

Conference Leader Guide



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Introduction

About the Women of the ELCA Synodical Leader's Guide (to be used in conjunction with the Churchwide Women of the ELCA Guide) (Section A)

The purpose of this resource is to identify the roles and responsibilities of the synodical women's organization leadership and to provide information and suggestions that prepare and assist leaders to effectively carry out their tasks and our mission.

Using This Resource

This synodical leader's guide identifies the policies, procedures, duties and methods that are prescribed for the operation of all synodical women's organizations according to the Constitutions. Bylaws and policy statements.

Additional duties, methods and procedures may be determined by each individual synodical board for these areas, optional guidelines and information are provided so that boards can choose the procedures that best work for them.

Distribution

Each board member shall receive a copy of the Synodical Leader's Guide. The entire synodical board may wish to keep this Synodical Leader's Guide online that can be accessed by any board member or congregational unit member. This Synodical Leader's Guide may be photocopied and may also be found on the CWO website at www.welca.org under Tools for Leaders.

Updates

The President and Secretary for each synodical women's organization shall update this guide as changes are needed.

Format

The guide is arranged by sections and can be divided by tabs if printed for a notebook. Please check the beginning of the guide and the beginning of each section for tables of content. Sample pages of forms, evaluations, worksheet, checklist and so forth are referenced in brackets and inserted in selected sections. These pages may be copied for use by synodical women's organizations

The loose leaf format of this resource allows for new chapters and sections to be added as necessary. Updates, including triennial convention decisions will be distributed when they are available to all synodical women's organization presidents. The president should distribute updated pages as they receive in order to keep all copies of the guide accurate and current. As new pages are received, the outdated pages should be discarded.

Language

For consistency, words and phrases that have particular meaning for Women of the ELCA follow the style established in the Constitutions and Bylaws. For example:

- *Participant* refers to individual women who are committed to the purpose of Women of the ELCA and are active with Women of the ELCA in any way
- *Unit* refers to the local congregational, intercongregational and special units
- *Cluster* refers to cluster or conference
- *Executive board* refers to the board of the churchwide organization

Additional terms used by the organization are defined in the Constitutions and Bylaws and the glossary.

References to Constitution and Bylaws

Various references from the Women of the ELCA Constitution and Bylaws (Revised 2021 edition) are made throughout this guide. These Constitution and Bylaws are available from the Women of the ELCA churchwide office.

There are four parts to the Constitution and Bylaws.

1. Constitution and Bylaws, Women of the ELCA (pages
2. Approved Constitution and Bylaws, Synodical Women's Organization (pages
3. Approved Model Constitution and Bylaws, Congregation or Inter Congregational Unit (pages
4. Approved Model Constitution and Bylaws, Special Unit (pages

When stating a reference to the Constitution and Bylaws throughout this guide, the first reference of a page will indicate to which one of the four parts of the Constitution and Bylaws it pertains. If there is no such indication for the subsequent reference on that same page, it is to be understood that the reference pertains to the same part of the Constitution and Bylaws as the one before it on the same page.

Suggestions for this Leader's Guide:

- Make notes in the margins. Add additional pages as needed.
- Expand the guide by adding favorite tools, forms and lists, such as planning and budget forms, agenda formats, lists of favorite resources, inspirational quotes and Bible verses.
- Integrate material into the sections provided. For example, include the list of board members' names and addresses in the section on the synodical board
- Create additional sections with tabs for materials such as synodical board constitution, standing rules, goals, objectives and plans for the year, board minutes and financial reports.

Women^{of the} **ELCA** 

Mission Statement

To mobilize women to act boldly on their faith in Jesus Christ.

Purpose Statement

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
grown 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.

Glossary of Terms

Assembly: ELCA's term for the gather of voting members for a decision making or legislative function

Bold Cafe: An online newsletter created by Churchwide that attracts younger women

By-law: A standing rule governing the regulation of a corporation's or organization's internal affairs

CU: Congregational Unit

CWO: Churchwide Women's Organization

Churchwide Women's Organization: The entire Women of the ELCA which is manifested in the Women's triennial convention and executive board; also used to describe the staff and office which support the activities of the organization

Circle/Group: A non-legislative grouping of women within a congregational unit, usually for the purpose of program activities, Bible study, fellowship and personal growth, which meet regularly, and support the purpose of the Women of the ELCA

Conference: Grouping established by the Synodical Organization for the purpose of fostering interdependent relationships among congregations

Congregational Board: The women elected by the Congregational Unit to fulfill the various functions of the congregational unit; can be made up of officers, committee chairpersons and circle/group leaders (see resource *Six Models for Mission* found on the www.welca.org website and [page__](#) in this handbook)

Congregational Unit: The women's organization in a congregation

Constitution: A legal document that outlines the name, purpose, authority, relationships, and financial structure of an organization

Contact Person: A person selected to receive and disburse information for the purpose of networking

Convention: The gathering of voting members for decision making or legislative functions within Women of the ELCA

Daily Grace: An online devotional application created by Churchwide

Delegate: A person designated to act for or represent another or others

Designated Gifts: Offerings received above and beyond regular offerings which are sent to the Churchwide Women's Organization. Designated gifts make possible specific ministries of the ELCA and Women of the ELCA

Executive Board: The officers and board members elected at the Churchwide Triennial Convention; the highest level of authority of the Women of the ELCA

Gathering: A term used for the coming together of the conference for training, fellowship, education, projects and elections

Gifts: A type of designated gift for special projects determined by the organization

In Kind/Love Gifts: Tangible gifts that can be given to a local agency or ministry from a gathering or convention

Intercongregational Unit: A local organization for women from two or more congregations which have no congregational units

Gather: The magazine of the Women of the ELCA (*formerly Lutheran Women Today*)

Joy Offering: A special gratitude offering designated for the wider ministry of the ELCA

Membership: Refers to the congregational/inter congregational units who have affiliated with Women of the ELCA

Memorial: Resolutions brought by the synodical organization to the triennial convention

Participants: Individual women who choose to participate in a variety of activities which fulfill the purpose of the organization

Purpose Statement: States the purpose for the Women of the ELCA

Region: A geographic territory with includes several synod; our Region is 9; South Carolina is 9C. Our region includes Virginia, North Carolina, Southeastern, Florida, Bahamas and the Caribbean

Regular Offering: Received in circles/groups, general meetings or through individual pledges; are the primary source of support for the ongoing ministries of the Synodical and Churchwide Women's Organization

Resolution: An item brought by a voting member (or voting members) to the convention for action

SWO: Synodical Women's Organization

Special Offerings: A type of designated gift for the special projects determined by the organization

Synod: A territory of the ELCA which has its own governing body

Synodical Women's Organization: A legislative and programmatic entity that assists congregational and intercongregational units within its synod to fulfill the purpose of Women of the ELCA

Thankoffering: A gratitude offering which cannot be designated and is sent on Form B directly to Churchwide; used by the Women of the ELCA for *Gather* and resources

The Ripple "Newsletter": A publication of the South Carolina Women of the ELCA. The *Ripple* is emailed for free online or mailed for a subscription at least twice a year

Triennial Convention: The convention of Women of the ELCA; the highest legislative authority of the Women of the ELCA that meets every three years

Triennial Gathering: A gathering of women that occurs after the Triennial Gathering that allows for worship, workshops, educations, keynote speakers that supports our Missions

Unit Convention Offering: Offering brought to the Synodical Women's Organization Convention by congregational units. (Insert where the offerings go)

Voting Member: Eligibility is to be a participant in a Congregational unit and/or a voting member of an ELCA congregation. Two are selected by each CU to represent their unit at the Synodical Convention with voting privileges. CWO assigns the number of voting members for each SWO, which are to be elected at the Synodical Convention, with voting privileges at the Triennial Convention

Women of the ELCA: Women of the Evangelical Lutheran Church in America

What is a Conference?

In the spring of 1998, the South Carolina Women of the ELCA followed the suggested realignment of the South Carolina Synod to form nine conferences within the state instead of the previous cluster groupings.

Conferences are geographical groupings of Congregational Units within a synodical organization, which seek to bring Congregational Units together for leadership and special events. The boundaries coincide with the boundaries established by the South Carolina Synod.

Conferences in SC	Board Liaisons for 2022-2023
1. Foothills	Karen Freeman - (803)397-6728 LKfreeman68@gmail.com
2. Upstate	LaTynia Taylor -(803)4148638 latyniamtaylor@gmail.com
3. Epiphany	Shari Donley (843)409-5592 kipcorp07@aol.com
4. Amelia	Diane Wicker (843)562-6818 thewickers@lowcountry.com dianewicker.welca@gmail.com
5. Heartland	Christie Gardner (803)924-6221 christiekesler@hotmail.com
6. Midlands	Linda Roland (304)382-2890 lindajroland@gmail.com
7. Coastal	Joy Derrick (843)871-1538 Joycenderrick@gmail.com
8. Saxe Gotha	Denise Warren (803)297-2153 vdwarren13@gmail.com
9. Western	Cindy McManus (336)918-4353 cjm.welca@gmail.com

ELCA Churches in South Carolina

Foothills Conference

Congregations

Atonement, Laurens
Christ the King, Greenville
Faith Lutheran Chapel, Pickens
Holy Trinity, Anderson
Immanuel, Greenwood
Lutheran Church by the Lake, McCormick
Messiah, Mauldin
Our Saviour, Greenville
Redeemer, Greer
St. John, Walhalla
St. Matthias, Easley
St. Michael, Greenville
Trinity, Greenville
University, Clemson

SAWC

Nuestro Salvador, Greenville
Restoration Chapel, Greenwood
Parroquia El Mesias, Mauldin

Upstate Conference

Congregations

Augsburg, Union
Crossroads, Indian Land
Epiphany, Rock Hill
Grace, Rock Hill
Holy Communion, Spartanburg
Joy, Spartanburg
Reformation, Lancaster
Springs of Grace, Boiling Springs
St. John, Spartanburg

Epiphany Conference

Congregations

Cross & Crown, Florence
King of Glory, North Myrtle Beach
Shepherd of the Sea, Garden City
St. Luke, Florence
St. Peter, Pawleys Island
St. Philip, Myrtle Beach
Trinity, Georgetown

Amelia Conference

Congregations

Christ, Hilton Head
Ehrhardt Memorial, Ehrhardt
Good Shepherd, Walterboro
Hope, Vance
Lord of Life, Bluffton
Mt. Pleasant, Ehrhardt
Orangeburg, Orangeburg
Pine Grove, Lone Star
Resurrection, Cameron
St. John, Beaufort
St. Matthew, Cameron
St. Nicholas, Fairfax
Trinity, Elloree
Trinity, Fairfax

Heartland Conference

Congregations

Bachman Chapel, Prosperity
Beth Eden, Newberry
Bethany, Newberry
Bethel, White Rock
Bethlehem, Pomaria
Colony, Newberry
Faith, Newberry
Grace, Prosperity
Macedonia, Prosperity
Mt. Hermon, Peak
Mt. Horeb, Chapin
Mt. Olivet, Chapin
Mt. Pilgrim, Prosperity
Mt. Tabor, Little Mountain
Pomaria, Pomaria
Redeemer, Newberry
Silverstreet, Silverstreet
St. James, Newberry
St. John, Clinton
St. John, Pomaria
St. John, Irmo
St. Luke, Prosperity
St. Philip, Newberry
St. Thomas, Chapin
St. Timothy, Whitmire
Summer Memorial, Newberry
St. Matthew, Pomaria

St. Paul, Pomaria

Midlands Conference

Congregations

Ascension, Columbia
Bethlehem, Irmo
Christ Mission, Columbia
Christ the King, Columbia
Christus Victor, Columbia
Ebenezer, Columbia
Good Shepherd, Columbia
Incarnation, Columbia
Living Springs, Columbia
Our Shepherd, Hartsville
Redeemer, Columbia
Reformation, Columbia
St. Andrew, Columbia
St. Andrew, Blythewood
St. James, Sumter
St. Luke, Columbia
St. Michael, Columbia
St. Paul, Columbia
St. Timothy, Camden

SAWC

The Journey, Columbia
Sagrada Familia (Holy Family), Columbia

Coastal Conference

Congregations

All Saints, Mt. Pleasant
Faith, Johns Island
Holy Spirit, Charleston
Martin Luther, Charleston
Messiah, Hanahan
Redeemer, Charleston
St. Barnabas, Charleston
St. Johannes, Charleston
St. John, Charleston
St. Luke, Summerville
St. Mark, Isle of Palms
St. Matthew, Charleston
St. Michael, Moncks Corner

St. Paul's, Mt. Pleasant

SAWC

Christ Community Lutheran of North Charleston

Saxe Gotha Conference

Congregations

Bethany, Lexington
Emmanuel, West Columbia
Faith, West Columbia
Good Shepherd, Swansea
Holy Trinity, Pelion
Mt. Hermon, West Columbia
Mt. Tabor, West Columbia
Nazareth, Lexington
Our Saviour, West Columbia
Pilgrim, Lexington
Pisgah, Lexington
Providence, Lexington
Sandy Run, Swansea
St. David, West Columbia
St. James, Lexington
St. John, Lexington
St. Matthew, Lexington
St. Stephen, Lexington
Transfiguration, West Columbia
Zion, Lexington

SAWC

Cristo Rey, West Columbia
Cristo Rey, Gaston
Cristo Rey, Pelion

Western Conference

Congregations

Bethlehem, Leesville
Cedar Grove, Leesville
Corinth, Prosperity
Enon, Leesville
Faith, Batesburg
Grace, Gilbert
Mt. Calvary, Johnston
Mt. Hebron, Leesville
Mt. Pleasant, Saluda
St. James, Graniteville

St. James, Leesville
St. John, Johnston
St. Mark, Prosperity
St. Paul, Aiken
St. Paul, Gilbert
St. Peter, Batesburg
Good Hope, Saluda
Union, Leesville
Wittenberg, Leesville

The following is from the **2021 updated Constitution and Bylaws of SC Women of the ELCA**

ARTICLE IV—RELATIONSHIPS

SECTION 1. Units

- Item 1. This synodical women's organization shall establish a partnership with the units within its territory.**
- Item 2. This synodical women's organization shall strive to provide for grouping units into clusters or conferences whose boundaries normally shall coincide with the boundaries established by the South Carolina Synod.**

SECTION 2. Clusters or Conferences

- Item 1. Clusters or conferences shall be composed of units on the roll of this synodical women's organization.**
- Item 2. Clusters or conferences shall work interdependently with the synodical women's organization and the units to fulfill the purpose of Women of the ELCA through activities that**
 - a. provide experiences for learning and leadership development;**
 - b. build community;**
 - c. provide opportunities for joint ministry and action;**
 - d. provide opportunities for stewardship education and offerings; and**
 - e. establish networks for communication.**
- Item 3. A cluster or conference planning committee of at least three members, including a coordinator, shall be elected at the cluster or conference meeting. Each member of a cluster or conference planning committee, including the coordinator, shall be a voting member of an ELCA congregation and shall strive to be a participant in a unit.**

Item 4. The cluster or conference planning committee shall plan and facilitate programmatic activities with guidance from the synodical women's organization.

Item 5. Clusters or conferences shall work cooperatively with the synodical women's organization in funding the cluster's or conference's and synodical women's organization's programs and projects

The following is from the **2022 Standing Rules of SC Women of the ELCA**

CONFERENCES:

1. Each conference leader shall be elected for a two (2) year term in the fall of each even year and will be eligible for re-election.
2. Meetings shall be held each fall on a date, time, and place selected by the conference leaders and agreeable with the host church. Other meetings are encouraged.
3. Offerings shall be remitted to and disbursed by the SWO treasurer within 30 days after the meeting.

1. General Information

The purpose of conferences in the synodical women's organization is to support the activities of units that are in close geographic proximity to one another. The conference is not legislative (making policy decisions) or another layer of bureaucracy. Offerings received at conference gatherings should be remitted in full to the synodical organization.

Many synodical women's organizations have established a practice of sending board representatives to conference gatherings, based on the churchwide mode of sending a President's representative to the synodical convention. The goal of the synodical representative has the major objectives of :

- Demonstrating interdependence between the CWO, the SWO, the conference and the unit
- Providing information about the work of the synodical board and its impact on units and about program plans of the synodical SWO and the CWO
- Listening to comments, questions, and concerns of participants from units and conveying them to the synodical board

In order to achieve these objectives, the board representative should be provided and opportunity to:

- Bring a greeting and report from the president and the synodical board during a plenary session
- Interact with participants at the gathering to hear comments and concerns and to provide information about Women of the ELCA and SWO programs and activities

To improve the linkage between the synodical board and conferences, the board representative should maintain contact with the conference throughout the year. This contact may take the form of an occasional telephone call, a note or a personal visit. The conference coordinator should be invited to share news of activities within the conference. In addition, the board representative can act as a sounding board and as a resource for the conference.

The SWO should develop a standardized format and time for conferences to use in reporting their activities to the synodical board. The information gathered should include the total number of participants, the number of participants from each unit, offerings received, results of elections held, and a brief summary of programming activities.

Conference Guidelines

1. Purpose:

- a. To assist the Synodical Women's Organization (SWO) in promoting the programs of the Women of the ELCA.
- b. To encourage community building.
- c. To promote opportunities for personal and spiritual growth.

2. Conference Leaders:

- a. Conference leaders are elected at the fall meeting in the even years for a two-year (2) term.
- b. Appoint a nominating committee in the odd year. Leaders shall be eligible for re-election for a second two-year term.
- c. Interpret program and the purpose of Women of the ELCA for the congregational units (CUs) in the conference
- d. Inform the SC WELCA Board Liaison of plans including dates and places of conference events.
- e. Conference events will be self-supporting.
- f. Offerings shall cover expenses and designated projects as voted on at the meeting. Each conference will send its funds to the SWO Treasurer for disbursement as requested.
- g. Include time on the agenda for a report from the Board Liaison.
- h. Should a vacancy occur, the SC WELCA board shall fill the vacancy until the next regular conference meeting with a recommendation from the conference leaders.
- i. **Conference leaders shall receive The Ripple at no charge?**
- j. Conference leaders should contact inactive congregational units to offer help and information
- k. Plan and implement the details of conference events.
- l. The host CU is responsible for greetings and refreshments.
- m. The conference leaders will develop the program in collaboration with the host CU.
- n. When the conference is the host for the synodical convention, attend convention planning meetings and assist as needed.

3. Duties of Conference Leaders:

- a. Coordinator
 - i. Conduct conference meetings.
 - ii. Serve as the contact person for the SWO
 - b. Secretary
 - i. Send notices of meetings to the CUs and Board Liaison.
 - ii. Keep an up to date list of the names and addresses of each CU officer and/or contact person in the conference.
 - iii. Provide this list to the CUs at the conference event.
 - iv. Notify Synodical Secretary of CU officer name and address changes.
 - v. Notify Synodical Secretary of conference leader name and address changes.
 - vi. Have a roll call of churches or registration of churches.
 - vii. Keep accurate minutes or records of all conference events.
 - viii. Send minutes, reports, and news of all conference events to Board Liaison within 21 days of the event.
 - ix. Assist coordinator as needed.
 - c. Financial Secretary
 - i. Keep an accurate record of conference finances.
 - ii. Give a financial report at a conference meeting.
 - iii. Collect conference offering and remit to the SWO Treasurer.
 - iv. Submit conference disbursement requests to SWO Treasurer for expenses of the conference. Almost all monies should be liquidated at the discretion of the conference.
 - v. Assist coordinator as needed.
4. Meetings
- a. Meetings are to be held in the fall. There should be devotions/worship time.
 - b. Spring meetings are encouraged. This time may be used for fellowship.
 - c. Date and place of the fall meeting should be published at the time of the SWO convention.

- d. Use convention themes at fall meetings.

South Carolina Women of the ELCA
Conference Meeting/Event Report
(to be completed by Conference Secretary)

Conference Name _____

Meeting Place _____

Date and Time _____

Number of Units in Attendance _____ Number of Units in Conference _____

Total in Attendance from Units _____

Board Members Present _____

Pastors/Guest Present _____

Total Attendance _____

New Officers Elected yes _____ no _____

If yes fill out Conference Leaders Form and send copy to SWO Secretary

Next Meeting/Event Date and Time _____

Location _____

Summary of Meeting/ Activities or attach agenda

Comments/Questions/Concerns

Mail Copy to the SC WELCA Synodical Secretary

Shari Donley 3369 W. Forest Lake Drive Florence, SC 29501

Phone: 843-409-5592 email:kipcorp07@aol.com

South Carolina Women of the ELCA
Conference Leader for _____ to _____

Name of Conference _____

Coordinator/President _____

Address _____

Phone (Cell) _____ Phone (Home) _____

Email _____

Church _____ City _____

Secretary/Recorder _____

Address _____

Phone (Cell) _____ Phone (Home) _____

Email _____

Church _____ City _____

Treasurer/Financial Secretary _____

Address _____

Phone (Cell) _____ Phone (Home) _____

Church _____ City _____

Please give this completed form to Board Liaison or mail the completed form to the Synodical Secretary as soon as new officers are elected. Your cooperation in keeping up-to-date is greatly appreciated.

SC WELCA Synodical Secretary

Shari Donley

3369 W. Forest Lake Drive

Florence, SC 29501

843-409-5592

kipcorp07@aol.com

South Carolina Women of the ELCA

Conference Form A

Deposit and Transmittal of Offerings

Date: _____ **Conference Name:** _____

Offerings Collected: \$ _____

Cash: \$ _____

(cash should be counted and signed off by two witnesses and given to a Congregational Unit Treasurer to deposit and write a check to the SC WELCA Treasurer Virginia Herlong 813 Silverpoint Rd. Chapin SC 29036)

Checks: \$ _____

Congregation Unit Check # _____ Amount \$ _____

List individual checks received below and on back if needed

Check #	Name on Check	Amount

TOTAL Amount to Deposit for Conference Number of Checks Received _____	\$ _____
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Prepared by Conference Treasurer/Financial Secretary

Name: _____ Witness: _____

Address: _____ Witness: _____

_____ Phone Number: _____

Email: _____

**SC Women of the ELCA
Conference Form B
Request for Disbursement/Reimbursement**

Date: _____ Conference

Name: _____

Payment To: _____

Amount: \$ _____ Date Payment Due: _____

Purpose: _____

Please attach all original invoices or receipts

Prepared by Conference Treasurer/Financial Secretary

Name: _____

Address: _____

Phone: _____

Email: _____

Witness Name: _____ Witness _____

Signature: _____

Witness Name: _____ Witness

Signature: _____

[illegible] $\triangleright$

For SWO Treasurer's Use:

Check Number	Date	Amount
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\$_____

Conference Gathering Business Meeting Agenda

Welcome

Call to Order

- Read the Mission and Purpose Statements of the Women of the ELCA (this should be printed in your program materials and easily available for your attendees to read along with you)

Roll Call of churches represented (done by conference secretary)

Approval of Minutes of prior gather business meeting

- This is the Conference Secretary's Report (printed report should be available for each attendee prior to the meeting. The Secretary DOES NOT need to read the entire report. She may choose to highlight a few significant items from the report or you may go straight to asking for a motion to approve the Minutes as printed.)
- The Conference President/Coordinator then calls for a motion to approve the minutes. Note who moves approval in secretary's Minutes. Ask for a second if none come forth readily. There is no need to document the name of individuals who second any motions in any portion of your business.
- Conference President/Coordinator then states " We have a motion to approve the Minutes from _____(date). Are there any questions or discussion?" At this point, there may be corrections to the printed Minutes. If so, the Minutes can be approved with those corrections.
- Call for Vote. All in favor say "aye." All opposed say "no." Declare the motion approved.

Treasurer's Report

- The Conference Treasurer/Financial Secretary should provide a printed report made available to each attendee prior to the meeting. This report should include the checking balance as of your last Gathering, any income received since then, any expenses paid since then, and the balance as of the date of the report.
- Ask if there are any questions about the Treasurer's Report.
- There is no motion to approve the Treasurer's Report. Simply state the report will be placed on file.

Nominating Committee Report

- Your Conference Nominating Committee provides a verbal report to the Gathering/Meeting. Once they offer names of women nominated for open positions, the Conference President/Coordinator asks three (3) times "Are there any other nominations from the floor?" If any, those names would be added to the Committee's nominations. One you have asked three (three) times you

declare the nominations closed. You then ask for a motion to elect the nominees, and for a second to the motion. Call for the vote. All in favor say "aye." All opposed say "no." Declare the motion approved.

SWO Board Report

- The SWO President, or her designee, will present this report. Copies of the written report should have been made available for all attendees. Please allow 15-30 minutes in your programming for this report. The SWO President will introduce other Board members, any Churchwide representatives present, any Board member present who has information to bring to the attention of your gathering/meeting, including The Ripple Editor.

Old Business

- If there is any business from your last Gathering/Meeting that hasn't been acted on, now is the time to bring that forward for discussion and action. If there is none move on the New Business.

New Business

- Items of New Business may typically include:
 - Location of Planning Meeting for you next Gathering/Meeting
 - Host church for your next Gathering/Meeting
 - Decision where offering may go (needs a motion, a second and vote)
 - Conference Responsibilities for the SWO Convention

Announcements

- Here is where any individual churches may offer announcements of upcoming events, etc.

Adjournment

- You can call for a motion to adjourn, a second and then VOTE! Or you can declare the meeting adjourned.

(Be sure in your overall programming you also allocate a time for the Installation of your new leadership, which will be someone from the SC SWO Board.)

Job Descriptions for Conference

Conference President/Coordinator - Job Description

Qualifications:

- Commitment to Christ and the Women of the ELCA
- Be a member of a CU in an ELCA Congregation in the Conference or a member of and ELCA Voting Congregation

Specific responsibilities and expectations:

- Participate in all leadership events sponsored by the Synodical Women's Organization
 - Leadership Team Building
 - Conference retreats
 - Special events
 - SC Welca Convention
- Help with the planning of retreats and other special events within the Conference
- Schedule and preside at all planning meetings for the Spring and Fall Gatherings/Meetings
 - The Conference Coordinating Committee members and representatives of Congregational Units in the Conference should attend any planning meetings. The SWO Board liaison(s), Synod Nomination committee members shall be notified by the conference secretary no later than two weeks prior to this planning meeting. She is/They are expected to be in attendance.
- Preside over Conference Gatherings/Meetings
- **Send Gathering/meeting evaluation forms to SWO President and Secretary within ten (10) days of the Gathering/Meeting.**
- Attend the SC Synodical Women's Organization's Convention
- Carry out all other Convention assignments given by the President and/or Convention Chair
- Be available as a resource person for all Congregational Units within your Conference

- Send an article or highlights of Conference news for the ***Ripple Newsletter*** for the Spring and Fall issues
- Send a Report for the Bulletin of Reports at each Convention
- Maintain communication with other conference leaders for ideas and training

Conference Secretary – Job Description

Qualifications:

- Commitment to Christ and the Women of the ELCA.
- Be a member of a CU in an ELCA Congregation in the Conference or a member of and ELCA Voting Congregation.
- Exhibit good communication skills.
- Ability to work harmoniously with the team.

Specific Responsibilities:

- Participate in all leadership events sponsored by the Synodical Women's Organization.
 - Leadership team building
 - Conference Gatherings/Meetings/Retreats/Events
 - SC WELCA Convention
- Maintain communication with the counterparts in other conferences.
- Be a resource for churches in you conference

Secretary:

- Take care of Conference Correspondence.
- Keep an accurate listing of the Congregational Unit Leaders (names, addresses, phone numbers, emails when possible.) and submit changes to the SWO President and SWO Secretary no later than ten (10) days after each elections
- Before Spring and Fall Gatherings: Notify every Congregational Unit and SWO Board about the place, time and theme of the Spring and Fall Gatherings/Meetings and Events. Include in the mailing/email all pertinent information regarding offererings.
- At the Spring and Fall Gatherings/Meetings: Read or distribute highlights of minutes from previous gatherings/meetings, record significant items in the minutes of the gathering/meeting, be prepared for roll call of participants, request registration count from those in charge of registrations.

- After the Spring and Fall Gatherings/Meetings: Send by mail or email three “Gathering/Meeting” report forms (Secretary/Treasurer Reports, Elections/Conference Leaders Update Form and Evaluation) and gathering/meeting minutes to SWO President and the SWO secretary within ten (10) days after the Gathering/Meeting.
- Forward a copy of gathering/meeting registration sign-up sheets to SWO Secretary or Conference Coordinator

Conference Treasurer/Financial Secretary – Job Description

Qualifications:

- Commitment to Christ and the Women of the ELCA.
- Be a member of a CU in an ELCA Congregation in the Conference or a member of an ELCA Voting Congregation.
- Exhibit good communication skills.
- Ability to work harmoniously with the team.

Specific Responsibilities:

- Participate in all leadership events sponsored by the Synodical Women’s Organization
 - Leadership team building
 - Conference Gatherings/Meetings/Retreats/Events
 - SC WELCA Convention
- Maintain communication with the counterparts in other conferences.
- Be a resource for churches in you conference

Treasurer

- Maintain all Financial Records for the Conference
- At the Gathering/Meeting, provide a written report of financial balances, income and expenses after each Gathering/Meeting.
- At least one other Committee person, count the Gathering/Meeting offering. Record the amounts and complete the Treasurer/Financial Secretary Report.
- Be responsible for the Spring and Fall Gatherings Offering and dispense funds as directed.
- Deposit all offering into the Congregational Unts banking account. Write a check made payable to SC Women of the ELCA in the total amount of the offering. Mail the check and all financial reports to the SWO Treasurer with in ten (10) days of the Gathering/Meeting

Conference Nominating Committee - Job Description

Qualifications:

- Commitment to Christ and the Women of the ELCA.
- Be a member of a CU in an ELCA Congregation in the Conference or a member of an ELCA Voting Congregation.
- Exhibit good communication skills.
- Ability to work harmoniously with the team.

Specific Responsibilities:

- Participate in all leadership events sponsored by the Synodical Women's Organization
 - Leadership team building
 - Conference Gatherings/Meetings/Retreats/Events
 - SC WELCA Convention

Term of Office is one year. Can be re-elected for a second term. Is elected at the Fall Meeting/Gathering.

This position may be elected by vote or appointed by the Conference President. The committee consists of 2 to three members. The Committee shall meet on the day of election or appointment to determine the chair of the committee.

Study the SC WELCA Handbook and job descriptions to give you a better understanding of the job requirements of those you will be contacting to serve elective offices.

Meet together to develop and propose a list of candidates for conference offices and conference nominating committee at least a month before the conference meeting/gathering that elections will be held.

All committee members will attend any leadership training provided for conference leaders.

Resources

- List of attendees contact information at the conference gatherings/meetings.
- List of the SWO Board contact information

Introduction

About the Women of the ELCA Synodical Leader's Guide (to be used in conjunction with the Churchwide Women of the ELCA Guide) (Section A)

The purpose of this resource is to identify the roles and responsibilities of the synodical women's organization leadership and to provide information and suggestions that prepare and assist leaders to effectively carry out their tasks and our mission.

Using This Resource

This synodical leader's guide identifies the policies, procedures, duties and methods that are prescribed for the operation of all synodical women's organizations according to the Constitutions. Bylaws and policy statements.

Additional duties, methods and procedures may be determined by each individual synodical board for these areas, optional guidelines and information are provided so that boards can choose the procedures that best work for them.

Distribution

Each board member shall receive a copy of the Synodical Leader's Guide. The entire synodical board may wish to keep this Synodical Leader's Guide online that can be accessed by any board member or congregational unit

member. This Synodical Leader's Guide may be photocopied and may also be found on the CWO website at www.welca.org under Tools for Leaders.

Updates

The President and Secretary for each synodical women's organization shall update this guide as changes are needed.

Format

The guide is arranged by sections and can be divided by tabs if printed for a notebook. Please check the beginning of the guide and the beginning of each section for tables of content. Sample pages of forms, evaluations, worksheet, checklist and so forth are referenced in brackets and inserted in selected sections. These pages may be copied for use by synodical women's organizations

The loose leaf format of this resource allows for new chapters and sections to be added as necessary. Updates, including triennial convention decisions will be distributed when they are available to all synodical women's organization presidents. The president should distribute updated pages as they receive in order to keep all copies of the guide accurate and current. As new pages are received, the outdated pages should be discarded.

Language

For consistency, words and phrases that have particular meaning for Women of the ELCA follow the style established in the Constitutions and Bylaws. For example:

- *Participant* refers to individual women who are committed to the purpose of Women of the ELCA and are active with Women of the ELCA in any way
- *Unit* refers to the local congregational, intercongregational and special units

- *Cluster* refers to cluster or conference
- *Executive board* refers to the board of the churchwide organization

Additional terms used by the organization are defined in the Constitutions and Bylaws and the glossary.

References to Constitution and Bylaws

Various references from the Women of the ELCA Constitution and Bylaws (Revised 2021 edition) are made throughout this guide. These Constitution and Bylaws are available from the Women of the ELCA churchwide office.

There are four parts to the Constitution and Bylaws.

1. Constitution and Bylaws, Women of the ELCA (pages
2. Approved Constitution and Bylaws, Synodical Women's Organization (pages
3. Approved Model Constitution and Bylaws, Congregation or Inter Congregational Unit (pages
4. Approved Model Constitution and Bylaws, Special Unit (pages

When stating a reference to the Constitution and Bylaws throughout this guide, the first reference of a page will indicate to which one of the four parts of the Constitution and Bylaws it pertains. If there is no such indication for the subsequent reference on that same page, it is to be understood that the reference pertains to the same part of the Constitution and Bylaws as the one before it on the same page.

Suggestions for this Leader's Guide:

- Make notes in the margins. Add additional pages as needed.
- Expand the guide by adding favorite tools, forms and lists, such as planning and budget forms, agenda formats, lists of favorite resources, inspirational quotes and Bible verses.

- Integrate material into the sections provided. For example, include the list of board members' names and addresses in the section on the synodical board
- Create additional sections with tabs for materials such as synodical board constitution, standing rules, goals, objectives and plans for the year, board minutes and financial reports.



Mission Statement

To mobilize women to act boldly on their faith in Jesus Christ.

Purpose Statement

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
grown 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.

Glossary of Terms

Assembly: ELCA's term for the gather of voting members for a decision making or legislative function

Bold Cafe: An online newsletter created by Churchwide that attracts younger women

By-law: A standing rule governing the regulation of a corporation's or organization's internal affairs

CU: Congregational Unit

CWO: Churchwide Women's Organization

Churchwide Women's Organization: The entire Women of the ELCA which is manifested in the Women's triennial convention and executive board; also used to describe the staff and office which support the activities of the organization

Circle/Group: A non-legislative grouping of women within a congregational unit, usually for the purpose of program activities, Bible study, fellowship and personal growth, which meet regularly, and support the purpose of the Women of the ELCA

Conference: Grouping established by the Synodical Organization for the purpose of fostering interdependent relationships among congregations

Congregational Board: The women elected by the Congregational Unit to fulfill the various functions of the congregational unit; can be made up of officers, committee chairpersons and circle/group leaders (see resource *Six Models for Mission* found on the www.welca.org website and [page__](#) in this handbook)

Congregational Unit: The women's organization in a congregation

Constitution: A legal document that outlines the name, purpose, authority, relationships, and financial structure of an organization

Contact Person: A person selected to receive and disburse information for the purpose of networking

Convention: The gathering of voting members for decision making or legislative functions within Women of the ELCA

Daily Grace: An online devotional application created by Churchwide

Delegate: A person designated to act for or represent another or others

Designated Gifts: Offerings received above and beyond regular offerings which are sent to the Churchwide Women's Organization. Designated gifts make possible specific ministries of the ELCA and Women of the ELCA

Executive Board: The officers and board members elected at the Churchwide Triennial Convention; the highest level of authority of the Women of the ELCA

Gathering: A term used for the coming together of the conference for training, fellowship, education, projects and elections

Gifts: A type of designated gift for special projects determined by the organization

In Kind/Love Gifts: Tangible gifts that can be given to a local agency or ministry from a gathering or convention

Intercongregational Unit: A local organization for women from two or more congregations which have no congregational units

Gather: The magazine of the Women of the ELCA (*formerly Lutheran Women Today*)

Joy Offering: A special gratitude offering designated for the wider ministry of the ELCA

Membership: Refers to the congregational/inter congregational units who have affiliated with Women of the ELCA

Memorial: Resolutions brought by the synodical organization to the triennial convention

Participants: Individual women who choose to participate in a variety of activities which fulfill the purpose of the organization

Purpose Statement: States the purpose for the Women of the ELCA

Region: A geographic territory with includes several synod; our Region is 9; South Carolina is 9C. Our region includes Virginia, North Carolina, Southeastern, Florida, Bahamas and the Caribbean

Regular Offering: Received in circles/groups, general meetings or through individual pledges; are the primary source of support for the ongoing ministries of the Synodical and Churchwide Women's Organization

Resolution: An item brought by a voting member (or voting members) to the convention for action

SWO: Synodical Women's Organization

Special Offerings: A type of designated gift for the special projects determined by the organization

Synod: A territory of the ELCA which has it's own governing body

Synodical Women's Organization: A legislative and programmatic entity that assists congregational and intercongregational units within its synod to fulfill the purpose of Women of the ELCA

Thankoffering: A gratitude offering which cannot be designated and is sent on Form B directly to Churchwide; used by the Women of the ELCA for *Gather* and resources

The Ripple "Newsletter": A publication of the South Carolina Women of the ELCA. The *Ripple* is emailed for free online or mailed for a subscription at least twice a year

Triennial Convention: The convention of Women of the ELCA; the highest legislative authority of the Women of the ELCA that meets every three years

Triennial Gathering: A gathering of women that occurs after the Triennial Gathering that allows for worship, workshops, educations, keynote speakers that supports our Missions

Unit Convention Offering: Offering brought to the Synodical Women's Organization Convention by congregational units. (Insert where the offerings go)

Voting Member: Eligibility is to be a participant in a Congregational unit and/or a voting member of an ELCA congregation. Two are selected by each CU to represent their unit at the Synodical Convention with voting privileges. CWO assigns the number of voting

members for each SWO, which are to be elected at the Synodical Convention, with voting privileges at the Triennial Convention

Women of the ELCA: Women of the Evangelical Lutheran Church in America

What is a Conference?

In the spring of 1998, the South Carolina Women of the ELCA followed the suggested realignment of the South Carolina Synod to form nine conferences within the state instead of the previous cluster groupings.

Conferences are geographical groupings of Congregational Units within a synodical organization, which seek to bring Congregational Units together for leadership and special events. The boundaries coincide with the boundaries established by the South Carolina Synod.

Conferences in SC	Board Liaisons for 2022-2023
1. Foothills	Karen Freeman - (803)397-6728 LKfreeman68@gmail.com
2. Upstate	LaTynia Taylor -(803)4148638 latyniamtaylor@gmail.com
3. Epiphany	Shari Donley (843)409-5592 kipcorp07@aol.com
4. Amelia	Diane Wicker (843)562-6818 thewickers@lowcountry.com dianewicker.welca@gmail.com
5. Heartland	Christie Gardner (803)924-6221 christiekesler@hotmail.com
6. Midlands	Linda Roland (304)382-2890 lindajroland@gmail.com
7. Coastal	Joy Derrick (843)871-1538 Joycenderrick@gmail.com
8. Saxe Gotha	Denise Warren (803)297-2153 vdwarren13@gmail.com
9. Western	Cindy McManus (336)918-4353 cjm.welca@gmail.com

ELCA Churches in South Carolina

Foothills Conference

Congregations

Atonement, Laurens
Christ the King, Greenville
Faith Lutheran Chapel, Pickens
Holy Trinity, Anderson
Immanuel, Greenwood
Lutheran Church by the Lake, McCormick
Messiah, Mauldin
Our Saviour, Greenville
Redeemer, Greer
St. John, Walhalla
St. Matthias, Easley
St. Michael, Greenville
Trinity, Greenville
University, Clemson

SAWC

Nuestro Salvador, Greenville
Restoration Chapel, Greenwood
Parroquia El Mesias, Mauldin

Upstate Conference

Congregations

Augsburg, Union
Crossroads, Indian Land
Epiphany, Rock Hill
Grace, Rock Hill
Holy Communion, Spartanburg
Joy, Spartanburg
Reformation, Lancaster
Springs of Grace, Boiling Springs
St. John, Spartanburg

Epiphany Conference

Congregations

Cross & Crown, Florence
King of Glory, North Myrtle Beach

Shepherd of the Sea, Garden City
St. Luke, Florence
St. Peter, Pawleys Island
St. Philip, Myrtle Beach
Trinity, Georgetown

Amelia Conference

Congregations

Christ, Hilton Head
Ehrhardt Memorial, Ehrhardt
Good Shepherd, Walterboro
Hope, Vance
Lord of Life, Bluffton
Mt. Pleasant, Ehrhardt
Orangeburg, Orangeburg
Pine Grove, Lone Star
Resurrection, Cameron
St. John, Beaufort
St. Matthew, Cameron
St. Nicholas, Fairfax
Trinity, Elloree
Trinity, Fairfax

Heartland Conference

Congregations

Bachman Chapel, Prosperity
Beth Eden, Newberry
Bethany, Newberry
Bethel, White Rock
Bethlehem, Pomaria
Colony, Newberry
Faith, Newberry
Grace, Prosperity
Macedonia, Prosperity
Mt. Hermon, Peak
Mt. Horeb, Chapin
Mt. Olivet, Chapin
Mt. Pilgrim, Prosperity
Mt. Tabor, Little Mountain
Pomaria, Pomaria
Redeemer, Newberry
Silverstreet, Silverstreet
St. James, Newberry
St. John, Clinton

St. John, Pomaria
St. John, Irmo
St. Luke, Prosperity
St. Philip, Newberry
St. Thomas, Chapin
St. Timothy, Whitmire
Summer Memorial, Newberry
St. Matthew, Pomaria
St. Paul, Pomaria

Midlands Conference

Congregations

Ascension, Columbia
Bethlehem, Irmo
Christ Mission, Columbia
Christ the King, Columbia
Christus Victor, Columbia
Ebenezer, Columbia
Good Shepherd, Columbia
Incarnation, Columbia
Living Springs, Columbia
Our Shepherd, Hartsville
Redeemer, Columbia
Reformation, Columbia
St. Andrew, Columbia
St. Andrew, Blythewood
St. James, Sumter
St. Luke, Columbia
St. Michael, Columbia
St. Paul, Columbia
St. Timothy, Camden

SAWC

The Journey, Columbia
Sagrada Familia (Holy Family), Columbia

Coastal Conference

Congregations

All Saints, Mt. Pleasant
Faith, Johns Island
Holy Spirit, Charleston
Martin Luther, Charleston
Messiah, Hanahan
Redeemer, Charleston

St. Barnabas, Charleston
St. Johannes, Charleston
St. John, Charleston
St. Luke, Summerville
St. Mark, Isle of Palms
St. Matthew, Charleston
St. Michael, Moncks Corner
St. Paul's, Mt. Pleasant

SAWC

Christ Community Lutheran of North Charleston

Saxe Gotha Conference

Congregations

Bethany, Lexington
Emmanuel, West Columbia
Faith, West Columbia
Good Shepherd, Swansea
Holy Trinity, Pelion
Mt. Hermon, West Columbia
Mt. Tabor, West Columbia
Nazareth, Lexington
Our Saviour, West Columbia
Pilgrim, Lexington
Pisgah, Lexington
Providence, Lexington
Sandy Run, Swansea
St. David, West Columbia
St. James, Lexington
St. John, Lexington
St. Matthew, Lexington
St. Stephen, Lexington
Transfiguration, West Columbia
Zion, Lexington

SAWC

Cristo Rey, West Columbia
Cristo Rey, Gaston
Cristo Rey, Pelion

Western Conference

Congregations

Bethlehem, Leesville
Cedar Grove, Leesville
Corinth, Prosperity

Enon, Leesville
Faith, Batesburg
Grace, Gilbert
Mt. Calvary, Johnston
Mt. Hebron, Leesville
Mt. Pleasant, Saluda
St. James, Graniteville
St. James, Leesville
St. John, Johnston
St. Mark, Prosperity
St. Paul, Aiken
St. Paul, Gilbert
St. Peter, Batesburg
Good Hope, Saluda
Union, Leesville
Wittenberg, Leesville

The following is from the **2021 updated Constitution and Bylaws of SC Women of the ELCA**

ARTICLE IV—RELATIONSHIPS

SECTION 1. Units

- Item 1. This synodical women’s organization shall establish a partnership with the units within its territory.**
- Item 2. This synodical women’s organization shall strive to provide for grouping units into clusters or conferences whose boundaries normally shall coincide with the boundaries established by the South Carolina Synod.**

SECTION 2. Clusters or Conferences

- Item 1. Clusters or conferences shall be composed of units on the roll of this synodical women’s organization.**
- Item 2. Clusters or conferences shall work interdependently with the synodical women’s organization and the units to fulfill the purpose of Women of the ELCA through activities that**
 - a. provide experiences for learning and leadership development;**
 - b. build community;**
 - c. provide opportunities for joint ministry and action;**
 - d. provide opportunities for stewardship education and offerings; and**
 - e. establish networks for communication.**

Item 3. A cluster or conference planning committee of at least three members, including a coordinator, shall be elected at the cluster or conference meeting. Each member of a cluster or conference planning committee, including the coordinator, shall be a voting member of an ELCA congregation and shall strive to be a participant in a unit.

Item 4. The cluster or conference planning committee shall plan and facilitate programmatic activities with guidance from the synodical women's organization.

Item 5. Clusters or conferences shall work cooperatively with the synodical women's organization in funding the cluster's or conference's and synodical women's organization's programs and projects

The following is from the **2022 Standing Rules of SC Women of the ELCA**

CONFERENCES:

1. Each conference leader shall be elected for a two (2) year term in the fall of each even year and will be eligible for re-election.
2. Meetings shall be held each fall on a date, time, and place selected by the conference leaders and agreeable with the host church. Other meetings are encouraged.
3. Offerings shall be remitted to and disbursed by the SWO treasurer within 30 days after the meeting.

General Information

The purpose of conferences in the synodical women's organization is to support the activities of units that are in close geographic proximity to one another. The conference is not legislative (making policy decisions) or another layer of bureaucracy. Offerings received at conference gatherings should be remitted in full to the synodical organization.

Many synodical women's organizations have established a practice of sending board representatives to conference gatherings, based on the churchwide mode of sending a President's representative to the synodical convention. The goal of the synodical representative has the major objectives of :

- Demonstrating interdependence between the CWO, the SWO, the conference and the unit
- Providing information about the work of the synodical board and its impact on units and about program plans of the synodical SWO and the CWO
- Listening to comments, questions, and concerns of participants from units and conveying them to the synodical board

In order to achieve these objectives, the board representative should be provided and opportunity to:

- Bring a greeting and report from the president and the synodical board during a plenary session
- Interact with participants at the gathering to hear comments and concerns and to provide information about Women of the ELCA and SWO programs and activities

To improve the linkage between the synodical board and conferences, the board representative should maintain contact with the conference throughout the year. This contact may take the form of an occasional telephone call, a note or a personal visit. The conference coordinator should be invited to share news of activities within the conference. In addition, the board representative can act as a sounding board and as a resource for the conference.

The SWO should develop a standardized format and time for conferences to use in reporting their activities to the synodical board. The information gathered should include the total number of participants, the number of participants from each unit, offerings received, results of elections held, and a brief summary of programming activities.

Conference Guidelines

1. Purpose:

- a. To assist the Synodical Women's Organization (SWO) in promoting the programs of the Women of the ELCA.
- b. To encourage community building.
- c. To promote opportunities for personal and spiritual growth.

2. Conference Leaders:

- a. Conference leaders are elected at the fall meeting in the even years for a two-year (2) term.
- b. Appoint a nominating committee in the odd year. Leaders shall be eligible for re-election for a second two-year term.
- c. Interpret program and the purpose of Women of the ELCA for the congregational units (CUs) in the conference
- d. Inform the SC WELCA Board Liaison of plans including dates and places of conference events.
- e. Conference events will be self-supporting.
- f. Offerings shall cover expenses and designated projects as voted on at the meeting. Each conference will send its funds to the SWO Treasurer for disbursement as requested.
- g. Include time on the agenda for a report from the Board Liaison.
- h. Should a vacancy occur, the SC WELCA board shall fill the vacancy until the next regular conference meeting with a recommendation from the conference leaders.
- i. **Conference leaders shall receive The Ripple at no charge?**
- j. Conference leaders should contact inactive congregational units to offer help and information
- k. Plan and implement the details of conference events.
- l. The host CU is responsible for greetings and refreshments.

- m. The conference leaders will develop the program in collaboration with the host CU.
 - n. When the conference is the host for the synodical convention, attend convention planning meetings and assist as needed.
3. Duties of Conference Leaders:
- a. Coordinator
 - i. Conduct conference meetings.
 - ii. Serve as the contact person for the SWO
 - b. Secretary
 - i. Send notices of meetings to the CUs and Board Liaison.
 - ii. Keep an up to date list of the names and addresses of each CU officer and/or contact person in the conference.
 - iii. Provide this list to the CUs at the conference event.
 - iv. Notify Synodical Secretary of CU officer name and address changes.
 - v. Notify Synodical Secretary of conference leader name and address changes.
 - vi. Have a roll call of churches or registration of churches.
 - vii. Keep accurate minutes or records of all conference events.
 - viii. Send minutes, reports, and news of all conference events to Board Liaison within 21 days of the event.
 - ix. Assist coordinator as needed.
 - c. Financial Secretary
 - i. Keep an accurate record of conference finances.
 - ii. Give a financial report at a conference meeting.
 - iii. Collect conference offering and remit to the SWO Treasurer.
 - iv. Submit conference disbursement requests to SWO Treasurer for expenses of the conference. Almost all monies should be liquidated at the discretion of the conference.
 - v. Assist coordinator as needed.
4. Meetings

- a. Meetings are to be held in the fall. There should be devotions/worship time.
- b. Spring meetings are encouraged. This time may be used for fellowship.
- c. Date and place of the fall meeting should be published at the time of the SWO convention.
- d. Use convention themes at fall meetings.

South Carolina Women of the ELCA
Conference Meeting/Event Report
(to be completed by Conference Secretary)

Conference Name _____

Meeting Place _____

Date and Time _____

Number of Units in Attendance_____ Number of Units in Conference_____

Total in Attendance from Units _____

Board Members Present _____

Pastors/Guest Present _____

Total Attendance _____

New Officers Elected yes_____ no _____

If yes fill out Conference Leaders Form and send copy to SWO Secretary

Next Meeting/Event Date and Time _____

Location _____

Summary of Meeting/ Activities or attach agenda

Comments/Questions/Concerns

Mail Copy to the SC WELCA Synodical Secretary

Shari Donley 3369 W. Forest Lake Drive Florence, SC 29501

Phone: 843-409-5592 email:kipcorp07@aol.com

South Carolina Women of the ELCA
Conference Leader for _____ to _____

Name of Conference _____

Coordinator/President _____

Address _____

Phone (Cell) _____ Phone (Home) _____

Email _____

Church _____ City _____

Secretary/Recorder _____

Address _____

Phone (Cell) _____ Phone (Home) _____

Email _____

Church _____ City _____

Treasurer/Financial Secretary _____

Address _____

Phone (Cell) _____ Phone (Home) _____

Church _____ City _____

Please give this completed form to Board Liaison or mail the completed form to the Synodical Secretary as soon as new officers are elected. Your cooperation in keeping up-to-date is greatly appreciated.

SC WELCA Synodical Secretary
Shari Donley
3369 W. Forest Lake Drive
Florence, SC 29501
843-409-5592

kipcorp07@aol.com

**South Carolina Women of the ELCA
Conference Form A
Deposit and Transmittal of Offerings**

Date: _____ **Conference Name:** _____

Offerings Collected: \$ _____

Cash: \$ _____

(cash should be counted and signed off by two witnesses and given to a Congregational Unit Treasurer to deposit and write a check to the SC WELCA Treasurer Virginia Herlong 813 Silverpoint Rd. Chapin SC 29036)

Checks: \$ _____

Congregation Unit Check # _____	Amount \$ _____
---------------------------------	-----------------

List individual checks received below and on back if needed

Check #	Name on Check	Amount

TOTAL Amount to Deposit for Conference Number of Checks Received _____	\$ _____
---	----------

Prepared by Conference Treasurer/Financial Secretary

Name: _____ Witness: _____

Address: _____ Witness: _____

_____ Phone Number: _____
Email: _____

**SC Women of the ELCA
Conference Form B
Request for Disbursement/Reimbursement**

Date: _____ Conference
Name: _____

Payment To: _____

Amount: \$ _____ Date Payment Due: _____

Purpose: _____

Please attach all original invoices or receipts

Prepared by Conference Treasurer/Financial Secretary

Name: _____

Address: _____

Phone: _____

Email: _____

Witness Name: _____ Witness

Signature: _____

Witness Name: _____ Witness

Signature: _____

- The Conference Treasurer/Financial Secretary should provide a printed report made available to each attendee prior to the meeting. This report should include the checking balance as of your last Gathering, any income received since then, any expenses paid since then, and the balance as of the date of the report.
- Ask if there are any questions about the Treasurer's Report.

- There is no motion to approve the Treasurer's Report. Simply state the report will be placed on file.

Nominating Committee Report

- Your Conference Nominating Committee provides a verbal report to the Gathering/Meeting. Once they offer names of women nominated for open positions, the Conference President/Coordinator asks three (3) times "Are there any other nominations from the floor?" If any, those names would be added to the Committee's nominations. Once you have asked three (three) times you declare the nominations closed. You then ask for a motion to elect the nominees, and for a second to the motion. Call for the vote. All in favor say "aye." All opposed say "no." Declare the motion approved.

SWO Board Report

- The SWO President, or her designee, will present this report. Copies of the written report should have been made available for all attendees. Please allow 15-30 minutes in your programming for this report. The SWO President will introduce other Board members, any Churchwide representatives present, any Board member present who has information to bring to the attention of your gathering/meeting, including The Ripple Editor.

Old Business

- If there is any business from your last Gathering/Meeting that hasn't been acted on, now is the time to bring that forward for discussion and action. If there is none move on the New Business.

New Business

- Items of New Business may typically include:
 - Location of Planning Meeting for your next Gathering/Meeting
 - Host church for your next Gathering/Meeting
 - Decision where offering may go (needs a motion, a second and vote)
 - Conference Responsibilities for the SWO Convention

Announcements

- Here is where any individual churches may offer announcements of upcoming events, etc.

Adjournment

- You can call for a motion to adjourn, a second and then VOTE! Or you can declare the meeting adjourned.
-

(Be sure in your overall programming you also allocate a time for the Installation of your new leadership, which will be someone from the SC SWO Board.)

Job Descriptions for Conference

Conference President/Coordinator - Job Description

Qualifications:

- Commitment to Christ and the Women of the ELCA
- Be a member of a CU in an ELCA Congregation in the Conference or a member of and ELCA Voting Congregation

Specific responsibilities and expectations:

- Participate in all leadership events sponsored by the Synodical Women's Organization
 - Leadership Team Building
 - Conference retreats
 - Special events
 - SC Welca Convention
- Help with the planning of retreats and other special events within the Conference
- Schedule and preside at all planning meetings for the Spring and Fall Gatherings/Meetings
 - The Conference Coordinating Committee members and representatives of Congregational Units in the Conference should attend any planning meetings. The SWO Board liaison(s), Synod Nomination committee members shall be notified by the conference secretary no later than two weeks prior to this planning meeting. She is/They are expected to be in attendance.
- Preside over Conference Gatherings/Meetings

- Send Gathering/meeting evaluation forms to SWO President and Secretary within ten (10) days of the Gathering/Meeting.
- Attend the SC Synodical Women's Organization's Convention
- Carry out all other Convention assignments give by the President and/or Convention Chair
- Be available as a resource person for all Congregational Units with in your Conference
- Send an article or highlights of Conference news for the ***Ripple Newsletter*** for the Spring and Fall issues
- Send a Report for the Bulletin of Reports at each Convention
- Maintain communication with other conference leaders for ideas and training

Conference Secretary – Job Description

Qualifications:

- Commitment to Christ and the Women of the ELCA.
- Be a member of a CU in an ELCA Congregation in the Conference or a member of and ELCA Voting Congregation.
- Exhibit good communication skills.
- Ability to work harmoniously with the team.

Specific Responsibilities:

- Participate in all leadership events sponsored by the Synodical Women's Organization.
 - Leadership team building
 - Conference Gatherings/Meetings/Retreats/Events
 - SC WELCA Convention
- Maintain communication with the counterparts in other conferences.
- Be a resource for churches in you conference

Secretary:

- Take care of Conference Correspondence.
- Keep an accurate listing of the Congregational Unit Leaders (names, addresses, phone numbers, emails when possible.) and submit changes to the SWO President and SWO Secretary no later than ten (10) days after each elections
- Before Spring and Fall Gatherings: Notify every Congregational Unit and SWO Board about the place, time and theme of the Spring and Fall

Gatherings/Meetings and Events. Include in the mailing/email all pertinent information regarding offererings.

- At the Spring and Fall Gatherings/Meetings: Read or distribute highlights of minutes from previous gatherings/meetings, record significant items in the minutes of the gathering/meeting, be prepared for roll call of participants, request registration count from those in charge of registrations.
- After the Spring and Fall Gatherings/Meetings: Send by mail or email three "Gathering/Meeting" report forms (Secretary/Treasurer Reports, Elections/Conference Leaders Update Form and Evaluation) and gathering/meeting minutes to SWO President and the SWO secretary within ten (10) days after the Gathering/Meeting.
- Forward a copy of gathering/meeting registration sign-up sheets to SWO Secretary or Conference Coordinator

Conference Treasurer/Financial Secretary – Job Description

Qualifications:

- Commitment to Christ and the Women of the ELCA.
- Be a member of a CU in an ELCA Congregation in the Conference or a member of an ELCA Voting Congregation.
- Exhibit good communication skills.
- Ability to work harmoniously with the team.

Specific Responsibilities:

- Participate in all leadership events sponsored by the Synodical Women's Organization
 - Leadership team building
 - Conference Gatherings/Meetings/Retreats/Events
 - SC WELCA Convention
- Maintain communication with the counterparts in other conferences.
- Be a resource for churches in you conference

Treasurer

- Maintain all Financial Records for the Conference
- At the Gathering/Meeting, provide a written report of financial balances, income and expenses after each Gathering/Meeting.
- At least one other Committee person, count the Gathering/Meeting offering. Record the amounts and complete the Treasurer/Financial Secretary Report.
- Be responsible for the Spring and Fall Gatherings Offering and dispense funds as directed.

- Deposit all offering into the Congregational Unts banking account. Write a check made payable to SC Women of the ELCA in the total amount of the offering. Mail the check and all financial reports to the SWO Treasurer with in ten (10) days of the Gathering/Meeting

Conference Nominating Committee - Job Description

Qualifications:

- Commitment to Christ and the Women of the ELCA.
- Be a member of a CU in an ELCA Congregation in the Conference or a member of an ELCA Voting Congregation.
- Exhibit good communication skills.
- Ability to work harmoniously with the team.

Specific Responsibilities:

- Participate in all leadership events sponsored by the Synodical Women's Organization
 - Leadership team building
 - Conference Gatherings/Meetings/Retreats/Events
 - SC WELCA Convention

Term of Office is one year. Can be re-elected for a second term. Is elected at the Fall Meeting/Gathering.

This position may be elected by vote or appointed by the Conference President. The committee consists of 2 to three members. The Committee shall meet on the day of election or appointment to determine the chair of the committee.

Study the SC WELCA Handbook and job descriptions to give you a better understanding of the job requirements of those you will be contacting to serve elective offices.

Meet together to develop and propose a list of candidates for conference offices and conference nominating committee at least a month before the conference meeting/gathering that elections will be held.

All committee members will attend any leadership training provided for conference leaders.

Resources

- List of attendees contact information at the conference gatherings/meetings.
- List of the SWO Board contact information

