, guides us as His own  
To enjoy the blessings of His love and grace,  
Will at last in glory meet us face to face  
Onward, then, for Jesus! Let this be our aim  
Serve the Lord with gladness! Glorify His name

Serve the Lord with gladness! He gave us command  
To proclaim the Gospel Now in every land  
So that fellow sinners may, like us, be blest.  
Leading them to Jesus, we can serve Him best.  
Onward, then, for Jesus! Let this be our aim:  
Serve the Lord with gladness! Glorify His name.

Serve the Lord with gladness! There's no greater joy  
Than to serve the Master, work in His employ.  
As we build His kingdom angels, too, rejoice  
Over every sinner brought to hear His voice.  
Onward, then, for Jesus! Let this be our aim:  
Serve the Lord with gladness! Glorify His name.

--Tune: LSB 662, LW 518, 658 TLH  
Prof. Ernest Lewerenz

## ***LUTHERAN WOMEN, ONE AND ALL***

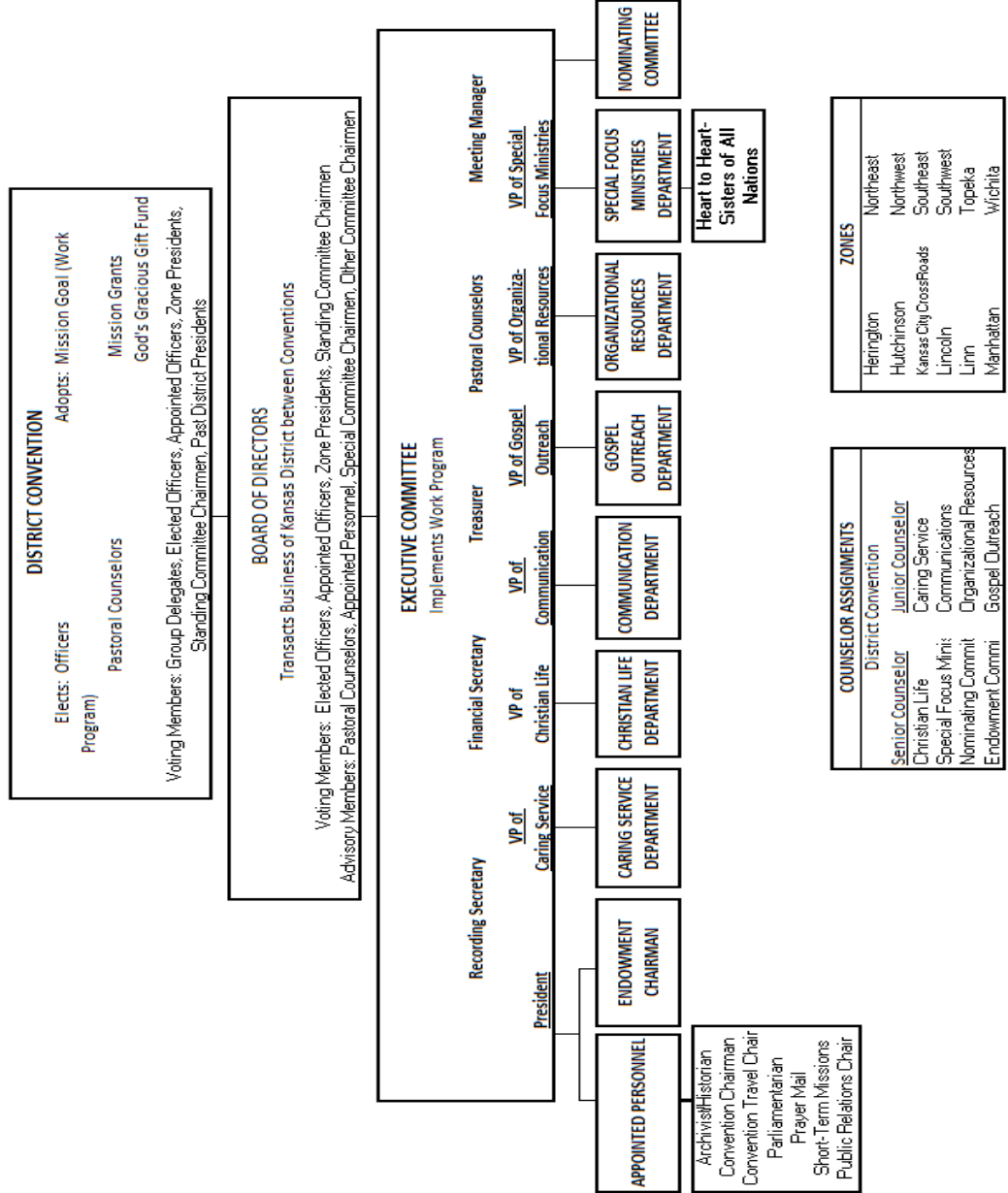
Lutheran women, one and all, we have heard the Gospel call.  
We by faith have seen our Lord crucified and then restored.  
We have seen Him pay the price, for our sins a sacrifice.  
Him we Lord and Christ acclaim and unite to praise His name.

Lutheran women, young and old, well we know His challenge bold.  
Help to take the Gospel light to a world in darkest night.  
By example in the home, by inviting those who roam,  
By our prayers for sinners lost, by our gifts for missions' cost.

Lutheran women, coast to coast, in the Lord a mighty host,  
Let us all united be in the Holy Trinity,  
One in faith, in hope, in love, working for the Lord above,  
Till, our earthly labors done, we in heaven shall all be one.

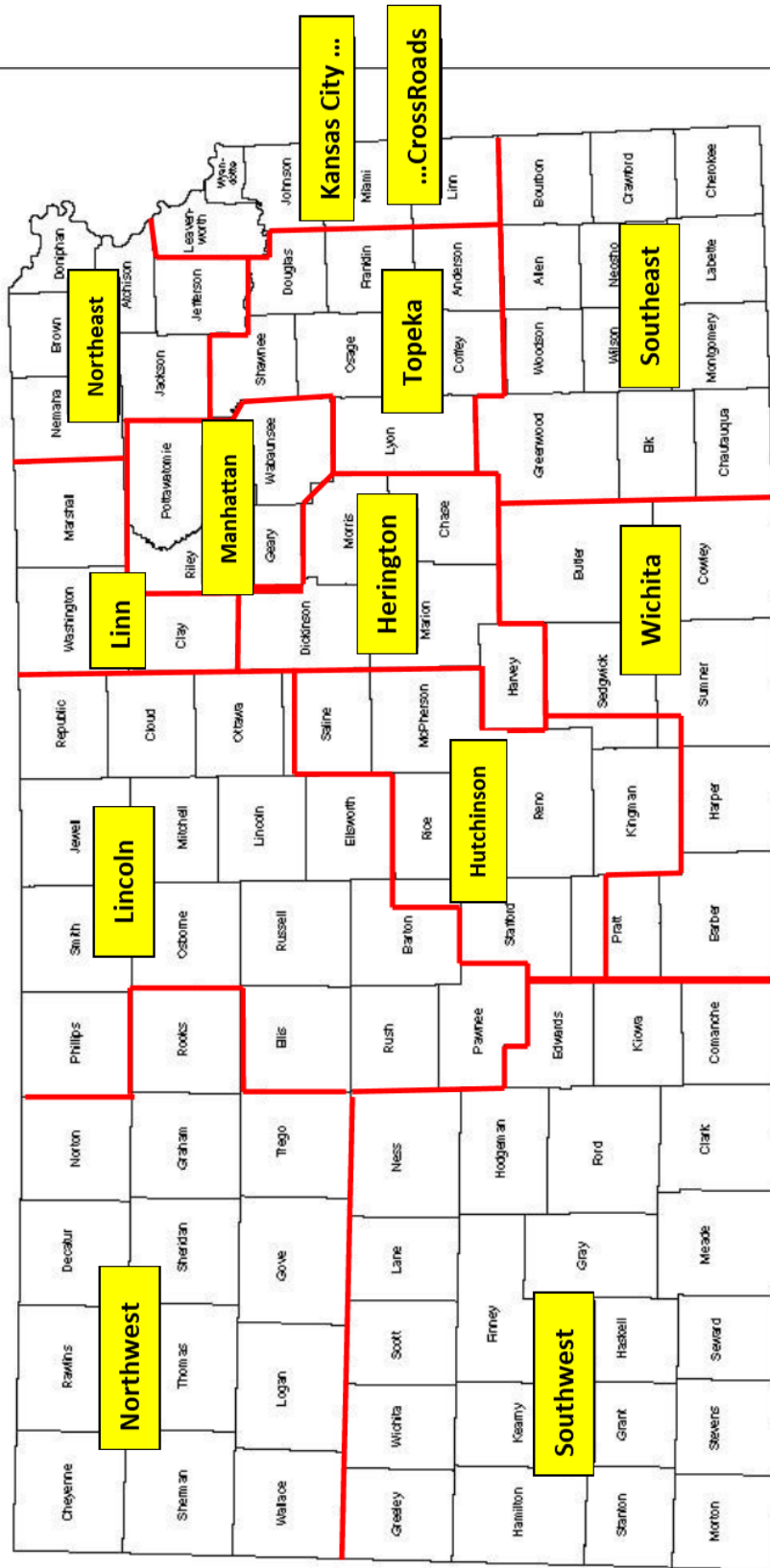
--Tune: LSB 892, LW 495, TLH 574  
Elmer A. Kettner

# LWML KANSAS DISTRICT STRUCTURE



# KANSAS

## LWML Kansas District Zones



## DISTRICT CONVENTION ROTATION SCHEDULE

### DISTRICT CONVENTION ROTATION SCHEDULE

Convention Date	Date of Easter	City/Site	Location (Host) Zone	Assistant (Co-Host) Zone(s)
2008 – April 11-13	March 23	Topeka	Topeka	---
2010 – April 16-18	April 4	Junction City	Manhattan	---
2012 – April 20-22	April 8	Lawrence	Kansas City CrossRoads	---
2014 – March 28-30	April 20	Wichita	Wichita	Southeast
2016 – April 14-17	March 27	Manhattan	Manhattan	Northeast, Linn
2018 – April 20-22	April 1	Hutchinson	Hutchinson	Southwest, Northwest
2020 – April 17-19	April 12	Topeka	Topeka	Lincoln, Herington
2022 – April 22-24	April 17	Overland Park	Kansas City CrossRoads	Southeast
2024 – April 12-14	March 31	Wichita	Wichita	Northeast, Linn
2026 – April 17-19	April 5	Manhattan	Manhattan	Southwest, Northwest, Hutchinson
2028	April 16		Topeka	Lincoln, Herington
2030	April 21		Kansas City CrossRoads	Southeast
2032	March 28	Wichita	Wichita	Northeast, Linn
2034	April 9	Manhattan	Manhattan	Southwest, Northwest, Hutchinson
2036	April 13		Topeka	Lincoln, Herington
2038	April 25		Kansas City CrossRoads	Southeast
2040	April 1	Wichita	Wichita	Northeast, Linn
2042	April 6	Manhattan	Manhattan	Southwest, Northwest, Hutchinson

Location (Host) Zone Rotation: Topeka, Kansas City CrossRoads, Wichita, Manhattan

Assistant (Co-Host) Zone Rotation: Southeast, Northeast, Linn, Southwest, Northwest, Lincoln, Herington, Hutchinson

# SAMPLE GROUP BYLAWS

## BYLAWS

(Name of the Organization)

### ARTICLE I – NAME

The name of this organization shall be \_\_\_\_\_ of \_\_\_\_\_ Church, (City), (State). This organization shall be affiliated with the Lutheran Women’s Missionary League (hereinafter referred to as LWML).

### ARTICLE II – OBJECT

The object of the organization shall be to:

- a. develop and maintain a greater mission awareness among the women of (congregation name);
- b. provide opportunities for spiritual growth and Christian fellowship among the women of the (congregation name);
- c. gather funds for mission grants;
- d. assist (congregation name) in its ministry to build the Kingdom of God; and
- e. foster and support the program of the LWML.

### ARTICLE III – MEMBERS

Any woman who is a communicant member of (congregation name), who expresses a desire to join and has made the object of the organization her own, is eligible for membership.

### ARTICLE IV – CONVENTIONS

Delegates and alternates shall be selected to represent the organization at (district name) District LWML conventions.

[LWML units using alternative structures such as the circle plan should insert a different “Article IV – Structure” at this point and describe the organizational plan, then renumber the subsequent articles (i.e., “Article V – Conventions,” “Article VI - Officers, etc.)]

### ARTICLE V – OFFICERS AND ELECTIONS

#### Section 1

The elected officers shall be: President (or Coordinator, or Director, or Chairman, or other title), Secretary (or Recorder, or other title), Treasurer (may be combined with office of Secretary as Secretary-Treasurer).

#### Section 2

These officers shall be elected by ballot at the (season or month) meeting to serve for a term of one (1) year (or two years, or three, etc.) or until their successors are elected, and shall be eligible for reelection. If there is only one (1) candidate per office, a voice vote may be taken. A majority vote shall elect.

#### Section 3

Newly elected officers shall assume their duties at the close of the meeting in which they are elected (or insert date).

### ARTICLE VI – DUTIES OF OFFICERS

#### Section 1

The President shall:

- a. preside at all regular and special meetings, or arrange for someone to do so;
- b. be authorized to sign checks in the event of an emergency; and
- c. perform such other duties as the organization may prescribe.

#### Section 2

The Secretary shall:

- a. keep minutes of all regular and special meetings of the organization;
- b. conduct needed correspondence;
- c. keep records of current bylaws and standing rules; and
- d. perform such other duties as the organization may prescribe.

**Section 3**

The Treasurer shall:

- a. receive all monies and deposit them in a financial institution approved by the members;
- b. keep an itemized account of all receipts and disbursements;
- c. make all authorized disbursements;
- d. regularly remit Mite Box offerings to the designated district LWML financial officer;
- e. submit regular financial reports to the organization;
- f. submit records for financial review at the close of each fiscal year and with the change of officer; and
- g. perform such other duties as the organization may prescribe.

**ARTICLE VII – MEETINGS**

Meetings shall be held as specified by the members. Special meetings may be called by the President or at the request of *(insert number)* members. The members present at any duly called meeting shall constitute a forum.

**ARTICLE XIII – FINANCES**

**Section 1**

There shall be no dues, but voluntary offerings will be accepted at each regular meeting.

**Section 2**

Mite Box offerings shall be gathered at each regular meeting and submitted to the designated district financial officer.

**ARTICLE IX – FISCAL YEAR**

The fiscal year shall be from *(month, day)* to *(month, day)* inclusive.

[If a group wishes to site a parliamentary authority, that article should be inserted here; the authority must be the current edition of *Robert’s Rules of Order Newly Revised* to be in compliance with LWML, district, and zone bylaws.]

**ARTICLE XVI- AMENDMENTS**

These bylaws may be amended by a two-thirds (2/3) vote of the members present and voting at a regular meeting.

Date organization became an LWML group \_\_\_\_\_

Date of original bylaws \_\_\_\_\_

Date of last amendment to bylaws \_\_\_\_\_

*--2015 Handbook Lutheran Women’s Missionary League*

# SAMPLE ZONE BYLAWS

## Lutheran Women's Missionary League Kansas District (Name of Zone) Zone Bylaws

### ARTICLE I – NAME

The name of this organization shall be Lutheran Women's Missionary League Kansas District \_\_\_\_\_ Zone (hereinafter referred to as Zone). The Kansas District (hereinafter referred to as District) is a subordinate organization of the Lutheran Women's Missionary League (hereinafter referred to as LWML).

### ARTICLE II – OBJECT

The object of the Zone shall be to:

- a. promote the LWML object: mission education, mission inspiration, mission service, and mission grants;
- b. support the programs of the District and the LWML;
- c. provide opportunities for spiritual growth and Christian fellowship among the women of the Zone;
- d. provide opportunities for leader training; and
- e. provide representation at LWML conventions in accordance with LWML bylaws.

### ARTICLE III – MEMBERS

#### Section 1

- a. The Zone shall be composed of LWML groups in congregations of The Lutheran Church—Missouri Synod (hereinafter referred to as LCMS), on college campuses, in resident homes, or in other settings, and individual members within the geographic boundaries of the zone.
- b. If there is more than one (1) group in a congregation or other setting, the groups in a single setting shall be considered one (1) unit for the purpose of representation at LWML conventions. (Districts may set their own guidelines for group representation at District conventions.)

#### Section 2

An individual member:

- a. is not considered a group or unit;
- b. is a woman communicant member of an LCMS congregation who is unable to be affiliated with the group in her congregation for any reason or is a member of an LCMS congregation that does not have a group affiliated with LWML;
- c. may attend zone meetings and conventions;
- d. may have voice and vote at Zone meetings (or not as determined by each zone);
- e. may have voice and vote at District conventions (or not as determined by each Zone); and
- f. may have voice and vote at LWML conventions only if she is a certified delegate.

#### Section 3

Application for both individual and group membership is made to the LWML Kansas District as specified in the District bylaws.

### ARTICLE IV – CONVENTIONS

#### Section 1. Kansas District Convention

- a. The voting assembly of the District Convention shall be:
  1. two (2) delegates who will represent each unit in the District. When the membership in the Groups within a unit totals more than twenty (20) members, one (1) additional delegate may be elected for each additional twenty (20) members or a major fraction thereof;
  2. all Zone Presidents, District elected officers, appointed officers, and standing committee chairmen; and
  3. all Past District Presidents who are currently members of the Kansas District.



- b. District Convention delegates will be designated in the following manner:
  - 1. The District Recording Secretary will contact each Zone President and each group/unit president eight (8) weeks prior to the District Convention, indicating the number of delegates that may represent each unit.
  - 2. Zone Presidents will notify the Recording Secretary two (2) weeks prior to the convention, indicating the number of delegates that will represent each group/unit.
  - 3. Prior to the first convention session each delegate will affirm her status by signing a Zone Delegate Registration Sheet, indicating the group/unit she represents.
- c. A member of the voting assembly shall vote in one (1) capacity only. Proxy votes are prohibited.
- d. A majority of the registered voting assembly shall constitute a quorum. (Article IX, sections 4, Kansas District Bylaws)

## **Section 2**

Zone representation at LWML conventions shall be as follows:

- a. One (1) certified delegate is sent from each zone having ten (10) or fewer units and one (1) certified delegate is sent for each additional ten (10) units or major fraction thereof as of January 1 preceding the convention. (Note: All groups in one congregation or setting are considered as one member unit for the purpose of representation at LWML conventions.)
- b. Each certified delegate shall have a certified alternate if possible.
- c. The names of the delegates and the alternates shall be presented to the District President in accordance with the LWML Kansas District bylaws for certification.
- d. In the event neither the delegate nor the alternate is able to serve, a member of this zone may serve as delegate upon certification in writing by the LWML District President and presentation to the LWML Recording Secretary.

## **ARTICLE V – OFFICERS AND ELECTIONS**

### **Section 1**

The elected officers shall be: President, Vice President, Secretary, and Treasurer. (Other titles may be used for these positions, and if the Zone has additional elected officers, they should be added here and in the following sentence.) The President and Vice President shall be elected in (insert even or odd-numbered) years, and the Secretary and the Treasurer shall be elected in (insert even or odd-numbered) years. (Note: If it is considered desirable that the Vice President follow the President after her tenure as Vice President, then the two officers should be elected in the same year.)

### **Section 2**

Officers shall be elected by ballot at the (season or month) event to serve for a term of two (2) years or until their successors are elected, and shall be eligible for one (1) re-election. If there is only one (1) candidate per office, a voice vote may be taken. A majority shall elect.

### **Section 3**

Newly elected officers shall assume their duties at the close of the meeting in which they are elected (or insert date).

### **Section 4**

Each officer shall keep notes and operational material pertinent to the responsibilities of the office and, with the exception of the Treasurer, transfer them to their successors within thirty (30) days following the election. The Treasurer shall transfer all records and materials pertaining to her office within sixty (60) days following the election.

## **ARTICLE VI – DUTIES OF OFFICERS**

(Check District bylaws for additional duties required by the District.)

### **Section 1**

The President shall:

- a. preside at all Zone events and other Zone meetings and all meetings of the Zone Executive Committee (hereinafter referred to as the EC);
- b. attend meetings of the District Board of Directors (hereinafter referred to as the BOD) and have voice and vote. When the Zone President is unable to attend a District BOD meeting or District Convention, any elected Zone officer shall be authorized to attend as the Zone representative and shall have voice and vote. Notification of the representative's name and address shall be given to the District President and to the District Recording Secretary.

- c. serve as ex officio member of each committee except the Nominating Committee; and
- d. perform such other duties as the EC may prescribe.

## **Section 2**

The Vice President may perform the duties of the office of President when requested to do so by the President and shall:

- a. fill a permanent vacancy in the office of the President;
- b. (Here and in subsequent sentences, list additional duties the Zone requires of the Vice President); and
- c. perform such other duties as the EC may prescribe.

## **Section 3**

The Secretary shall:

- a. keep minutes of all events and meetings of the Zone and the EC, or designate another person to substitute if she is unable to attend;
- b. keep an updated list of all Zone and group officers and individual members, and furnish same to all Zone officers and group presidents;
- c. provide copies of EC minutes to all members of the EC within thirty (30) days of each meeting;
- d. provide one (1) copy of event or other Zone meeting minutes to each group and to each member of the EC within thirty (30) days of such meeting;
- e. conduct needed correspondence;
- f. provide notices of all Zone meetings and activities to all groups and individual members (unless the zone has a publicity chairman to handle this responsibility);
- g. provide Zone minutes to the Zone Archivist-Historian; and
- h. perform such other duties as the EC may prescribe.

## **Section 4**

The Treasurer shall:

- a. receive all monies and deposit them in a financial institution approved by the Zone EC;
- b. keep an itemized account of all receipts and disbursements;
- c. make all authorized disbursements;
- d. submit financial reports at each EC meeting and each regularly scheduled Zone event or meeting;
- e. submit records for financial review at the close of each fiscal year and with the change of officer; and
- f. perform such other duties as the EC may prescribe.

## **Section 5**

(If there are additional elected Zone officers, their duties should be spelled out in this and subsequent sections.)

## **ARTICLE VII – NOMINATIONS**

### **Section 1**

A Nominating Committee of at least three (3) members shall be elected at the rally preceding elections. (Note: The Nominating Committee is independent of the President and EC and should not be appointed).

### **Section 2**

A Nominating Committee shall:

- a. solicit from members names of nominees for positions to be filled;
- b. receive from nominees consent to serve if elected; and
- c. prepare printed ballots with the names of candidates printed in alphabetical order by last name for each office to be filled.

### **Section 3**

Nominations of qualified candidates may be made from the floor, provided consent to serve if elected has been obtained from the candidate.

## **ARTICLE VIII – APPOINTED OFFICERS**

### **Section 1**

The appointed officers may be an Archivist-Historian, Parliamentarian, and Public Relations Chairman, and shall:

- a. be appointed by the President with the approval of the EC and serve for a term of two (2) years and be eligible for reappointment;
- b. attend EC meetings in an advisory capacity; and
- c. keep notes and materials pertinent to the office and transfer them to their successors within thirty (30) days after the termination of their appointment.

### **Section 2**

The Archivist-Historian shall:

- a. gather and preserve records and other materials of historical value to the Zone;
- b. write an annual history of the Zone if requested by the EC.

### **Section 3**

The Parliamentarian shall:

- a. attend all Zone events and meetings and serve as advisor on parliamentary procedure upon request; and
- b. serve as an ex officio member of the Organizational Resources Committee when it amends the bylaws.

## **ARTICLE IX – MEETINGS**

### **Section 1**

The Zone shall hold at least two (2) events or Zone meetings per year in the spring and fall for the purpose of Christian fellowship and conducting the business of the Zone. Additional Zone activities such as retreats, workshops, servant events, Gospel outreach activities, prayer services, etc. may be held as determined by the EC.

### **Section 2**

All members of groups and individual members in the Zone may attend Zone functions and have voice and vote. Members present at any event or Zone meeting shall constitute a quorum.

### **Section 3**

(In this section, or in a standing rule, outline the method for selecting event sites and responsibilities for hosting Zone events.)

## **ARTICLE X – EXECUTIVE COMMITTEE**

### **Section 1**

The Executive Committee (EC) shall be composed of the elected officers, standing committee chairmen, and group presidents with the appointed officers and pastoral counselor serving as advisors. A majority of the voting members shall constitute a quorum.

### **Section 2**

The Executive Committee shall:

- a. meet before each event and at other times at the call of the President;
- b. conduct the business of the Zone between events and other regularly scheduled Zone meetings;
- c. with the President, plan Zone activities and functions;
- d. assist the President in implementing Zone activities as well as District and LWML programs;
- e. fill vacancies in elected offices; and
- f. approve the financial institution in which funds are deposited.

## **ARTICLE XI – PASTORAL COUNSELOR**

The Pastoral Counselor shall:

- a. be an LCMS pastor serving a parish within the Zone;
- b. be appointed by the President with the approval of the EC, or elected at a Zone meeting;

- c. serve a term of two (2) years and be eligible for one (1) reappointment;
- d. attend all Zone functions and EC meetings, serving in an advisory capacity;
- e. serve on the Christian Life Committee;
- f. prepare a short Bible study and/or devotion for EC meetings as requested by the President;
- g. attend District Conventions, serving in an advisory capacity;
- h. approve recipients for special designated offerings and Gifts from the Heart (ingatherings); and
- i. perform other duties as requested by the President and EC.

#### **ARTICLE XII – STANDING COMMITTEES**

(Include the Standing Committees used in your Zone in Section 1; Duties in detail should be added under their committee title in the order presented in section 1.)

##### **Section 1**

The Standing Committees shall be \_\_\_\_\_. The Committee Chairmen shall be voting members of the EC.

Committees shall: *(This area includes general information that applies to all standing committees. C and D are the only two required by District.)*

- a. be composed of a chairman and two (2) members appointed by the EC;
- b. have its members serve a term of two (2) years, permitting reappointment to one (1) additional term;
- c. serve as liaison with the corresponding committees at District level; and
- d. keep records and materials pertinent to the committee and transfer to their successors within thirty (30) days following the end of term of office.

##### **Section 2**

The Christian Life Committee shall:

- a. prepare devotions for Zone events and other functions when requested to do so by the EC;
- b. plan Zone retreats and prayer services with the EC;
- c. publicize Christian Life materials available from the LWML *Catalog* and on the LWML website;
- d. encourage use of inspirational materials with the groups;
- e. maintain a file of Christian Life materials available for use within groups and the Zone; and
- f. perform other duties as requested by the EC.

##### **Section 3**

The Gospel Outreach Committee shall:

- a. publicize District and LWML mission grants and report on their progress;
- b. encourage use of the Mite Box and voluntary contributions to the District and LWML mission grants;
- c. plan Gospel Outreach activities for members of the Zone such as sharing the Gospel with residents of nursing homes or veterans facilities, conducting inner city Vacation Bible School, etc.;
- d. encourage groups to use Gospel Outreach materials available from the LWML *Catalog* and on the LWML website; and
- e. perform other duties as requested by the EC.

##### **Section 4**

The Special Focus Ministries Committee shall:

- a. plan Zone servant event activities in which members can reach out in Christian love to those in their community who are hurting and in need;
- b. plan, at Zone events, service projects such as Gifts from the Heart (ingatherings) for Lutheran World Relief, food banks, shelters, nursing homes, etc.;
- c. promote Special Focus Ministries projects of District and LWML; and
- d. perform other duties as requested by the EC.

## **Section 5**

The Organizational Resources Committee shall:

- a. serve as encouragers to the groups and lead them through the long-range planning process when requested to do so;
- b. plan leader development activities for Zone events or other functions that help Zone members recognize and use their leadership skills;
- c. encourage groups to use Organizational Resources materials available from the LWML *Catalog* and free downloadable resources from [www.lwml.org](http://www.lwml.org);
- d. be responsible for keeping the Zone bylaws current, suggesting to the EC amendments it deems necessary;
- e. present all bylaws amendments or revisions to the District Organizational Resources Committee for review before presenting to Zone members for approval;
- f. send the required copies of Zone bylaws to the District Organizational Resources Committee for filing after adoption by Zone members;
- g. review and keep a file of group bylaws and encourage groups to keep their bylaws current; and
- h. perform other duties as requested by the EC.

## **Section 6**

There may be other standing committees or special committees added as the Zone and EC deem necessary. (A Crisis Management Team would be considered a special committee.)

## **ARTICLE XIII – FINANCES**

### **Section 1**

The Zone shall:

- a. adopt no mission grant projects; and
- b. promote use of the Mite Box and voluntary contributions by Zone members to District and LWML mission goals.

### **Section 2**

The Zone may:

- a. collect registration fees or an offering at events or functions to cover expenses such as:
  - 1) honorarium for speaker, rental of audio-visual equipment, or other program aids;
  - 2) food preparation when a meal is served;
  - 3) printing, postage, telephone, fax;
  - 4) convention costs for delegates, pastoral counselor, and young woman representative(s);
  - 5) District assessments; and
  - 6) other costs approved by the EC.
- b. designate a special offering and/or Gifts from the Heart (ingathering) for prayer services, retreats, servant events, etc. and request the Zone Pastoral Counselor's approval of the designated recipients.

### **Section 3**

(Other Zone financial policies may be listed in this section and subsequent sections if necessary.)

## **ARTICLE XIV – FISCAL YEAR**

The fiscal year shall be from (month, day) to (month, day) inclusive. (Note: As nearly as possible, the fiscal year should coincide with the Treasurer's term of office so that the books can be closed, reviewed, and transferred to the new officer in a timely manner.)

## **ARTICLE XV – PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of *Robert's Rules of Order Newly Revise* shall govern the proceedings of the Zone in all cases to which they are applicable and in which they are not inconsistent with these bylaws, applicable law, or Christian principles.

**ARTICLE XVI- AMENDMENTS**

**Section 1**

- a. These bylaws may be amended by a two thirds (2/3) vote of the members present and voting at a regularly scheduled Zone meeting. The proposed amendments shall have been approved by the District Organizational Resources Committee and then sent to each member group and individual member sixty (60) days prior to the meeting in which they will be considered for adoption.
- b. By unanimous vote a proposed amendment may be presented at a regularly scheduled Zone function without prior notice. A three-fourths (3/4) vote shall be required for adoption.

**Section 2**

- a. The required copies of these bylaws and all amendments or revisions shall be submitted to the District Organizational Resources Committee for review before being presented to the Zone membership for adoption.
- b. Upon adoption by the Zone, the required number of copies shall be submitted to the District Organizational Resources Committee for filing.

Date Zone became member of District LWML\_\_\_\_\_

Date of original bylaws\_\_\_\_\_

Date of last amendment to bylaws\_\_\_\_\_

**(Suggested) STANDING RULES**

Method of selecting delegates to District conventions (date of adoption).

Method of selecting delegates to LWML conventions (date of adoption).

Rotation for hosting Zone events (date of adoption).

*--2015 Handbook, Lutheran Women's Missionary League*

**Lutheran Women’s Missionary League  
Kansas District**

**Code of Ethics**

The Lutheran Women’s Missionary League (LWML) Kansas District adopts this Code of Ethics on behalf of the members of the LWML to guide the conduct of the LWML’s Board of Directors, employees, and volunteer leaders.

In our various capacities as volunteers, employees, or elected leaders, we work together to ***Serve the Lord with Gladness.***

These roles demand a high standard of integrity, trust, and stewardship. The Board of Directors and volunteer leaders will strive to be aware of the consequences of their actions. Our service must reflect compliance with the law and the highest standards of professional knowledge, conduct, care, and respect for each individual served.

There will be times when the choice of conduct is not clear. When faced by an unclear choice, ask yourself this question: *If my actions were to be published, would LWML supporters agree that the best interests of all were served?* If the choice still is not clear, ask for guidance from your supervisor, other LWML officers, or pastoral counselors.

Responsibilities shall be conducted consistent with the Scriptures and the Lutheran Confessions.

I have read and agree to uphold this code of ethics.

PRINTED NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

*(February 2015)*

# **Lutheran Women’s Missionary League (LWML)**

## **District Doctrinal Review Guidelines**

These doctrinal review guidelines are meant to be used by LWML Districts. Each district may adjust them as needed and it is highly recommended that each LWML District share them with The Lutheran Church—Missouri Synod District (LCMS) personnel for their approval.

### **Definition of Doctrinal Review**

Doctrinal review refers very simply to the submission of items that contain doctrinal material to the District LWML Counselors to determine whether the doctrinal statements made are in accord with the doctrines and teachings held by The Lutheran Church—Missouri Synod, as they are found in God’s Word and the Lutheran Confessions.

### **How Does This Apply to Our LWML District?**

Any material produced by any official board or entity of the LWML Kansas District that is intended to be published, texted, posted via social media, or disseminated in any way by the LWML Kansas District shall be subject to doctrinal review.

In the case of oral presentations, such as Bible studies, sermons, radio broadcasts, or any other presentations transmitted orally in conventions and gatherings, the manuscript, study notes, outlines, and any handouts should be passed through doctrinal review. The presenter of the oral presentation must be held responsible for their own material since it is not feasible to apply the process of doctrinal review to such oral presentations.

### **Who Is/Are Our Doctrinal Reviewers?**

Doctrinal reviewers for the district should be the duly elected LWML Pastoral Counselors of the district. Each man could review the material of the groups assigned to him as he serves them specifically as “their counselor.”



## **Procedures to Carry Out Doctrinal Review**

Before the materials are published (hardcopy, posted via social media, texted, etc.), they shall be submitted to a doctrinal reviewer. Reviewers shall make a careful evaluation of the doctrinal content of all items submitted. Materials are to be reviewed in a prompt manner and shall be completed in no more than two weeks. (Establish a workable time frame for doctrinal review in each district.)

Exceptions shall be worked out between the reviewer and the submitter of the material.

When the material is submitted to the reviewer, if at all possible, it should be done anonymously so that no issues of impropriety, or even questions thereof, may be raised.

The reviewer's primary concern is that items submitted to him be in agreement in their doctrinal content with the Scriptures and the Lutheran Confessions.

The reviewer shall also be concerned that the items submitted do not contain statements that are inadequate, misleading, ambiguous, or lacking in doctrinal clarity.

Where changes appear to be necessary, the reviewer shall submit a thorough and clearly written documented critique that shall be made available to the author. The reviewer shall provide a thorough and detailed explanation, with all appropriate biblical and confessional references used to support the opinion he offered.

The author shall consider the critique and make necessary revisions until there is agreement between the author and the reviewer. Should the author not desire to make the changes requested, then the document cannot be disseminated.

## **Recapitulation of How This Process Can Work on the District Level**

Committees shall send all material to be published to their Department Coordinator, who will send it to their district's doctrinal reviewer. The doctrinal reviewer shall conduct an initial review for doctrinal content of the material submitted.

1. Once the reviewer has reviewed the document, one of three opinions can be offered by him regarding the document.
  - a. It passes as it is written being fully in agreement with the Word of God and the Lutheran Confessions.
  - b. It passes, but there are suggested changes that can be made to make the document even clearer regarding what the LCMS believes, teaches, and confesses. The document does not need to be resubmitted.
  - c. There are changes that must be made and the document cannot be disseminated until those changes are made and the document is resubmitted and approved.
2. If doctrinal revisions, or other non-doctrinal revisions, are to be made, the author shall make them and send a clean copy back to the Pastoral Counselor.
3. After reviewing them again, the Pastoral Counselor has the option of responding with letter a, b, or c above. This process repeats until the document is approved by the reviewing Pastoral Counselor.
4. The Pastoral Counselor shall immediately notify the submitter of the document of its status in regard to the doctrinal review process. It is suggested, even though it may be obvious,
  - a. that when the reviewer receives the document, he lets the submitter know and possibly even give an estimate of the amount of time he will need to review it; and
  - b. that the reviewer return the document in a timely fashion with very clear results.

*(May, 2015)*