



LEADERSHIP MANUAL

A Florida-Bahamas Synodical Women's
Organization Resource for Units and Conferences

A collection of plans, polices, and forms to be a
part of the ministry of women.

Revised July 2021



July 2021

Dear Sisters in Christ,

Welcome to an updated version of the Leadership Manual of the Florida-Bahamas Synodical Women's Organization. This manual is provided as an easy resource for members of Units, Conferences, and the Executive Board to use as a reference and guide as we engage in ministry and action. Included in the manual is a collection of plans, policies, and forms. As a Board, we have continued to work conscientiously to offer you a tool that will provide you with guidance and direction for questions that may arise. We have worked to update the manual to furnish the most current information. We hope that you will utilize this tool. We realize that all your questions may not be addressed in this manual and that you might require additional information. We encourage you to contact any Board member or Conference leader to assist you in finding clarification or an answer for your questions and concerns. If you find areas in the manual that need further explanation, we encourage you to provide us with suggestions. We hope that the digital availability (www.flwelca.com) of this manual will help keep it current and accessible.



Blessings in all that you do as Women of the ELCA.

FLORIDA-BAHAMAS SYNODICAL WOMEN'S ORGANIZATION EXECUTIVE BOARD

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Section A - WOMEN OF THE ELCA

PURPOSE STATEMENT OF THE WOMEN OF THE ELCA

WHAT IS THIS?

This is Article II, Section 1 of the Constitution and Bylaws of the Women of the ELCA.

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

HOW DOES IT WORK?

The statement concisely outlines the purpose of the organization and is the statement to which all participants subscribe. It is encouraged that the statement be said at all Unit, Conference, and SWO (Synodical Women's Organization) events. The purpose statement can also be sung. The tune and lyrics may be found in the Women of the ELCA Worship Resource Book I.

WHO DO I CONTACT FOR MORE INFORMATION?

Florida-Bahamas SWO (Synodical Women's Organization) Officers (www.flwelca.com)
Churchwide Women's Organization

LOGO

WHAT IS THIS?

This is the symbol of the Women of the ELCA organization. The cross, water, and a white lily identify the Women of the ELCA as children of God, baptized, forgiven, and adopted into God's family. It is a reminder of the growth, beauty, and vitality that rises out of that life-giving baptismal water. It is also a reminder of the mission of the church to "Go, therefore, make disciples of all nations; baptizing them in the name of the Father and of the Son and of the Holy Spirit" (Matthew 28:19).

HOW DOES IT WORK?

The logo may be used by a Unit, Conference, SWO (Synodical Women's Organization), or CWO (Churchwide Women's Organization) in newsletters, flyers, brochures, and other communication media to promote Women of the ELCA programs, events, and resources. The logo should not be

reversed. It may be reproduced in black or blue (Pantone 308 blue if ordered from a printer). The official type font for use with the Women of the ELCA logo is Minion Semibold.

The Women of the ELCA cross, water, and white lily logo is available on the Internet at womenofthelca.org. Click on **Menu**, then **Tools for Leaders**, and scroll down to **What Does Our Logo Mean?** and download this graphic that identifies the Women on the ELCA and at www.flwelca.com.

Because a logo identifies an organization and helps maintain that identify, a logo must be used only in ways that enhance and carry out the purposes of the organization. The Women of the ELCA logo is a federally-registered trademark, and the Churchwide Women's Organization (CWO) grants permission at no charge to use its logo for purposes intended to promote, educate, inform, report, and/or support the work, ministries, and programs of Women of the ELCA. **Any use that involves the sale of goods or fund raising requires additional permission.**

WHO DO I CONTACT FOR MORE INFORMATION?

Florida-Bahamas SWO (Synodical Women's Organization) Officers (www.flwelca.com)
Churchwide Women's Organization

MISSION STATEMENT

WHAT IS THIS?

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

HOW DOES IT WORK?

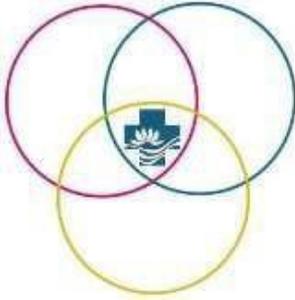
The mission statement of an organization states briefly what the organization's reason for being, and what, in the end, the organization wants to be remembered for, and be short enough to "fit on a T-shirt." The mission statement complements and summarizes the longer purpose statement. The mission statement was adopted in 2001 by the Churchwide Women's Organization Executive Board.

WHO DO I CONTACT FOR MORE INFORMATION?

Florida-Bahamas SWO (Synodical Women's Organization) Officers (www.flwelca.com)
Churchwide Women's Organization

WHAT IS THIS?

Women of the ELCA carry out its purpose statement in three mission areas. These mission areas are intentionally interdependent and overlapping. They unite us in one mission, namely, to proclaim saving grace through Jesus Christ in all of life and throughout the world.



MISSION: JUSTICE

Through justice, each woman learns to value herself and others as created in God's image and redeemed through Christ.

MISSION: DISCIPLESHIP

Through discipleship, each woman is strengthened, developed, and equipped in a variety of learning experiences.

MISSION: STEWARDSHIP

Through stewardship, each woman articulates and acts upon her faith as a disciple.

HOW DOES THIS WORK?

Every Unit, Conference, Synodical Women's Organization, and the Churchwide Women's Organization should engage in activities which encompass each of these mission areas. Ideally, every major event/activity should include all three.

WHO DO I CONTACT FOR MORE INFORMATION?

Florida-Bahamas SWO (Synodical Women's Organization) Officers(www.flwelca.com)

Justice Chairwoman

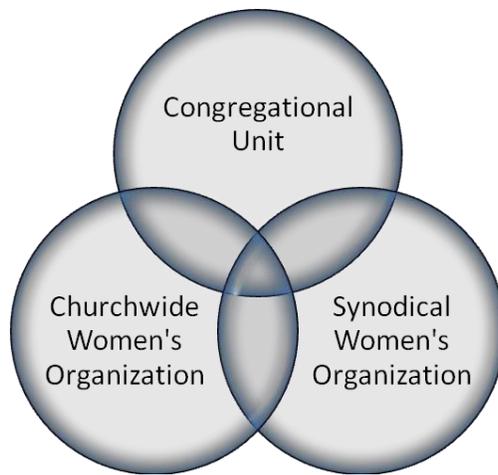
Discipleship Chairwoman

Stewardship Chairwoman

STRUCTURE AND RELATIONSHIP TO THE ELCA

WHAT IS THIS?

Women of the Evangelical Lutheran Church in America (ELCA) is the women's organization of the church. It is an integral part of and partner in the ministries of the ELCA. The organization is very flexible in how it defines participation. "Participation in this organization shall be open to all women in the ELCA and other women who subscribe to the purpose statement of this organization." Attending may mean coming to monthly group meetings or one yearly function; support may mean contributing an offering regularly or on occasion; and participating may mean contributing time and talent to a work project. The structure includes:



Leaders of both the Churchwide Women of the ELCA and the Synodical Women's Organizations include Executive Boards and four officers (President, Vice President, Secretary, and Treasurer).

The CWO (Churchwide Women's Organization) has an Executive Board plus four (4) officers. CWO headquarters are in Chicago, Illinois.

The Florida-Bahamas SWO (Synodical Women's Organization) has six (6) Board members plus four (4) officers. Conferences are led by three (3) officers: President, Vice President, and Secretary.

Leaders of Units vary according to their individual constitutions.

WHO DO I CONTACT FOR MORE INFORMATION?

Florida-Bahamas SWO (Synodical Women's Organization) Officers (www.flwelca.com)
Churchwide Women's Organization

ORGANIZATIONAL GOALS

WHAT IS THIS?

These are "mission-related policies"—the vision, the goals—for the organization. They are what we, as an organization, value and the clarifying phrases are our desired outcomes.

HOW DOES IT WORK?

The CWO (Churchwide Women's Organization) Executive Board chose five (5) goals based on their organizational self-assessment. These goals are:

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

WHO DO I CONTACT FOR MORE INFORMATION?

Florida-Bahamas SWO (Synodical Women's Organization) Officers (www.flwelca.com)
Churchwide Women's Organization

COPYRIGHTS

WHAT IS THIS?

Copyright laws protect the work of creative individuals.

HOW DOES IT WORK?

A copyright owner is usually the creator or a publisher or organization to which the creator has assigned the copyright. The word "copyright" or the symbol © indicates that the work is copyrighted. In order to reproduce (copy), perform, display, or use all or part of the work

in any way, you must obtain a release from the holder of the copyright. Sometimes this permission is given free; sometimes there is a fee, usually based on how many copies you wish to make.

The *Evangelical Lutheran Worship Book*, the *Lutheran Book of Worship, With One Voice*, and other publications of the ELCA and Women of the ELCA are copyrighted. The copyrights for some of the works in these publications are also held by others, so it may be necessary to contact more than one copyright holder to obtain permission to use these works. To determine the copyright status and where to write for permission, look for the copyright information which is usually printed in the back of the book.

Works in the "public domain" may be used without securing permission.

WHO DO I CONTACT FOR MORE INFORMATION?

Women of the ELCA 800-638-3522 ext. 2730
Augsburg Fortress, Publication Rights and Records Department

SECTION B - DISCIPLESHIP

INTRODUCTION TO DISCIPLESHIP

WHAT IS THIS?

The statement purpose is promoted through three areas, one of which is Discipleship. Through Discipleship each woman is strengthened, developed, and equipped in a variety of learning experiences that will help them develop as Christians, grow spiritually in knowledge and self-understanding, and enable them to be witnesses, evangelists, and leaders in their daily lives and the life of the church.

HOW DOES THIS WORK?

The Florida-Bahamas SWO (Synodical Women's Organization) has a Board member responsible for each of the following areas that strive to help women reach the goals of Discipleship: Bible Study, Conference Coordinator, Unit Organizer, Plus One, *Tapestry*, *Gather*, *Café*, Facebook, Daily Grace, and blogs.

Each unit is encouraged to have in place a Discipleship committee responsible for providing resources and opportunities in the area of Discipleship: educational, spiritual, theological, witness, and leadership. They are encouraged to:

- ✦ **Be informed of the aims and priorities set forth by the SWO (Synodical Women's Organization) and CWO (Churchwide Women's Organization).**

- ✚ Encourage women to talk about their faith and provide opportunities for this sharing.
- ✚ Plan a retreat for spiritual renewal.
- ✚ Encourage attendance at SWO (Synodical Women's Organization) retreats and gatherings.
- ✚ Provide printed resources for personal use to encourage women to value, develop, and care for themselves as children of God.
- ✚ Plan, organize, and conduct events which inform and educate all women in the congregation about the mission and current emphases of the Women of the ELCA. (The Spring Gatherings are an excellent place to accomplish this goal.)
- ✚ Enable leaders in the unit by providing training and alerting them to printed resources, workshops, and other helps.
- ✚ Maintain a resource file for the congregation.
- ✚ Be informed of and promote resources available through Women of the ELCA for Bible Study and programming.
- ✚ Promote *Gather*. This magazine provides a new Bible Study each year for individual or unit use.
- ✚ Participate in the Waiting Room Ministry by including key area locations (libraries, doctor's and dentist's offices, nursing homes) on your group subscription list, or provide recycled *Gather* magazines.
- ✚ Encourage use of *Café*, Facebook, Daily Grace, and blogs.
- ✚ Provide the *Tapestry* (the SWO on-line newsletter) to educate all women in the congregation on upcoming events and actions of the organization.
- ✚ Attend training when provided within the Conference or Synod.

WHO DO I CONTACT FOR MORE INFORMATION?

Discipleship Chairwoman
 SWO (Synodical Women's Organization) Discipleship Team

BIBLE STUDY NETWORK

WHAT IS THIS?

The communication network of women of the Florida-Bahamas SWO (Synodical Women's Organization) who:

- ✚ Encourage women to study the Bible regularly.
- ✚ Promote the use of the annual Bible study provided through *Gather*.
- ✚ Foster awareness of the rich blessings regular Bible study can bring to all women.
- ✚ Engender an enthusiasm for the word of God that will enliven the spiritual awakening in our congregations.

HOW DOES THIS WORK?

The SWO (Synodical Women's Organization) will serve as the Bible Study Coordinator who is charged with promoting, fostering, and educating a Bible network within the SWO (Synodical Women's Organization).

The Vice President of each Conference within the SWO (Synodical Women's Organization) will be the Bible study contact for each Unit within her Conference. She will communicate all information on Bible study from the SWO (Synodical Women's Organization) Bible Study Coordinator to her Conference's Units. The Conference Vice President may be responsible for the presentation of a Bible study at the Spring Gathering. She does **NOT** need to present the Bible study herself; she may ask someone else to do it.

The Vice President of the Unit will be the Bible study contact person for her Unit, and she will receive the Bible study information from the Vice President of the Conference.

WHO DO I CONTACT FOR MORE INFORMATION?

Discipleship Chairwoman

SWO (Synodical Women's Organization) Bible Study Coordinator

CONFERENCE COORDINATOR

WHAT IS THIS?

The Conference Coordinator facilitates communication between the Florida-Bahamas SWO (Synodical Women's Organization) Board and Units via the Conferences.

HOW DOES THIS WORK?

- ✦ She communicates with the Conference leaders about upcoming events and the responsibilities of the individual Conferences.
- ✦ She provides support for Conference officers by finding answers to their questions within the SWO (Synodical Women's Organization) structure.
- ✦ She brings Conference concerns to the SWO (Synodical Women's Organization) Board for resolution.
- ✦ She lifts up the Conference leaders in her prayers, and encourages them to expand their horizons by prayer, Bible study, and through the reading of inspirational books.
- ✦ She is a direct link between the Conferences and the SWO (Synodical Women's Organization) Executive Board. She is a "two-way street" for information gathering and distribution.

- ✦ She maintains the roster of Conference leaders for the Florida-Bahamas SWO (Synodical Women's Organization).

WHO DO I CONTACT FOR MORE INFORMATION?

The Conference Coordinator

UNIT ORGANIZER

WHAT IS THIS?

The (Congregational/Intercongregational/Special) Unit Organizer seeks women who attend non-affiliated churches, mission churches, or Spanish-speaking churches to offer support, guidance, and help if they wish to form Units of the Women of the ELCA.

HOW DOES THIS WORK?

The Unit Organizer will make personal contact with churches that do not currently have an active Unit. She will offer assistance and be available to help with questions or concerns to women who are interested in forming Units but need help or direction. If they are not interested, she will try to determine why and report this information to the Board for action or consideration.

Every woman needs to keep alert to the needs of other churches in her area. Please let the Unit Organizer know of any new mission congregations in your area. Please help us to reach others by being our eyes and ears. Let's make this large state of Florida a smaller, friendlier place to do God's work.

WHO DO I CONTACT FOR MORE INFORMATION?

Unit Organizer

PLUS ONE

WHAT IS THIS?

Plus One is a program of the Florida-Bahamas SWO (Synodical Women's Organization) that recognizes new circles in Units.

HOW DOES IT WORK?

When new circles are established in a Unit, the Unit President should notify the Plus One Coordinator of the Unit's name, church, and address. At the next Fall Gathering, the Plus One Coordinator will present the Unit with a Plus One patch that can be added to the Unit's banner.

WHO DO I CONTACT FOR MORE INFORMATION?

Discipleship Chairwoman
Plus One Coordinator

THE TAPESTRY NEWSLETTER

WHAT IS THIS?

The *Tapestry* is the on-line Florida-Bahamas SWO (Synodical Women's Organization) newsletter which is published free of charge six (6) times a year in alternating months and is available for viewing, download, or printing on the website www.flwelca.com. The Webmaster maintains an e-mail list of those who choose to receive communication from the Florida-Bahamas SWO. Upon publication of the *Tapestry*, the Webmaster distributes each edition via this e-mail list.

HOW DOES IT WORK?

SOURCE OF ARTICLES:

1. Florida-Bahamas SWO Board members are assigned articles based upon their areas of responsibility.
2. All members are encouraged to submit articles based upon their activities, events, and experiences.

SUBMITTING ARTICLES TO THE EDITOR:

1. Submissions should be double-spaced, saved electronically, and sent via e-mail.
2. Include the proposed title, author's name, and title, and contact information.
3. Verify that all information submitted is accurate prior to submission.
4. Secure permission before submitting copyrighted material.
5. Articles are due to the Editor by the 15th day of January, March, May, July, September, and November for the February, April, June, August, October, and December issues. Notify the Editor promptly if an article will be submitted after the above deadlines.

PHOTOGRAPHS:

1. All graphics or pictures that pertain to the article should be included with the article.
2. Photos should be submitted in digital format with the event and persons identified.
3. Photographs are used at the Editor's discretion with consideration for availability of space, relevance of photograph, and quality of photograph.

EDITORIAL LICENSE:

1. The Editor will make every effort to accommodate all submissions, considering space availability and publication deadlines.
2. The Editor reserves the right to hold an article for publication in a later issue.

3. The Editor reserves the right to edit any article in regards to grammar, punctuation, spelling, layout, and font to enhance understanding.

WHO DO I CONTACT FOR MORE INFORMATION?

The *Tapestry* Editor

GATHER

WHAT IS THIS?

Gather, a magazine for all women, is developed by Women of the ELCA and published ten (10) times a year by Augsburg Fortress. It offers an inspiring blend of Bible study (for group or individual use), personal stories, seasonal devotions, informative articles about the organization, and faith-in-life articles.

HOW DOES THIS WORK?

Each year, *Gather* features a Bible study. Companion material is also available to enhance the Bible study which includes:

- ✦ Leader Guide that provides additional background information and tips to lead the discussion, instructions for activities, ideas on prayers, and more to help make your study experience more enriching and enjoyable.
- ✦ Companion Bibles that offer the study texts in one convenient place in an easy to read size.

Gather comes in two (2) formats: magazine and digital access (computer, iPad, and Android) which is free to print subscribers. You can subscribe by contacting Augsburg Fortress or going to this web address: subscriptions@augburgfortress.org.

A SWO (Synodical Women's Organization) Board member is responsible for promoting *Gather* magazine. She may do this by writing promotional articles for *Tapestry*, providing subscription information at Conference Spring Gatherings and at SWO (Synodical Women's Organization) Fall Gatherings, and by preparing displays. She also communicates and tries to resolve any problems from the publisher.

WHO DO I CONTACT FOR MORE INFORMATION?

Gather Coordinator

Discipleship Chairwoman

Call for change of address, subscription orders, and inquiries: 844-409-0576.

CAFÉ - AN E-ZINE FOR YOUNG WOMEN

WHAT IS THIS?

Café is an award-winning, on-line magazine from Women of the ELCA that features timely articles about faith and life, Scripture reflections, and an opportunity for sharing your thoughts with others.

HOW DOES THIS WORK?

This free and monthly e-zine is addressed primarily to women ages 18 to 35, but its articles will inform and inspire women of all ages. Go to www.boldcafe.org and feel your spirit refreshed. Although *Café* was developed to reach out to women between the ages 18 to 35, a group that often falls between the youth and women's organizations in the church, women of every age can visit *Café* and receive inspiration.

WHO DO I CONTACT FOR MORE INFORMATION?

SWO (Synodical Women's Organization)
Executive Board Churchwide Website

FACEBOOK - WOMEN OF THE ELCA

WHAT IS THIS?

The Women of the ELCA are working to communicate in a variety of ways. Facebook is a popular medium of social networking.

HOW DOES THIS WORK?

If you are a member of Facebook, you can "like" the Women of the ELCA Facebook page, and you will receive regular updates from its executive director and its President as well as other Board members and staff. You can comment or be part of discussions and stay informed as to the happenings in the Churchwide Women's Organization.

WHO DO I CONTACT FOR MORE INFORMATION?

Facebook
Churchwide Staff 800-638-3522 ext. 2730, www.womenoftheelca.org
SWO (Synodical Women's Organization) Executive Board
Ask a teenager!

DAILY GRACE

WHAT IS THIS?

The Women of the ELCA are working to communicate in a variety of ways. Daily Grace is an application for your that is available via the App Store for free for your IOS (iphone) and Android devices or by e-mail Plus you can subscribe to the free daily faith reflection via e-mail by going to womenofthelca.com.

HOW DOES THIS WORK?

Daily Grace is an on-the-go companion for your journey that offers a faith reflection every day. In these brief writings, you will encounter God's extravagant, boundless, and often surprising grace. You will be comforted, challenged, inspired, consoled, and confronted. The daily reflection will stir you to live out your baptismal calling. Take time to reflect, offer a prayer, and prepare for the day. Read the daily message.

WHO DO I CONTACT FOR MORE INFORMATION?

Churchwide Staff 800-638-3522 ext. 2730, www.womenofthelca.org

SWO (Synodical Women's Organization) Executive Board

Most teenagers can help you download an app for your phone!

BLOGS

WHAT IS THIS?

The Women of the ELCA are working to communicate in a variety of ways. Blogging is a popular medium of social networking. A blog is a type of website that allows interactive communications. The Women of the ELCA Blog features short commentaries by staff or guests and allows for comments from readers.

HOW DOES THIS WORK?

Anyone can access the blog on the Internet at <http://blogs.elca.org/women/> or through a link on the Women of the ELCA website.

WHO DO I CONTACT FOR MORE INFORMATION?

Churchwide Staff 800-638-3522 ext. 2730, www.womenofthelca.org

Florida-Bahamas SWO (Synodical Women's Organization) Officers

SECTION C - JUSTICE

INTRODUCTION TO JUSTICE

WHAT IS THIS?

The statement purpose is promoted through three areas, one of which is Justice. Through Justice, each woman learns to value herself and others as created in God's image and redeemed through Christ.

HOW DOES IT WORK?

The Florida-Bahamas SWO (Synodical Women's Organization) has a Board member responsible for each of the following areas that strive to help women reach the goals of Justice: SWO (Synodical Women's Organization) Website, Church Women United, Global Mission, and Historian.

Each unit is encouraged to provide resources and opportunities in the area of Justice. They are encouraged to:

- ✦ Be informed of the aims and priorities of the SWO (Synodical Women's Organization) and CWO (Churchwide Women's Organization).
Submit articles and photos to the Webmaster/Web Advisor for the website.
- ✦ Encourage women to participate in Church Women United.
- ✦ Encourage women to participate in the Synodical and Churchwide Global Mission activities.
- ✦ Send photos and memorabilia to the Historian for the Florida-Bahamas SWO (Synodical Women's Organization) scrapbook.

WHO DO I CONTACT FOR MORE INFORMATION?

Justice Chairwoman

SWO WEBSITE: www.flwelca.com

WHAT IS THIS?

The Florida-Bahamas SWO has a website, www.flwelca.com, maintained by the webmaster appointed by the SWO President.

HOW DOES THIS WORK?

The webmaster for the SWO website, www.flwelca.com, works with the SWO Board to post information in a timely manner as it become available and to keep the website updated. Also posted are links to Conference websites or a webpage on the SWO site with items from

Conferences if such items are submitted. A mass e-mail is sent to women who have provided their e-mail addresses. The list is maintained by the webmaster@flwelca.com and is a Google e-mail account. These e-mails are sent with the *Tapestry* newsletter attached on a bimonthly basis. Fall Gathering information and an attached registration form may also be e-mailed. A video promotion and report of the Fall Gathering may be posted on the website and a link sent by e-mail. The webmaster notifies the president and treasurer when the yearly renewal of the domain name needs to be paid, currently \$10.00. The webmaster is not compensated for these services but maintains the site on Google sites with no charge from Google.

WHO DO I CONTACT FOR MORE INFORMATION?

SWO (Synodical Women's Organization) Web Advisor
SWO (Synodical Women's Organization) Webmaster (webmaster@flwelca.com)

The Florida-Bahamas SWO (Synodical Women's Organization) has a website, www.flwelca.com, maintained by the webmaster appointed by the SWO President.

RACHEL'S DAY

WHAT IS IT?

Rachel's Day is an observance that started in one congregation, Bethel West in Chicago, and spread to a synod and to the synodical women's organization. Bettye Sherrod wrote a memorial for the Metropolitan Chicago Synodical Convention that was adopted in 1994. In 1997, the Florida-Bahamas SWO (Synodical Women's Organization) adopted a resolution to encourage all Units to request their congregations to observe Rachel's Day on the first Sunday in May each year. The Rachel's Day resource can be downloaded from the Churchwide website (www.womenoftheelca.org).

This day took its name from Jeremiah 31:15-17 where Rachel is mourning for the loss of her children. Rachel's Day is a time for us to mourn the loss of our children and to renounce the forces of evil and fear that plague our nation.

HOW DOES IT WORK?

Congregations can celebrate this day in many ways including:

- ✦ Developing a service using the text of Jeremiah 31:15-17.
- ✦ Gather a Thankoffering to be used for women and children in crisis.
- ✦ Collect an offering to be used for a project for children.
Donations of tangible items, such as sports equipment,

books, bedding, clothing, toys, and so forth, can be solicited for a library, shelter, youth center, hospital, or other agency that supports children at risk.

- ✚ Offer a class on anger management or parenting skills.
- ✚ Ask for prayers for children and the adults who care for them.

Blue is the color that has been used for this day. Blue is the color used in Advent to represent hope. Blue ribbons or bookmarks can be distributed. Blue balloons or blue candles can also be used to adorn the church.

WHO DO I CONTACT FOR MORE INFORMATION?

SWO (Synodical Women's Organization)

Rachel's Day Coordinator

Rachel's Day resource on www.womenofthelca.org

CHURCH WOMEN UNITED

WHAT IS THIS?

Church Women United (CWU) is a national ecumenical movement established in 1941 that brings together women of diverse races, cultures, and traditions in closer Christian fellowship, prayer, advocacy, and action for peace with justice in the world.

HOW DOES THIS WORK?

The local CWU units are organized throughout Florida and the United States. Each unit operates autonomously, sending a "pledge" to the State Treasurer and offerings to the National Organization. Many units meet regularly with scheduled speakers and/or forums on a variety of subjects of interest to women, particularly those of global concern.

Three (3) annual worship celebrations are held each year based upon an annual theme. Celebration services are usually held on a Friday but can be scheduled at other times. The celebrations are May Friendship Day, World Community Day, and Human Rights Day. Dates and descriptions for celebrations are as follows:

- ✚ May Friendship Day (usually the first Friday in May): a time of worship and study to build and strengthen relationships and act on behalf of local community needs;
- ✚ World Community Day (usually the first Friday in November): an occasion to reaffirm CWU's commitment to justice and peace among people and nations.

- ✦ Human Rights Day (usually the first Friday in December or can be observed any time during the year): held in support of the UN Human Rights Day to honor those promoting justice and peace.

WHO DO I CONTACT FOR MORE INFORMATION?

CWU Representative of the SWO (Synodical Women's Organization) Board Local and/or State CWU Officers

National CWU Officers (www.churchwomen.org)

GLOBAL MISSION

WHAT IS THIS?

The Florida-Bahamas Synod has a Global Missions Committee which carries out local activities for the Division for Global Mission (DGM) of the ELCA. The Florida-Bahamas SWO (Synodical Women's Organization) representative works with the committee to identify areas where the Women of the ELCA may be of help or have information to share.

HOW DOES THIS WORK?

The Florida-Bahamas SWO (Synodical Women's Organization) Board shares in the work of the Florida-Bahamas Synod to inform and share Global Mission activities with all of our congregations.

The Florida-Bahamas Synodical Women's Organization (SWO) encourages congregations to support projects in Companion Churches that are focused on women and girls. Monetary funds or in-kind gifts (based upon specific project requests from the particular companion church and with approval of the Florida-Bahamas Synod Global Mission Committee) can be donated.

WHO DO I CONTACT FOR MORE INFORMATION?

SWO (Synodical Women's Organization) Global Mission Representative SWO (Synodical Women's Organization) Website (www.flwelca.com)

HISTORIAN

WHAT IS THIS?

The Historian is a Board member who archives the records and who maintains the scrapbook and picture albums of the Florida-Bahamas SWO (Synodical Women's Organization) to capture the events and activities of the organization.

HOW DOES IT WORK?

Units and Conferences are encouraged to send pictures and memorabilia to the Historian. The Historian compiles scrapbooks and picture albums. At the Florida-Bahamas SWO (Synodical Women's Organization) Fall Gathering, the Historian may set up a display to share the history and activities of the organization.

The Historian annually collects pertinent records and materials of the Florida-Bahamas SWO. Records that should be archived include Gathering and Executive Board meeting minutes, Fall Gathering Program and Worship Books, financial records, the *Tapestry* newsletters, and other materials as decided by the Executive Board.

WHO DO I CONTACT FOR MORE INFORMATION?

Florida-Bahamas SWO (Synodical Women's Organization) Historian

TODAY'S DREAM - TOMORROW'S REALITY

WHAT IS THIS?

Today's Dream-Tomorrow's Reality (TDTR) is a program designed by the Churchwide office in Chicago and the Director of Justice Committee, which allows women to go out into congregations within their Synod to educate, help, and heal divisions in our world against racism.

HOW DOES IT WORK?

WELCA's TDTR Training Team conducts sessions to teach and coach participants into having renewed confidence with a greater critical depth of knowledge about race relations in our country. After completing the training, it is with great hope that the participants will return energized and ready to go with tools in hand, greater knowledge in their minds, and a

greater love for God's people in their hearts and be ready to accept the challenge of engaging and helping congregations to begin conversations that confront racism. The TDTR training allow trainees to acknowledge and examine racism through the concept of three C's.

- ✦ **CONTEXT** - Historical and current racial realities
- ✦ **CONNECTION** - Developing a soul connection to historical and current racial realities
- ✦ **COMMUNICATION** - Healthy and open communication

WHO DO I CONTACT FOR MORE INFORMATION?

SWO (Synodical Women's Organization) - Justice Committee Chairperson)
Churchwide Women's Organization

SECTION D - STEWARDSHIP

INTRODUCTION TO STEWARDSHIP

WHAT IS THIS?

The statement purpose is promoted through three areas, one of which is Stewardship. Through Stewardship, each woman is strengthened, developed, and equipped through activities which enable her to articulate and act upon her faith in all areas of her life.

HOW DOES THIS WORK?

The Florida-Bahamas SWO (Synodical Women's Organization) has a Board member responsible for each of the following areas that strive to help women reach the goals of Stewardship: Lutheran World Relief, Racial Justice, Rachel's Day, and the Love Offering.

Each Unit is encouraged to have in place a Stewardship committee responsible for providing resources and opportunities in the area of Stewardship:

- ✦ Be informed of the aims and priorities set forth by the SWO (Synodical Women's Organization) and CWO (Churchwide Women's Organization).
- ✦ Encourage women to collect materials for Lutheran World Relief and bring them to the collection center churches in February of each year.
- ✦ Be informed of the on-going activities of ELCA Advocacy working for justice with changes in public policy by signing up for the e-Advocacy network on the ELCA Advocacy page (www.elca.org).
- ✦ Promote the use of *the Today's Dream-Tomorrow's Reality* programming provided by the CWO (Churchwide Women's. Organization) and the SWO (Synodical Women's Organization) team

- ✚ Promote Rachel's Day in their congregations.
- ✚ Encourage support of the Love Offering ministry chosen by the SWO (Synodical Women's Organization) by in-kind gifts and monetary support.

WHO DO I CONTACT FOR MORE INFORMATION?

Stewardship Team

LUTHERAN WORLD RELIEF (LWR)

WHAT IS THIS?

This is an in-gathering of mission quilts, new soap, personal care kits, school kits, fabric kits, baby care kits, and other items for Lutheran World Relief (LWR), an agency that sends these donations to persons in need around the world.

HOW DOES THIS WORK?

The Florida-Bahamas SWO (Synodical Women's Organization) appoints a LWR Coordinator. She is responsible for coordinating the annual pick up of donations from around the state. Every fall, the LWR Coordinator sends the Web Advisor the pick-up information for LWR for placement on its website (www.flwelca.com). This information will include locations of the churches which have agreed to serve as collection centers, the dates and times the churches will be available to accept the donations, and when the truck will be there to pick up the collected items. It will also include current special needs and any changes in packaging requirements or record keeping. Congregations can access this information on the Florida-Bahamas SWO (Synodical Women's Organization) website (www.flwelca.com).

Everyone is responsible for collecting, packing, and properly labeling their own donations. The collection churches cannot be expected to do this. In addition, each church is requested to help offset the cost to LWR for the shipment of the materials where they are needed by donating monies for this purpose. Each church should send these monies to the SWO (Synodical Women's Organization) Treasurer along with Form A and designated as "LWR Quilt & Kit Shipping Fund." Consult LWR website for guidelines to determine shipping costs. This is only suggested and not required.

Many churches have women who make quilts throughout the year for LWR. Others decide to collect and make school kits, personal care kits, or other kits as indicated by the most current information from LWR. This has become an on-going activity in many churches in the Synod.

WHO DO I CONTACT FOR MORE INFORMATION?

Stewardship Chairwoman

SWO (Synodical Women's Organization)
LWR Coordinator www.flwelca.com www.lwr.org

LOVE OFFERING

WHAT IS THIS?

The SWO (Synodical Women's Organization) Executive Board chooses a particular ministry or ministries as the Love Offering focus at their Summer Board meeting in even-numbered years. This is a ministry (ies) that is in line with the purpose of the Florida-Bahamas SWO (Synodical Women's Organization) and the Women of the ELCA.

HOW DOES THIS WORK?

Ministries that desire to be considered as a Love Offering candidate must complete a Love Offering Application. These applications are available on the SWO (Synodical Women's Organization) website at www.flwelca.com in the spring and must be submitted to the SWO (Synodical Women's Organization) Secretary or designee by July 15 in even-numbered years.

Each Love Offering selection covers a two-year period. During the two years, offerings and other supplies as needed by the Love Offering recipient are collected by Units. These in-kind gifts and supplies are brought to the Fall Gathering where they are given to the Love Offering's representative.

Monetary offerings are to be sent to the SWO (Synodical Women's Organization) treasurer or brought to the Synodical Fall Gathering where there will be a special offering taken for the Love Offering. Checks should be made payable to the Florida-Bahamas SWO (Synodical Women's Organization) and marked **LOVE OFFERING**. One hundred percent (100%) of these funds are transmitted to the Love Offering ministry.

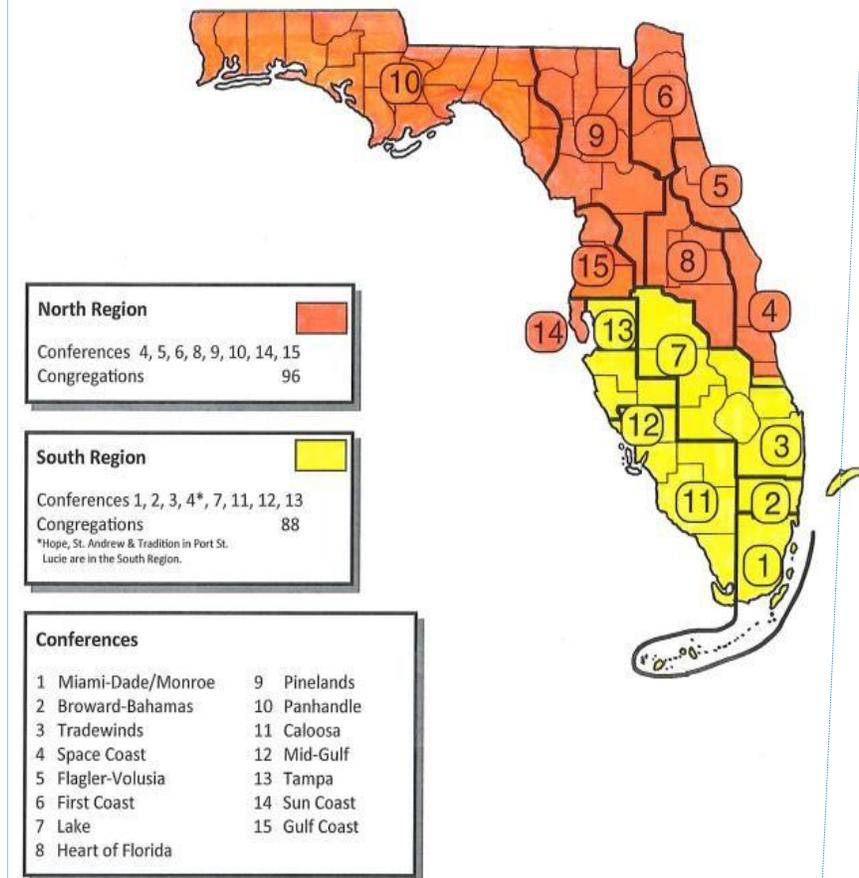
WHO DO I CONTACT FOR MORE INFORMATION?

SWO (Synodical Women's Organization) Love Offering Coordinator
SWO (Synodical Women's Organization) Treasurer
Conferences (Map)
The Conference
Conference Leaders
The Conference Event - Spring and Fall Gatherings

SECTION E – CONFERENCES AND CONGREGATIONAL UNITS

Per Sharon Koelsch, 14. Suncoast not Sun Coast.

Florida-Bahamas Synod Regions & Conferences



THE CONFERENCE

WHAT IS THIS?

A Conference is a geographical grouping of Units within a Synodical Women's Organization which come together for learning, leadership development, fellowship, joint ministry and action, and special events. Conferences work interdependently with the Synodical Women's Organization and the Units to fulfill the purposes of the Women of the ELCA. There are 15 (fifteen) Conferences in the Florida-Bahamas SWO (Synodical Women's Organization). A member of the SWO (Synodical Women's Organization) Executive Board serves as Conference Coordinator, a liaison between the Board and the Conferences.

HOW DOES IT WORK?

Conferences are authorized in the Women of the ELCA Constitution and Bylaws, and their functions are outlined in the Florida-Bahamas SWO (Synodical Women's Organization) Constitution and Bylaws. The Conference elects a President and Vice President to serve a two-year term. The next year, the Conference elects a Secretary who serves a two-year term. Officers are eligible for one re-election, or two (2) terms for a total of four (4) years. The Florida-Bahamas SWO (Synodical Women's Organization) Executive Board fills any vacancies. Conferences meet at least one (1) time each year, usually at a Spring Gathering. A Conference may not have a bank account or retain any monies. All Conference funds must be kept in a Unit's bonded account or in the SWO's (Synodical Women's Organization's) account.

WHO DO I CONTACT FOR MORE INFORMATION?

Conference Coordinator

CONFERENCE LEADERS

WHAT IS THIS?

The responsibilities for leading a Conference are shared by a President, Vice President, and Secretary.

HOW DOES IT WORK?

PRESIDENT

The President is the liaison between the Conference and the Synodical Women's Organization. She generally calls meetings of the leaders, presides over the Spring Gathering and other

Conference meetings, attends SWO (Synodical Women's Organization) leadership training, and coordinates Conference activities. She should never try to do all the work herself, but should

delegate responsibilities to the other Conference leaders and the Units in her Conference. She needs to be enthusiastic about the Women of the ELCA and informed of programs and policies.

VICE PRESIDENT

The Vice President assumes the duties of the President in the President's absence, carries out duties assigned to her by the Conference leaders and may serve as the Bible Study Networker, ensuring that a Bible study is presented at the Spring Gathering. She should be informed of the programs and policies of the Women of the ELCA and participate in leadership training.

SECRETARY

The Secretary usually takes minutes at the Spring Gathering and distributes them to the Units after the event, provides announcements of meetings and activities to the Units and SWO (Synodical Women's Organization) Board members who may attend, handles incoming and outgoing correspondence, provides the name, address, and telephone number of the Unit Presidents and Conference leaders to the SWO (Synodical Women's Organization) Conference Coordinator and Secretary, handles monies on behalf of the Conference, maintains the history of the Conference, and turns over the Conference's records to her successor.

NOMINATING COMMITTEE

The Conference leaders should appoint a Nominating Committee (chairwoman plus two (2) members) several months prior to the date of the Spring Gathering. The committee should determine which terms are expiring, clarify the job descriptions, pray for God's guidance in finding good leaders, contact each Unit to request names of qualified women, confirm each nominee's willingness to serve, prepare short biographies to share at the Spring Gathering, prepare ballots, report the names of suggested nominees at the Spring Gathering, and receive nominations from the floor.

WHO DO I CONTACT FOR MORE INFORMATION?

Conference Coordinator

THE CONFERENCE EVENT (SPRING AND FALL GATHERING)

WHAT IS THIS?

The annual Conference event is the Spring Gathering; however, the Conference may schedule other events as it deems appropriate. Conferences meet at Spring Gatherings to conduct the

business of the Conference, and a SWO (Synodical Women's Organization) Board member attends each Spring Gathering.

HOW DOES THIS WORK?

The Conference Planning Committee, which is usually comprised of the Conference leaders and all Unit Presidents, shall:

- A. Set the day, time, and place of the gathering.
- B. Determine the type of lunch desired and a per person cost if necessary.
- C. Develop a time line for all tasks.
- D. Divide the following responsibilities among the units.
 - ✦ Produce and distribute publicity (Note: The Conference Secretary frequently handles this responsibility.)
 - ✦ Worship - Opening and Closing.
 - ✦ Song leader and accompanist.
 - ✦ Registration (including collecting registration fees and meal money).
 - ✦ Name tags.
 - ✦ Refreshments.
 - ✦ Table Decorations (at Conference leaders' discretion).
 - ✦ Ushers.
 - ✦ Blessing at the meal .
 - ✦ Evaluations (Note: The Conference leaders frequently assume this responsibility.)
- E. Contact the host congregation.
 - ✦ Confirm the date.
 - ✦ Invite the host Pastor.
 - ✦ Discuss room requirements for worship, workshops, general meeting, eating, etc.
 - ✦ Review equipment needs - Tables, chairs, outlets, video, screens, easels, piano, organ, etc.
- F. Contact the Board member that will attend.
 - ✦ Confirm the date.
 - ✦ Provide estimate of first-timers.
 - ✦ Provide agenda.
 - ✦ Discuss Conference offering.
 - ✦ Discuss Board members' responsibilities.

A special keepsake will be given by the SWO (Synodical Women's Organization) Board representative to each woman attending a Conference Spring Gathering for the first time. The inexpensive item (for example, a bookmark, etc.) may change from year to year, depending on the theme of the Spring Gathering.

A portion of the Spring Gathering is devoted to the Business Session.

- ✦ The Conference President shall introduce the host church's Unit President, Pastor, present CWO (Churchwide Women's Organization) or SWO (Synodical Women's Organization) Board members, special program presenters, and other guests.

THE CONFERENCE EVENT (CONTINUED)

- ✚ The Conference President or host church's Unit President make announcements.
- ✚ The Conference President shares Conference news.

- ✚ The Conference President asks for a motion to allow her and the Conference Secretary to correct and distribute the minutes.
- ✚ The Conference Secretary presents a complete attendance report by congregation, including guests, presenters, and Pastors.
- ✚ The Nominating Committee gives their report.
- ✚ The Conference President conducts elections, asking for nominations from the floor. (Note: It is possible for Conferences to elect leaders by using an ecclesiastical ballot.)
- ✚ The SWO (Synodical Women's Organization) Board member installs all three (3) Conference officers.
- ✚ At the meeting's conclusion, the registrar provides the Conference President with the registration list and the registration fees/meal money.
- ✚ After the meeting, the Conference President and Conference Secretary count the offering together.
- ✚ The Conference President completes the Event Data Collection Form and sends both the registration fees and offerings to the SWO (Synodical Women's Organization) Treasurer. (Note: Monies collected for the meal are given to the Unit President of the Unit which furnished the meal.)
- ✚ The Conference President and the Conference Secretary decide who to send thank you notes to and which of them shall do this.
- ✚ Within ten (10) days of the event, the Conference President or Conference Secretary sends copies of the Event Data Collection form (front and back) following the directions at the bottom of the form.

Special presentations by guest speakers, SWO (Synodical Women's Organization) Board member, Bible study, time for sharing, lunch, craft time, and other activities are often included.

WHO DO I CONTACT FOR MORE INFORMATION?

Conference Coordinator

SWO (Synodical Women's Organization) Board members

MINUTES

WHAT IS THIS?

Minutes are an official record of the proceedings at a meeting. Generally, they follow rules set forth in the most recent edition of Robert's Rules of Order.

HOW DOES THIS WORK?

The minutes should be short and concise and serve as a reminder of what action was taken at a meeting. They usually include:

- ✦ Kind of meeting (Conference, Unit Board, committee, etc.).
- ✦ Name of organization.
- ✦ Date and place.
- ✦ Full name of presiding officer.
- ✦ Whether the minutes of the previous meeting were approved.
- ✦ All main motions and the name of the person making the motion and that the motion was moved, seconded, and carried (Note: The name of the person seconding the motion is not necessary.).
- ✦ If a program is presented, the names of the participants and a brief summary.
- ✦ Secretary's signature followed by the title "Secretary" (Note: The phrase, "Respectfully Submitted," is not necessary.).

WHO DO I CONTACT FOR MORE INFORMATION?

SWO (Synodical Women's Organization) Secretary
Conference Coordinator

THE UNIT (CONGREGATIONAL, INTERCONGREGATIONAL, SPECIAL)

WHAT IS THIS?

The Unit is a community of women who come together within a congregation, between two or more congregations, or outside a formal congregation setting (such as a college campus) who participate in the Women of the ELCA and come together for study, support, and action in local and other settings of the Women of the ELCA.

HOW DOES THIS WORK?

Women who have similar interests come together to participate as a Unit. The Unit is at the center of the organization and all other organizations of the Women of the ELCA - the Conference, the SWO (Synodical Women's Organization), and CWO (Churchwide Women's

Organization) - all exist to help the Unit carry out their ministries. The Unit's constitution and bylaws should describe how the group works.

A Unit:

- ✚ Subscribes to the Statement of Purpose of the Women of the ELCA
- ✚ Comes together to fulfill the purpose
- ✚ Participates in program activities of the Women of the ELCA
- ✚ Elects leadership who will be in communication with the Synodical [Women's Organization](#) and Conference President
- ✚ Financially supports its Synodical Women's Organization and the Churchwide Women's Organization.

A Unit is considered "active" if it:

- ✚ Has a constitution or affirmation on file with the SWO (Synodical Women's Organization)
- AND**
- ✚ Financially supports the goals of the Women of the ELCA.

A Unit usually has its own constitution, budget, and leaders, and sometimes has its own bylaws. It may have regular meetings of its circles (smaller groups within the Unit which meet for Bible study and fellowship or a service project), as well as general meetings (for business, special programs or guests, or service projects). These schedules may be outlined in the Unit's constitution. The Unit may have chairwomen or committees for each of the three mission areas (discipleship, justice, and stewardship) and should be engaged in activities in each of these mission areas. The Unit should send a voting member to the annual business session of the SWO (Synodical Women's Organization). It is helpful if the Unit maintains a history OF (scrapbook or photograph album, list of leaders, copies of its yearbooks, and copies of minutes of meetings). After election of officers, the Congregational Unit Officer Update Form should be completed and sent to the Conference President and the SWO (Synodical Women's Organization) Conference Coordinator.

WHO DO I CONTACT FOR MORE INFORMATION?

SWO (Synodical Women's Organization)
Conference Coordinator

THE UNIT LEADERSHIP

WHAT IS THIS?

Women of the ELCA suggests six different models for organizing a unit. You can adjust the models or even create other models to get just the right fit. They range from very structured to very loosely structured. Remember our mission statement as you consider a new model: How can you best mobilize women to act boldly on their faith in Jesus Christ?

HOW DOES THIS WORK?

Model A: Board

The board model has two to four officers and two to six committee chairs who are board members. The board plans the programs for the women, handles the communication, and selects the materials to be used.

Strengths of this model:

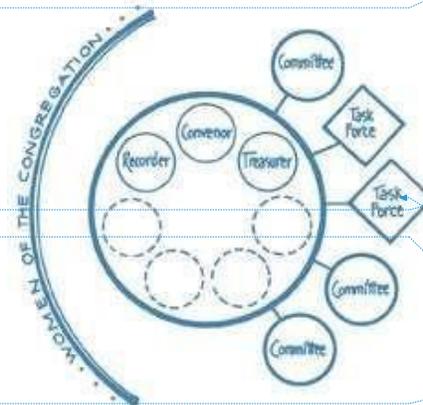
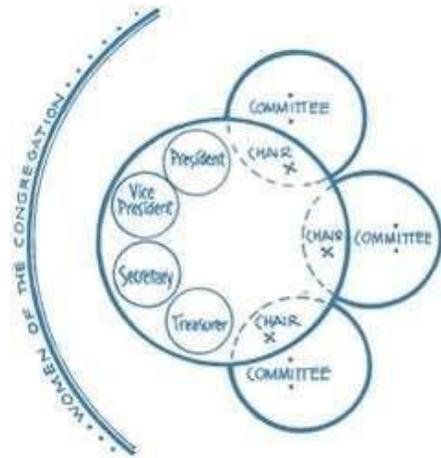
- Effective in disseminating information.
- Works well when there are numerous ongoing subgroups.

Weaknesses of this model:

- Lack of flexibility. It can be difficult to change this structure quickly to respond to the changing needs of your organization.
- May create a feeling among the women in your congregation that they are "in" or "out" depending on their involvement with the organization.
- Channels of communication generally work well from the top down, but they may be less effective from the bottom up.

Model B: Coordinating Committee

The Coordinating Committee model has four to seven committee members: two or three who are elected to specific positions and others who are at-large. None of the sub-groupings



have specific representation on the coordinating committee.

Strengths of this model:

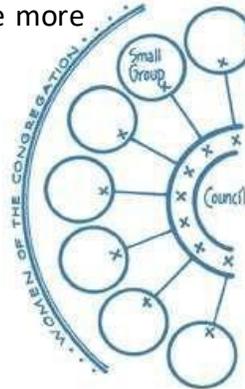
- Tends to be open and flexible.
- New subgroups can easily form for various lengths of time.

Weaknesses of this model:

- Permanent subgroups may not have as much input into the overall organization as they do in other models.
- Communication among the various groups may be more difficult.

Model C: Coordinating Council

The coordinating council model has four to nine council members, each representing a subgroup of women (for example, a Bible study group, quilters, a service group, a book study group, and so forth). Two or three leaders may be elected.



Strengths of this model:

- Flexibility.
- Ability to include new subgroups in the coordinating council.
- Ease of including both short-term and on-going groups.
- Good channels for communication.

Weaknesses of this model: Possible size.

MODEL D: Co-Leaders

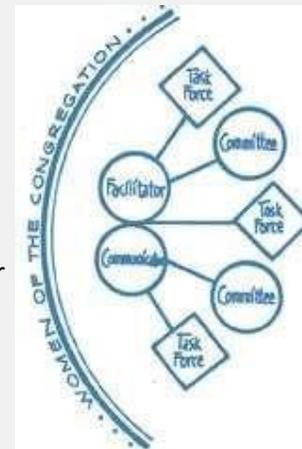
The co-leaders model has two elected or appointed leaders to coordinate ministries and unit programs.

Strengths of this model:

- This is the least formal model and would work well for congregations just beginning or reforming a women's organization.

Weaknesses of this model:

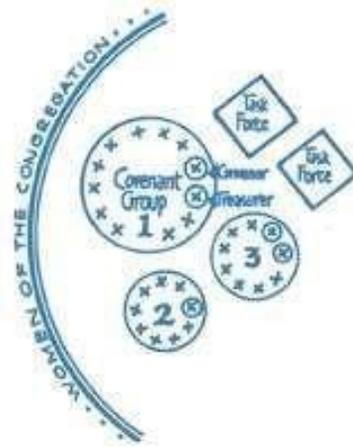
- Women's organizations that already have extensive sub-groupings in place might find this a difficult model to use.



- Could result in a significant amount of work for the co-leaders.

Model E: Covenant

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



Strengths of this model:

- It can be a way to experiment to determine if you wish to enter into a more permanent commitment.

Weaknesses of this model:

- Lack of community with other women in and beyond the congregation.
- Lack of permanence and investment in the mission of the group.

Model F: Team

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



Leadership is developed based on the skills and gifts of individual women (and through mentoring). Ministry choices are based on the current interests of the group and the needs of the community.

From *New and Renewed Congregational Units*, "Part 5—Unit Models to Organize for Mission." Copyright © 1996 Women of the Evangelical Lutheran Church in America.

From *Interchange* October 2010

WHO DO I CONTACT FOR MORE INFORMATION?

SWO (Synodical Women's Organization)
Unit Organizer

THE UNIT BUDGET

WHAT IS THIS?

A budget serves as a "financial blueprint" for the total work of the Unit. It serves as a guide and helps to keep expenses within income.

HOW DOES THIS WORK?

The budget may be drafted by the Unit Treasurer or the Unit Board and is approved by the Unit each year. It should include income estimation (all offerings given by the participants) and expenditures.

Income may include:

Regular Offering

- ✚ Share the Spirit Grant Scholarship
- ✚ Let Your Light Shine Scholarship (Youth)
- ✚ Love Offering
- ✚ Thankoffering
- ✚ Designated Gift for Specific Ministries
- ✚ Fund for Leaders Scholarship
- ✚ Katie's Fund
- ✚ Special Offering

Expenditures include:

- ✦ Offerings sent to the Synodical Women's Organization Treasurer (Regular, Share the Spirit, Love)
- ✦ Offerings sent to the Churchwide Women's Organization (Thankoffering, Designated Gift for Specific Ministries, Special Offerings)
- ✦ Administration (Postage, photocopies, publicity, promotion, voting member to the SWO (Synodical Women's Organization) business session, etc.)
- ✦ Discipleship (Program resources, leadership training, Bible study materials, etc.)
- ✦ Justice (Thankoffering service, ecumenical concerns, retreats, etc.)
- ✦ Stewardship (Service projects inside and outside the congregation, LWR Quilt and Kit Shipping Fund)

WHO DO I CONTACT FOR MORE INFORMATION?

SWO (Synodical Women's Organization) Treasurer

THE CIRCLE LEADER

WHAT IS THIS?

This is an overview of the responsibilities of the circle leader.

HOW DOES THIS WORK?

The circle chairwoman shall:

- ✦ Pass on information from the Unit leaders to your circle.
- ✦ Notify the church or setting of meeting time, place, hostess, and program leaders in order to publicize the event.
- ✦ Assist each committee chairwoman in carrying out her assigned duties.
- ✦ Contact new or inactive members each month or designate a person to handle this communication.
- ✦ Contact the Unit President before your meeting in order to relay any new information.
- ✦ Attend all executive committee and Conference meetings.
- ✦ Be familiar with the responsibilities of the Unit President and apply them to the circle as necessary.

WHO DO I CONTACT FOR MORE INFORMATION?

SWO (Synodical Women's Organization) Executive Board

RECORDS RETENTION

WHAT IS THIS?

To practice good recordkeeping, each Conference and Unit is encouraged to use these guidelines. Most records retained by a Conference or Unit are kept for daily operation, legal protection, financial security, and history. Records should be kept in a consistent format that can be easily retrieved and are readily accessible. Information, retained as a hard copy or in electronic files, is the property of a Conference or Unit. Such information is not the property of the president or officers to be removed, retained personally, or destroyed at will. The secretary is the custodian for all records except for the financial records that are created and retained by the treasurer.

HOW DOES THIS WORK?

The following are suggested guidelines for a Conference or Unit as records of events or meetings are generated.

RECENT RECORDS ONLY:

- ✦ Any monthly reports.

FOUR TO SIX YEARS BEYOND THE CURRENT YEAR:

- ✦ All bank statements, cancelled checks, deposit slips, bank reconciliations, and the receipts for which the checks were written, and any documentation for the deposits.
- ✦ Annual review report and annual report.
- ✦ Records of unit offerings.

PERMANENT:

- ✦ All editions of Unit Constitutions and Bylaws.
- ✦ Minutes, including exhibits, of Board or general meetings for historical value.
- ✦ General ledger, check register, budget, annual audit reports, especially those with any unusual transaction or exceptionally large transactions.
- ✦ Notes of meetings if they are short and contain information needed for future planning.
- ✦ Photographs, either in scrapbook/album, digital, or clearly labeled in a file.
- ✦ List of officers and their terms.
- ✦ LCW/ALCW materials as they are a record of the organization.
- ✦ Insurance-related documentation for any claims filed for accidents, malfeasance, or other loss.

CORRESPONDENCE:

The president's ex officio correspondence and correspondence between officers of the SWO should be kept for the tenure of the president or officer. Only letters with historical significance need to be kept.

PROGRAMMATIC MATERIALS:

Materials developed for Conference and Unit events, Spring Gatherings, and other specific uses, and newsletters are valuable resources. Once they have exceeded their useful life, strong consideration should be given to sending these materials to the SWO Historian. These materials may help others to develop similar resources and they will serve as a historical record.

DATA SECURITY:

Sensitive personally identifiable information such as names, addresses, birthdates, social security and credit card numbers, and bank routing numbers, that, if stolen, could be used to steal a person's identity should be kept secure, and controls should be implemented. Access should be restricted to those with commensurate job responsibilities and on a need-to-know basis. All computers should have virus software installed and running. Information that is not being used should be secured. Information that is no longer needed should be shredded or stored in a secured archive location.

WHO DO I CONTACT FOR MORE INFORMATION?

SWO (Synodical Women's Organization) Secretary, Treasurer, and Historian

SECTION F - OFFERINGS & PROGRAMS

INTRODUCTION TO OFFERINGS AND GIFTS

WHAT IS THIS?

Offerings and Gifts involves women sharing their time, talent, and treasures to further the ministries of the Women of the ELCA and the SWO (Synodical Women's Organization). Women of the ELCA encourages and equips women to consider their responsibility and capacity for offerings and gifts. Providing offerings and gifts through stewardship is a careful and responsible management of the money, property, and resources that God has entrusted us and effective stewardship provides for the ministries that God has entrusted to our care.

HOW DOES THIS WORK?

- ✚ A woman may contribute her time by such activities as serving as a committee chair or officer in her Unit, attending Business sessions as a voting member, or serving as a Bible Study Network contact.
- ✚ A woman may contribute her talent by such activities as leading a workshop at the Fall Gathering, playing the piano, singing in the choir, or submitting an article to *Tapestry*.
- ✚ A woman may contribute her treasure by such activities as contributing monetarily to her Unit (Regular offering) and to the SWO (Synodical Women's Organization) and CWO (Churchwide Women's Organization) through Love Offerings, the LWR Quilt and Kit Shipping Fund, Thankofferings, Designated Gifts, and Special Offerings, as directed by the specific remittance forms (Remittance Forms A & B).

WHO DO I CONTACT FOR MORE INFORMATION?

SWO (Synodical Women's Organization) Officers and Board
SWO (Synodical Women's Organization) Treasurer
Forms A & B available on webpage: www.flwelca.com

TYPES OF OFFERINGS

WHAT IS THIS?

The Women of the ELCA respond to the Biblical imperative to be faithful stewards of our lives and our gifts by committing to financially support its purpose and ministries.

HOW DOES THIS WORK?

REGULAR OFFERINGS: Regular offerings support the ministries of Women of the ELCA in a continuous manner. Offerings are sent through the Unit (or individually) to the SWO (Synodical Women's Organization) treasurer with Unit Remittance Form A. These offerings are used to provide support for programming at Unit, Conference, Synodical, and Churchwide levels. The Florida-Bahamas SWO (Synodical Women's Organization) sends fifty-five percent (55%) of offerings received to the CWO (Churchwide Women's Organization). Regular offerings are sent to the synodical treasurer with Remittance Form A on a regular basis.

LOVE OFFERINGS: Every two (2) years the SWO chooses a particular ministry or ministries as the Love Offering focus. Offerings are sent to the SWO Treasurer (with Remittance Form A) or brought to the SWO Fall Gathering. Checks should be payable to the Florida-Bahamas SWO and marked LOVE OFFERING in the memo section. Include the church's name, city, and congregation identification number (if known) on the envelope if donating at a retreat or

gathering. One hundred percent (100%) of these funds are transmitted to the Love Offering ministry.

LWR QUILT & KIT SHIPPING FUND (FORMERLY KNOWN AS PROJECT COMFORT): Units are requested to send a donation yearly to cover the LWR cost of distributing quilts and kits. These are transmitted to the Florida-Bahamas SWO (Synodical Women's Organization) Treasurer with Remittance Form A and should be listed as LWR Quilt & Kit Shipping Fund under Other Offerings.

THANKOFFERINGS: Thankofferings are gifts given in gratitude for blessings and are used to support the total ministries of the CWO (Churchwide Women's Organization) and the church at large through the CWO's gift to the ELCA. Thankofferings provide for lifechanging ministries that serve the entire church (program resources, *Gather* magazine, Raising Up Healthy Women and Girls, *Café*, Daily Grace, advocacy, global education, racial justice, grants, scholarships, and ecumenical collaboration). These offerings should not be designated to specific ministries and should be sent directly to the CWO with Remittance Form B.

DESIGNATED GIFTS: Designated gifts provides the opportunity to support a specific ministry and are passed on in total to that ministry. Designated gifts include Women of the ELCA Grants and Scholarships, Raising Up Healthy Women & Girls, Racial Justice Advocacy (*Today's Dream Tomorrow's Reality*), and other ELCA ministries such as ELCA World Hunger, Disaster Response, ELCA Malaria Campaign, and Global Mission. Designated gifts may also be given by individuals or a group for special occasions, in memory of, or in honor of an individual. These offerings should be sent directly to the CWO with Remittance Form B.

SPECIAL OFFERINGS: Special offerings provide an opportunity to support non-budgeted programs or projects which are consistent with the principles and aims of Women of the ELCA. These opportunities are shared as needs are discovered and programs are developed. An example of Special Offerings includes Katie's Fund. These offerings are sent to the SWO (Synodical Women's Organization) with Remittance Form B.

WHO DO I CONTACT FOR MORE INFORMATION?

SWO (Synodical Women's Organization) Treasurer
CWO (Churchwide Women's Organization) Treasurer

KATIE'S FUND

WHAT IS THIS?

Katie's Fund is a permanent endowment fund named for Katherine von Bora Luther, wife and ministry partner of Martin Luther. The fund was established as a Special Offering to commemorate the Women of the ELCA's 10th anniversary.

HOW DOES THIS WORK?

Individuals, Units, Conferences, and Synodical organizations are encouraged to contribute money to support Katie's Fund. Two (2) options are available when giving to Katie's Fund. A gift can be given to either the annual portion of the fund, which directs the gift to the most immediate needs, or to the endowment, which makes use of the interest earned on the gift. Moneys for this fund are sent to, and administered by, the Churchwide Women's Organization using Remittance Form B. Gifts to both the current fund and the endowment fund are used for ministries in three (3) key areas:

- ✦ Global Sharing - to enhance global partnerships, increase multicultural awareness, and to promote service initiatives;
- ✦ Leadership Development - to enhance organizational participation, provide for personal growth and enrichment;
- ✦ Living Theology - to nurture growth in faith.

WHO DO I CONTACT FOR MORE INFORMATION?

SWO (Synodical Women's Organization) Treasurer
CWO (Churchwide Women's Organization) Treasurer

SHARE THE SPIRIT GRANT PROGRAM AND LET YOUR LIGHT SHINE (YOUTH) PROGRAM

WHAT IS THIS?

This is a grant (gift) program of the Florida-Bahamas Synodical Women's Organization which supplements funds for women and youth (6th Grade through college) to attend the Fall Gathering and encourages the participant, units, and other sponsors to help cover the costs of individuals attending the Fall Gathering.



HOW DOES THIS WORK?

CONTRIBUTIONS: Each Unit is encouraged to contribute annually to the Florida-Bahamas SWO (Synodical Women's Organization) Treasurer to help provide scholarships for those who need financial assistance so they can attend the Fall Gathering. Individuals may contribute directly, as well.

DISBURSEMENTS: The Unit may submit a Share the Spirit Invitation to Apply any time after the SWO (Synodical Women's Organization) event's registration information is available. Funds will be distributed as long as they are available. Previous grant recipients are eligible to apply for and receive subsequent grants.

WHO CAN APPLY? Any woman can apply who would benefit from the spiritual interaction with sisters in Christ.

Suggested applicants might include:

- ✝ First-timers.
- ✝ Young women through Let Your Light Shine Program (Youth) (6th Grade through college).
- ✝ Women engaged in ministries of the Unit or congregation.
- ✝ Women needing financial assistance.
- ✝ Women who are in the congregation, but are not participants in the Unit
- ✝ Women in the community.

WHO CAN I CONTACT FOR MORE INFORMATION?

Florida-Bahamas SWO (Synodical Women's Organization)
Treasurer Annual Gathering Registrar

GLOBAL MISSIONS TRAVEL GRANT PROGRAM

WHAT IS THIS?

The Global Missions Travel Grant provides an opportunity and support to encourage women to share their gifts in ministry and action.

HOW DOES THIS WORK?

CONTRIBUTIONS: Each Unit is encouraged to contribute annually to this Global Missions Travel Grant program through the Florida-Bahamas SWO (Synodical Women's Organization) Treasurer for this program. Individuals may contribute directly, as well.

DISBURSEMENTS: A woman may submit a Global Missions Travel Grant Request Form at any time. Funds will be distributed as long as they are available. Previous grant recipients are eligible to apply for and receive subsequent grants.

WHO CAN APPLY? Any woman who is a member of an active unit and would benefit from the spiritual interaction found in global mission travel is eligible to apply. Other eligibility criteria include:

- ✦ Purpose for mission travel must relate to women and/or children;
- ✦ Applicant agrees, by acceptance of the Global Missions Travel Grant, to be available to speak about her mission experience within her Conference for a period of two (2) years following the grant award;
- ✦ Applicant must have both a Congregational Unit leader and pastor endorse the travel grant request;
- ✦ Grants are awarded up to \$500 on a first-come, first-served basis.

WHO CAN I CONTACT FOR MORE INFORMATION?

Florida-Bahamas SWO (Synodical Women's Organization) Treasurer

**FLORIDA-BAHAMAS SYNODICAL WOMEN'S ORGANIZATION (SWO)
FUND FOR LEADERS SCHOLARSHIP**

WHAT IS THIS?

The Women of the Florida-Bahamas Synod have developed a fund through the ELCA Fund for Leaders (formerly Funds for Leader in Mission) to award an annual scholarship to a seminary student(s). The scholarship provides financial assistance to those in the candidacy status pursuing ordained ministry and is applied to tuition costs only at an ELCA seminary.

HOW DOES THIS WORK?

CONTRIBUTIONS: Each Unit is encouraged to contribute annually to the ELCA Fund for Leaders Scholarship Fund through the Florida-Bahamas SWO (Synodical Women's Organization) Treasurer. Individuals may contribute directly, as well. Congregational units are encouraged to apply for endowment funds in their congregation, if applicable.

DISBURSEMENTS: The scholarship will be awarded to the recipient(s) in two (2) increments (September and January) directly from the ELCA Fund for Leaders and will be distributed to the ELCA seminaries with each payment representing half the scholarship award. The Florida-Bahamas SWO (Synodical Women's Organization) must provide the ELCA Fund for Leaders with

the scholarship recipient's(s') name(s), e-mail address, seminary, and scholarship award amount by May 1 of each year. Scholarships are awarded on a year-to-year basis, meaning that students must be selected each year, even if the same student might receive a scholarship several years in a row.

WHO CAN APPLY? Seminary students who are in the candidacy process, attending one of the eight ELCA seminaries, and are either in the Master of Divinity (M.DIV), Master of Arts (MA) or Theological Education for Emerging Ministries (TEEM) programs are eligible for this scholarship. The Florida-Bahamas SWO President will verify with the Florida-Bahamas Synod Candidacy Chair that the applicants are all in the candidacy process. The Board of the Florida-Bahamas SWO (Synodical Women's Organization) will choose the recipient(s) at its January Board meeting. **Preference will be given to residents of the Florida-Bahamas Synod, female applicants, and active members of congregational units. The chosen applicant should exhibit faith qualities that empower others and demonstrate leadership qualities in the church and the community.** Each spring, the application will be available on the website (www.flwelca.com). Applications will be accepted beginning November 1 with a deadline of December 15 for submission. Submissions are accepted in digital or hard copy form through e-mail or regular mail. Information will be posted on our website, in the *Tapestry* newsletter, and in the Florida-Bahamas Synod's E-Spirit on-line newsletter to inform applicants about deadlines and where to send the applications.

The selected candidate(s) will be invited to attend the Fall Gathering of the Florida-Bahamas SWO (Synodical Women's Organization), to participate in the weekend's activities, and to present a brief greeting. If unable to attend, a video greeting is desired.

WHO CAN I CONTACT FOR MORE INFORMATION?

Florida-Bahamas SWO (Synodical Women's Organization) Officers

SALES TAX EXEMPTION

WHAT IS THIS?

As the Women of the ELCA is a non-profit organization, it is not subject to state sales tax. The Florida-Bahamas Synodical Women's Organization has a tax-exempt number.

HOW DOES THIS WORK?

Should the SWO (Synodical Women's Organization), a Conference, or a Unit wish to purchase tangible property to be used in the course of the organization's activities and not to the personal benefit of any individual or officer, the group may obtain a copy of the certificate

showing the tax-exempt number from the SWO (Synodical Women's Organization) Treasurer. The original certificate remains with the SWO (Synodical Women's Organization) Treasurer. When using an organization's tax-exempt certificate, the certificate must be presented at the time of purchase. Some businesses may require that the organization be registered with them as a tax-exempt organization. Purchases should be paid for with the organization's check or with a credit/debit card in the organization's name. The certificate states: "Purchases made by an individual on behalf of the organization are taxable, even if the individual will be reimbursed by the organization."

WHO DO I CONTACT FOR MORE INFORMATION?

SWO (Synodical Women's Organization) Treasurer

MONEY HANDLING PROCEDURES AT FALL GATHERING

WHAT IS THIS?

This is for items being sold at the Fall Gathering to benefit the Share the Spirit and Fund for Leaders Scholarships.

HOW DOES THIS WORK?

Treasurer and registrar will both be present for registration on the Friday of the Fall Gathering starting at 1:00 p.m. Registrar will process registration and treasurer will receive all payments. Since some registrations are on a daily basis, it will be necessary for either the treasurer or a board member to remain with the registrar throughout the day. No moneys will ever be left unattended. It is the responsibility of the treasurer to collect moneys on an ongoing basis.

The treasurer will place all moneys collected in a safe place not in the hall. The registrar will process a report at the end of the Fall Gathering for those registrations received during the Gathering. A final report will be sent to the treasurer listing all payments received.

WHO DO I CONTACT FOR MORE INFORMATION?

SWO (Synodical Women's Organization) Treasurer

SECTION G - CONVENTION & GATHERINGS

WOMEN OF THE ELCA TRIENNIAL CONVENTION/GATHERING

WHAT IS THIS?

The Churchwide Organization of the Women (CWO) of the ELCA holds a convention every three years. The purpose is to provide opportunities for witness, growth, and community. The

convention is made up of voting members from the 64 WELCA Synodical Women's Organizations plus the members of the Churchwide Executive Board. Officers and Executive Board members are elected and a budget is approved. The Triennial is the highest legislative authority in the organization. Directions and ministries to be emphasized and supported during the next three years are chosen. The Triennial begins with the Convention followed by the Gathering.

HOW DOES IT WORK?

Each Synodical Women's Organization (SWO) sends a specified number of voting members to attend the convention based on the number of active congregational units and as determined by the Churchwide Women's Organization (CWO) of the ELCA. These voting members are elected at the SWO (Synodical Women's Organization) convention prior to the Triennial convention. Forms for the nomination of a voting member are found in the forms appendix at the end of this manual. Voting member expenses are paid by the Churchwide Women's Organization (CWO) of the ELCA. Voting members are encouraged to attend both the convention and the Gathering. All women not serving as voting members are invited and encouraged to attend the Triennial Gathering. Gathering attendees, both voting members and non-voting members, are responsible for their own expenses.

Notice of the convention is issued by the Churchwide Women's Organization (CWO) Secretary at least ninety (90) days prior to the convention in *Gather* magazine, although publicity is available at least six (6) months prior to the convention. Voting member expenses for transportation, meals, and lodging are covered by the Churchwide Women's Organization (CWO) for the days of the convention. Some other personal expenses may be incurred that could be reimbursed by the Churchwide Women's Organization (CWO).

Conventions are held in large U.S. cities which have convention facilities to accommodate up to 5,000 people. Numerous hotels are utilized with Triennial convention voting members being housed together in one hotel.

Triennial conventions are held in mid-July.

WHO CAN I CONTACT FOR MORE INFORMATION?

Women of the ELCA
Florida-Bahamas SWO (Synodical Women's Organization) President
Triennial Promoter

FLORIDA-BAHAMAS SYNODICAL WOMEN'S ORGANIZATION (SWO) FALL GATHERING

WHAT IS THIS?

The Florida-Bahamas SWO (Synodical Women's Organization) Gathering, which includes business sessions, will be held in the fall of each year.

The purpose is to

- ✚ Conduct the business of the organization.
- ✚ Elect officers, Executive Board members, and Triennial convention voting members.
- ✚ Approve the budget.

In addition, business sessions provide opportunities to

- ✚ Introduce and promote new information and resources.
- ✚ Hear the needs and expectations of the women of the Synod.
- ✚ Strengthen relationships through fellowship.
- ✚ Provide opportunities for participants to grow in faith through worship and study.
- ✚ Attend numerous workshops which will enlighten and renew them.

Activities include Bible Study, worship, and many fun activities. During the business sessions, opportunities will be provided for non-voting members who choose not to observe the business sessions.

HOW DOES IT WORK?

Any woman who feels she would benefit from a retreat experience, whether a Lutheran or not, may register. Each Unit which has a constitution or affirmation of membership on file with the Florida-Bahamas SWO President can send one (1) voting member to participate in the business sessions. Units are encouraged to rotate the voting member position among the women in the Unit and to allow both young and old and married and single women to represent the Unit. Women who are not chosen as a voting member to represent their Unit are encouraged to register and attend as participants of the Fall Gathering.

The Planning Committee will send or e-mail a "Save the Date" postcard in the Spring of the year followed by the registration packet mailed to each church in the summer prior to the Fall Gathering date. The packet may include a registration form, voting member/alternate voting member form, tentative schedule, poster to publicize the event, nomination forms, and

resolution form. Information is also posted on the Florida-Bahamas SWO (Synodical Women's Organization) website (www.flwelca.com).

The Florida-Bahamas SWO (Synodical Women's Organization) Gatherings are traditionally held at Lake Yale Baptist Assembly near Leesburg, Florida. Gatherings begin on Friday afternoon and end with lunch on Sunday. Registration costs include two nights lodging in a motel style room and six meals along with materials and snacks.

Each eligible Unit is encouraged to elect a voting member and alternate voting member and to provide funds from the Unit's budget to pay for the voting member's expenses (accommodations, meals, registration fee, and travel expenses). The Unit President should ensure that the Florida-Bahamas SWO (Synodical Women's Organization) Voting Member/Alternate Form is submitted with the voting member's and alternate voting member's registration forms by the deadline indicated in the Fall Gathering mailings, usually one month prior to the gathering.

Women who do not want to travel alone or cannot leave their significant others at home alone may bring them to the gathering. The cost for significant others is slightly less as they do not pay a registration fee. They may participate in any of the activities planned.

A Young Women's track (6th Grade through college) has been incorporated into the gathering. Although the young women are encouraged to participate in all planned activities, an adult leader will also provide special activities.

WHO CAN I CONTACT FOR MORE INFORMATION?

Florida-Bahamas SWO (Synodical Women's Organization) Officers
Gathering Registrar
Gathering Planning Committee

NOMINATING COMMITTEE

WHAT IS THIS?

This committee locates nominees to run for the offices of Secretary, Treasurer, and Executive Board of the Florida-Bahamas Synodical Women's Organization (SWO) and to run for Triennial Convention Voting Member from the Florida-Bahamas SWO (Synodical Women's Organization). This slate of candidates is presented at the Florida-Bahamas SWO Annual Gathering business session.

HOW DOES THIS WORK?

The Florida-Bahamas SWO (Synodical Women's Organization) Executive Board appoints three (3) women to serve as the Nominating Committee (chairwoman plus two (2) members) in January of each year. The committee prays for God's guidance in finding good leaders and determines which terms are expiring, which officers and Executive Board members are eligible for re-election, and reviews job descriptions as outlined in the SWO (Synodical Women's Organization) constitution and bylaws. The committee contacts each officer and Executive Board Member to determine their willingness to run for re-election and may contact each Unit by e-mail or by phone to request names of qualified women. The committee should nominate two (2) women for each vacancy, confirm each nominee's willingness to serve, and prepare short biographies to present at the business session. A list of nominees for each position should be provided to the SWO Vice President so she can prepare ballots prior to the Fall Gathering, report the names of suggested nominees at the business session, and receive nominations from the floor. Members of the committee are not eligible to be nominated by the committee.

WHO DO I CONTACT FOR MORE INFORMATION?

SWO (Synodical Women's Organization) Officers Fall Gathering Chairwomen

ANNUAL GATHERING VOTING MEMBER RESPONSIBILITIES

WHAT IS THIS?

Each eligible Congregational/Intercongregational/Special Unit is encouraged to elect a voting member and alternate voting member to attend the annual gathering. This person should participate in all the business sessions and should be able to handle various responsibilities.

HOW DOES IT WORK?

A voting member is expected to:

PREPARE:

- ✦ Prepare for the business session by reviewing pre-Gathering mailings.
- ✦ Attend voting member orientation prior to the opening business session.
- ✦ Review the Manual for Voting Members which is distributed at the voting member orientation.

PARTICIPATE:

- ✦ Be on time to all business sessions.
- ✦ Attend all business sessions.
- ✦ Vote conscientiously as a representative of the women of her Unit.
- ✦ Participate in gathering worship, programs, workshops, and other functions.
- ✦ Take notes and gather materials that will assist the voting member in reporting the business to her Unit.
- ✦ Turn in the green and red voting cards and the Manual for Voting Members at the end of the business session.

PRESENT:

- ✦ Report insights, facts, and ideas gained at the business session to her Unit
- ✦ Give any appropriate materials to the leaders of her Unit.
- ✦ Report necessary information to her Unit President if she is unable to attend the business session.

WHO DO I CONTACT FOR MORE INFORMATION?

Florida-Bahamas SWO (Synodical Women's Organization) Officers
Fall Gathering Chairwomen
Credentials Committee Chairwoman

RESOLUTIONS

WHAT IS THIS?

A resolution is a main motion which is submitted at the business session for review by the voting members. The introduction of a resolution brings business before the business sessions. It should be stated clearly and concisely. The WHEREAS clause(s) describes the issue, concern, problem, and basis or need for the resolution.

The RESOLVED clause(s) clearly state the proposed solutions and define requested action.

HOW DOES THIS WORK?

Because of its importance or its length and complexity, the resolution is submitted in writing in advance of the business sessions. Any Congregational/Intercongregational/Special Unit may

write a resolution expressing concern or advocating action and support for specific areas of ministry. The Resolution Form is available on the website together with a deadline date and the name and address of the person to whom the resolution should be e-mailed or mailed.

The following sample resolution was adopted at a Triennial convention and is presented here to show the proper form.

WHEREAS, we have been called to be in partnership with the earth and to reflect God's love through care for all God has given us; and

WHEREAS, 100 billion pounds of waste paper discarded by Americans each year represents 41 percent of our garbage; and

WHEREAS, paper products use about 35 percent of the world's annual commercial wood harvest and are projected to use 50 percent by the year 2000; and

WHEREAS, every Sunday more than 500,000 trees are used to produce the 89 percent of the newspapers that are never recycled; and

WHEREAS, recycling reduces waste, saves energy, and protects resources; and

WHEREAS, if a major organization would routinely use recycled paper, a market would present itself and cost would be down,

THEREFORE, BE IT RESOLVED that the Women of the ELCA be encouraged to use recycled products; and

BE IT FURTHER RESOLVED that the Women of the ELCA urge the Evangelical Lutheran Church in America to use, whenever possible, recycled paper products in all printed communication.

WHO CAN I CONTACT FOR MORE INFORMATION?

Vice President or other Florida-Bahamas SWO (Synodical Women's Organization Officers Resolutions Committee Chair

RESOLUTIONS (REFERENCE AND COUNSEL) COMMITTEE

WHAT'S THIS?

The responsibility of the Resolutions (Reference and Counsel) Committee, appointed by the SWO (Synodical Women's Organization) President and approved by the SWO (Synodical Women's Organization) Board, is to consider any resolutions that are presented by Units at the annual Business Session.

HOW DOES THIS WORK?

The committee shall include a chair and two (2) members, all of whom shall be voting members at the Business Session.

- ✦ All resolutions except those proposed by the Executive Board or by an SWO (Synodical Women's Organization) Committee shall be presented by subject title to the business session at the beginning of the second business meeting and shall be referred without debate to the committee.
- ✦ Any member who offers a resolution shall be given opportunity to explain it to the committee, if she so desires, at the time of the committee's announced meeting. The committee shall then put the resolution in proper form, if necessary, eliminating duplications where similar resolutions have been offered. The committee shall ensure that all proposed resolutions relating to a specific subject are presented to the business session in a logical sequence.
- ✦ The committee can only alter the substance of a resolution by a 2/3 vote of members of the committee.
- ✦ The committee is required to report all resolutions referred to it, but the committee can, if it wishes, report a resolution with no recommendations.
- ✦ When the committee reports, it reads the original resolution. If it has made no changes to the resolution, it merely can recommend the adoption. If the committee has made changes to the resolution, it reads the original resolution, then the changes and its reasons for the changes, and recommends the resolution as amended.
- ✦ If the committee does not think the resolution should be passed, it gives its reasons and then recommends the resolution not be adopted. It is also possible in such a case for the committee to merely state, after reading the resolution, that the committee has no recommendation.

WHO DO I CONTACT FOR MORE INFORMATION?

Vice President or other SWO (Synodical Women's Organization) Officers
Fall Gathering Chairwomen

COMMITTEE ON CLAIMS AND OFFERINGS

WHAT IS THIS?

The Committee on Claims and Offerings, appointed by the SWO (Synodical Women's Organization) President and approved by the SWO (Synodical Women's Organization) Board, must assist the SWO (Synodical Women's Organization) Treasurer during the business session at the SWO (Synodical Women's Organization) Fall Gathering.

HOW DOES THIS WORK?

The committee shall include the SWO (Synodical Women's Organization) Treasurer and two (2) to four (4) members, all of whom shall be voting members to the business session at the SWO (Synodical Women's Organization) Fall Gathering.

- ✦ It is the duty of the committee to assist the SWO (Synodical Women's Organization) Treasurer as needed and to assist in the counting of the offerings received at the business session of the Fall Gathering.
- ✦ This committee shall meet at the call of the Treasurer and shall report as assigned on the agenda.

WHO DO I CONTACT FOR MORE INFORMATION?

SWO (Synodical Women's Organization) Officers

COMMITTEE ON MINUTES

WHAT IS THIS?

The Committee on Business Session Minutes, appointed by the SWO (Synodical Women's Organization) President and approved by the SWO (Synodical Women's Organization) Board, is responsible for the review of the SWO (Synodical Women's Organization) business session minutes.

HOW DOES THIS WORK?

- ✦ The committee shall include a chair and two (2) members, all of whom shall be voting members, and shall meet with the SWO (Synodical Women's Organization) Secretary early on the afternoon of the opening of the Fall Gathering. The Secretary and the committee shall decide on the procedure for coordinating this responsibility.
- ✦ During the business meetings of the Fall Gathering, members of the committee shall take brief notes that will be helpful to them as they later review the minutes.
- ✦ Each evening, the committee will meet with the Secretary to review the minutes from the business meetings of that day OR the SWO (Synodical Women's Organization) Secretary may turn over the minutes of that day to the committee for review and approval.
- ✦ At the final business meeting of the Fall Gathering, the Chair of the Committee on Minutes will report to the Business Session that the minutes are in good order to date.

- ✦ The Chair will then make the motion to authorize the SWO (Synodical Women's Organization) Secretary and the President to review the minutes of the final business meeting and, after rechecking the minutes of all the business meetings and editing as necessary, present them to the first meeting of the new Executive Board for adoption. The SWO (Synodical Women's Organization) Secretary shall then distribute the Minutes to all Executive Board members and other interested parties (such as Conference Presidents for January Board/Conference Presidents Planning Meeting), and the CWO (Churchwide Women's Organization).

WHO DO I CONTACT FOR MORE INFORMATION?

SWO (Synodical Women's Organization) Officers
Fall Gathering Chairwomen

COMMITTEE ON THE REPORT OF THE PRESIDENT

WHAT IS THIS?

The Committee on the Report of the President, appointed by the SWO (Synodical Women's Organization) President and approved by the SWO (Synodical Women's Organization) Board, is to review the Report of the President after she has presented the report to the business session.

HOW DOES THIS WORK?

- ✦ The committee shall include a chair and two members, all of whom shall be voting members at the business session.
- ✦ It is the duty of this committee to review the Report of the President after she has presented it at the business session. If there are any recommendations within the report, the committee shall bring those items to the business session for action during the assigned time on the agenda when the Report of the President is discussed.
- ✦ Each recommendation shall be presented individually for action and after all actions on recommendations have been completed, the committee may want to conclude its report by thanking the President for her service and move to show its appreciation by leading the business session participants in a standing ovation, if desired.

WHO DO I CONTACT FOR MORE INFORMATION?

SWO (Synodical Women's Organization) Officers
Fall Gathering Chairwomen

CREDENTIALS COMMITTEE

WHAT IS THIS?

The Credentials Committee Chair, appointed by the SWO (Synodical Women's Organization) President and approved by the Board, is responsible for registering voting members at the annual Fall Gathering and for verifying that the voting members have proper documentation and identification to participate in the business sessions.

HOW DOES THIS WORK?

- ✦ The committee will check each voting member to ensure that they are properly registered.
- ✦ The committee will ensure that voting members are easily identified.
- ✦ At the start of each business session, the Chair of the Credentials Committee should complete a report (Credentials Committee Report) stating the total eligible to vote (Board members and voting members) and present the report at the start of every business session.

WHO DO I CONTACT FOR MORE INFORMATION?

SWO (Synodical Women's Organization) Vice President

COMMITTEE ON CONDUCT OF ELECTIONS

WHAT IS THIS?

The Committee on Conduct of Elections, appointed by the SWO (Synodical Women's Organization) President and approved by the SWO (Synodical Women's Organization) Board, must distribute, collect, and count ballots, and report results during the annual SWO (Synodical Women's Organization) business sessions. This committee will wear designated attire while on duty to identify themselves as counters.

HOW DOES THIS WORK?

- ✦ When directed by the SWO (Synodical Women's Organization) President, the Committee members will distribute ballots to each voting member having identifying information.
- ✦ When directed by the SWO (Synodical Women's Organization) President, the Committee will collect the ballots from each voting member.
- ✦ When directed by the SWO (Synodical Women's Organization) President, the Committee will meet in a designated area to sort and count the ballots.
- ✦ An oral report is given, usually by the Committee's representative, appointed to oversee the conduct of elections process.
- ✦ The Committee's representative **does not announce who was elected, but only reports the number of ballots cast, the number of votes needed to elect, the nominees, and the number of votes received by each nominee.**

WHO DO I CONTACT FOR MORE INFORMATION?

SWO (Synodical Women's Organization) Vice President

APPENDIX

POLICY MANUAL FOR THE FLORIDA-BAHAMAS SYNODICAL WOMEN'S ORGANIZATION OF THE WOMEN OF THE EVANGELICAL LUTHERAN CHURCH IN AMERICA

Revised (01/2020)

What is a POLICY?

It is a statement of an organization's principles related to a particular subject. It expresses the values and the views of the Women of the Evangelical Lutheran Church in America (Women of the ELCA), the Florida-Bahamas Synodical Women's Organization (SWO), and the women of its congregations or congregational/intercongregational units (CUs). It describes organization perspectives, ways of looking at issues, an approach, or a conceptual point of view.

Policies are used to achieve consistency between current and future decisions. Policy statements affect decisions made by the SWO Board because they present a binding course of action for the organization.

In summary - policies:

- 1) Permit uniformity and consistency of action;
- 2) Can bring about quick and effective decisions; and
- 3) Point the way for developing plans and solving problems.

Some examples of policies:

- 1) Procedure for remitting money to SWO Treasurer;
- 2) Reimbursement for participant expenses at all types of events with the amount and kinds of expenses; and
- 3) Attendance at SWO Board meetings.

What is a POLICY MANUAL?

It is compilation of the policies of the organization that have been adopted by the SWO Board and provides an easy access to previous decisions so as to facilitate future decisions.

All forms referred to in this Policy Manual will be found in the *Synodical Leadership Manual*.

GENERAL POLICIES

1. CU membership in the SWO shall:
 - a) Require a CU to return the affirmation of membership form or submit its constitution to the SWO President;
 - b) Agree to support the SWO through its regular offerings.
2. The minutes of all SWO Conventions and of all SWO Board meetings shall be sent by the SWO Secretary within thirty (30) days to:
 - a) All SWO Board members and officers; and
 - b) The Conference Coordinator for distribution to Conference Presidents.
3. The current SWO President shall send a letter of thanks to each outgoing SWO Board member and officer upon completion of her term.
4. The names of new SWO Board members and officers shall be sent to the CWO by the SWO President as needed.
5. The Executive Committee (officers of SWO) may meet prior to each meeting of the SWO Board.
6. The SWO President shall have the privilege, but not the requirement, of attending one event within each Conference at the expense of the SWO during a two-year term.
7. The SWO Board shall review and evaluate the Policy Manual at least once every two (2) years and shall prepare revised copies of the Policy Manual, as needed. Any revisions to the originally adopted Policy Manual shall each carry the date the revision was adopted.
8. The Web Advisor/Webmaster shall prepare a list of names and e-mail addresses of current SWO officers annually and post to the website.
9. The Web Advisor/Webmaster of the SWO shall ensure that the nominating form be available on the website for submitting suggested nominees and their accompanying biographical material for all elections requiring nominations by the Nominating Committee.

10. An SWO Board member will be considered non-functioning if she misses two (2) SWO Board meetings within a year. Non-functioning SWO Board members will be removed and replaced by action of the SWO Board. In emergency situations, the SWO Board may vote not to enforce the policy of removing nonfunctioning SWO Board members.
11. The SWO Board follows the Records Retention guidelines, as stated in the Leadership Manual, which are suggested for each Conference and Unit and were compiled from the churchwide Records Retention guidelines.

FINANCIAL POLICIES

1. CUs shall be encouraged to prepare annual budgets. Remittances shall be encouraged to be made at least on a quarterly basis by CUs to the SWO Treasurer.
2. The following positions are authorized by the SWO to handle funds for the SWO:
 - a) The SWO Treasurer (with two (2) other signatures on file with the SWO bank in case of emergency – only one (1) signature is required on a check);
 - b) The SWO President and Vice President;
 - c) Conference Presidents and Secretaries.
3. Reimbursement of expenses incurred by SWO Board members shall be provided for attendance at:
 - a) Regular or special SWO Board meetings;
 - b) Other meetings such as Conference gatherings, Fall Gathering, area workshops, Conference meetings, etc., when acting in an official capacity.
4. Reimbursement of expenses incurred by SWO Board members shall be made as follows:
 - a) Travel and Transportation: Mileage will be reimbursed at 50% of the current IRS rate. Receipts are required for all road tolls in order to be reimbursed. Board members will be reimbursed for the full amount of their travel. This will provide the SWO with actual costs related to travel and assure that all women can afford to handle travel expenses associated with being a Board member. If the Board member chooses, a donation can be made back to the SWO Treasurer for a particular designation.

- b) Total cost of SWO Fall Gathering registration (including meals and lodging);
 - c) Meals will only be reimbursed if the Board member stays overnight. Receipts must be submitted for all meals when a Board member is asking to be reimbursed. Meals will be reimbursed up to the current State of Florida employee travel reimbursement rates or as follows: Dinner \$20; Lunch \$12; Breakfast \$6. Please take this into account when ordering meals, figuring tax and tip, and when submitting receipts.
 - d) Lodging - Prior approval is required for all lodging and is available for those traveling great distances, such as from the Panhandle, South Florida, and Southwest Florida, to attend meetings and events, A separate reimbursement form must be completed for all overnight stays and receipts must be submitted.
 - e) Postage, materials for presentations, SWO Board-assigned responsibilities, telephone calls, and office supplies for official use shall be reimbursed.
 - f) Any expense above \$200 requires the prior approval of the SWO's Executive Committee. This includes any unexpected or unscheduled expense, including travel. Any Board member who fails to secure prior approval will not be reimbursed.
5. Honoraria for program participants at a SWO planned event shall not exceed \$500. Total expenses for all honoraria and fees for a SWO planned event shall be submitted to the SWO Board for approval.
6. The SWO Treasurer shall disburse, on a regular basis, offerings as follows:
- a) CU offerings – 55% to CWO and 45% remains in the SWO Treasury;
 - b) Conference offerings – 50% to CWO and 50% remains in the SWO Treasury;
 - c) Gathering offerings – 50% to CWO and 50% remains in the SWO Treasury;
 - d) Love Offerings – 100% to designated program through the CWO; and
 - e) Others as designated.
7. Triennial Promoter - The registration fee of the Triennial Promoter will be paid by the SWO so she can attend the Triennial. The Triennial Promoter shall also be given the authority to spend up to \$200 to buy items that will identify and set apart all those who

attend the Triennial from Florida (for example: scarf, shirt, hat, or vest, etc.). Any expenditure above \$200 must be approved by the SWO Executive Committee.

NEWSLETTER POLICIES

1. At least three (3) issues of the newsletter *Tapestry* shall be posted to the website.
2. Information for the newsletter shall be sent to the editor by the 15th day of the month prior to publication. Notice of these deadline dates shall be posted on the website.
3. The editor shall be appointed by the SWO Board for a term of two (2) years with no limit to the number of terms she may serve.

GATHERING POLICIES

1. Voting members to the SWO Fall Gathering must represent only CUs that have proper documentation on file with the SWO President such as a constitution or an affirmation of membership form and must have remitted at least one.
2. Each CU to be represented by a voting member must return the voting member registration form to the SWO President or her designated representative within the stated time frame.
3. Each CU is encouraged to budget for the expense of its voting member to the SWO Convention.
4. Financial assistance may be available upon receipt of an application form by the SWO Treasurer or registrar through the Share the Spirit fund for the purpose of encouraging attendance at the SWO Fall Gathering. Financial assistance will cover housing, meals, and registration as long as funds are available.
5. The SWO may pay actual expenses and/or honoraria of persons serving as speakers at SWO planned events who are NOT members of the SWO. Other participants' expenses may be paid as authorized by the SWO Board.
6. Refunds, less a processing fee, shall be made to all persons cancelling registration before the registration deadline date. No refunds shall be made to persons cancelling reservations after the registration deadline date. (Exceptions may be made to this rule if the SWO Treasurer has evidence the absence resulted from a real emergency.) Fees are transferable.

7. Remittances must accompany registration and none will be accepted without a check for the entire amount due.
8. The SWO shall assume all Fall Gathering expenses for the SWO Board members and officers, and Planning Committee members, and expenses for meals and lodging for non-Board members serving as:
 - a) Registrar;
 - b) Parliamentarian;
 - c) Newsletter editor;
 - d) Music Director;
 - e) Presiding Pastor;
 - f) Bible Study Leader;
 - g) Audio visual technician;
 - h) Youth Shepherd(s);
 - i) Churchwide Representative; and
 - j) For others as designated by the SWO Board, the SWO may assume part or all Fall Gathering expenses (registration, meals, lodging).
9. The SWO will assume all Fall Gathering expenses for guests attending from our companion churches. Funds will come from our Share the Spirit Fund. In addition, the SWO will reimburse the guests for up to \$200 each for travel-related expenses from their home to Lake Yale if the funds are available.

CONFERENCE POLICIES

Conferences may hold more than one (1) event during the year; however, each event must be self-supporting.

1. At one (1) Conference gathering per year, a registration fee per attendee set by the SWO Board **WILL BE RECEIVED AND SENT TO THE SWO TREASURER** to provide for

administrative costs for Conference Presidents to attend the yearly planning meeting, usually held in January. Board members who are speaking at, for example, Spring Gatherings, do not have to pay the registration or other fee.

2. Each Conference will support itself financially by either or both of the following methods:
 - a) Add additional monies to the registration fee; or
 - b) Ask each CU to donate a specified amount of money to establish a Conference fund to pay for mailings and postage costs.
3. At one (1) Conference gathering per year an offering will be received and sent to the SWO Treasurer to support the ministry of the SWO.
4. After any Conference gathering, the Conference President shall be responsible for:
 - a) Filling out and sending the Event Collection Form to the SWO Secretary, SWO Treasurer, and SWO Conference Coordinator;
 - b) Sending the registration fee, if applicable, and the Conference offering to the SWO Treasurer;
 - c) Sending a list of Conference officers and contact information to the Conference Coordinator; and
 - d) Keeping a copy of the above for the Conference files.
5. Meal costs of any Conference are the responsibility of the Conference or the host CU.
6. Minutes of each Conference event shall be submitted to the SWO Conference Coordinator by the Conference Secretary within one (1) month of the event.
7. Conference leaders are encouraged to send e-mails and informative mailings to their CUs and are to be reimbursed from the Conference fund.
8. Conference officers are encouraged to attend the Leadership Training event when sponsored by the SWO and the SWO Fall Gathering.
9. Due to space and resource limitations, the SWO will only reimburse one (1) Conference president, co-president, or vice president to attend the January Board/Conference President meeting. Conference leaders will need to determine who will attend the meeting

and send only one person. If another Conference officer would like to attend, she will be responsible for paying for her own travel, meals, and lodging.

CONGREGATIONAL/INTERCONGREGATIONAL UNIT POLICIES

1. Expenses of a SWO Board member to a CU event shall be the responsibility of that CU.
2. CUs shall be encouraged to prepare annual budgets.
3. Remittance from CUs shall be made to the SWO Treasurer at least on a quarterly basis. All checks shall be made payable to the Women of the ELCA. All remittances and correspondence to the SWO Treasurer must carry the congregation's number (i.e., the ELCA identification number for that congregation).

APPENDIX

Glossary of Terms

Adopt	to choose or accept and put into effect (by vote or consensus).
Affirmation of Membership	a statement to which a Unit can subscribe in lieu of adopting a constitution in order to be able to seat a voting member at an SWO (Synodical Women's Organization) convention.
Agenda	items to be discussed or acted upon.
Approve	to confirm or sanction formally; to ratify.
Assembly	ELCA term for the gathering of voting members for decision-making or legislative functions.
Bylaw	a standing rule governing the regulation of the internal affairs of a corporation or organization.
Café	on-line magazine published by Women of the ELCA.
Churchwide	designated term for the whole organization; an inclusive term that replaces "national" to acknowledge that the church extends beyond any one nation's borders.
Churchwide Women's Organization (CWO)	the entire Women of the ELCA organization, their staff and office.
Circle	a non-legislative grouping of women within a Unit, which meets regularly and supports the purpose of the organization.
Committee	a group of persons, usually appointed by a larger group or legislative body, to define and/or carry out a purpose or respond to an issue.
Conference or Cluster	a grouping of (congregational, intercongregational, or special) Units within the territory of a synodical women's organization.
Congregational Unit (CU)	a community of women coming together for study, support, and action within the congregation. Now referred to as "Unit."
Consensus	general agreement or unanimity.
Constitution	a legal document that outlines the name, purpose, authority, relationships, and financial structure of an organization; Units, SWO and the CWO have constitutions.
Convention	a gathering in which voting members make decisions or carry out legislative functions.
Daily Grace	an APP providing daily faith reflections.
Delegate n/k/a Voting Member	a person designated to act for or represent another or others.
ELCA	Evangelical Lutheran Church in America.
Expression	Women of the ELCA has three (3) legislative expressions: Units, Synodical Women's Organizations and the Churchwide Women's Organization.

Fiduciary Responsibility	the responsibility of a person or organization to handle finances of and gifts to the organization in a trustworthy manner.
Honorarium	a payment in recognition of acts or professional services.
Intercongregational Unit	a community of women from two (2) or more congregations coming together for study, support, and action in local and other settings; hereafter referred to as "Unit."
Job Description	an outline that includes title/role, function, term of service, specific responsibilities, budget, and resources available.
Gather	the magazine of the Women of the ELCA published ten (10) times per year.
Member	a unit of the Women of the ELCA.
Memorial	a statement of facts presented to a legislative body that is the basis for a petition or request for action. It is brought to a SWO convention by a Unit, or to a triennial convention by a SWO.
Network	an interconnected or interrelated group or system that offers support and facilitates communication and/or the work of the group.
Parliamentary Procedure	the manner in which legislative business is conducted.
Participant	a woman who takes part in or supports the ministries of Women of the ELCA.
Policy	a statement of principles for action.
Procedure	a particular way in which to accomplish something.
Quorum	the number of individuals needed to transact business.
Region	one of nine geographic territories of the ELCA.
Resolution	an item brought by a voting member to a convention for action.
Robert's Rules of Order	the standard form of parliamentary procedure used by the CWO, SWO, and many Units.
Special Committee	a committee which brings recommendations on a particular issue or to carry out a particular task.
Special Unit	a community of women not within a church which come together for study, support, and action in local and other settings. Now referred to as "Unit."
Standing Committee	a committee which carries on a continuing function.
Synod	one of 64 groupings of congregations of the Evangelical Lutheran Church in America.
Synodical Convention	the convention of a SWO.

Synodical Women's Organization (SWO)	a legislative and programmatic entity that assists Units within a synod to fulfill the purpose of Women of the ELCA.
<i>Tapestry</i>	the Florida-Bahamas SWO newsletter published in alternating months and available on the website.
Task Force	a temporary grouping established for the purpose of accomplishing a definite objective.
Triennial Convention	the convention of Women of the ELCA; which meets every three (3) years.
Today's Dream - Tomorrow's Reality (TDTR)	a program designed by the Churchwide Office in Chicago and the Director of Justice Committee which allows women to go out into congregations within their Synod to educate, help, and heal divisions in our world caused by racism.
Unit	a community of women coming together for study, support, and action in local settings. It may be congregational, intercongregational, or a unit without an affiliated church, such as on a college campus.
Voting Members	Voting members and others defined by the constitution of the organization who may vote on legislative matters at a convention.
Website	on-line resource that provides information to members
Women of the ELCA <i>Interchange</i>	a publication of the Women of the ELCA which shares program ideas, planning helps, and organizational information published three (3) times a year. Free to SWO board members and Congregational Units.

AFFIRMATION OF MEMBERSHIP
Florida-Bahamas Synodical Women's Organization
Women of the ELCA

The Women of the ELCA requires a Unit to subscribe to the purpose of the Women of the ELCA, agree to come together to fulfill this purpose, agree to participate in program activities of the Women of the ELCA, agree to support the Women of the ELCA's total program, and agree to designate leadership who shall be in communication with the synodical women's organization and the churchwide women's organization.

Membership in the Florida-Bahamas Synodical Women's Organization ("SWO") requires a Unit (Congregational/Intercongregational/Special) to submit its constitution or an affirmation of membership form to the SWO and to support the SWO through regular offerings by remitting a portion of the Unit's regular offerings to the SWO at least on a quarterly basis.

Please share these requirements with the participants in your Unit and, if your Unit agrees, sign and return this form to the Florida-Bahamas SWO President. Please print or type.

We, the women of _____

_____ Church

_____ Conference

(Street address) _____

(City, state, zip code) _____

affirm our membership as a Unit of the Women of the ELCA.

Our president or designated contact person is:

Name: _____

Address: _____

Phone: _____ Email: _____

Number of participants* in our Unit: _____

Our Unit Treasurer submitted our last regular offering to the

Florida-Bahamas SWO Treasurer on:

Prepared by:

Date: _____

*A participant is described as a woman who subscribes to the purpose of the Women of the ELCA.

Mail to: Florida-Bahamas SWO Vice President Due by: _____

Keep a copy of this form in your Unit's records.

Florida-Bahamas Synodical Women's Organization
Congregational Unit Officer Update Form

Congregational Name: _____ City & State: _____

Conference Name: _____ Date Completed: _____

PRESIDENT: NAME: _____

Date Elected: ADDRESS: _____

Term: CITY: _____ ST: _____ ZIP: _____

Re-elected: Y N TELEPHONE: _____ EMAIL: _____

VICE PRESIDENT: NAME: _____

Date Elected: ADDRESS: _____

Term: CITY: _____ ST: _____ ZIP: _____

Re-elected: Y N TELEPHONE: _____ EMAIL: _____

SECRETARY: NAME: _____

Date Elected: ADDRESS: _____

Term: CITY: _____ ST: _____ ZIP: _____

Re-elected: Y N TELEPHONE: _____

EMAIL: _____

TREASURER: NAME: _____

Date Elected: ADDRESS: _____

Term: CITY: _____ ST: _____ ZIP: _____

Re-elected: Y N TELEPHONE: _____ EMAIL: _____

Please complete the information for your Congregational Unit (CU) and return to the Conference President and to the SWO Conference Coordinator (contact information is available on the website under SWO Executive Board Members). Please update as elections occur with your CU. 01/2020

✝ **VOTING MEMBER CREDENTIALS REGISTRATION FORM** ✝

FLORIDA-BAHAMAS SYNODICAL WOMEN'S ORGANIZATION

IN ORDER TO BE SEATED AS A VOTING MEMBER, THE FOLLOWING NEEDS TO BE COMPLETED:

- ➔ **VOTING MEMBER CREDENTIALS REGISTRATION FORM** completely filled out and sent to Registrar.
- ➔ **An AFFIRMATION OF MEMBERSHIP FORM** or Unit Constitution on file with the SWO President.
- ➔ **One OFFERING OF RECORD** to the SWO within the last twelve (12) months on file with the SWO Treasurer.

For processing, send this registration form along with your Overnight or Commuter

Registration to Registrar: Diane Cummings, 1360 N. Marcy Drive, Longwood, FL 32750

**SAVE A COPY OF THIS COMPLETED FORM FOR YOUR RECORDS
CREDENTIALS DEADLINE – OCTOBER 15 PRIOR TO FALL GATHERING**

VOTING MEMBER INFORMATION:

VOTING MEMBER NAME:	CONFERENCE:
ADDRESS:	CHURCH:
CITY:	CHURCH ADDRESS:
STATE: FL ZIP:	CITY:
EMAIL: WILL BE USED FOR VOTING MEMBER CORRESPONDENCE	STATE: FL ZIP:

ALTERNATE VOTING MEMBER INFORMATION:

ALTERNATE NAME:	CONFERENCE:
ADDRESS:	CHURCH:
CITY:	CHURCH ADDRESS:

STATE: FL ZIP:	CITY:
EMAIL: WILL BE USED FOR VOTING MEMBER VOTING MEMBER CORRESPONDENCE ONLY	STATE: FL ZIP:

I, _____ (**name of Congregational Unit (CU) Officer or Pastor**), hereby certify and submit the above voting member and alternate voting member as representatives of the Women of the ELCA congregational unit from _____ (**church name**) for the SWO Convention _____ (**year**).

Signature _____
Date _____



**Florida-Bahamas Synodical Women's
Organization**

Event Data Collection Form

Conference: _____

Conference President: _____

Address: _____ Phone: _____

Name of Event: _____ Date of Event: _____

CONFERENCE REGISTRATION FEE

\$5.00 X _____ Total number of participants and WELCA visitors \$ _____

\$5.00 per person attending event must be forwarded to the SWO Treasurer; any expenses for the event must be taken from the registration fee over this \$5.00, i.e., you charge \$10.00 registration fee—all of the expenses for food, etc., must come from the \$5.00 charged in addition to the required \$5.00)

CONFERENCE OFFERING (required at one gathering each year) \$ _____

LOVE OFFERING (optional) \$ _____

TOTAL AMOUNT SENT TO SWO TREASURER \$ _____

List Names of Guests and Pastors in Attendance:

Location of Event: _____

Complete both sides of form.

Within ten (10) days of the event, please forward this completed form to the SWO Treasurer. Please attach check made payable to the Florida-Bahamas SWO for the amount in the line marked "TOTAL AMOUNT SENT TO SWO TREASURER." Then send a copy of this form, along with the Conference registration form and minutes to the SWO Conference Coordinator, all Conference officers, and all CU Presidents in your Conference. Should you have any questions, please contact your SWO President. Complete both sides of this form. *(Duplicate this form as necessary.)* Go to www.flwelca.com for current names and addresses.

Florida-Bahamas Synodical Women's Organization

Event Data Collection Form (continued)

PRESIDENT Date Elected: _____	NAME: _____ ADDRESS: _____ CITY, ST, Zip Code _____ TELEPHONE: _____ EMAIL: _____
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VICE PRESIDENT Date Elected: _____	NAME: _____ ADDRESS: _____ CITY, ST, Zip Code _____ TELEPHONE: _____ EMAIL: _____
--	---

SECRETARY Date Elected: _____	NAME: _____ ADDRESS: _____ CITY, ST, Zip Code _____ TELEPHONE: _____ EMAIL: _____
---	---

Please complete information on all Conference Officers, including those that were elected for a two-year term last year and provide to SWO Conference Coordinator. Please indicate if any officer was re-elected. Mailing instructions are found on the other side of this form.

FUND FOR LEADERS SCHOLARSHIP



Name _____
Last First MI

Sex: ___ Male ___ Female

Permanent Address

Address City State Zip

Current Phone Number (____) _____ Email _____

ELCA Seminary attending

Note: Only those currently attending ELCA seminaries are eligible to be awarded this scholarship.

Degree being sought _____ Master of Divinity (M. DIV) _____ Master of Arts (MA)
_____ TEEM

Home Congregation: _____ Location _____
Name City/State

Are you an active member of your Women of the ELCA Congregational Unit? _____
Describe your involvement:

Describe how you exhibit faith qualities that empower others:
(Attach separate sheet, if needed)

How have you demonstrated leadership qualities in the church and community?
(Attach separate sheet, if needed)

FUND FOR LEADERS SCHOLARSHIP

(continued)

What additional information would you like to share regarding your application for scholarship?

(Attach separate sheet, if needed)

Please submit this completed application to Florida-Bahamas SWO Secretary. Go to www.flwelca.com for current name and address of SWO Secretary.

Or send electronically to SWO Secretary no later than midnight December 15 of each year.

Direct any questions to SWO Secretary (contact information is listed on the SWO webpage: www.flwelca.com).

Applicants will be notified no later than January 31 of each year. Scholarships will be awarded in two increments (September and January) according to the guidelines of the ELCA Fund for Leaders. The selected applicant will be invited to attend our Fall Gathering in November at the Lake Yale Baptist Center in Leesburg, Florida, to greet the assembly or to send a video or written greeting.

07/2021



Love Offering Application



01/2020

Instructions: Please print or type. Selection as the Love Offering Focus for the Florida-Bahamas SWO (Synodical Women's Organization) is made biennially by the current SWO Executive Board. Applicant can be nominated by any member of an active congregational unit within the Florida-Bahamas SWO. This form must be completed in its entirety to be considered for selection.

Nominated by: _____
Contact Person: _____ Congregation: _____

Phone: (____) _____ E-mail (if available): _____

APPLICANT INFORMATION:

Organization Name: _____ Phone: (____) _____

Address: _____ City: _____ State FL Zip Code: _____

Contact Person: _____ E-mail (if available): _____

MISSION STATEMENT: _____

1. Are you incorporated? ___
2. Are you a nonprofit [501(c)3]? _____ 3. Do you receive any Federal Funds? ___
4. Other sources of income? _____
5. What percent of income is used administratively?

6. What is your total annual budget? _____
7. Do you have an Executive Board? _____
8. Who do you serve?

9. What is the scope of your service? _____

10. When were you established? ___
11. History of Organization (use additional sheet)
12. How would this support improve your ministry to the community?

This form MUST also be accompanied by a written answer to the question below.

"What is unique about your organization and why should we choose you as our Love Offering Focus?" Please attach references and other supporting documentation. Thank you for your interest.

DEADLINE: JULY 15 Submit to: _____, Love Offering Coordinator



FLORIDA-BAHAMAS Synodical Women's Organization Global Missions Travel Grant Request

The Florida-Bahamas Synodical Women's Organization (SWO) Constitution and Bylaws, Article 5, Section 1, Item 5 states, "The synodical women's organization, in partnership with the churchwide women's organization, conferences, and units, shall within its territory work within the church and society for the affirmation of women and the utilization of their gifts for ministry."

ELIGIBILITY CRITERIA

- Applicant must be a member of an active unit.
- Purpose for mission travel must relate to women and/or children.
- By accepting this Mission Travel Grant, the applicant agrees to be available to speak about her mission experience within her conference for a period of two (2) years following the grant award.
- Applicant must have both a congregational unit leader and pastor endorse this travel grant request.
- Grants are awarded up to \$500 on a first come, first served basis.
- Submit to SWO President. Go to www.flwelca.com for current name and address.

Grant Recipient Information

Name

Street Address

City, State, Zip Code

Home Phone/Cell Phone

CU Leader Name (printed)

CU Leader Signature	
Date	
Pastor Name (printed)	
Date	

Work Phone: _____

E - Mail Address: _____

Congregation/Conference: _____

Church Address: _____

Purpose for Global Missions Travel

Briefly describe the purpose for the mission travel including location, area of interest, and sponsor organization information.

01/2020

Share the Spirit

Invitation to Apply



Instructions: Please print or type. An applicant is encouraged to seek support from her congregational unit and sponsors as well as providing her own contributions to further success of this grant program.

Submitted by Congregational Unit Leader(s) & Pastor

APPLICANT INFORMATION

Name: _____ Conference: _____

Address: _____ City: _____ State: FL Zip Code: _____

Phone: (____) _____ E-mail (if available): _____

As Unit President I have reviewed and support this request.

Unit President Signature: _____ Printed Name: _____

Fees Include

Registration Fee (participant)

Room/Meals (participant) (Motel Style Rm.)

Contribution Schedule

Participant	\$ _____
Congregational Unit	\$ _____
Other Sponsor	\$ _____
Total Contribution Enclosed	\$ _____
Registration Fee	\$ _____
Room/Meals	\$ _____
Subtotal	\$ _____
Less Contribution Enclosed	\$ _____
Total Grant Requested	\$ _____

Grants are awarded as funding permits and are awarded to applicants to supplement the cost of accommodations, meals, and registration fees. Previous grant recipients are eligible to apply.

RECIPIENTS MUST NOTIFY THE REGISTRAR, DIANE CUMMINGS @ 407-421-4184 IF UNABLE TO ATTEND.

Let Your Light Shine Youth Scholarship



Instructions: Please print or type. Any youth (Grade 6 through College) is eligible to apply for financial assistance to attend the Fall Gathering of the Florida-Bahamas Women of the ELCA Fall Gathering.

An applicant is encouraged to seek support from her congregational unit and sponsors as well as providing her own contribution to further the success of this grant program.

APPLICANT INFORMATION

Name: _____ Conference: _____

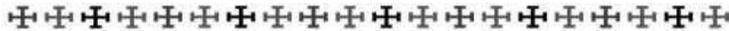
Address: _____ Church: _____

City: _____ FL Zip Code: _____

Phone: _____ E-mail (if available): _____

As Unit President I have reviewed and support this request.

Unit President Signature: _____ Printed Name: _____



<u>Contribution Schedule</u>	
Participant	\$ _____
Congregational Unit	\$ _____
Other Sponsor	\$ _____
Total Contribution Enclosed	\$ _____

Room/Meals	\$ _____
Less Contribution Enclosed	\$ _____
Total Grant Requested	\$ _____

Fees Include:

Room/Meals (participant) (Motel Style Rm.)

(per person/double occupancy)

Grants are awarded as funding permits and are awarded to applicants to supplement the cost of accommodations, meals, and registration fees. Previous grant recipients are eligible to apply.

**RECIPIENT MUST NOTIFY THE REGISTRAR, DIANE CUMMINGS
@ 407-421-4184 IF UNABLE TO ATTEND.**

FL - BA Synodical Women's Organization Executive Board Nomination Form



Position (check one) Secretary____ Treasurer____ Board Member ____

Nominee Information

Name		
Street Address		
City ST Zip Code		
Home Phone/Cell Phone		
Work Phone		
E-Mail Address		
Congregation/Conference		
Church Address		

Other Personal Information

Age Category	Ethnic Background	Primary Language
<input type="checkbox"/> 20 – 29	<input type="checkbox"/> Asian	<input type="checkbox"/> English
<input type="checkbox"/> 30 – 39	<input type="checkbox"/> Black	<input type="checkbox"/> Spanish
<input type="checkbox"/> 40 – 49	<input type="checkbox"/> Caucasian	<input type="checkbox"/> Other (Please specify
<input type="checkbox"/> 50 – 64	<input type="checkbox"/> Hispanic	
<input type="checkbox"/> 65 & over	<input type="checkbox"/> Native American	

Qualifications & Experience

Please indicate those qualifications and experiences you feel would help this nominee in performing the duties of a board member, such as training, experiences in the Women of the ELCA, community participation and vocational/occupational experience.

# of years	Office/Position held	Unit, Conference, Synodical, Churchwide, Community, Professional

Additional Comments

Please add any other information that you feel would be helpful and relevant.

Please indicate if you have email and check it at least weekly. Please indicate what other computer skills (ex. Use Word or Excel) or online activities (ex. Facebook, Pinterest) you use typically.

--

Submitted by Congregational Unit Leader(s)

Name (printed)	
Signature	
Date	

Concur (Pastor) Signature	
Date	

Send this form to the SWO Nominating Committee.

PLEASE COMPLETE BOTH SIDES OF THIS FORM 01/2020

FLORIDA-BAHAMAS Synodical Women's Organization Triennial Voting Member Nomination Form



The Florida-Bahamas SWO Constitution and Bylaws, Article 6, Section 6, Item 1 states "Nominations for voting members to the Triennial Convention shall be made by congregational, intercongregational, or special units. Each unit shall submit the name of only one of its participants."

Voting Member Information

Name		
Street Address		
City ST Zip Code		
Home Phone/Cell Phone		
Work Phone		
E-Mail Address		
Congregation/Conference		
Church Address		

Triennial Voting Members must be able to attend the Triennial Convention from _____ to _____ in _____. The voting member will receive a travel and expense allowance. Personal costs will be minimal.

Other Personal Information

Age Category	Ethnic Background	Primary Language
<input type="checkbox"/> 20 – 29	<input type="checkbox"/> Asian	<input type="checkbox"/> English
<input type="checkbox"/> 30 – 39	<input type="checkbox"/> Black	<input type="checkbox"/> Spanish
<input type="checkbox"/> 40 – 49	<input type="checkbox"/> Caucasian	<input type="checkbox"/> Other (Please specify
<input type="checkbox"/> 50 – 64	<input type="checkbox"/> Hispanic	
<input type="checkbox"/> 65 & over	<input type="checkbox"/> Native American	

Previous Triennial Attendance

Has the nominee served as Triennial Voting Member in the past?
 No Yes (If yes, then please list when and for which SWO.)

PLEASE COMPLETE BOTH SIDES OF THIS FORM

**FLORIDA-BAHAMAS Synodical Women's Organization
Triennial Voting Member Nomination Form (continued)**

Qualifications & Experience

Please indicate those qualifications and experiences you feel would help this nominee in performing the duties of a voting member, such as training, experiences in the Women of the ELCA, community participation and vocational/occupational experience.

# of years	Office/Position held	Unit, Conference, Synodical, Churchwide, Community, Occupational

Additional Comments

Please add any other information that you feel would be helpful and relevant.

Submitted by Congregational Unit Leader(s)

Name (printed)	
Signature	
Date	

Concur (Pastor) Signature	
Date	

Send this form to the Nominating Committee.
PLEASE COMPLETE BOTH SIDES
OF THIS FORM 01/2020