

POLICY STATEMENT

SW MN Synodical Women's Organization, Women of the ELCA

DUTIES OF BOARD MEMBERS

1. The duties of the Officers and Board members shall be stated in the SW MN SWO Constitution with the addition of:
 - A. The Vice-President shall provide for the duties of Historian for the organization.
 - B. The Secretary shall post the Board approved Board meeting minutes on the SW MN SWO website so that interested individuals may view them.
 - C. The Secretary shall send Administrative Committee minutes to the SW MN SWO Board.
 - D. Each SW MN SWO Officer and Board Member (excluding the President) shall be liaison to a Conference within our synod. Liaisons shall be matched to the Conference by the Board and follow procedures as listed on the attached, "POLICY STATEMENT FOR SYNOD LIAISON TO CONFERENCE".
 - E. Due to the advances in technology it is optimal for Synodical Officers and Board members to be computer literate, effective May 2012.
 - F. Due to advances in technology it is required for the treasurer to be computer literate and have knowledge of bookkeeping skills, effective May 2012.
2. The duties of the Constitutional Committees shall be as follows:
 - A. The Mission Action (Stewardship), Mission Community (Justice) and Mission Growth (Discipleship) Chairs shall see that the Program Areas and Aims, as established by the CWO, the directives issued by CWO be carried out by her respective Mission Area Committee. She shall also:
 - 1) Encourage her committee to carry out the goals established by the SW MN SWO Board and attached to this POLICY STATEMENT.
 - 2) Be responsible for a timely article in each issue of *THE COMMUNICATOR*.
 - 3) Be accountable to the SW MN SWO Board for submitting all expenses relating to the function of her committee. These expenses shall be reimbursed in full, but may not exceed budgeted amount for her committee.
 - B. The Leadership Committee, which is the SW MN SWO Board, shall be responsible for the Leadership Event conducted by the SW MN SWO Board. SW MN SWO Board expenses for this event including mileage, housing and food, shall be paid by SW MN SWO funds. The SW MN SWO will pay two (2) drivers per conference for mileage to attend the Leadership Event, effective June 2005.
 - C. The Communications Committee shall consist of the SW MN SWO Board. THE COMMUNICATOR (*SWO Newsletter*) policies established by the board shall be carried out and attached to this POLICY STATEMENT.
 - D. The Finance Committee shall consist of the President, Vice President, Secretary and Treasurer of the SWO Board and shall be responsible for compiling a proposed budget and submitting it to the SW MN SWO Board for approval before it is presented to the SW MN SWO Convention.

- E. The Nominating Committee shall be comprised of one member elected in each conference for a two-year term, with half the conferences electing in even years and half in odd years as directed by the synodical board and shall follow the guidelines established by the SW MN SWO Board and attached to this POLICY STATEMENT.

BOARD MEMBER EXPENSES

1. SW MN SWO Members will be reimbursed at cost for the following incurred during the performance of the duties of their position:
 - A. Mileage using synod guidelines, effective June 1, 2005
 - B. Telephone
 - C. Postage
 - D. Copying/printing – please bear in mind to use the most economical copying/printing available
 - E. Meals for SW MN SWO Board meetings
 - F. Expenses incurred as Conference Liaison
 - G. SW MN SWO Convention registration fees, lodging and meals
 - H. Other expenses incurred as a direct result of board position please be specific on expense voucher.
2. Expenses incurred for meals purchased during authorized travel on behalf of the Board will be reimbursed at the rate of \$5.00 for breakfast, \$7.50 for lunch and \$10.00 for dinner.

SYNODICAL CONVENTION

1. Officers and Board Members will chair the following convention committees: Publicity; Registration; Facility and food; Signs; Worship; Speakers; Workshops; Displays; Program Book; Hospitality, etc.
2. Election, Credentials, Minutes, Offering and Resolutions Convention committees shall be chaired by SW MN SWO Officers and Board Members as determined by the Board. Conference Officers shall be asked to serve on these committees.
3. The SW MN SWO will pay the registration fee for the Conference president or the vice-president in her absence, effective 2005.
4. Convention fee refunds will be issued after published deadline ONLY by consent of the Board.
5. No SW MN SWO Board Member may be a SWO Convention delegate for her congregational unit.
6. Convention offering objectives shall be established by the Board.
7. The SW MN SWO Convention shall be a one-day event beginning in 2020, with a one and one-half day event every three years, effective November 2018.

GENERAL

1. The roster of the SW MN SWO Board, Conference Officers and Leaders and Congregational Unit Leaders will NOT be given to anyone outside the Women of the ELCA except by the discretion of the Board.

2. Solicitations for inclusion in a SW MN SWO sponsored event shall be brought to the Board for approval prior to the event.
3. Financial support to any “cause” other than budgeted items shall be determined by the Board.
4. When acting on behalf of the SW MN SWO Board, no personal honorarium will be accepted by members of the Board. If the group insists on giving an honorarium, the Board member should inform them that she will give it to SW MN SWO.
5. SW MN SWO has designed its own logo and stationary to make recognition of materials from the SW WO easily identifiable. Permission to use this logo shall be at the discretion of the Board.
6. Retiring SW MN SWO Board members will receive an appropriate gift of approximately \$15.00.
7. In the event of the death of an immediate family member of a current SW MN SWO Board Member, a memorial gift of \$10.00 will be sent, by the SW MN SWO Treasurer, to Women of the ELCA as a designated gift and a card stating the Board’s condolences will be sent to the family. A card only will be sent in the death of another family member.
8. **In the event of the death of any SW MN Synod personnel and CWO personnel, a memorial gift of \$10.00 will be sent, by the SW MN SWO Treasurer, to Women of the ELCA as a designated gift and a card stating the Board’s condolences will be sent to the family.**
9. The SW MN SWO Women of the **ELCA POLICY STATEMENT** should be reviewed annually by the current members of the SWO Board.
10. The SW MN SWO of Women of the ELCA will pay the triennial gathering registration fee for officers and general board members (non-voting members, who are in office at the time of the triennial convention) to attend the Triennial Gathering if synod money is available, effective July 2009.
11. **TRIENNIAL GATHERING PROMOTER (TGP) GUIDELINES.** The SW MN SWO Board shall seek for a volunteer TGP following the close of a triennial gathering. The position of the TGP is considered volunteer and will be in play the two years prior to the next triennial gathering. The TGP will work with the SW MN SWO Board and Conference Liaisons in preparation plans for the next triennial gathering. She will be invited to general board meetings to share ideas and serve as the SW MN SWO “go-between” the churchwide organization and synod board as to expectations and promotion of the triennial gathering. The SW MN SWO Board will reimburse the TGP up to \$500.00 for mileage and expenses relating to promotion of the triennial gathering, effective September 2011. The SW MN SWO Board will pay the triennial gathering registration fee for one promoter.

SW MN SWO POLICIES of the SWO Newsletter

1. The name of the Southwestern Minnesota Synodical Women's Organization newsletter is **THE COMMUNICATOR**.
2. The contents of THE COMMUNICATOR shall be in accord with the doctrine and policies of the ELCA and the Women of the ELCA.
3. The editor of THE COMMUNICATOR has the authority to change the masthead as she sees fit.
4. THE COMMUNICATOR shall normally consist of a SW MN SWO president's message, articles from the committees of Mission Action (Stewardship), Mission Community (Justice) and Mission Growth (Discipleship). Other SW MN SWO Officers and Committees may submit articles to THE COMMUNICATOR. Conferences, Congregational Units and individual participants within our synod, may also submit articles.
5. The editor of THE COMMUNICATOR may ask the assistance of the SW MN SWO President to review all articles before they are printed in THE COMMUNICATOR.
6. THE COMMUNICATOR shall normally be published four to six times a year.
7. THE COMMUNICATOR will be published on-line only at the SW MN SWO website.
8. The SW MN SWO Board will review this policy as needed.

POLICY STATEMENT FOR SYNOD LIAISON TO CONFERENCES

1. The Synod Liaison to your Conference should be notified and invited to all your Conference board meetings. She will share ideas, but has no vote.
2. Your Conference minutes should be sent to the Synod President, Synod Secretary, *The Communicator* editor and your Synod Liaison.
3. Your Synodical Liaison should be at your Conference Gatherings and be given time to bring greetings and pertinent information from the Synod board to your Conference women.
4. Your Synod Liaison will bring relevant information about your Conference back to the Synod board.

CONFERENCE GATHERING PRESENTATIONS

Suggestions for Liaisons

INTRODUCE YOURSELF – Tell something of interest about your family, the day, or whatever seems comfortable to you. People like to know that we are “one of them”. If you have an appropriate story that helps to get the attention of those attending, use it.

BRING GREETINGS – on behalf of the entire Synodical Board.

REFER TO – the theme and scripture verse of the Gathering.

EXPRESS APPRECIATION FOR:

- Each person attending; their interest and involvement in the Women of the ELCA
- Commitment to support Women of the ELCA offerings and their ministries
- Creative planning to interest women in our programs
- Prayer support for each other and the Synodical Board members

ENCOURAGE STUDY OF – our three mission areas to help in better understanding of the organization.

COMMUNICATIONS – emphasize value of THE COMMUNICATOR; CWO RESOURCES; CHURCHWIDE NEWSLETTER – Interchange; CHURCHWIDE MAGAZINE – Gather; INTERNET PUBLICATIONS – Café; Bold Connections, and talk about and promote the Bible study.

COMMUNICATE:

- Interest in their CONFERENCE
- Enthusiasm for Women of the ELCA activities
- A desire to assist their congregational units and the interest and help available from their conference officers and synodical board

Express availability to answer questions during lunch or coffee time.

May the Holy Spirit bless you as you make presentations on behalf of the Synodical Board. Please remember to pray for each of the other liaisons as they make connection with their designated conferences. Thank you for your enthusiasm, dedication, and service, as we work together to do God’s work through the Women of the ELCA!

YOU ARE SPECIAL!

SYNODICAL NOMINATING COMMITTEE

1. The Nominating Committee shall be comprised of one member elected from each conference for a two (2) year term, with half the conferences electing in even years and half in odd years as directed by the synodical board.

| CONFERENCE | YEAR 2019 | YEAR 2021 | YEAR 2023 | YEAR 2025 | YEAR 2027 |
|------------------|------------|------------|------------|------------|------------|
| CROW RIVER | 2 YR. TERM | 2 YR. TERM | 2 YR. TERM | 2 YR. TERM | 2 YR. TERM |
| GLACIAL RIDGE | 2 YR. TERM | 2 YR. TERM | 2 YR. TERM | 2 YR. TERM | 2 YR. TERM |
| GREAT RIVER | 2 YR. TERM | 2 YR. TERM | 2 YR. TERM | 2 YR. TERM | 2 YR. TERM |
| LAC QUI PARLE | 2 YR. TERM | 2 YR. TERM | 2 YR. TERM | 2 YR. TERM | 2 YR. TERM |
| LAKELAND | 2 YR. TERM | 2 YR. TERM | 2 YR. TERM | 2 YR. TERM | 2 YR. TERM |
| | | | | | |
| CONFERENCE | YEAR 2020 | YEAR 2022 | YEAR 2024 | YEAR 2026 | YEAR 2028 |
| MINNESOTA VALLEY | 2 YR. TERM | 2 YR. TERM | 2 YR. TERM | 2 YR. TERM | 2 YR. TERM |
| PRAIRIE | 2 YR. TERM | 2 YR. TERM | 2 YR. TERM | 2 YR. TERM | 2 YR. TERM |
| SCENIC VALLEY | 2 YR. TERM | 2 YR. TERM | 2 YR. TERM | 2 YR. TERM | 2 YR. TERM |
| SHETEK | 2 YR. TERM | 2 YR. TERM | 2 YR. TERM | 2 YR. TERM | 2 YR. TERM |
| WATONWAN RIVER | 2 YR. TERM | 2 YR. TERM | 2 YR. TERM | 2 YR. TERM | 2 YR. TERM |

2. The committee shall nominate two (2) persons for each vacancy. Additional nominations may be made from the floor for all elections.
3. Consideration shall be given to names submitted by the units. No more than one person from a congregational unit will be elected as an officer or board member.
4. In selecting nominees as voting members to the Triennial Convention of the Churchwide Women's Organization of the ELCA follow these guidelines:
 - a. As nearly as possible, at least 10% persons of color and/or persons whose primary language is other than English.
 - b. At least one-fourth of the voting members shall be women attending the convention as voting members for the first time.
 - c. Rank order process will be used to determine delegates.

MISSION ACTION *(Stewardship)*

Connects us to the world to act on our faith! Stewardship is providing for the ministries that God has entrusted to our care.

We share what we have learned with friends and neighbors by:

- Making Quilts, Personal Care Kits, School Kits, Baby Care Kits, Fleece Tied Blankets, Soap for Lutheran World Relief
- Collecting Christian literature for International Christian Literature Distributors
- Participating in Food Packaging Events
- Finding bold ways to contribute to organizations by acting on our faith in Jesus Christ

MISSION COMMUNITY *(Justice)*

Connects us to each other as we extend our arms to hold our neighbor's hands as we walk together and grow and act on our faith! To enable each woman to value herself and others as created in God's image and redeemed through Christ; and to build up and celebrate relationships which are global, diverse and interdependent. Serving God in ways that bring healing and wholeness to the church, society, and world.

Women of the ELCA justice initiatives include combating commercial sexual exploitation, human trafficking and supporting families with special needs.

MISSION GROWTH (*Discipleship*)

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

Discipleship is a lifelong journey of living out and spreading the good news of Jesus Christ. We are active disciples in many ways. We practice the seven marks of discipleship through prayer, studying, worshiping, inviting, encouraging, serving and giving.

Ways in which women grow:

- *Gather, Interchange* and other resources
- Participating in Thankoffering Sunday
- Promoting heart health education
- Participating in grants for programs for leadership seminarians and lay development
- Sharing new resources prepared
- Serving on Congregational, Synodical and Churchwide committees and boards
- Talk about and sharing your faith, witnessing in natural, everyday ways