



South Carolina Synodical Women's Organization

**HANDBOOK
FOR
CHURCHWIDE
SYNODICAL BOARD
CONFERENCE
AND
CONGREGATIONAL UNITS**

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TABLE OF CONTENTS

SECTION A – Churchwide Women of the ELCA

Purpose and mission statement	4
Women of the ELCA logo description and licensing	5
Preface and how to use this guide.....	6
Celebrating Women of the ELCA’s history.....	7
Why we exist: our mission and purpose	8
How we are organized: our structure	9
Expressions within Women of the ELCA.....	9
Triennial convention	11
A relational organization.....	12
Focus areas: discipleship, justice, stewardship	16
Mission areas: growth, community, action	16
Venn diagram.....	17
Timeline for planning	18
Women of the ELCA churchwide leadership	18
Publications and resources.....	19
Other ELCA resources	19
Constitution and Bylaws, Women of the ELCA.....	20

SECTION B – South Carolina Synodical Women’s Organization

Board of the synodical women’s organization.....	36
Board job descriptions	38
Recognizing those who complete their service.....	41
Installation of a synodical board	42
SC Women of the ELCA events	43
SC synod office and institutions	43
Constitution and Bylaws, SC synodical women’s organization	44

SECTION C – South Carolina Conferences

Conference structure	54
Conference areas in South Carolina.....	55
Conference guidelines.....	56
Conference business meeting agenda	57

SECTION D – South Carolina Congregational Units

The Women of the ELCA unit.....	60
Starting a small group	61
Keeping a unit energized with evaluation	62
When a unit gets tired	63
Getting started	63
Setting goals	64
Selecting a unit model.....	64
The ministry plan	64
The three mission areas – one mission	65
Some activity suggestions	66
A few icebreakers.....	68
Unit leadership	69
Co-leader responsibilities.....	70
Officer responsibilities.....	71
Women of the ELCA offerings	72
Constitutions for units.....	73
Model Constitution and Bylaws for Units	74

SECTION E – Appendix

Glossary	78
History of name change from Thankoffering to Joy Offering	82
Forms:	
Conference Meeting/Event Report.....	84
Cash Record	85
Conference Offering Remittance and Request for Disbursement.....	86
Conference Leaders Update Form	87
Congregational Unit Leaders Update Form	88
SC Congregational Unit Offering Remittance	89
Women of the ELCA Offering Form B	90

SECTION A – Churchwide Women of the ELCA

The purpose statement of Women of the ELCA was adopted by the 1987 Constituting Convention and summarizes the foundational principles of the organization. It tells us who we are and what we do as an organization.

Purpose statement of 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.

Mission statement of Women of the ELCA

Mobilizing women to act boldly on their faith in Jesus.

Women of the ELCA Logo



Logo description

Our logo—with the cross, water and a white lily—identifies women of the Evangelical Lutheran Church in America as children of God; baptized, forgiven, adopted into God's family, full of grace and hope in eternal life. 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; baptize them in the name of the Father and of the Son and of the Holy Spirit" (Matthew 28:19).

Logo licensing

Use of the Women of the ELCA logo is expressly subject to and conditioned on agreement to the following terms.

The Women of the ELCA logo is protected under United States and international Trademark Law. Use of these marks, other than in accordance with the terms and conditions of this agreement or as otherwise authorized by law, is strictly prohibited.

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Recognized expressions of the organization can be synodical women's organizations, congregational, inter-congregational, or special units; and clusters or conferences.

Women of the ELCA grants a nonexclusive, non-transferable license to use the Women of the ELCA logo in accordance with the following guidelines:

1. Users agree not to revise or alter the logo in any way. Our three-color logo consists of black, white and blue (PMS 308). The lily and waves in the cross must be white. No other colors may be substituted. The logo may be reproduced in grayscale, or black and white.
2. Use of the Women of the ELCA logo does not imply approval or endorsement of products or services.
3. Women of the ELCA is and remains the sole owner of the Women of the ELCA logo. By entering into this nonexclusive license, the user does not attain any interest in the logo.
4. Women of the ELCA reserves the right to alter or amend these guidelines at any time and without notice to the user.
5. Permission is never granted to individuals who wish to reproduce the logo on items that will be sold for personal profit.
6. Users agree not to use the Women of the ELCA logo in any manner likely to confuse, mislead, or deceive the public, or to be adverse to the best interests of the Women of the ELCA.
7. Users agree that the Women of the ELCA logo is proprietary to the Women of the ELCA and that Women of the ELCA maintains all rights, title, and interest thereto including, without limitation, all intellectual property and other proprietary rights.

Preface

Each year women throughout the Evangelical Lutheran Church in America are called to ministry on the boards of synodical women's organizations of Women of the ELCA. This guide is meant to enable, equip, and empower those volunteers in carrying out their call. They, together with all women participating in Women of the ELCA, accomplish the organization's mission of mobilizing women to act boldly on their faith in Jesus Christ. This guide relies on the constitutions of our organization as they set out the vision that the founders of our organization had in 1987. The constitutions establish the ways in which we agree to live together.

Women of the ELCA today is supported by countless years of ministry in predecessor bodies, reaching back into the 19th century. The current community of women owe much to these ancestors who brought their God-given gifts to ministry when women's roles within the institutional church were limited or non-existent.

This guide draws on similar guides prepared in the past, the first having been written for Women of the ELCA in 1992. Revisions were published in 1997, 2001 and 2007. We are thankful for the opportunity to build upon previous guides in drafting this one.

Finally, this guide reflects the needs and desires of the synodical women's organizations as they are expressed in the many conversations and questions that staff members of Women of the ELCA regularly encounter through social media, e-mail, phone calls, mail, and personal conversations.

How to use this guide

Those who drafted and adopted the constitutions of Women of the ELCA offered the organization a huge gift. Because of constitutions and structures, women have great freedom to follow our Purpose Statement and accomplish our mission in ways that support their local context and the needs of those gathered under the umbrella of Women of the ELCA. What the ministry looks like can change as circumstances change and as different women gather under the umbrella. This is true for units and for synodical organizations.

We have order in our organization, thanks to our constitutions. We have commitments and expectations too. We also have great flexibility in how we follow our Purpose Statement and accomplish our mission. This handbook follows those same principles. There are a few things that every synodical organization should be about, and then there is great flexibility in how the synodical organizations follow our Purpose Statement and accomplish our mission.

When a woman is called into service and elected as a leader in the South Carolina WELCA, they should prayerfully begin that ministry by reading our constitutions in this handbook. If some of the terminology is confusing, they should refer to the glossary.

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 the individual woman who is committed to the purpose of, and is active within, Women of the ELCA in some way.
- ***Member*** refers to a congregational, inter-congregational, or special unit.
- ***Unit*** is the more common word which refers to the local WELCA group.
- ***Conference*** refers to the area of churches within a specific location of the synod.
- ***Executive Board*** refers to the board of the churchwide organization.

The latest version of this handbook can be found at www.scwelca.com by following the "Tools for Leaders" link. It is available as a downloadable PDF.

Celebrating Women of the ELCA's history

Lutheran women in the United States have been gathering in mission since the 1800s. We owe much to our foremothers who responded to God's call, created a place, and lived out a purpose when women had few roles in the church.

Three groups came together in 1987 to form Women of the ELCA. These groups were the American Lutheran Church Women (of the American Lutheran Church), the Lutheran Church Women (of the Lutheran Church in America) and Women in Action for Mission (of the Association of Evangelical Lutheran Churches). The constituting convention was held June 13-14, 1987, in Milwaukee, Wis., with the theme "Embrace God's World."

Communication tools soon followed. The magazine *Lutheran Woman Today* began publishing in January 1988, and *Newsletter* (the predecessor to *Interchange*) followed in June of that year. The organization's first website was inaugurated in 1995. *Café*, an electronic magazine for young women, launched in 2006, and podcasts soon followed. The organization's first smart phone app was unveiled in 2011, the same year that the magazine took on its new name, *Gather*. For several years now the organization has been publishing an electronic newsletter for participants called *Bold Connections*.

Various program initiatives were launched by the churchwide organization in 1988, some of which continue today—such as the scholarship program. Initiatives came and went, meeting the context for and the needs of women at the time. For example, a literacy program existed from 1988-1996, and "Money, Security, and Spirituality" events were held from 1991-1995. Rachel's Day was initiated in 1996 and continues today.

Significant efforts were expended in:

- banning plastic-foam cups,
- celebrating anniversaries of women's ordination,
- exploring cross-cultural programming,
- developing an anti-racist identity,
- supporting women and children living in poverty,
- traveling globally,
- eliminating landmines,
- supporting fair trade, and
- understanding and working to end human trafficking.

Within units and synodical organizations, participants have made significant contributions to their communities by supporting domestic violence shelters, programs for the homeless and hungry, and women's empowerment initiatives, to name but a few. Traditional activities like Bible study and relief quilt making have been joined by service and advocacy projects, both at home and abroad. Raising Up Healthy Women and Girls, the organization's health initiative, began in 2005. Bold Women's Day, an annual celebration of our mission and the women who accomplish it, launched in 2007.

The organization has prepared an assortment of resources through the years in addition to the annual Bible study published in the magazine. Resource books were popular in the first years of the organization. Themed series followed. Most recently, the organization has produced program resources designed to assist women in living out the mission and purpose of the organization. While resources were available for purchase early in the life of the organization, more recently most resources have been available as free downloadable PDFs.

The staff grew to 30 by 2002; but the size has slowly been reduced since then, primarily due to financial considerations. Today the executive director and her staff of 15 oversee the day-to-day operations of the churchwide organization. They are the only paid staff located within the churchwide organization. In all other expressions of the organization, volunteers carry out the organization's mission.

The churchwide women's organization currently functions with an annual budget of approximately \$3 million. The primary source of revenue is contributions from participants, either in the form of Regular Offerings or Thankofferings. If the organization had more disposable income, it would make an unrestricted annual gift to the ELCA, often about \$1 million. In 2007, however, considering declining revenue, the executive board determined that the organization could no longer make an unrestricted gift to the ELCA. The organization continues to transmit all designated gifts from women and units to the various ministries of the ELCA.

The organization has assets held in endowments, some of which were created during the life of this organization and some of which were passed down from predecessor women's organizations (the oldest was created more than 100 years ago). The interest earned on these endowments is used consistent with the original donor's intent, and that ranges from scholarships to international mission.

A special endowment fund was created by the organization on its tenth anniversary and named the Katharina von Bora Luther Fund (Katie's Fund, for short). The interest earned on this fund is used by the churchwide organization for ministries that involve leadership development, global connections, and faith in daily life. In 2007, the executive board created a current fund as part of Katie's Fund. Since 2008, gifts can be designated for either current needs or the endowment. An annual appeal for Katie's Fund began in 2008. The endowment fund now exceeds \$1 million.

Why we exist: our mission and purpose

The mission of Women of the ELCA, in all its expressions, is to mobilize women to act boldly on their faith in Jesus Christ. All efforts of the women's organization should support this mission. The statement of purpose of Women of the ELCA further expands on that mission, identifying ways in which we support that mission:

*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.*

All efforts of the women's organization, in all its expressions, should be done in order to accomplish this purpose. All who participate in the organization must agree to this purpose. When women gather together in our organization, all of their work should be measured against our mission and purpose.

When women gather together, many amazing things can be accomplished. **Together we accomplish more than we ever could accomplish alone.**

How we are organized: our structure

Women of the ELCA is the women's organization of the Evangelical Lutheran Church in America. It is separately incorporated, and it is not an auxiliary of the church. It is financially independent and responsible for its own financial affairs. Under the current structure of the church, it is identified as a "separately incorporated ministry," as are Lutheran Men in Mission; 1517 Media; the ELCA Foundation; and the Mission Investment Fund. By the terms of our constitution, the churchwide organization follows the personnel policies and financial policies of the ELCA.

The constitutions govern how this organization operates. We have four constitutions and accompanying by-laws and continuing resolutions:

- Approved Model Constitution and Bylaws, **Congregational or Inter-congregational Unit**
- Approved Model Constitution and Bylaws, **Special Unit**
- Approved Constitution and Bylaws, **Synodical Women's Organization**
- Constitution and Bylaws, **Women of the Evangelical Lutheran Church in America**

The constitutions reflect the values and expectations of the women in this organization. In the constitutions, we agree how we will live together and carry out our mission and purpose. Constitutions change from time to time, reflecting the changing needs of the organization and the world in which we live. Changes can originate organically within the participants of our organization or with the churchwide executive board. Proposed changes are considered and voted upon at the triennial conventions of our organization which is the highest legislative authority. Voting members to the convention are elected by synodical organizations. Between conventions, the churchwide executive board conducts the business of the organization.

Expressions within the Women of the ELCA

As its constitutions provide, Women of the ELCA is comprised of three elements called "expressions:"

- A. Congregational, inter-congregational and special Units (Unit)
- B. Synodical Women's Organizations (SWO)
- C. Churchwide Women's Organization (CWO)

A. Congregational, inter-congregational and special units (Unit)

At the heart and center of Women of the ELCA are the congregational units. All others – the conference, synodical women's organization, and the churchwide women's organization – exist to help the congregational units carry out specific ministries. To accomplish the purpose of Women of the ELCA, the constitution states that women in this unit shall commit themselves to:

- a. **come together for study, support and action;**
- b. **participate in the ministry of Women of the ELCA beyond the congregation;**
- c. **support financially the total program of Women of the ELCA; and**
- d. **designate leadership that shall be in communication with the synodical and churchwide women's organization.**

The way that each unit lives out these commitments may vary, limited only by the imagination and resources of the women participating in the unit. As to Commitment a., some units may meet monthly, others quarterly. Some units may consist of a handful of women; other units may have many women who meet in smaller groupings, organized around interests. Some units may sponsor a retreat while other units sponsor service projects.

Likewise, for Commitment b., there are many ways to participate in the ministry of Women of the ELCA beyond the congregation. Some units will be active in conference events while others participate in synodical or regional events. Many units will attend events sponsored by the churchwide organization, including the triennial gathering. All are encouraged to subscribe to the organization's publications and use its resources.

When it comes to "support financially the total program of Women of the ELCA," Commitment c., units do several things. They collect Regular Offerings and submit a portion of them to their synodical organization, which in turn, submits a portion of those regular offerings to the churchwide organization. Units hold one or more Thankoffering services each year and that offering goes directly to the churchwide organization. Units also participate in special offerings and designated gifts.

Commitment d. simply designates a participant who will be in communication with the synodical and churchwide organizations. Depending upon how the unit organizes its life together, it will usually be the president or chair of the unit who fills this role.

B. Synodical Women's Organization (SWO)

The second expression is the synodical women's organization. The constitution states: "The purpose of this synodical women's organization shall be to assist units within its territory to fulfill the purpose of Women of the ELCA." Women of the ELCA has 64 synodical women's organizations. Depending upon its geography, history and leadership, each synodical organization carries out the responsibility of assisting units in a different way, led by a changing group of elected volunteers.

The legislative function of the synodical organization is fulfilled by the synodical convention, held either annually or biennially, with the synodical board (elected volunteers) exercising interim legislative authority. While planning and carrying out a convention can be a large task, it should not overshadow the work of the board in assisting units to fulfill the purpose of Women of the ELCA.

It is the responsibility of the synodical organization to be in close contact with the units in its territory. Contact with established units should include but is not limited to:

- establishing and maintaining contact information for the unit's leadership;
- informing units of actions taken by the churchwide executive board;
- introducing resources produced in the churchwide office;
- informing units of programs available through the synodical organization and presenting said programs at their meetings;
- assisting with the formation of new units; and
- communicating the emphasis selected by the synodical board for projects, programs, and events.

Congregations that do not currently have an established unit of Women of the ELCA should be contacted, and every effort should be made to establish a new unit in those congregations. Keep a list of active units so that the following can be used to:

- contact active congregational units and send them:
 - the synodical newsletter,
 - synodical board meeting minutes,
 - synodical convention minutes, and
 - notice of planned events;
- determine how many voting members should be attending synodical conventions (all voting members must be a participant of an active unit)
- determine how many voting members the synodical organization is allowed to elect for the triennial convention (all voting members must be a participant of an active unit).

C. The Churchwide Women's Organization (CWO)

The third expression of the organization is the churchwide women's organization. Like the synodical organizations, the churchwide organization exists to support women in units as they carry out our shared mission and purpose. The churchwide organization also coordinates the ministry of women across the church, exercising many functions and responsibilities.

Triennial Convention

The three expressions of Women of the ELCA are connected most visibly at the Triennial Convention of Women of the ELCA. "The Triennial Convention shall be the highest legislative authority of Women of the ELCA and shall deal with all matters that are necessary in the pursuit of the purpose and functions of this organization." The executive board members (elected volunteers) exercise interim legislative authority and serve as the board of directors.

Women of the ELCA operates on a three-year programming cycle called a "triennium." Elections for the executive board are on a 3-year cycle. Units nominate participants to be voting members at the Triennial Convention. Voting members are elected at the synodical women's organization convention one or more years in advance of the triennial convention at which they are to serve. The number of delegates from the SWO is based on a census of units within each SWO. Currently, one voting member is assigned for every 25 active congregation units within the SWO.

By voting and presenting resolutions to the convention, voting members to the triennial convention determine the direction and develop the policies of Women of the ELCA for the upcoming three years. This direction and these policies affect all three expressions of the women's organization. In addition, synodical women's organizations in convention may adopt resolutions to submit to the triennial convention. Such resolutions are called memorials, and they also help give direction to the organization.

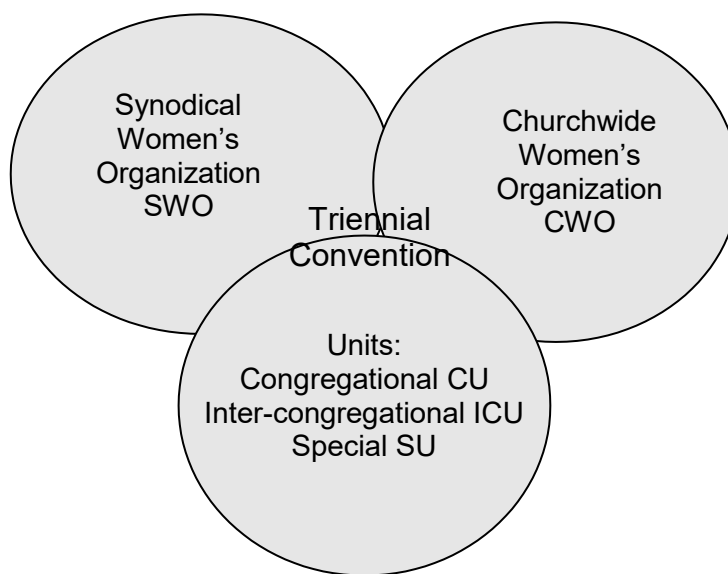
The Triennial Gathering is a relational event held after the triennial convention. At the Triennial Gathering Women of the ELCA worship together, learn together, strengthen our mutual commitment, and affirm our sisterhood in mission and ministry.

“Expressions,” not “Levels”

Units, synodical women’s organizations and the churchwide women’s organization each live out its own mission while being intimately interconnected with the others as we share responsibility for fulfilling the common purpose of Women of the ELCA. Each in its own way is an “expression” of Women of the ELCA. While each expression is *fully* Women of the ELCA, no one expression is the *whole* Women of the ELCA.

Note that the term “expression” is preferred to “level” because it implies relationships of equality among CWO, SWO and unit instead of hierarchical relationships. We can also see that communication can take place directly between units and the churchwide women’s organization without going “through” synodical women’s organizations.

We can see in the diagram of interconnected circles that what affects one expression of Women of the ELCA affects all expressions of the organization. We live out our mission as Women of the ELCA in partnership and interdependence. “Each part shall recognize that it is in a partnership with the others to share in God’s mission.”



A relational organization

Women of the ELCA is a relational organization. Our purpose statement makes it clear that we are a community of women living in relationships to God, one another, the church, the society and the world. Our structure, the Constitution and Bylaws of the Evangelical Lutheran Church in America and the Constitutions and Bylaws of Women of the ELCA help us understand and live out those relationships.

Below are some of the ways that the synodical women’s organization may relate to other expressions of Women of the ELCA.

To the Churchwide Women’s Organization

Conference of Synodical Presidents. Presidents of synodical women’s organizations meet annually to learn about and share information about emphases, mission-related policies, and plans of the organization. Conference also provides an opportunity for synodical presidents to develop leadership skills and to gather for

mutual support and the sharing of ideas, information, and resources. While the Conference of Presidents has no legislative authority, recommendations are made from the Conference of Presidents to the executive board.

President's Representative to the Synodical Women's Organization Convention: A member of the churchwide executive board brings a report to each synodical convention describing the activities, plans, and programs of the churchwide organization. they also functions as a "listening post" to convey concerns and information from the synodical organization to the president and executive board. Between synodical conventions, the president's representative may act as a personal liaison to the synodical women's organization.

Printed Communications from the churchwide women's organization: Published Communications from the churchwide women's organization include Gather Magazine, Bold Café, and Bold Connections. All subscriptions are available online at www.welca.org under Publications.

Synodical Women's Organization reports to the Churchwide Women's Organization. These reports include regular mailings of the synodical newsletter, reports following synodical conventions, information regarding proposed amendments to the Constitution and Bylaws for the Synodical Women's Organization and other reports which may be requested.

To Congregational Units

The synodical convention is the highest legislative authority of the synodical women's organization and must be held at least biennially. At the synodical convention, voting members from units elect synodical officers and board members, determine policies and direction for synodical women's organization. The synodical board reports on its work since the previous convention and its plans for the future.

Communication: The synodical women's organization frequently serves as the liaison between the churchwide organization and the unit. This role may be performed in a variety of ways, including a regular synodical newsletter (The Ripple), email news blast, letters to units, telephone contact with unit leader, personal visits to unit meetings and on the SWO Website (www.scwelca.com).

Support: The synodical women's organization supports units by providing resources for programming (such as leadership training), helping new units organize and nurturing active units. To accomplish these functions, synodical board members must be aware of the needs of individual units and be creative in the ways they address those needs.

To Conferences

Conferences exist to work cooperatively with the synodical women's organization in assisting units in fulfilling the purpose of Women of the ELCA. These are not legislative groups and do not have a constitution.

Conferences are simply practical geographical groupings of units, intended to enhance relationships and offer opportunities to build community. Where the geography of a synodical organization is great, a conference offers a more workable size for the gathering of women and delivery of services. Women can more easily gather in conferences with smaller geographical boundaries. Conferences are charged with working interdependently with the synodical women's organization and the units to fulfill the purpose of Women of the ELCA through activities. Conferences are designed to be bridges between the congregational unit and the synodical women's organization.

To the South Carolina Synod of the ELCA

Under its constitution, the synodical women's organization is also called into an interdependent relationship with its synod. The SWO to "establish a relationship" with its synod, and shall "invite the bishop of the synod or her or his appointee to serve as a representative of the synod to the synodical women's organization and to provide reports to its convention and board meetings." (SWO Constitution, Article IV, Section 4.) Other ways in which that relationship can be established, nurtured, and supported include:

- When a synodical president is elected, they should arrange to visit with the synod bishop, introducing herself, discussing the vision of the board for its ministry in the next two-year period and ways in which the SWO and synod can support each other in ministry.
- The synodical president or her representative should provide a report of the past year's synodical women's activities – a written report for the Bulletin of Reports, and an oral report/greeting in a plenary session during the Synod Assembly.
- The synod office and the bishop or her/his appointee should receive the synodical newsletter and other important synodical women's communications.
- The synodical president and board should subscribe to the synod eNews and be informed of other media communications on the synod website.
- Stay informed of Synod Council meeting highlights - <https://scsynod.com/synod-council/>
- Major synodical women's organization events should be included on the synod calendar and vice versa. Dates for SWO events should be set in consultation with the synod office so as not to conflict.
- The bishop or a synod staff member can be approached for assistance, such as leading a team-building exercise when a new SWO board is formed or facilitating discussions in a dysfunctional situation.
- The synodical president of Lutheran Men in Mission and the president of the Lutheran Youth Organization should be included in regular communications. Many opportunities for partnerships may result from developing good relationships with these organizations.
- At synod assemblies, the SWO president should have an opportunity to bring greetings in a plenary session. The SWO should have an exhibit, if exhibit space is available.

Partner synods

Since 2002, partner synods have existed within the ELCA, providing ways in which synods from different locations can work together to form community and partnership. This partnership originated within the Conference of Bishops as a way to allow synods to become familiar with the history, customs, culture and faith practices of their ELCA brothers and sisters. Within Women of the ELCA, we have mirrored these partner synods.

South Carolina Synod (9C) is in partnership with Greater Milwaukee Synod (5J). The number refers to the specific region of the ELCA. The letter refers to the specific synod within that region. South Carolina Synod is in Region 9 of the ELCA which includes six synods: 9A is the Virginia Synod, 9B is the North Carolina Synod, 9C is the South Carolina Synod, 9D is the Southeastern Synod, 9E is the Florida-Bahamas Synod, and 9F is the Caribbean Synod.

Other connections

Companion synods. Currently the SC Synod has three companion synods outside of the United States in Tanzania, Japan, and Colombia. Women active in Women of the ELCA often participate in travel to and programming in the companion synods while also hosting representatives from the companion synods at activities in the synod and SWO.

Other women's organizations. By its governing documents, the churchwide organization of Women of the ELCA is called to relate to other women's organizations ecumenically and globally. For instance, we celebrate World Day of Prayer the first Friday in March of each year which is sponsored by Church Women United.

Lutheran World Relief, Lutheran World Federation. Internationally, Women of the ELCA has been active in supporting Lutheran World Relief, not only through financial support, but also through hundreds of thousands of quilts and kits made by Lutheran women and distributed by LWR around the globe. Through these connections we have increased our understanding of, and mutual respect for, other cultures and people.

Women of the ELCA and the Evangelical Lutheran Church in America

Women of the ELCA is not an “auxiliary” of the ELCA. While we are separately incorporated self-supporting and have our own constitution, we operate with the Constitution of the Evangelical Lutheran Church in America and with the policies of the church. Women of the ELCA reports to the ELCA Churchwide Assembly and to the ELCA Church Council.

Parallel Structure, Different Language. The structure of the Women of the ELCA parallels that of the Evangelical Lutheran Church in America and follows the same geographic lines. Our language for the three expressions of Women of the ELCA is slightly different from the language of the church.

ELCA	Women of the ELCA
Local Congregation or Institution	Local congregational, inter-congregational, or special unit (“Unit”)
Synod	Synodical Women’s Organization (“SWO”)
Churchwide Organization	Churchwide Women’s Organization (“CWO”)
Assembly	Convention
Voting Member	Voting Member
Conference	Conference

Being consistent in the language we use helps us to be clear in our communication when we are talking about the ELCA and when we are talking about Women of the ELCA.

Women of the ELCA Respond

Through various program areas, Women of the ELCA’s community of women provide services in their churches, communities, and even the world. We engage in ministry; we take action through advocacy; we promise healing and wholeness; and we support one another in our callings.

We offer anti-racism training; address domestic violence, commercial sexual exploitation, and human trafficking; and support families with special needs. We assist participants in their desire to discern God’s call in their lives and to discover their spiritual gifts through workshops, retreats, resources, scholarships, and global

education. We offer grants to not-for-profit organizations, both domestic and international, that support healing and wholeness for women of all ages through the affirmation and advancement of women's emotional, physical, and spiritual health. **We make a difference in the world.**

Focus areas: discipleship, justice, and stewardship

Our Purpose Statement helps us carry out our mission and should be the focus of our activities. Congregational Units may organize to grow in faith, engage in ministry, and support one another in friendship and fellowship while helping others throughout the world with much more flexible approach than the traditional "board" structure. All can work together to carry out our mission and are encouraged to utilize programs and resources to assist in sharing the Good News and spiritually enriching our own faith. In carrying out the mission of this organization, we focus on three categories of ministry: Discipleship, Justice and Stewardship.

Discipleship: Discipleship is a lifelong journey of living out and spreading the good news of Jesus Christ. Disciples are followers of Jesus who are intent on carrying out the great commission (Matthew 28:19-20 and Acts 1:8). Women of the ELCA participants are active disciples in many ways. They practice the seven marks of discipleship: praying, studying, worshiping, inviting, encouraging, serving and giving. Whether it be making quilts and kits for Lutheran World Relief or studying the Bible together or assisting in worship, they grow in faith and share what they've learned with friends and neighbors.

Justice: Justice is faith in action. Justice addresses inequities in political, economic and social systems. Justice is equity and impartiality, mercy, and compassion. Justice includes serving God in ways that bring healing and wholeness to the church, the society, and the world. The Women of the ELCA justice initiative includes combating commercial sexual exploitation, human trafficking, and supporting families with special needs through our online resources. We advocate for racial and cultural equity through our anti-racism training, and our cross-cultural programming. Women active in Women of the ELCA also work for justice by supporting partner organizations who lift up women and children such as the 1,000 Days Movement, Lutheran World Relief, ELCA Good Gifts, Our Companion Synods, and many other initiatives. Women of the ELCA is well regarded for their important work in justice and advocacy, including our work on domestic violence, commercial sexual exploitation, and environmental justice.

Stewardship: Stewardship is careful and responsible management of the money, property, and resources that God has entrusted us. Stewardship is also providing for the ministries that God has entrusted to our care. Women of the ELCA creates educational resources about giving and managing money, including devotions, Bible studies, and program materials for individuals and small groups. Learn about Regular Offerings, Thank Offerings, Katie's Fund, and more in the "Your Offerings at Work" stewardship guide available from Churchwide. Share in the mission and ministry through your congregational units, conferences and synods. Part of our purpose as active women in this church is to provide assistance to others through our stewardship dollars as well as to help one another recognize our own power through stewardship.

Mission Areas: Growth, Community and Action

Programs and activities of Women of the ELCA are organized around three mission areas: Mission Growth, Mission Community, Mission Action. Most programs and activities represent more than one mission and constitute a balanced effort. Together, these mission areas provide a holistic approach to living the gospel of Jesus Christ in today's world. They provide opportunities for women to grow in faith and mission.

Mission: Growth (*Our Relationship with God*): Seeks to provide a variety of learning and growth experiences that strengthen each woman as a whole person, develop her potential and sense of call as a disciple and child of

God, and equip her for ministry. Mission Growth nurtures spiritual growth through enabling and encouraging women to share the good news as disciples of Jesus Christ in their daily lives. It also provides opportunities for each woman to identify her own gifts and leadership skills and makes available resources for Bible study and personal faith development.

Mission Community (*Our Relationship with One Another*): Seeks to enable each woman to value herself and others as created in God's image and redeemed through Jesus Christ, and to build up and celebrate relationships among women of faith that are global, diverse and interdependent. These relationships are disciple relationships which include God, family, other persons of faith, the global community, Women of the ELCA units, and the un-churched.

Mission Action (*Our Response to God*): Seeks to enable women to articulate and act on their faith as disciples of Jesus Christ and in all areas of life. Mission Action is about being in direct servant roles. We act to ensure that all people have access to basic human needs, equality, justice, and safety. This includes developing active partnerships with workers of God's justice to provide tangible goods and services, education, and advocacy against injustice.

One Mission - Three Perspectives

Our Women of the ELCA Purpose Statement is carried out through three different perspectives: Growth, Community, Action. They cannot be separated any more than God the Father (Creator), God the Son (Redeemer), and God the Holy Spirit (Sanctifier) can be separated. Instead of wondering which issues, programs or resources belong to Growth, which belong to Action, and which belong to Community, know that all issues, programs and resources need all three perspectives to be wholly addressed. Women of the ELCA consists of three interrelated mission areas: each unique but cohesive and interdependent elements of the focus (center of activity).

Venn Diagram



Timeline for planning

January

- 15th – Mail offerings by today for inclusion in fiscal year that is ending.
- 31st – End of fiscal year.

February

- 1st – Starting date for new treasurers
- Conference of Presidents, usually third or fourth weekend

March

- 1st Sunday in March – Bold Women's Day
- 1st Friday in March – World Day of Prayer

April

- 1st – Deadline for active unit assessment data submission, every third year
- Churchwide executive board meeting

May

- 1st Sunday in May – Rachael's Day (to stop gun violence)

June

- South Carolina synodical women's convention

July

- Triennial convention and gathering, every third year (month may vary)

August

- Nominations open for executive board, secretary and treasurer, every third year
- Conference calls with presidents in each region

September

- 15th – Deadline for submitting proposed constitutional changes to executive board

October

- Churchwide executive board meeting

November 30th

- Deadline to submit memorials from synodical organizations to churchwide organization
- Deadline to submit roster of voting members for triennial convention, every third year
- Deadline to nominate women for executive board, secretary and treasurer, every third year

December 15th

- Deadline, seed grant applications, Raising Up Healthy Women and Girls
- Application period opens for scholarship program

Women of the ELCA Leadership

The executive board of the Women of the ELCA provides vision and enacts policies which are brought to life by the staff of the Women of the ELCA. The executive director and staff plan a comprehensive program that supports women within the organization as they live out our mission and purpose. This plan involves leadership development, communication resources and networks, racial justice resources and network, global education, a health initiative, financial support, program resources, and more. Click www.womenoftheelca.org/staff or www.womenoftheelca.org/executive-board.

Officers and Board Members may be contacted by sending a message to the churchwide office
<https://www.womenoftheelca.org/contact>

Phone: 800.638.3522, ext. 8730, Fax: 773.380.2419

Women of the ELCA Publications

Lutheran Women have a long history of Bible study, discipleship, and desire to deepen their spiritual life and learn about issues. Your offerings provide resources to support you on your journey of faith as well as to provide for ministries. Referenced below is a list of some of these resources and how you may access them. For publications, click: <https://www.womeoftheelca.org/publications>

Gather - a magazine of Women of the ELCA, offers a mix of articles, theological reflections, devotions, and stories of comfort and challenge that help readers grow in faith and engage in ministry and action. ***Gather*** is published 10 times a year with combined issues in January/February and July/August.

Bold Cafe - an award-winning web-based magazine for young adult women who want to build community, participate in advocacy, and strengthen their faith can relate to everyday life.

Bold Connections - A free monthly e-newsletter from Women of the ELCA. Whether you participate a lot or a little in Women of the ELCA, you'll find helpful news and information on our programs and activities, and stories of how together we live out our purpose and mission.

Daily Grace - A free devotional app for daily inspirations.

Women of the ELCA Resources

Free downloadable program resources in English and Spanish help you grow in faith and engage in ministry and action. Click: <https://www.womenoftheelca.org/resources>

Stay connected - through Women of the ELCA's online community:

Facebook: www.facebook.com/womenoftheelca

Twitter: www.twitter.com/womenoftheelca

Pinterest: www.pinterest.com/womeoftheelca

Other Resources of the Evangelical Lutheran Church in America

- ELCA Good Gifts: www.elca.org/goodgifts
- ELCA World Hunger: www.elca.org/hunger
- Lutheran Disaster Response: www.elca.org/disaster
- Always Being Made New: www.elca.org/Campaign
- ELCA Global Links: www.elca.org/globalmission
- Augsburg Fortress: www.augsburgfortress.org
- Lutheran Immigration and Refugee Service: www.lirs.org
- Lutheran World Relief (Headquarters): www.lwr.org
- Upstate Lutheran World Relief: www.worldrelief.org/upstate-sc
- Global Health Ministries: www.ghm.org

Constitution and Bylaws

Women of the Evangelical Lutheran Church in America

The provisions of the Constitution and these Bylaws that pertain to the same subject have been placed together. The three types of provisions are identified in the following way:

Constitutional provisions appear in bold type.

Bylaws appear in regular type.

Continuing Resolutions appear in italics.

ARTICLE I—NAME AND INCORPORATION

SECTION 1. Name

The name of this organization shall be Women of the Evangelical Lutheran Church in America.

SECTION 2. Designations

For the purpose of this constitution and the accompanying bylaws, the Evangelical Lutheran Church in America is designated as “ELCA” or “the church,” Women of the Evangelical Lutheran Church in America as “Women of the ELCA,” “this organization,” or “the organization,” and local organizations of Women of the ELCA (congregational, inter-congregational, and special) as “units.”

SECTION 3. Incorporation

Women of the Evangelical Lutheran Church in America shall be incorporated.

ARTICLE II—PURPOSE

SECTION 1. Statement of Purpose

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.

SECTION 2. Functions and Responsibilities

To accomplish this purpose, Women of the ELCA shall

- Item 1. Establish and support units to carry out God’s mission in the church, the society, and the world;
- Item 2. Equip participants and encourage all to grow as whole persons, value themselves and others, articulate and act upon their faith, and witness to the gospel of Jesus Christ;
- Item 3. Advocate for the oppressed and voiceless, urge change in systems and structures that exclude and alienate, and work for peace and justice as messengers of hope;
- Item 4. Relate to other women’s organizations ecumenically and globally;
- Item 5. Provide for development and distribution of resources and a periodical for its participants;
- Item 6. Provide for flexible structures and decision-making processes that foster interdependence and involve people in making decisions that affect them; and
- Item 7. Provide opportunities for the financial support of Women of the ELCA and manage the assets and processes for planning and evaluation to ensure fulfillment of the mission of Women of the ELCA.

SECTION 3. Mission Statement

Mobilizing women to act boldly on their faith in Jesus Christ.

ARTICLE III—PRINCIPLES OF ORGANIZATION

SECTION 1. Unity of Purpose

As a community of women called and empowered by the Holy Spirit, the participants shall commit themselves to full discipleship and oneness in Christ.

SECTION 2. Affirmation of Individual Worth

Recognizing that each woman is created in God's image and uses her varied gifts in diverse ministries, this community of women shall affirm in its life and work the worth of each woman.

SECTION 3. Inclusiveness

This community of women shall be inclusive because in Baptism God makes all people one in Christ and shall have the objective of proclaiming and practicing this inclusive unity in the life of its participants together.

SECTION 4. Flexibility

An openness to change and the ability to allow for diversity in functioning shall be among the desired results of the structure of this organization. Change shall be viewed as an ongoing process following regular review and evaluation. The process for changing procedures and policies shall be clearly stated and uncomplicated.

SECTION 5. Stability

The principle of good order shall be followed. Policies and procedures shall be held in healthy tension with the principle of flexibility.

SECTION 6. Interdependence

All entities of the ELCA, the units, the synodical women's organizations, and the churchwide women's organization shall function interdependently and share responsibility for fulfilling the common purpose.

SECTION 7. Decision Making

Structures and processes shall foster mutuality and interdependence and shall involve people in making decisions that affect them.

SECTION 8. Leadership

Leaders in this community shall practice interdependence and teamwork and strive to enable others to carry out their responsibilities. They shall provide a leadership that supports and empowers others within the community. They shall recognize their accountability to the triune God, to the ELCA, to Women of the ELCA, and to others with whom they serve.

SECTION 9. Stewardship and Mutual Support

This community of women shall acknowledge itself as a steward of the resources entrusted to it. It shall commit itself to the effective use of these resources in its life and work and in the life and work of the church.

SECTION 10. Wholeness of the Church

This community of women shall work toward wholeness of the church.

SECTION 11. Governing Documents

Each unit and synodical women's organization in its governing documents shall include the statement of purpose (see Article II, Section 1) and such structural components as are required in this constitution. Whenever a synodical women's organization proposes to amend its constitution or bylaws, the synodical board shall submit the proposed amendments to the churchwide Executive Board for review and action. Proposed amendments must be submitted by March 15 for consideration at the April Executive Board meeting and by September 15 for consideration at the October Executive Board meeting.

SECTION 12. Governing Authority

Each convention, board, committee, task force, or other body of this organization shall be conclusively presumed to have been properly constituted, and neither the method of selection nor the composition of any such convention, board, committee, task force, or other body may be challenged in a court of law by any person or be used as a basis of challenge in a court of law to the validity or effect of any action taken or authorized by any such convention, board, committee, task force, or other body.

SECTION 13. Anti-Racist Identity

This community of women shall claim and practice an anti-racist identity and actively seek full participation and shared power in determining its mission, structure, constituency, policies, and practices.

ARTICLE IV—MEMBERSHIP

SECTION 1. Composition

Women of the ELCA shall be a composite of its units.

- Item 1. Only one unit from each congregation shall be eligible for membership in this organization.
- Item 2. Special units may be established outside the congregation when approved by the Executive Board.

ARTICLE V—PARTICIPATION

SECTION 1. Individual Participants

Participation in this organization shall be open to all women in the ELCA and other women who subscribe to the purpose of this organization.

SECTION 2. Commitment

This participation shall be involvement that indicates a commitment to the purpose of this organization.

ARTICLE VI—AUTHORITY

SECTION 1. Policies

Women of the ELCA shall take such steps as are needed to realize its purpose. It shall function within the policies of the ELCA and the constitution of this organization.

SECTION 2. Corporate Responsibilities

Women of the ELCA shall have and may exercise all powers assigned to nonprofit corporations by the laws of the State of Minnesota except as limited by the charter and the constitution and these bylaws of this organization.

SECTION 3. Management of Funds

In conformity with the laws of the State of Minnesota, Women of the ELCA shall manage its own funds under the financial policies of the ELCA.

ARTICLE VII—RELATIONSHIPS

SECTION 1. Relationships within Women of the ELCA

- Item 1. Women of the ELCA shall seek to function interdependently through units, the synodical women's organizations, and the churchwide women's organization. Each part shall recognize that it is in a partnership with the others to share in God's mission.

- Item 2.** Women of the ELCA shall be divided into synodical women's organizations whose number and boundaries shall normally coincide with those established by the ELCA for its synods.
- Item 3.** Each synodical women's organization shall strive to provide for groupings of units into clusters or conferences whose boundaries shall normally coincide with the boundaries of clusters or conferences established by the synods of the ELCA.

SECTION 2. Relationships with Other Organizational Units

The churchwide women's organization, together with the synodical women's organizations, may decide to carry out programmatic functions and responsibilities through the nine ELCA regions.

SECTION 3. Relationships with Interchurch Agencies and Councils

The churchwide women's organization shall report to the Churchwide Assembly of the ELCA and in the interim to the Church Council.

- Item 1.** The churchwide women's organization shall work interdependently with all churchwide units of the ELCA.
- Item 2.** The churchwide women's organization shall develop working arrangements in areas of mutual responsibility with the ELCA publishing house.

SECTION 4. Relationships with Other Women's Organizations

The churchwide women's organization shall relate to other women's organizations ecumenically and globally.

ARTICLE VIII—UNITS

SECTION 1. Definition

A unit shall be a community of women coming together for study, support, and action in local and other settings of Women of the ELCA.

- Item 1.** There shall be only one unit in each congregation. This unit may consist of one or more groups of women within the congregation.
- Item 2.** There may be an inter-congregational unit for women from two or more congregations that have no congregational units.
- Item 3.** There may be special units composed of women who want to come together in special settings as authorized by the Executive Board.

SECTION 2. Criteria for Recognition

A unit shall be recognized if it

- Item 1.** Agrees to the statement of purpose of Women of the ELCA (see Article II, Section 1);
- Item 2.** Agrees to come together to demonstrate commitment to the mission and purpose of Women of the ELCA;
- Item 3.** Agrees to participate in the program activities of Women of the ELCA beyond the congregation;
- Item 4.** Agrees to support financially the total program of Women of the ELCA; and
- Item 5.** Agrees to designate leadership that shall be in communication with the synodical women's organization and the churchwide women's organization.

SECTION 3. Structure

The purpose of Women of the ELCA may be carried out through differing structural models.

SECTION 4. Reporting of Units

- Item 1.** The unit shall report to the annual meeting of its congregation(s), unless it is a special unit as authorized by the Executive Board.
- Item 2.** Special units shall report annually to the synodical women's organization board in the territory in which they are located.

SECTION 5. Termination of Relationship

The relationship of any unit with Women of the ELCA shall be terminated

- Item 1. By notification to the churchwide women's organization that the unit plans to dissolve.**
- Item 2. If the congregation ceases to exist as a congregation of the ELCA.**

ARTICLE IX—SYNODICAL WOMEN'S ORGANIZATION

SECTION 1. Definition

Each synodical women's organization shall consist of the units located within its territory, which normally coincide with the boundaries established by the ELCA for each synod.

SECTION 2. Relationships

- Item 1. Each synodical women's organization shall establish a partnership with units in its territory and with the churchwide women's organization.**
- Item 2. Each synodical women's organization shall strive to establish clusters or conferences of units within its territory.**
- Item 3. The synodical women's organizations, together with the churchwide women's organization, may carry out programmatic functions and responsibilities through the nine ELCA regions.**

SECTION 3. Purpose

Each synodical women's organization, in partnership with the churchwide women's organization, shall assist units in its territory to fulfill the purpose of Women of the ELCA.

SECTION 4. Officers

- Item 1. The officers or leaders of each synodical women's organization may be a president, a vice president, a secretary, and a treasurer (or convener(s), coordinator(s), or co-chair(s), a treasurer, and a secretary/communicator), henceforth referred to as SWO leaders.**
- Item 2. These SWO leaders shall be elected by the convention of the synodical women's organization. Each SWO leader shall be a voting member of an ELCA congregation and shall strive to be a participant in a unit.**

SECTION 5. Synodical Women's Organization Convention

Each synodical women's organization shall have a regular convention, which shall be its highest legislative authority. The convention of the synodical women's organization shall meet at least biennially.

- Item 1. Voting membership of the convention shall be the SWO leaders, the board members of the synodical women's organization, and one voting member from each unit.**

SECTION 6. The Board of the Synodical Women's Organization

- Item 1. Each synodical women's organization shall have a board that shall serve as the interim legislative authority between conventions of the synodical women's organization, except that it may not take any action that is reserved exclusively for the convention of the synodical women's organization or that is in conflict with action taken by the convention.**
- Item 2. The board of the synodical women's organization shall consist of the SWO leaders and three or more board members.**

SECTION 7. Clusters, Conferences, and Committees

- Item 1. Each synodical women's organization shall strive to provide for groupings of units into clusters or conferences. Within each cluster or conference the synodical women's organization shall work cooperatively with 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 monetary offerings, stewardship education and financial support of the total program of Women of the ELCA; and
 - e. establish networks for communication.
- Item 2.** Each synodical women's organization board may establish such committees and task forces as it deems necessary to carry out effectively the functions assigned to the synodical women's organization.

ARTICLE X—CHURCHWIDE WOMEN'S ORGANIZATION

SECTION 1. Functions and Responsibilities

The churchwide women's organization shall

- Item 1.** Plan a comprehensive program that enables women to
 - a. articulate and act upon their faith as disciples of Jesus Christ in all arenas of life;
 - b. grow as whole persons, develop their potential, and be equipped for ministry; and
 - c. value themselves and others and build up and celebrate relationships that are global, diverse, and interdependent;
- Item 2.** Witness to the gospel of Jesus Christ as it proclaims reconciliation, dignity, and hope for all persons;
- Item 3.** Advocate for the oppressed and voiceless, urge change in systems and structures that exclude and alienate, and work for peace and justice as messengers of hope;
- Item 4.** Establish an organization-wide program and network for recruiting, preparing, and supporting leaders;
- Item 5.** Facilitate local initiative in creating programs and in identifying alternative structural models that encourage and support flexibility;
- Item 6.** Develop networks for communication within the organization and among women locally, ecumenically, and globally;
- Item 7.** Foster cooperative and interdependent relationships among units, the synodical women's organizations, and the churchwide women's organization to implement the purpose of Women of the ELCA;
- Item 8.** Develop policies that enable it to fulfill its purpose;
- Item 9.** Relate to other women's organizations ecumenically and globally;
- Item 10.** Engage in research in cooperation with the ELCA;
- Item 11.** Provide materials and historical information for the archives of the ELCA;
- Item 12.** Provide opportunities for the financial support of the total program of this organization and manage the assets of the churchwide women's organization; and
- Item 13.** Work independently with all units of the ELCA in designing and implementing programs of mutual concern that enhance the ministries and participation of women in the church and in the world.

SECTION 2. Description

- Item 1.** The legislative function of this churchwide women's organization shall be fulfilled by the Triennial Convention.
- Item 2.** The Executive Board shall exercise interim legislative authority and shall serve as the board of directors of the corporation.
- Item 3.** The leadership of Women of the ELCA shall be vested in the officers, members of the Triennial Convention, and members of the Executive Board. The officers shall be a president, a vice president, a secretary, and a treasurer.

SECTION 3. General Fiscal Policies

- Item 1. Within the financial policies of the ELCA, and within the limits established by the Triennial Convention in the constitution and bylaws, the Executive Board, as the board of directors of the churchwide women's organization, shall establish the fiscal policies of Women of the ELCA.
- Item 2. On the basis of estimated income, and in consultation with those receiving support from Women of the ELCA, the Executive Board shall authorize expenditures within the budget for the fiscal year, and those receiving support from the single treasury may incur financial obligations up to the specified amounts. Expenditure authorizations shall be subject to revision, in light of changing conditions, by the executive board in consultation with those receiving support from the single treasury of Women of the ELCA.
- Item 3. The monitoring of investment of funds of the churchwide women's organization shall be the responsibility of the executive board.
- Item 4. The fiscal year of the churchwide women's organization shall coincide with the fiscal year of the ELCA.
- Item 5. An audit of the financial records of this organization shall be made annually by a certified public accounting firm.

SECTION 4. Financial Policy Statement

- Item 1. All income, whether received by the unit, cluster or conference, synodical, or churchwide organizations, shall be viewed as being given to the total program of Women of the ELCA. Four ways for giving are established.
 - a. Regular Offerings shall be given in support of the ministries of Women of the ELCA and the ELCA. These offerings may also be given by individuals who choose to give periodically or who pledge to give a stated amount although they may be unable to participate in the scheduled events of this organization. Offerings received shall support unit, cluster or conference, synodical, and churchwide programming.
 - b. Thankofferings shall be gifts from individuals in gratitude for blessings. These offerings shall be received by the unit and transmitted in full to the churchwide organization for the support of the ministries of this organization and the church.
 - c. Designated Gifts shall be given by one or more individuals for specifically designated ministries of the churchwide women's organization or the church. These gifts may be received by all entities and shall be transmitted in full to the churchwide women's organization for disbursement. Gifts may be given for special occasions or in memory or in honor of an individual.
 - d. Occasionally, Special Offerings and Gifts may be received for specific programs that are not identified in the churchwide women's organization budget but that are consistent with the policies of Women of the ELCA.
- Item 2. Women of the ELCA shall work cooperatively with the ELCA Foundation in assisting women as they prepare their personal wills, bequests, and other planned giving instruments.
- Item 3. Each entity of Women of the ELCA shall be responsible for the development of a financial plan or budget that reflects interdependence in meeting the financial needs of this organization.
 - a. Each unit shall develop and administer its own financial plan or budget. Each unit shall regularly transmit funds to the synodical women's organization and churchwide women's organization in accordance with established procedures.
 - b. Each cluster or conference shall work cooperatively with the synodical women's organization in funding the cluster or conference and synodical women's organization program and projects.
 - c. Each synodical women's organization shall develop and administer its own budget. The budget shall include the synodical women's organization program and operating cost and reflect the interdependent relationship between the synodical women's organization

and the churchwide women's organization. The proposed budget shall be presented as information to the churchwide women's organization executive board within 30 days of its adoption by the synodical women's organization. There shall be an elected treasurer in each synodical women's organization with specific responsibilities for assisting in building the budget and disbursing funds. There shall be an elected or appointed person responsible for leadership in the areas of promotion, interpretation, and financial stewardship education.

- d. The executive board shall approve the churchwide organization's budget, prepared by the executive director and staff, which includes support for the churchwide women's organization, and recommend it to the Triennial Convention for adoption. The executive board shall approve and adopt the budget in the years in which a convention is not scheduled.

Item 4. The executive board shall provide financial reports periodically through the official publications of this organization.

ARTICLE XI—CONVENTIONS

SECTION 1. Convention Authority

The Triennial Convention shall be the highest legislative authority of Women of the ELCA and shall deal with all matters that are necessary in the pursuit of the purpose and functions of this organization. The powers of the Triennial Convention are limited only by the provisions of the articles of incorporation, this constitution and these bylaws, the policies of the ELCA, and the convention's own resolutions.

SECTION 2. Triennial Convention Program

The Triennial Convention shall provide opportunities for witness, growth, and community.

SECTION 3. Triennial and Special Conventions

Women of the ELCA shall meet in convention triennially. Special Conventions may be called by a two-thirds vote of the executive board, and Special Conventions shall be called by the president of Women of the ELCA at the request in writing of at least two-thirds of the boards of the synodical women's organizations.

- Item 1. The time and place of the Triennial Convention shall be determined by the executive board. The Triennial Convention may be held solely by one or more means of remote or virtual communications, provided that the number of participants is sufficient to constitute a quorum.
- Item 2. The secretary shall give notice of the time and place of each Triennial Convention by publication thereof at least 90 days in advance in the periodical of Women of the ELCA.
- Item 3. At least 20 days prior to the Triennial Convention, the secretary shall distribute preconvention reports to each voting member-elect.
- Item 4. The arrangements for agenda, program, and worship shall be under the supervision of the executive board.
- Item 5. The churchwide women's organization shall be responsible for the costs of the Triennial and Special Conventions, including the reasonable costs for travel, housing, and board for the voting members and members of the executive board.
- Item 6. A majority of voting members registered at the Triennial or Special Convention shall constitute a quorum.
- Item 7. Immediately upon the issuance of the call for a Special Convention, the secretary shall give written notice to voting members seated in the preceding Triennial Convention, provided they have not ceased to participate in a unit within the synodical women's organization from which they were elected or are not superseded by election of new voting members.

- Item 8. *Robert's Rules of Order*, latest edition, shall be the governing parliamentary procedures of the Triennial or Special Conventions, except as otherwise provided in this constitution and these bylaws.

SECTION 4. Members of the Triennial Convention

The voting members of the Triennial Convention shall be the voting members of Women of the ELCA. The requirements for voting members of the convention and other members shall be specified in the bylaws.

SECTION 5. Voting Members of the Triennial Convention

- Item 1. The voting members of the Triennial Convention shall be the officers of the churchwide women's organization; the members of the churchwide executive board; the president, one convener, coordinator, or co-chair of each synodical women's organization; those women elected as voting members by the conventions of the synodical women's organizations; and those appointed as "at large" voting members by the churchwide organization.
- Item 2. Each synodical women's organization shall elect one voting member for every 25 congregational, inter-congregational, or special units (or a fraction thereof) within the synodical women's organization, and each synodical women's organization shall have at least two elected voting members in addition to the president of the synodical women's organization. At least 10 percent of the voting member body shall be persons of color and/or persons whose primary language is other than English. As defined in ELCA continuing resolution 5.01.C00, "persons of color and/or persons whose primary language is other than English" shall be understood to mean African American, Black, Arab and Middle Eastern, Asian and Pacific Islander, Latino, American Indian, and Alaska Native people. This definition, however, shall not be understood as limiting Women of the ELCA's commitment to inclusive participation in its life and work.
- Item 3. The president or SWO leader of the synodical women's organization shall submit to the churchwide women's organization at least six months before the Triennial Convention a certified list of the regular and alternate voting members elected by the convention of the synodical women's organization.
- Item 4. The roster of voting members shall be final 30 days prior to the opening of convention.
- Item 5. Each voting member of the Triennial Convention shall be a voting member of an ELCA congregation and shall strive to be a participant in a unit.
- Item 6. Voting members elected to serve at the Triennial Convention shall continue serving until voting members are elected for the next regular Triennial Convention.

SECTION 6. Nonvoting Members of the Triennial Convention

- Item 1. The Bishop of the ELCA, or the bishop's representative, shall have seat and voice in the Triennial Convention.
- Item 2. Other categories of nonvoting members may be established by the Triennial Convention.

SECTION 7. Committees of the Triennial Convention

The Triennial Convention shall have a Reference and Counsel Committee, a Memorials Committee, and a Nominating Committee selected from among the voting members of the Triennial Convention. The description of these committees shall be in the bylaws. Other committees may be authorized as the Triennial Convention shall deem necessary.

- Item 1. A Reference and Counsel Committee, appointed by the president of the churchwide women's organization with the approval of the executive board, shall review all items submitted at the convention that are not germane to items contained in the stated agenda of the Triennial

Convention. The Reference and Counsel Committee shall make appropriate recommendations for convention action.

- Item 2. A Memorials Committee, appointed by the president of the churchwide women's organization with the approval of the executive board, shall review memorials from the conventions of the synodical women's organizations and make appropriate recommendations for action by the Triennial Convention.
- Item 3. A Nominating Committee shall be elected by the executive board. The Nominating Committee shall nominate two persons for each position for which an election will be held at the Triennial Convention with the exception of the offices of president and vice president.

ARTICLE XII—OFFICERS

SECTION 1. President

This organization shall have a president elected by the Triennial Convention for one term, with the office held until the next convention. The president shall be ineligible for election as an officer or executive board member in the succeeding triennium. The president shall a voting member of an ELCA congregation and shall strive to be a participant in a unit. The president shall

- Item 1. Preside at the Triennial Convention and Special Conventions of the churchwide women's organization;**
- Item 2. Preside at all meetings of the executive board, Executive Committee, and Conference of Synodical Presidents;**
- Item 3. Appoint members of all committees for which election procedures are not provided and make other appointments as necessary;**
- Item 4. Represent the churchwide women's organization at, or appoint representatives to, the convention of each synodical women's organization;**
- Item 5. Present a report to the Triennial Convention;**
- Item 6. Be ex-officio member of all committees of the executive board except the Nominating Committee; and**
- Item 7. Represent the churchwide women's organization at, or appoint representatives to, inter-Lutheran and ecumenical associations and councils in which this organization participates.**

SECTION 2. Vice President

This organization shall have a vice president elected by the Triennial Convention for one term, with the office held until the next convention, and with no reelection to this office. The vice president shall be a voting member of an ELCA congregation and shall strive to be a participant in a unit. The vice president shall

- Item 1. Act in the absence, disability, or resignation of the president; and**
- Item 2. Perform other duties as requested by the president or the executive board.**

SECTION 3. Secretary

This organization shall have a secretary elected by the Triennial Convention for one term, with the office held until the next convention, and with no reelection to this office. The secretary shall be a voting member of an ELCA congregation and shall strive to be a participant in a unit. The secretary shall

- Item 1. Be the secretary of the Triennial Convention, the executive board, and the Executive Committee;**
- Item 2. Be responsible for recording and distributing minutes of the Triennial Convention, the executive board, the Executive Committee, and the Conference of Synodical Presidents;**
- Item 3. Give notification of the Triennial Convention at least 90 days in advance in the official periodical of this organization;**
- Item 4. Keep a correct register of the roll of units, presidents of the units, and officers and board members of the synodical women's organization;**

- Item 5. Be the secretary of the corporation;
- Item 6. Provide for the gathering and the preserving of historical records and documents; and
- Item 7. Perform other duties as requested by the president or the executive board.

SECTION 4. Treasurer

This organization shall have a treasurer elected by the Triennial Convention for one term, with the office held until the next convention, and with no reelection to this office. The treasurer shall be a voting member of an ELCA congregation and shall strive to be a participant in a unit. The treasurer shall

- Item 1. Provide for financial record keeping and, on behalf of the executive board, be accountable for all funds of the churchwide women's organization in accordance with the financial policies of Women of the ELCA and the ELCA;
- Item 2. Interpret the financial condition of the churchwide organization to the executive board;
- Item 3. Present a complete report, including an audit, to the Triennial Convention and an interim report to each executive board and Executive Committee meeting; and
- Item 4. Perform other duties as requested by the president or the executive board.

SECTION 5. Eligibility and Terms

- Item 1. Except for the president, an officer may be eligible for election to another office or to a term as an executive board member, serving a total of two consecutive terms but no more than seven consecutive years.
- Item 2. Terms of the officers shall begin at the close of the Triennial Convention.

ARTICLE XIII—EXECUTIVE BOARD

SECTION 1. Composition

The executive board shall be composed of the four officers and one representative from the territory of each of the nine ELCA regions, plus two at-large members, to make a total of 15. Of the 15, at least 20 percent shall be persons of color and/or persons whose primary language is other than English, and at least 20 percent shall be under the age of 45 and/or persons of the LGBTQIA+ community.

SECTION 2. Members and Terms

- Item 1. The 15 board members shall be elected by the Triennial Convention for one term, with the position held until the next convention. Each elected member shall be a voting member of an ELCA congregation and shall strive to be a participant in a unit.
- Item 2. Board members may be reelected to the board or to an office, serving a total of two consecutive terms but no more than seven years consecutively.
- Item 3. Terms of the board members shall begin at the close of the Triennial Convention.

SECTION 3. Purpose and Meetings

- Item 1. This organization shall have an executive board that shall be the board of directors of this corporation and shall serve as the interim legislative authority between the Triennial Conventions.
- Item 2. The executive board shall meet at least two times each year, in person or electronically. Additional meetings may be called by the president or by a two-thirds vote of the executive board. Meetings may be held solely by one or more means of remote or virtual communications, provided that the number of participants is sufficient to constitute a quorum.
- Item 3. The actions of the executive board shall be in accord with the actions of and policies established by the Triennial Convention and the constitution and bylaws of this organization and of the ELCA.
- Item 4. *Robert's Rules of Order*, the latest edition, shall be the governing parliamentary procedure of the churchwide executive board.

SECTION 4. Mail, Digital Technology, Conference Call, and Electronic Meeting Vote

- Item 1.** In an emergency, as determined by the president and the executive director, a vote by mail, by digital technology, conference call, or e-mail may be taken.
- Item 2.** In a mail vote, responses must be postmarked on or before the date established in the letter, and an 80 percent vote in the affirmative of the total board shall be necessary to adopt the vote taken by mail.
- Item 3.** In a digital technology or conference call vote, if all board members participate, the vote necessary for adoption shall be a majority vote; if fewer than 100 percent of the board members participate, the vote necessary for adoption shall be a two-thirds vote in the affirmative of the total board.
- Item 4.** In an email vote, responses must be sent on or before the date established in the letter and an 80 percent vote in the affirmative of the total board shall be necessary to adopt the vote taken by email.
- Item 5.** The results of the action taken by mail, digital technology, conference call or e-mail shall be emailed immediately to all board members and shall be reviewed and adopted at the next meeting of the board.

SECTION 5. Responsibilities

The executive board shall

- Item 1.** Provide for long-range planning for the churchwide women's organization and coordinate its work with other churchwide units;
- Item 2.** Ensure that programs are implemented that meet the priorities of the churchwide women's organization;
- Item 3.** Set policies required for effective and efficient functioning;
- Item 4.** Transact necessary business and make decisions between conventions;
- Item 5.** Promote and encourage participation in the organization and in fulfilling the priorities for the churchwide women's organization;
- Item 6.** Promote and interpret the life and work of the organization to members, the church, and the public;
- Item 7.** Set financial policies, recommend budgets, manage assets, be accountable for all funds of the churchwide organization, and interpret the financial commitments of the organization;
- Item 8.** Develop working arrangements in areas of mutual responsibility with the ELCA publishing house;
- Item 9.** Fill vacancies on the board until the next regular Triennial Convention;
- Item 10.** Determine the fact of the incapacity of an officer or board member to perform her duties and determine whether they shall be removed from her office in accordance with the policies and procedures of the executive board (for removal of an officer or board member, a two-thirds vote of the total board shall be required; a mail vote shall not be used to effect the removal of an officer or board member);
- Item 11.** Under the personnel and financial policies of the ELCA, elect its executive director, authorize other staff positions, establish the salary structure for staff, and arrange for an annual review of the executive director;
- Item 12.** Set time and place for the Conference of Synodical Presidents;
- Item 13.** Determine the number of voting members from each synodical women's organization to serve as voting members of the Triennial Convention;
- Item 14.** Prepare proposed agenda, rules of procedure, and program for each Triennial Convention;
- Item 15.** Report its actions and work to the Triennial Convention;
- Item 16.** Act as the Constitution and Bylaws Committee;
- Item 17.** Report to the Churchwide Assembly of the ELCA; and
- Item 18.** Establish ecumenical and global relationships with other women's organizations.

SECTION 6. Committees

The executive board shall establish committees and nominate or elect such persons as necessary to carry out the functions assigned to it. The descriptions of the committees shall be:

- Item 1. There shall be an Executive Committee.**
 - a. The Executive Committee shall be composed of the four churchwide organization officers and three board members elected by the executive board. At least one executive committee member shall be a person of color or whose primary language is other than English.**
 - b. The Executive Committee may act between board meetings within the policies of this organization.**
- Item 2. There shall be a budget and finance committee composed of the treasurer and members of the executive board appointed by the president.**
- Item 3. There shall be a constitution review committee composed of members of the executive board appointed by the president.**

SECTION 7. Non-voting Members of the Executive Board

- Item 1. The Bishop of the ELCA or the Bishop's representative and a Conference of Bishops's representative shall have seat and voice but not vote at all executive board meetings.**
- Item 2. Terms of advisors shall coincide with the term of office in the respective unit and/or organization they represent.**
- Item 3. Other categories of non-voting members may be established by the executive board.**

ARTICLE XIV—NOMINATIONS AND ELECTION PROCESS

SECTION 1. Procedures

The churchwide women's organization shall elect such officers and such other persons as the constitution and bylaws may require and according to procedures set forth in the bylaws.

SECTION 2. Guidelines for Nominations

- Item 1. At least 20 percent of the nominees shall be persons of color and/or persons whose primary language is other than English, and at least 20 percent shall be persons under the age of 45 and/or persons of the LGBTQIA+ community.**
- Item 2. Consideration shall be given to geographical location, variety of ages, and diversity of experience.**

SECTION 3. Provisions

The following provisions shall govern the nomination and election process:

- Item 1. It shall be the responsibility of the executive board to assure that this organization maintains its commitment to inclusive representation. At least 20 percent of the members of the executive board shall be persons of color and/or persons whose primary language is other than English, and at least 20 percent shall be persons under the age of 45 and/or persons of the LGBTQIA+ community.**
- Item 2. Each nominee for an elected or appointed position in this organization shall be a voting member of an ELCA congregation and shall strive to be a participant in a unit.**
- Item 3. In all Triennial Convention elections, except that of the president and vice president, a majority of the votes cast shall elect.**
- Item 4. When there are floor nominations, the first ballot shall include the names of the nominees presented by the Nominating Committee and the names of the persons nominated from the floor.**
- Item 5. All elections shall be by ballot.**

- Item 6. Board members shall be elected in such a manner that at least one person and no more than two persons are elected from the territory of each of the nine ELCA regions. Further, no more than one shall be elected from any one synodical women's organization.
- Item 7. No board member shall hold two positions of leadership simultaneously in a synodical women's organization and/or the churchwide women's organization.

SECTION 4. The Nominating Committee

- Item 1. This committee shall consist of nine persons nominated from the roll of the Triennial Convention voting members-elect and elected by the executive board.
- Item 2. This committee shall be selected on the basis of the inclusiveness guidelines and shall include one member from the territory of each of the nine ELCA regions.
- Item 3. This committee shall meet no earlier than 170 days and no later than 140 days prior to the Triennial Convention.
- Item 4. This committee shall prepare the slate of nominees for the offices of secretary and treasurer and for members of the board from names submitted by the Triennial Convention voting members-elect and units. If the names submitted to the Triennial Convention Nominating Committee do not fulfill the nominations criteria, the committee may recruit other names from congregational units, voting members, and churchwide officers to fulfill its goals.
- Item 5. This committee shall nominate no more than one person from a synodical women's organization.
- Item 6. Members of the committee shall be ineligible for nomination by the committee to any position to be filled. Committee members may, however, be nominated from the floor.
- Item 7. This committee shall present two names for each position to be filled. Nominations may be made from the floor for those elections for which nominations have been made by the committee.

SECTION 5. Election of the Churchwide Women's Organization Officers

- Item 1. The president shall be elected by the Triennial Convention by a nominating ballot. Three-fourths of the votes cast shall be necessary for election on the first ballot. If no one is elected, the first ballot shall be considered the nominating ballot. Two-thirds of the votes cast on the second ballot shall be necessary for election. On subsequent ballots a majority of the votes cast shall be necessary for election. The third ballot shall be limited to the five persons (plus ties) who received the greatest number of votes on the second ballot. An information sheet shall show for each of the five nominees her address, synodical organization, and qualifications for office. The fourth ballot shall be limited to the two persons (plus ties) who receive the highest number of votes on the third ballot.
- Item 2. The vice president shall be elected by the Triennial Convention by nominating ballot. Two-thirds of the votes cast shall be necessary for election on the first ballot. If no one is elected, the first ballot shall be considered the nominating ballot. On subsequent ballots a majority of the votes cast shall be necessary for election. On the third ballot, the voting shall be limited to the five persons (plus ties) receiving the highest number of votes on the second ballot. An information sheet shall show for each of the nominees her address, synodical organization, and qualifications for office. The fourth ballot shall be limited to the two persons (plus ties) receiving the highest number of votes on the third ballot.
- Item 3. The secretary and treasurer shall be elected by the Triennial Convention. The Nominating Committee shall present two names for each position to be filled. Additional nominations may be made from the floor.

SECTION 6. Election of Board Members

The election of the board members of the churchwide women's organization shall be by the Triennial Convention according to procedures set forth in this constitution and these bylaws.

ARTICLE XV—CONFERENCE OF SYNODICAL PRESIDENTS

SECTION 1. Composition

The Conference of Synodical Presidents shall consist of one president or SWO leader of each synodical women's organization and shall meet at least annually. The conference may be held solely by one or more means of remote or virtual communications, provided that the number of participants is sufficient to constitute a quorum.

SECTION 2. Functions and Responsibilities

The Conference of Synodical Presidents shall

- Item 1. Provide and receive information related to emphases, priorities, and projected programs of Women of the ELCA;
- Item 2. Make recommendations to the executive board;
- Item 3. Develop leadership skills; and
- Item 4. Foster community and renewal.

SECTION 3. Other Conference Participants

The president and secretary of the churchwide women's organization and the executive director of Women of the ELCA shall attend the conference. Other members of the executive board and staff may attend as deemed necessary.

ARTICLE XVI—STAFF

SECTION 1. Employment of Staff

This organization shall have the authority to employ staff and engage in other contractual arrangements in accordance with the constitution, bylaws, and personnel practices of the ELCA.

- Item 1. The staff of Women of the ELCA shall consist of an executive director and such staff positions as the executive board may determine.
- Item 2. The executive director shall be the chief executive officer of the organization. they shall carry out the policies of the organization and work collegially with the staff. they shall work interdependently with other churchwide units. they shall prepare the reports of the executive board to the Triennial Convention of Women of the ELCA and the Churchwide Assembly of the ELCA.

ARTICLE XVII—CHURCHWIDE OFFICES OF WOMEN OF THE ELCA

SECTION 1. Location

The principal office of Women of the ELCA shall be in the same location as that of the ELCA.

ARTICLE XVIII—AMENDMENTS AND BYLAWS

SECTION 1. Amendments to the Constitution

The constitution of this organization may be amended through either of the following procedures:

- Item 1. The executive board may propose an amendment and send an official notice to the voting members-elect at least six months prior to the next regular Triennial Convention. The adoption of such an amendment shall require a two-thirds vote of the members present and voting at the Triennial Convention.
- Item 2. An amendment may be proposed by 25 or more voting members of the Triennial Convention. The proposed amendment shall be referred to the executive board for its recommendation to the next Triennial Convention. Adoption of such an amendment shall

require passage at two successive regular Triennial Conventions by a two-thirds vote of the members present and voting.

SECTION 2. Amendments to the Bylaws

Bylaws not in conflict with this constitution may be adopted or amended at any regular meeting of the Triennial Convention when presented in writing by the executive board or by at least 15 voting members of the convention. An amendment proposed by members of the convention shall immediately be submitted to the executive board for its recommendation. No amendment shall be placed before the convention for action sooner than the day following its presentation to the convention. A two-thirds vote of the members present and voting shall be necessary for adoption.

SECTION 3. Continuing Resolutions

Provisions relating to the administrative functions of this organization shall be set forth in the continuing resolutions. Continuing resolutions may be adopted or amended by a majority vote of the Triennial Convention or by a two-thirds vote of the executive board.

Revised by Eleventh Triennial Convention (2021)

SECTION B -South Carolina Synodical Women's Organization

Board of the synodical women's organization

Each synodical women's organization shall have a board that shall serve as the interim legislative authority between conventions of the synodical women's organization. They may not take any action that is reserved exclusively for the convention of the synodical women's organization or that conflicts with action taken by the convention. The board is a group of individuals, elected by the convention of the synodical women's organization and empowered by the law and constitution to set direction for the organization and carry out day to day operations. Board members are responsible, both as a group and individually, for establishing plans and policies to fulfill the purpose of the organization.

Serving on the board of a synodical women's organization. You have just had a synodical convention and you have a new board, some who are serving a second term, and some have been elected for a first term. There are a few things you should do first:

Get to know each other. There are a variety of ways to do this. One example is: Ask each woman to write down five things about herself, four being true and one false. Each woman, in turn, shares her list and the group tries to figure out which item is the false one. There are many such activities. Be creative!

Decide how the board will work together. It is the responsibility of the group members to make sure everyone adheres to the norms. When someone is not performing according to established and agreed-upon standards, it is the responsibility of the group to call it to that person's attention. Here are some of the norms used by the churchwide executive board in the past:

1. **The board will focus on matters relevant to its work and mission.**
2. **The board speaks with one voice on board actions.** Whatever the final decision of the board is, even if you disagreed with it and voted against it, you do not speak your opinion after the final decision is made.
3. **All voices should be heard on an issue.** Everyone has an opportunity and sometimes an obligation to speak. One person should not monopolize the conversation. The president should keep a list of those wishing to speak, and one person does not speak twice until all those wishing to speak have been heard.
4. **All opinions are equally valued.** One person's opinion is as important as another's.
5. **Board business remains in the boardroom.** This is probably one of the most important. "Board business remains in the board room." This means that there should not be any outside or behind-the-scenes conversations between two, three or more board members about a decision that has been made or a matter to come to the board for discussion. Whatever you have to say about an issue should be said during the discussion of the matter at the meeting and nowhere else. Nothing upsets the workings of a board more than having a few people discussing an issue, sometimes with negative comments, behind the back, as it were, of the entire board. This behavior is counter-productive not only to the synodical board but to the entire organization.

Set your vision for the coming year/two years. Decide on programs you will support, what events you will hold and what projects you will support. Look to the actions taken at your synodical convention for priorities along with actions from the triennial convention that involved synodical organizations and units.

Complete a talent assessment of each board member. This will give insight as to what gifts a woman has so you can select the right role or job for each board member. Use the program resource Gifts for You: Opening Your Spiritual Gifts, available as a free downloadable PDF at www.womenofthelca.org.

Set meeting times. The board shall meet at least two times each year. Special meetings may be called by the president or, in the event of her death, resignation, or incapacity, by the vice president or the administrative committee. A majority of the members of the board shall constitute a quorum.” It is the responsibility of the president to set board meetings and special meetings, either by herself, or in consultation with the board’s executive committee or the entire board. Others may be consulted as needed, especially in the case of the synodical convention. It is the responsibility of the secretary to notify all interested parties of meeting dates, times and locations once established.

Set an agenda. To set an agenda, you need to determine what work you want to accomplish at a particular meeting. There are some core items that should be part of every agenda - date, time, and location of the meeting; call to order; roll call of members present, guests, etc.; welcome; devotions; adoption of the agenda; reports from each officer, committee reports, and other reports; new business; and unfinished business. Other items may be added as needed and can change with each meeting.

Assess your meeting. It is helpful to assess your meetings. At its simplest form, two different board members could serve at each meeting as “observers.” During the meeting, they take note of the engagement of board members, how conflict was managed, whether the board stayed on task, whether materials were prepared and distributed in advance, whether adequate time was allotted for discussion, etc. Then, at the end of the meeting, the observers share their observations with the board. This process helps board members hold each other accountable and gives assurance that the board members are fulfilling their responsibilities.

Maintain a constitution and bylaws. This constitution should be reviewed by your board and reviewed often. There are two ways a synodical constitution can be changed:

1. Proposed amendments are submitted to the churchwide executive board for review and action prior to February 15 or September 15. The churchwide executive board at its spring meeting will consider proposed amendments submitted prior to February 15, and those submitted prior to September 15 will be considered at its fall board meeting. You will be notified of the board’s decision by mail.
2. Constitutional changes may also be proposed by the churchwide executive board and voted on in the affirmative at the triennial convention. These changes then should be automatically made to your synodical convention.

After changes to a synodical constitution are made, an updated constitution must be sent to the churchwide office for the attention of the churchwide secretary.

Keep minutes. Minutes are the historic record of the work of the organization. Minutes should be an accurate account of decisions made at board meetings and conventions and should include all attachments. Committee reports may be incorporated into the minutes and need not be included as attachments. Minutes must be kept for the lifetime of the organization. Minutes of executive committee meetings, acting between board meetings, are to be treated like board and convention minutes. Copies of minutes should be provided to board members and, after approved by the board, posted on the SC WELCA website.

Define duties for officers and board members. All board positions should have job descriptions. The constitution gives us some insight as to the responsibilities of the officers and board members. However, others who will be performing various duties for the organization should also have job descriptions. Job descriptions should be developed by the board in accordance with the expected outcome of the assigned task. Job descriptions identify agreed-upon expectations and provide benchmarks for evaluating whether a task is being completed and how well it is being completed. Review the job descriptions regularly so they do not become outdated or irrelevant to the ministries in which your officers and board members are engaged.

Board Job Descriptions

The Synodical Board meets approximately four times per year. The primary functions of this Board are planning the upcoming Convention, attending the various conference fall and spring meetings/gatherings, and working with conference and congregational unit leaders when asked.

Requirements for being a SWO Officer or Board member are to be a participant in an ELCA congregation and have a willingness to serve for at least one 2-year term. All officers and board members are eligible for one re-election to the same position. No elected officer or board member shall serve on the board in the capacity of officer and/or board member for more than seven consecutive years. The term begins immediately following installation at the SC WELCA Convention, except for the Treasurer, whose term begins February 1 of the following fiscal year. It is recommended that Officers and Board members be computer literate, and familiar with email communication and social media.

SWO President

- Preside at all conventions of the synodical women's organization and at meetings of the board and administrative committee (officers).
- Ensure that the constitution and bylaws of the synodical women's organization are duly observed and that the actions thereof are carried into effect, and appoint all committees not otherwise provided for.
- Be an ex-officio member of all committees of the synodical women's organization except the Nominating Committee.
- Submit a report to each regular convention of the synodical women's organization concerning her work, with observations and recommendations affecting the synodical women's organization as they may deem important.
- Serve as liaison with the churchwide women's organization and attend the meetings of the Conference of Synodical Presidents
- Represent the synodical women's organization at or appoint representatives to inter-Lutheran and ecumenical associations and councils in which the organization participates.
- Be familiar with social media such as email, Facebook etc.
- Establish date and times as well as provide an agenda for SWO board meetings.
- Submit articles for the *Ripple*, the SC WELCA newsletter.
- Submit a report for the SC Synod Assembly Bulletin of Reports on behalf of the Synod Women's Organization.
- Address the SC Synod Assembly on behalf of the Synod Women's Organization, generally held in June.
- Attend Conference spring and fall meetings/gatherings as able.

- Prepare the synodical update report for conference meetings/gatherings and assign board members to present the update report and the installation of new conference leaders at the meetings/gatherings.
- Plan or designate a board member to plan Leadership Team Building (Leadership Training) for all conference officers, board members and nominating committee,
- Write the script for the annual convention.
- Establish convention committees: Credentials, Elections, Nominations, Minutes, and Reference and Counsel.
- Be in communication with the designated churchwide representative for the convention. Provide a contact host for her.
- Select a parliamentarian for the convention.
- Complete reports of the annual Convention and submit to Churchwide.
- Lead the delegation to the Triennial Conventions held every third year in designated cities.

SWO Vice President

- Act in the absence, disability, or resignation of the president. they shall assume the duties of the president until the vacancy is filled by the board of the synodical women's organization at its next regularly scheduled meeting.
- Perform such other duties as requested by the president or the board.
- Other duties may include liaison to the convention planning committee.

SWO Secretary

- Be the secretary of the board and on the executive committee of the synodical women's organization.
- Be responsible for recording and distributing minutes of the synodical convention, board meetings, and the executive committee meetings.
- Give the units notification of the regular convention at least three months in advance and of a special convention at least one month in advance.
- Keep a correct register of the roll of units, along with the names of the officers/leaders of these units.
- Secure from the units such reports as from time to time may be required.
- Perform other duties as directed by the board.
- Provide for the gathering and preserving of historical records and documents.

SWO Treasurer

- Provide for the keeping of all records and be accountable for all funds.
- Be responsible for disbursing funds in accordance with the financial policies of Women of the ELCA and the budget of the synodical women's organization.
- Present a complete report, including an audit, to the synodical women's organization convention and an interim report to each board and executive committee meeting.

SWO Board Member

- Transact necessary business and make programmatic decisions between conventions.
- Set policies required for effective and efficient functioning.
- Supervise and coordinate the work of all committees that the board may appoint.
- Identify board members for networking between the churchwide organization and the unit in both programmatic and organizational concerns.
- Determine the time and place of each convention.
- Prepare the proposed agenda, rules of procedure, and program for adoption at each convention.
- Report its actions to each regular convention.
- Recommend the budget to the regular convention.
- Fill vacancies in the offices and board membership until the next convention.
- Determine the fact of the incapacity of an officer or board member to perform her duties and determine if they shall be removed from her office in accordance with the policies and procedures of the churchwide Executive Board. For removal of an officer or board member, a two-thirds vote of the total board shall be required. A mail vote shall not be used to affect the removal of an officer or board member.
- Act in such other matters as may be delegated to it by the convention of the synodical women's organization.

The RIPPLE Editor. Responsible for receiving articles and pictures from officers, board members, and other pertinent information for inclusion in *The Ripple*.

- *The Ripple* Editor is an appointed position for a two-year term by the President with the approval of the officers and board members. This position can be re-appointed.
- Necessary articles will be assigned at each board meeting. Editor will follow up with these assignments to ensure all articles are included in the newsletter.
- Acknowledge article receipt. Send reminder emails as needed.
- Submit draft to officers for review.
- Submit completed newsletter to the printing company no later than twenty days after article deadline set by the President at the board meeting.
- Notify President and Circulation Manager the day *The Ripple* is sent to the printing company.
- Attend board meetings, if possible.
- Attend SC Women of the ELCA conventions, with fees covered by convention fund.
- Attend conference meetings, if possible.
- Take or collect pictures of interest for inclusion in the newsletter.
- Write articles on items of interest from conference and convention observations.

The RIPPLE Circulation Manager. Responsible for finalizing *The Ripple* mailing list by the established deadlines. *The Ripple* shall be sent to all officers and board members, congregational pastors, unit presidents, Region 9 SWO presidents, CWO contact, Sister ELCA Synod president, our Companion Synod contacts, and to all those who have purchased a subscription to *The Ripple*.

- The Circulation Manager is an appointed position for a two-year term by the President with the approval of the officers and board members. This position can be re-appointed.
- Maintain a current active mailing list of all those who are to receive either a complimentary or paid subscription to *The Ripple*. This is to include both the label file and the email file.
- Submit label mailing file to the printing company within 24 hours of *The Ripple* submission to the printing company by the Editor.

- Promote subscriptions to *The Ripple*. Options to subscribers are to receive *The Ripple* either by postal mail or by email.
- Attend SC Women of the ELCA conventions, with fees covered by convention fund. Provide a display for *The Ripple* to promote subscriptions.
- Attend conference meetings, if possible, to promote subscriptions to *The Ripple*.

SC WELCA Webmaster. Serves as the primary contact for all aspects of the SC WELCA website.

- Handle a range of responsibilities that includes but not limited to routine site and content maintenance, various updates to ensure sites align with the goals and objectives of SC WELCA.
- Monitor links to ensure that they continue to work.
- Collect, capture, and/or request content needed for filling out the webpages, such as text, photos, graphics and downloads.
- Update the website as requested by the SC WELCA board and others responsible for content areas.
- Update website on a regular basis to keep it from becoming static.
- Maintaining uploading speeds and capacity.

Recognizing those who complete their service.

The following order may be used when recognizing outgoing board members.

Those completing their time of service come forward and face the assembly. Names and offices may be read.

Addressing those completing their time of service.

Sisters in Christ, through your baptism you were called to lives of service as part of the priesthood we all share in Jesus Christ. You have served faithfully and well as leaders in the [name of synodical women's organization]. You have served thoughtfully, graciously and with diligence, offering strategic leadership to this synodical women's organization and to the entire women's organization. We offer to you our gratitude for the wisdom and compassion that you have given so generously in service for Women of the ELCA.

Recognizing that change must be an ongoing process and that diversity and flexibility are essential, will you continue to share your wisdom and your experience with this synodical women's organization? Will you support and encourage the future leaders of this organization and pray for them? If so, answer: I will, and I ask God to help me.

Response: I will, and I ask God to help me.

Leading the prayer.

Let us pray. Loving God, we thank you for these women. Your Holy Spirit equipped them with many gifts that have been used to support the mission and purpose of this organization. Inspire them now to new avenues of service, encouraging them to be risk-takers and making them confident in their faith. May their pathways be filled with peace. We ask this in the name of Jesus.

Response: Amen.

Addressing the assembly.

Let us stand in recognition and appreciation of these women for their gifts to God and to Women of the ELCA. *Those whose current service is ending return to their seats. The assembly is seated.*

Installation of a synodical board

The new officers and board come forward and face the assembly. The person doing the installation may read the offices and names of those who are to be installed.

Addressing the assembly.

A reading from 1 Corinthians: Now there are varieties of gifts, but the same Spirit; and there are varieties of service, but the same Lord; and there are varieties of working, but it is the same God who inspires them all in everyone. To each is given the manifestation of the Spirit for the common good.

Addressing those being installed.

Sisters in Christ, you have been chosen for leadership responsibilities in Women of the ELCA. We rejoice in the gifts God has given you, and in your willingness to offer them for this service. Will you continue to seek to grow in faith, attending daily to God's holy Word, and listening to God in prayer? If so, respond, Yes, and I ask God to help me.

Response: Yes, and I ask God to help me.

Will you earnestly seek to affirm the gifts of others, to share the responsibilities of your office in partnership with your sisters, and to encourage others to offer their talents and skills in faithful service?

Response: Yes, and I ask God to help me.

Will you seek to lead the [name of synodical women's organization] in ministry and action, extending God's loving promise of hope to those beyond this community?

Response: Yes, and I ask God to help me.

Will you seek to promote healing and wholeness within the church, the society and the whole world?

Response: Yes, and I ask God to help me.

Do you accept the specific responsibilities for which you have been elected and will you seek to serve faithfully?

Response: Yes, and I ask God to help me.

Will you accept responsibility for the financial and constitutional order of the [name of the synodical organization] of Women of the ELCA?

Response: Yes, and I ask God to help me.

Through Holy Baptism, you were gathered into the family of God and called to minister to others, and through your election, you have been chosen to serve as leaders of Women of the ELCA. May God work through you to share hope and healing with the world in which you live. God is faithful and will graciously enable you to fulfill your task. May God's blessing give you peace.

Addressing the assembly.

Together with these elected leaders, you are called through Holy Baptism to a life of discipleship. Will you receive these leaders and work with them, pray for them, and support them for the sake of the gospel? If so, answer: We will, and we ask God to help us.

Assembly: We will, and we ask God to help us.

Addressing those being installed.

I now declare you installed as officers and board members of the [name of synodical women's organization] of Women of the ELCA, in the name of the Father, and of the Son, and of the Holy Spirit.

Assembly: Amen.

Continuing with prayer.

Let us pray. Loving God, surround these women with your life-giving Spirit, inspiring them to love and serve all creation. Make them bold and courageous, Holy God, that they may help the women of this organization fulfill our mission and purpose. We ask this in the name of Jesus.

Assembly: Amen.

Addressing the assembly.

Let us stand in recognition and appreciation of these women for their gifts to God and to Women of the ELCA.
The officers and board members return to their seats.

SC Women of the ELCA events – see SC WELCA website for dates, times, and details.

Annual Convention. Held annually, usually on the 3rd weekend of June.

Conference Meetings/Gatherings. Meetings are held annually in the fall. Gatherings may be held in the spring.

Retreats.

- Camp Kinard Annual Retreat: Fellowship, devotions, Bible Study, and fun. Join us every February.
- Isle of Palms: Held annually in the spring at the Coastal Retreat Center in Charleston.

SC synod office and institutions

SC Synod Office - 1003 Richland Street, Columbia, SC 29201, 803-765-0590

www.scsynod.com

SC Lutheran Retreat Centers – 6053 Two Notch Rd, Batesburg-Leesville, SC 29070, 803-532-3183

www.sclrc.com

Lutheran Services Carolinas, SC Office – 1118 Union St, Columbia, SC 29201, 803-750-9917

www.LSCarolinas.net

Lutheran Homes of South Carolina – 300 Ministry Dr, Irmo, SC 29063, 803-749-5110

www.lutheranhomessc.org

NovusWay Ministries – 28 Spruce Dr, Arden, NC 28704, 828-684-2361

www.novusway.com

Lutheran Theological Southern Seminary of Lenoir-Rhyne University

4201 North Main St, Columbia, SC 290203, 803-786-5150 - www.lr.edu/campuses/ltss

Newberry College - 2100 College St, Newberry, SC 29108, 803-276-5010

www.newberry.edu

Constitution and Bylaws
South Carolina Synodical Women's Organization
Women of the Evangelical Lutheran Church in America
As approved by Eleventh Triennial Convention, August 2, 2021

NOTE: Constitutional provisions are printed in **bold** type. Bylaws are printed in regular type.

ARTICLE I—NAME

SECTION 1. Name

The name of the synodical women's organization functioning under this constitution and bylaws shall be **South Carolina Synodical Women's Organization of Women of the ELCA.**

SECTION 2. Designation

For the purposes of this constitution and bylaws, the Evangelical Lutheran Church in America is designated as "the church," Women of Evangelical Lutheran Church in America as "Women of the ELCA" or "churchwide women's organization," South Carolina Synodical Women's Organization of Women of the ELCA as "synodical women's organization," and congregational, inter-congregational, or special organizations of Women of the ELCA as "units."

ARTICLE II—PURPOSE

SECTION 1. Purpose of the Synodical Women's Organization

The purpose of this synodical women's organization shall be to assist units within its territory to fulfill the purpose of Women of the ELCA.

SECTION 2. Purpose of 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.

ARTICLE III—MEMBERSHIP

SECTION 1. Composition

The membership of this synodical women's organization shall consist of any unit affiliated with Women of the ELCA and located within the territory of the South Carolina Synod.

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. Conferences

- Item 1. Conferences shall be composed of units on the roll of this synodical women's organization.**
- Item 2. 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 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 conference planning committee shall plan and facilitate programmatic activities with guidance from the synodical women's organization.**
- Item 5. Conferences shall work cooperatively with the synodical women's organization in funding the conference's and synodical women's organization's programs and projects.**

SECTION 3. Churchwide Women's Organization

- Item 1. This synodical women's organization shall establish a partnership with the churchwide women's organization.**
- Item 2. This synodical women's organization, together with the churchwide women's organization, may carry out programmatic functions and responsibilities through the Region to which the South Carolina Synod relates.**

SECTION 4. Synod

- Item 1. This synodical women's organization shall establish a relationship with the South Carolina Synod.**
- Item 2. The synodical women's organization shall invite the bishop of the synod or her or his appointee to serve as a representative of the synod to the synodical women's organization and to provide reports to its convention and board meetings.**

ARTICLE V—FUNCTIONS AND RESPONSIBILITIES

SECTION 1. Functions and Responsibilities

The synodical women's organization, in partnership with the churchwide women's organization, conferences, and units, shall within its territory

- Item 1. Establish plans and policies to fulfill the purpose of the organization;**
- Item 2. Activate churchwide organization emphases and priorities;**

- Item 3. Stimulate growth in faith and its significance for all of life;**
- Item 4. Recruit, prepare, and support leaders;**
- Item 5. Work within the church and society for the affirmation of women and the utilization of their gifts for ministry;**
- Item 6. Promote and advocate for peace and justice in cooperation with others;**
- Item 7. Foster creative programming in units and clusters or conferences;**
- Item 8. Assist units to design appropriate structure for effective functioning;**
- Item 9. Assist in building supportive and interdependent relationships among individuals and units, and, shall strive to foster the grouping of units in clusters or conferences;**
- Item 10. Promote and interpret the life and work of the organization within the organization and the church and to the general public;**
- Item 11. Establish financial policies, build budgets, and encourage support of the financial objectives of the synodical women's organization by individuals and units;**
- Item 12. Establish and promote ecumenical relationships, consistent with churchwide policy;**
- Item 13. Provide for synodical women's organization conventions; and**
- Item 14. Provide materials and historical information for the archivist.**

SECTION 2. Governing Authority

Each convention, board, committee, task force, or other body of this synodical women's organization shall be conclusively presumed to have been properly constituted and neither the method of selection nor the composition of any such convention, board, committee, task force, or other body may be challenged in a court of law by any person or be used as a basis of challenge in a court of law to the validity or effect of any action taken or authorized by any such convention, board, committee, task force, or other body.

ARTICLE VI—CONVENTIONS

SECTION 1. Convening

- Item 1. The convention of this synodical women's organization shall meet at least biennially and shall be its highest legislative authority.**
- Item 2. Special conventions may be called by the president with the consent of the board of the synodical women's organization and shall be called at the request of two-thirds of the units within the synodical women's organization.**
- Item 3. A majority of the voting members in attendance at the convention shall constitute a quorum.**

SECTION 2. Representation

- Item 1. Voting members of a convention shall be the elected officers or SWO leaders and board members of the synodical women's organization and two voting members from each unit on the roll of this synodical women's organization.**
- Item 2. Those congregations not represented by a unit shall be invited to send to the regular convention one representative who shall have seat and voice.**
- Item 3. The voting members at a special convention shall be those seated in the preceding regular convention, provided they have not been superseded by election of new voting members.**

SECTION 3. Procedures

- Item 1.** The secretary shall give the units notification of the regular convention at least three months in advance.
- Item 2.** The secretary shall give the units notification of a special convention at least one month in advance.
- Item 3.** A special convention shall transact only such business as is related to the designated purpose of that convention.
- Item 4.** *Robert's Rules of Order*, latest edition, shall be the governing parliamentary law of this synodical women's organization, except as otherwise provided in this constitution and bylaws.
- Item 5.** Pre-convention reports shall be distributed to each voting member-elect at least 20 days prior to the synodical women's organization convention.

SECTION 4. Nominations and Elections

- Item 1.** The board shall establish a process for electing or appointing a Nominating Committee of at least three members to serve for each regular convention.
- Item 2.** The Nominating Committee shall
 - a.** nominate two persons for each vacancy (except when the nominating ballot is used for the offices of president and vice president; and
 - b.** give consideration to names submitted by the units.
- Item 3.** Members of the committee shall be ineligible for nomination by the committee to any position to be filled. Committee members may, however, be nominated from the floor.
- Item 4.** Additional nominations may be made from the floor for all elections for which nominations have been made.
- Item 5.** The Nominating Committee in selecting nominees for the SWO leaders and board members of the synodical women's organization shall follow these guidelines:
 - a.** as nearly as possible, at least 10 percent shall be persons of color and/or persons whose primary language is other than English;
 - b.** no more than two persons from a unit shall be nominated (whether by the Nominating Committee or from the floor); and
 - c.** consideration shall be given to geographic location, variety of ages, and diversity of experience, including living with a disability.
- Item 6.** All elections shall be by ballot.
- Item 7.** In all elections, a majority of votes cast shall elect, except in the election of voting members of the Triennial Convention (and in the election of president and vice president, by the nominating ballot).
- Item 8.** The president and vice president shall be elected by a nominating ballot. Three-fourths of the votes cast shall be required for election on the first ballot. Thereafter, only such votes as are cast for persons who have received votes on the first or nominating ballot shall be valid. On the second ballot, two-thirds of the vote cast shall be required for election. On the third ballot, the voting shall be limited to the two persons (plus ties) receiving the highest number of votes on the second ballot and a majority of votes shall elect.

SECTION 5. Conventions and the Responsibilities of the Board

- Item 1. The time and place for each convention of the synodical women's organization shall be determined by the board of the synodical women's organization. Conventions may be held solely by one or more means of remote or virtual communications, provided that the number of participants is sufficient to constitute a quorum.
- Item 2. The board shall elect a committee to be responsible for the convention program. The board shall be responsible for business meetings to be held during the convention.
- Item 3. The board shall recommend rules of procedure for the convention for adoption by the voting members.
- Item 4. The board shall make provision for convention committees such as
 - a. Committee on the Report of the President;
 - b. Committee on Credentials;
 - c. Committee on Reference and Counsel;
 - d. Committee on Minutes; and
 - e. Committee on Conduct of Elections
- Item 5. Names and addresses of voting members and alternates shall be sent by the units to the president or a designee at least 30 days prior to the convention.

SECTION 6. Nomination and Election of Voting Members of the Triennial Convention

- Item 1. Nominations for voting members of the Triennial Convention shall be made by the units. Each unit shall submit the name of only one person, who shall be a voting member of an ELCA congregation and shall strive to be a participant in the unit.
- Item 2. A unit may submit the name of a nominee even though the synodical president, or a churchwide officer, or a churchwide board member (voting member by virtue of her office) is a participant in the unit.
- Item 3. The Nominating Committee in selecting nominees for voting members to the Triennial Convention shall follow these guidelines:
 - a. as nearly as possible, at least 10 percent shall be persons of color and/or persons whose primary language is other than English; and
 - b. consideration shall be given to geographic location, variety of ages, and diversity of experience, including living with a disability.
- Item 4. The Nominating Committee shall present to the synodical women's organization convention at least two names for each voting member position.
- Item 5. Nominations from the floor for the churchwide women's organization convention voting members shall be limited to those names submitted to the Nominating Committee by the units.
- Item 6. Election shall be by ballot. A rank-order process established by the Churchwide Women's Organization Executive Board shall be used.
- Item 7. In election of voting members of the Triennial Convention, at least one-fourth shall be women attending such a convention as voting members for the first time.
- Item 8. This synodical women's organization may establish guidelines concerning the number of successive times one woman may be a voting member of a Triennial Convention.

- Item 9. The president of the synodical women’s organization shall be a voting member of the convention by virtue of office.**

ARTICLE VII—BOARD OF THE SYNODICAL WOMEN’S ORGANIZATION

SECTION 1. Composition and Authority

- Item 1. There shall be a board of this synodical women’s organization consisting of the elected SWO leaders, together with three or more elected board members. As nearly as possible, at least 10 percent of the board members shall be persons of color and/or persons whose primary language is other than English, and no more than one SWO leader and one board member shall come from the same unit.**
- Item 2. SWO leaders and members of the board shall be elected by the convention for a term of two years. Terms of one-half of those elected shall expire each year, except in the case of biennial conventions.**
- Item 3. The board shall be the legislative authority between conventions of this synodical women’s organization and shall carry forward the work of the synodical women’s organization, act for it, and report its actions to subsequent conventions.**
- Item 4. There shall be committees of the board to fulfill programmatic and organizational concerns in the following areas: growth, community, action, leadership, communication, and finance.**

SECTION 2. Meetings

The board shall meet at least two times each year, in person or electronically. Special meetings may be called by the president, or, in the event of death, resignation, or incapacity, by the vice president, or other member of the executive committee. A majority of the members of the board shall constitute a quorum. Meetings may be held solely by one or more means of remote or virtual communications, provided that the number of participants is sufficient to constitute a quorum.

SECTION 3. Mail, Digital Technology, Conference Call, and Electronic Meeting Vote

- Item 1. In an emergency, as determined by the president, a vote by mail, by digital technology, conference call, or e-mail may be taken.**
- Item 2. In a mail vote, responses must be postmarked on or before the date established in the letter, and an 80 percent vote in the affirmative of the total board shall be necessary to adopt the vote taken by mail.**
- Item 3. In a digital technology or conference call vote, if all board members participate, the vote necessary for adoption shall be a majority vote; if fewer than 100 percent of the board members participate, the vote necessary for adoption shall be a two-thirds vote in the affirmative of the total board.**
- Item 4. In an email vote, responses must be sent on or before the date established in the letter and an 80 percent vote in the affirmative of the total board shall be necessary to adopt the vote taken by e-mail.**
- Item 5. The results of action taken by mail, digital technology, conference call, or email shall be emailed immediately to all board members and shall be reviewed and adopted at the next meeting of the board.**

SECTION 4. Officers in General

- Item 1.** The officers or leaders of each synodical women's organization may be a president, a vice president, a secretary, and a treasurer, herein referred to as SWO leaders. Each shall be a voting member of an ELCA congregation and shall strive to be a participant in a unit.
- Item 2.** These SWO leaders shall be elected by the convention to a term of two years. All shall be eligible for one reelection to the same position.
- Item 3.** Upon completion of her term(s) as president, the president shall be ineligible for election as a SWO leader, or board member for two years.
- Item 4.** No elected person shall serve as a SWO leader or board member for more than seven consecutive years.
- Item 5.** Should a vacancy occur among the SWO leaders, the board of the synodical women's organization shall fill the same until the next regular convention. The election by the convention shall be for the remainder of the unexpired term.
- Item 6.** The terms of the SWO leaders shall begin immediately following installation, except that of the treasurer, which shall begin February 1 following election.
- Item 7.** There shall be an executive committee consisting of the SWO leaders, which shall act between meetings of the board of the synodical women's organization.

SECTION 5. Duties of SWO Leaders

- Item 1.** The president shall
 - a. preside at all conventions of the synodical women's organization and at meetings of the board and executive committee;
 - b. ensure that the constitution and bylaws of the synodical women's organization are duly observed and that the actions thereof are carried into effect, and appoint all committees not otherwise provided for;
 - c. be an ex-officio member of all committees of the synodical women's organization except the Nominating Committee;
 - d. submit a report to each regular convention of the synodical women's organization concerning her work, with observations and recommendations affecting the synodical women's organization as they may deem important;
 - e. serve as liaison with the churchwide women's organization and attend the meetings of the Conference of Synodical Presidents; and
 - f. represent the synodical women's organization at, or appoint representatives to, inter-Lutheran and ecumenical associations and councils in which the organization participates.
 - g. serve as representative to the Synod Council, or appoint a representative.
- Item 2.** The vice president shall
 - a. act in the absence, disability, or resignation of the president. they shall assume the duties of that position until the vacancy is filled by the board of the synodical women's organization at its next regularly scheduled meeting; and
 - b. perform such other duties as requested by the president or the board.
- Item 3.** The secretary shall

- a. be the secretary of the board and the executive committee of the synodical women's organization;
- b. be responsible for recording and distributing minutes of the synodical convention, the board, and the executive committee;
- c. give the units notification of the regular convention at least three months in advance and of a special convention at least one month in advance;
- d. keep a correct register of the roll of units, along with the names of the officers or leaders of these units;
- e. secure from the units such reports as from time to time may be required;
- f. perform such other duties as the board may from time to time direct; and
- g. provide for the gathering and preserving of historical records and documents.

Item 4. The treasurer shall

- a. provide for the keeping of all records and be accountable for all funds;
- b. be responsible for disbursing funds in accordance with the financial policies of Women of the ELCA and the budget of the synodical women's organization; and
- c. present a complete report, including a review, to the synodical women's organization convention and an interim report to each board and executive committee meeting.

SECTION 6. Board Members

- Item 1.** There shall be three or more members of the board elected by the convention of the synodical women's organization for a term of two years. Each board member shall be a voting member of an ELCA congregation and shall strive to be a participant in a unit.
- Item 2.** No elected board member shall be eligible for more than two consecutive terms.
- Item 3.** No elected board member shall serve on the board in the capacity of SWO leader, and/or board member for more than seven consecutive years.
- Item 4.** Should a vacancy occur in the membership of the board, the board of the synodical women's organization shall fill the same until the next regular convention. Each election by the convention shall be for the remainder of the unexpired term.
- Item 5.** The terms of the board members shall begin immediately following installation.

SECTION 7. Board Duties

- Item 1.** Transact necessary business and make programmatic decisions between conventions.
- Item 2.** Set policies required for effective and efficient functioning.
- Item 3.** Supervise and coordinate the work of all committees that the board may appoint.
- Item 4.** Identify board members for networking between the churchwide organization and the unit in both programmatic and organizational concerns.
- Item 5.** Determine the time and place of each convention. Conventions may be held solely by one or more means of remote or virtual communications, provided that the number of participants is sufficient to constitute a quorum.
- Item 6.** Prepare the proposed agenda, rules of procedure, and program for adoption by each convention.
- Item 7.** Report its actions to each regular convention.
- Item 8.** Recommend the budget to the regular convention.
- Item 9.** Fill vacancies among the SWO leaders until the next convention.

- Item 10. Determine the fact of the incapacity of a SWO leader or board member to perform her duties and determine if they shall be removed from her office in accordance with the policies and procedures of the churchwide Executive Board. For removal of a SWO leader or board member, a two-thirds vote of the total board shall be required. A mail vote shall not be used to affect the removal of a SWO leader or board member.
- Item 11. Act as Constitution and Bylaws Committee. Whenever a synodical women's organization proposes to amend its constitution and bylaws, the board of this organization shall submit prior to September 15 or March 15 the proposed amendments to the churchwide Executive Board for review and action.
- Item 12. Act in such other matters as may be delegated to it by the convention of the synodical women's organization.

ARTICLE VIII—FINANCIAL MATTERS

SECTION 1. Fiscal Year

The fiscal and budget year for this synodical women's organization shall be February 1 through January 31.

SECTION 2. Annual Budget

- Item 1. The annual budget shall include the synodical women's organization program and operating costs and reflect the interdependent relationship between the synodical women's organization and the churchwide women's organization.**
- Item 2. The proposed annual budget shall be presented to the churchwide Executive Board for information within 30 days of its adoption by the synodical women's organization.**

SECTION 3. Budget Adoption

When the synodical women's organization convention is held biennially, the board of the synodical women's organization shall adopt the budget in the non-convention year.

SECTION 4. Financial Report

The synodical women's organization board shall provide annual financial reports to the units within its territory.

SECTION 5. Remittances

Regular remittances to the churchwide women's organization according to the established procedures shall reflect the interdependent relationship between the synodical women's organization and the churchwide women's organization.

SECTION 6. Financial accountability

Each synodical women's organization shall have a review by a committee appointed by the SWO board at the end of each fiscal year. The committee appointed by the SWO board shall consist of at least three members, none of whom are members of the current board or of the treasurer's congregational unit. The

accounting compilation or review shall be completed by June 15 and submitted to the churchwide women's organization within 30 days of its completion.

This review shall be adopted at the subsequent synodical women's organization convention. When the synodical women's organization convention is held biennially, the board of the synodical women's organization shall adopt the review in a non-convention year.

ARTICLE IX—DISSOLUTION CLAUSE

In the event of the dissolution of this synodical women's organization, any surplus property remaining after the payment of its debts shall be disposed of by transfer to the churchwide women's organization or its successor provided that said organization is, at the time of dissolution, a qualified organization as described in Section 501 (c)(3) of the Internal Revenue Service Code of 1986 or comparable provision, and, if not, to the Evangelical Lutheran Church in America or its successor, and, if not, to one or more organizations so qualified in such proportions as the board of this synodical women's organization shall determine.

ARTICLE X—BYLAWS AND AMENDMENTS

SECTION 1. Bylaws

This synodical women's organization may adopt bylaws not in conflict with this constitution.

SECTION 2. Amendments

- Item 1.** Whenever the secretary of Women of the ELCA officially informs the synodical women's organization that the Women of the ELCA Triennial Convention has amended the Approved Constitution for Synodical Women's Organizations, whether by setting out alternate clauses or otherwise, such provisions shall be introduced at once into this constitution and notice of this action shall be forwarded to Women of the ELCA.
- Item 2.** Other amendments to this constitution shall be submitted to the churchwide Executive Board prior to March 15 or September 15 for review and action. Upon approval, said amendments may be adopted by the synodical women's organization convention by a two-thirds vote at the regular convention after having been moved and presented in writing at the previous convention. (In case of a biennial convention, "at the previous convention" may be replaced with "to the units six months prior to the convention.")
- Item 3.** Whenever the secretary of Women of the ELCA officially informs the synodical women's organization that the Women of the ELCA Triennial Convention has amended the Approved Bylaws for Synodical Women's Organizations, whether by setting out alternate clauses or otherwise, such provisions shall be introduced at once into these bylaws and notice of this action shall be forwarded to Women of the ELCA.
- Item 4.** Other amendments to these bylaws shall be submitted to the churchwide Executive Board prior to March 15 or September 15 for review and action. Upon approval, said amendments may be voted on at any duly called regular or special convention by a two-thirds vote of all voting members present, provided that a written notice of the proposed amendment has been given at the previous meeting.

SECTION C - South Carolina Conferences

Conference structure

Conferences exist to work cooperatively with the synodical women's organization in assisting units in fulfilling the purpose of Women of the ELCA. These are not legislative groups. Conferences are simply practical groupings of units that are in close geographic proximity to one another. A conference offers a more workable size for the gathering of women and delivery of services. Women can more easily gather in conferences with smaller geographical boundaries.

Conferences are charged with working interdependently with the synodical women's organization and the units to fulfill the purpose of Women of the ELCA through activities. They are designed to be bridges between the units and synodical women's organization. The activities that are to be carried out must meet five (5) criteria, as established in the synodical constitution. The activities will:

1. provide experiences for learning and leadership development,
2. build community,
3. provide opportunities for joint ministry and action,
4. provide opportunities for stewardship education and offerings, and
5. establish networks for communication.

Often conferences meet once in the spring and once in the fall of each year, moving the meeting location between the units in the geographical area of the conference. The activity planned for that meeting would meet the criteria set forth above. A synodical board member will be assigned as a liaison to each conference and will work with the conference leadership to develop the program and activities. In some synodical organizations, each conference leader (often called a coordinator) also serves as a liaison back to the synodical board and attends the synodical board meetings with voice, but no vote. This is an effective tool for involving more women in the synodical organization and its ministries.

Conferences may not have treasurers or treasuries. These entities are not bonded against theft or embezzlement of funds. In the South Carolina Synodical Women's Organization, the monies of the conference are connected to the synodical women's organization checking account as separate revenue and expense lines. The conference offering is remitted in full to the synodical treasurer along with the conference's request for disbursement. It is the responsibility of the synodical treasurer to oversee these funds for each conference.

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 to:

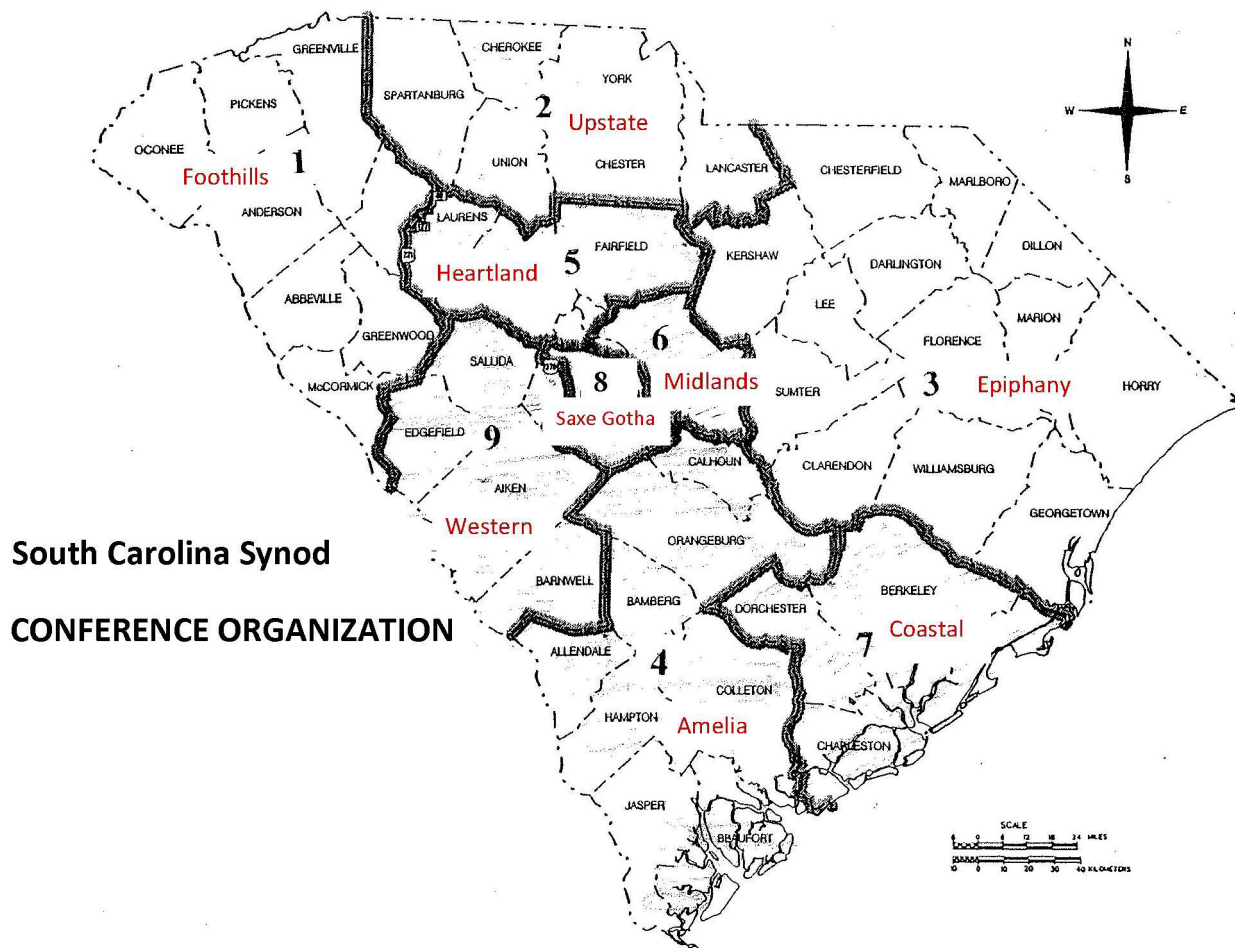
- demonstrate interdependence between the CWO, the SWO, the conference and the unit.
- bring a greeting and report from the president and the synodical board during a meeting/gathering.
- provide information about the work of the synodical board and its impact on units and about program plans of the synodical SWO and the CWO.
- listen to comments, questions, and concerns of participants from units and conveying them to the synodical board.

To improve the link between the synodical board and conference, the board liaison 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 form 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, offering received, charity supported, results of elections held, and a brief summary of program activities.

Conference areas in South Carolina

In the spring of 1998, the South Carolina Synod formed nine conferences within the state instead of the previous cluster groupings. South Carolina Women of the ELCA followed the suggested realignment. Our conference boundaries coincide with the boundaries established by the South Carolina Synod.



Conference guidelines

1. Purpose

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

2. Conference Leaders

- Conference leaders are elected at the fall meeting in the even years for a two-year (2-yr) term.
- Appoint a nominating committee in the odd year. Leaders shall be eligible for re-election.
- Interpret program and the purpose of Women of the ELCA for the congregational units (CUs) in the conference.
- Inform the SC WELCA Board Liaison of plans including dates and places of conference events.
- Conference events will be self-supporting.
- Offerings shall cover expenses and designated projects as voted on at the meeting.
- Include time on the agenda for a report from the Board Liaison.
- 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.
- The Ripple shall be mailed to the conference leaders at no charge.
- Conference leaders should contact inactive congregational units to offer help and information.
- Plan and implement the details of conference events.
- The host CU is responsible for greetings and refreshments.
- The conference leaders will develop the program in collaboration with the host CU.
- 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

- Conduct conference meetings.
- Serve as the contact person for the SWO.

b. Secretary

- Send notices of meetings to the CUs and Board Liaison.
- Keep an up-to-date list of the names and addresses of each CU officer and/or contact person in the conference and provide this list to the CUs at the conference event.
- Notify Synodical Secretary of CU officer name and address changes.
- Notify Synodical Secretary of conference leader name and address changes.
- Have a roll call of churches or registration of churches.
- Keep accurate minutes or records of all conference events.
- Send minutes, reports, and news of all conference events to Board Liaison within 21 days of the event.
- Assist coordinator as needed.

c. Financial Secretary

- Keep an accurate record of conference finances.
- Give a financial report at a conference meeting.
- Collect conference offering and remit to the SWO Treasurer.

- Submit conference disbursement requests to SWO Treasurer for expenses of the conference.
 - Assist coordinator as needed.
- d. Nominating Committee
- Elected by vote or appointed by the Conference President consisting of 2 to 3 members.
 - Meet on the day of election or appointment to determine the chair of the committee.
 - Be familiar with job descriptions and requirements of officers/leaders to be elected.
 - Prepare a list of candidates for officers/leaders at least a month before the conference meeting/gathering elections are held.
 - Committee members will attend any leadership training provided for conference leaders.
4. Meetings
- Meetings are to be held in the fall to facilitate lead time for convention planning.
 - Fall meetings should include Devotions/worship, Program, Business, Elections (in the even years), Convention Planning (if the conference is hosting the following convention).
 - Spring meetings are encouraged and may be used for fellowship.
 - The date and place of the fall meeting should be published at the time of the SWO convention.
 - Use convention theme at fall meeting.

Conference business meeting agenda

Suggested after the welcome, devotions, and program.

Call to Order - Read the Mission and Purpose Statements of the Women of the ELCA. This should be printed in the program materials and easily available for attendees to read along.

Roll Call of congregational units represented is led by the Conference Secretary.

Approval of Minutes

- The minutes of the prior business meeting are the Conference Secretary's Report. The printed report should be available for each attendee prior to the meeting. The Secretary DOES NOT need to read the entire report. they may choose to highlight a few significant items from the report or may go straight to the motion to approve the Minutes as printed.
- The Conference Coordinator then calls for a motion to approve the minutes. The Secretary records the person's name who makes the motion. 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 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.

Financial Secretary's Report

- The Conference 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 the last meeting/gathering, any subsequent income received and/or any expenses paid, and the balance as of the date of the report.
- Ask if there are any questions about the Financial Secretary's Report.
- There is no motion to approve the Financial Secretary's Report. State the report will be placed on file.
- Take up the offering.

Nominating Committee Report (if applicable)

The Conference Nominating Committee provides a verbal report. Once names of women nominated for open positions, the Conference 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. After asking three (3) times, the nominations are declared closed. 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.

Installation of Elected Leaders (if applicable)

Installation of new leadership will be led by someone from the SC SWO board.

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, and any Board member present who has information to bring to the attention of the meeting/gathering, including *The Ripple* Editor.

Old Business

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

New Business

Items of New Business may typically include:

- Report of offering collected.
- Ask for a decision for the amount and where offering will go (needs a motion, a second and vote)
- Location of meeting for the next meeting/gathering
- Host church for the next meeting/gathering
- Conference responsibilities for the next SWO convention (if applicable)

Announcements

- The congregational unit representatives may offer announcements of upcoming events at their church.
- Ask that representatives complete the Congregational Unit Leaders Update form as needed.

Adjournment

Call for a motion to adjourn, a second and then VOTE! Or declare the meeting adjourned.

Complete the following conference forms as needed:

- Conference Meeting Form
- Conference Leaders Update Form
- Cash Received Form
- Conference Offering and Disbursement Form

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SECTION D – SOUTH CAROLINA CONGREGATIONAL UNITS

The Women of the ELCA unit

A Women of the ELCA Unit is a community of women who come together for study, support, and action. Units are members of the Women of the ELCA. There can only be one unit within any single congregation or institution. There can be groups within that unit usually referred to as circles that function separately but come together as a unit to conduct business such as electing officers or leaders, establishing a budget, and supporting a unit project.

The unit's commitment. Constitutionally, units agree to accomplish the purpose of Women of the ELCA. The women in each unit commit themselves to:

- **come together for study, support, and action;**
- **participate in the ministry of Women of the ELCA beyond their local setting;**
- **financially support the total program of Women of the ELCA; and**
- **designate leadership that shall be in communication with the SC synodical and churchwide women's organization.**

Under its constitution, the unit is called to work interdependently with the congregation in which it exists. The unit should regularly report to the congregation; that often happens as part of the congregation's annual meeting process. Some units report monthly to the congregational council. All women in a congregation are invited to join the unit, but all do not automatically become a participant. To be a participant, a woman must actively agree to the purpose statement of the organization. A strong Women of the ELCA unit within a congregation strengthens the ministry of the entire congregation. Pastors and other congregational leaders appreciate the energy and commitment of each a mobilized community of disciple-women and what a unit brings to the ELCA worshipping community as a whole.

Kinds of units

Most of our units are “congregational units” within single congregations.

There are also “inter-congregational units” with participants from two or more congregations that have no units. And there are “special units” composed of women in special settings without congregational affiliation.

Some examples of units have small groups that reflect the generations of the women. Women have cross-generational small groups. Some units have both. Some units are large with as many as 13 small groups (sometimes referred to as circles). Some units have five women. In every size unit there is a core group of women who develop the ministry plan and provide the opportunities of this organization to all women with their setting and beyond! Finding women in your congregation and communities with a common need or passion is an excellent way to start a new Circle or Group.

Sample types of circles/groups:

- Bible study
- book clubs
- quilting groups
- lunch or dinner groups
- project groups
- mom's day out groups
- knitting and crocheting groups
- crafting groups

The unit's participants. Each woman who is committed to the purpose of Women of the ELCA is called a "participant" in the unit. Women of the ELCA has no measurement for how often a woman needs to participate to be considered a participant. This enables women who regularly participate to be warmly open and receptive to the women who only participates in one particular event or only financially supports the community. Each supports Women of the ELCA's purpose. It is the unit, in total, that meets all the requirements of the unit criteria as listed in the unit constitutions.

The unit's leadership. Women in *elected leadership* positions in a unit and *elected as voting members* to a convention of the synodical women's organization are expected to be members of a congregation of the ELCA. This is not a requirement for non-elected leaders or for participants in small groups, units, or at our conventions.

Who a unit serves. Within Women of the ELCA units, women share their faith journeys. Units provide a place where women's gifts are affirmed and their baptism and creation in the image of God is embraced and celebrated. A unit develops a ministry plan that encourages as many women as possible to participate. This could be said to be the first task of a unit - to gather women into community for the purpose of growing in faith and discipleship. The very nature of discipleship compels the mobilization of such a community of women growing bold in their faith. As these women support each other in their callings, they are led by God's Spirit into ministry and actions that promote healing and wholeness in the church, the society and the world.

The Women of the ELCA small group. The small group ministry is one way of mobilizing women to boldly act upon their faith in Jesus Christ. Each small group (also called "circle") recognizes its responsibility to its unit. This responsibility is lived out through regular financial offerings for missions and ministries as well as a willingness to serve, as voting members and other leadership roles.

Small groups are commonly established around the needs and interests of women. The women of small groups live out our purpose statement and mission while focusing on the stated needs and interests of the women involved. A unit may have one or more small groups. Most small groups "grow into" the three mission areas but should look at these areas from the beginning. A group gathering to do yoga to experience the relation and reduction of stress of this discipline (personal growth) could incorporate a brief devotion (spiritual growth) on a regular or semi-regular basis. This small group may help others by perhaps doing a yoga class at a domestic violence women's shelter.

Starting a small group

There's no limit to the number of small groups a unit can have. Small groups can talk to unit leadership about getting started at any time. There is no minimum number of times small groups must meet. Small groups can change their focus when they choose. Individual women who want to gather around a selected topic as a demonstration of their commitment to grow in community and in faith make up a small group. Small groups can change women's lives. Small groups allow women to share their passions and share their resources that can change other's lives outside of your small group.

Some small groups grow out of a unit event or activity. For example, a unit doing a Habitat for Humanity workday, may lead a few women to gather as a small group to look in the issues around affordable housing.

Small groups can grow out of a crisis. For example, a group of women may first gather around the shared pain of the rural economic crisis by helping families who have been nearly devastated. They might do political advocacy and write letters to legislators for enactment of bills to protect men, women and children from sex trafficking.

There are small groups that form to share their faith journeys. Like the one small group of single, career women who gather once a month to view a movie and talk about it afterward or serve others through different activities that appeal to them. They enjoy being together as they affirm each other's gifts.

What Small Groups Do

Whether it is young mothers sharing the faith journey of being mothers, or empty nesters sharing transitions, or women of different generations interested in a topic, small groups do different things.

Many small groups focus on Bible study. This may be Women of the ELCA's most popular kind of small group. Many units use the Bible Study session found in the *Gather Magazine* published by churchwide Women of the ELCA. There are other Bible study and program resources found on the WELCA website. Women of the ELCA encourages units to use Bible studies that are theologically reflective of the Lutheran faith traditions.

Keeping a unit energized with evaluation

Energized units come in all sizes. If your unit cannot be described as energized or is unclear on what its goals are the Getting Started section may be helpful. A healthy, energized unit can do an *annual evaluation* as an important step to maintain its health! An annual evaluation of a unit is like a health "checkup."

The value of unit goals. Unit goals determine the direction of a unit's ministry. Without goals, how would a unit know what it is trying to achieve? In the Goal Setting exercise in the Getting Started section of this handbook, every woman in the community has the opportunity to develop goals that they can truly own. Once goals are established, they serve as witnesses to all that a unit does. A unit's goals can be re-established fresh every three to four years, but sooner if needed.

Annually evaluating your unit's goals. Evaluating the performance of a unit in meeting its unit's goals helps keep it on track. Both current leaders and regular participants can re-visit the unit's goals on an annual basis by rating the unit's success at meeting its goals. One way of doing this is to use a one to four rating with four (4) being "wonderfully done," three (3) being "mostly done," two (2) being "less than half done," and one (1) being "totally missed."

Evaluating participant experience. Evaluating the experience of regular and not-so-regular participants is also important. Mini surveys can be done while sharing a coffee and dessert reception, before a planned event, or even mailed out with a tea bag. Online survey applications are free and very easy to set up and send by email to your participants. Check out www.surveymonkey.com as a possible way to create a survey. To be of greatest use, these mini surveys should provide a place for women to sign their names if they desire. Whatever method is used doing such an evaluation, along with active follow-up, will help a unit remain energized.

Example mini survey

1. The most enjoyable thing our unit did in the past year was _____
2. What made it so good for me was _____
3. Something we could do to make things work better in the area of _____ is _____
4. Something that could be done to improve our business meetings is _____
5. What I think would be fun to try differently next year is _____
6. The one thing we didn't do this year that I would want to help us do next year is _____

Compiling your findings. An ad hoc committee can complete the results of both evaluations. A report can be written and presented to the elected leaders of the unit. The leaders use these findings to plan the unit's ministry identify new leaders, and as a tool to identify possible new small groups. Remember, an evaluation is only as good as the plan of action that results from the information gathered.

When a unit gets tired

When women in a unit get tired it is important for them to take a caring, yet critical, look at what is making them tired. Tired feelings can be caused when what a unit does is no longer meeting the need of the women involved.

Women of the ELCA is really a flexible organization. Too often women are being tired out by operating with a model of organizing a unit that served it quite well at one time, but now, it only makes the women involved feel inadequate. Hopefully, this handbook might help units realize their ability to change before feelings of hopelessness begin to take root. In this way, women can retain the feelings that once had for being part of a community of women seeking to grow in faith and discipleship.

One woman called churchwide from a unit of thirty or so, and shared that they were tired of coming to monthly business meetings. At the same time, new women were coming to small group activities. When the caller realized that unit business meetings didn't have to be monthly and that offerings could be gathered at the small group events, new life and energy was breathed into the unit. In this case, the unit's leaders were tired while being faced with growth.

Getting started

Women have different seasons in our lives. Sometimes women are active. Sometimes women withdraw from participation as their responsibilities change. Planners keep this in mind by providing women choices in time, day of week and in the content of ministry opportunities. If you are starting a new unit, or working to revise or renew an existing unit, we suggest that you contact the South Carolina synodical women's organization's president or board member, and we will be happy to help you.

The assessment team or committee. Do an assessment if you are starting a new unit or if your current unit needs reviving or renewing. Begin with the women you have. The more women who get involved in developing or redeveloping your unit the more fun you will have. As a planning team or committee, keep all the women of the congregation or institution in your mind and prayers.

The first three tasks of the assessment.

1. Know the women in your congregation or institution
2. Ask what the women want to do and when they want to do it
3. Identify three to five goals for your unit's work that will carry it through the next several years.

Have conversation with the women in your congregation. Here are some suggests questions to stimulate conversation:

1. Describe how you feel you are an important part of the total mission of the church.
2. What are you passionate about?
3. Do you have a job or career? What do you do?
4. Do you have children at home? What are their ages?
5. What are your hobbies or what do you do in your spare time?
6. What do you wish women in this congregation could do together?
7. How often would you like to come together for Bible Study?
8. What day and time is best for you to gather with other women?
9. Is there anything else you would like to share about your possible participation in a unit?

Setting goals

Example of a goal setting exercise

Supplies needed: pens or pencils, sticky notes (enough for each woman), some clear wall space, several sheets of blank notebook paper, stickers (three stickers each of circles, stars, or another), 3-5 sheets of newsprint and markers. Write on a black board, poster board or wipe board the following statement: *The benefit I expect our congregation and the women in it to gain from being a part of Women of the ELCA are...*

In order to develop goals women will be able to own, ask women to write on the three sticky notes. Have them complete the statement by writing only one idea per sticky note. Have women share their responses by reading out loud what they have written prior to placing their sticky notes on the wall. After all women have put up their sticky notes, have the group identify any key words or phrases that are repeated. As these are identified, group the sticky notes into like or same idea categories. Ask the clarification for any sticky note that is not quickly understood. Throughout the discussion, bring the focus on three to five desired outcomes for your unit and have the women prioritize the groupings.

Putting it together. At this point the planning team or committee has in their possession three important and critical components for starting or reviving a unit.

1. The unit's three to five goals
2. The best days and times for gathering the women
3. Additional ideas for small group/unit activities

The final step in the assessment is to organize the written goals and the records of the one-on-one conversations.

Selecting a unit model for the new unit

With the unit's goals in hand, now is the time to consider what unit model of organizing will be most helpful for the women of your unit. Elected leadership, regardless of model has an overseeing and active role in developing the Ministry Plan, which is the next step in the following section. Decide what unit organization model makes the most sense to them.

See details in the Women of the ELCA resource: "Six Models for Mission"

1. Board and Committee (each committee has a representative on the board)
2. Coordinating Committee (develops the ministry plan for the unit)
3. Coordinating Council (4-9 council members, each representing a subgroup of women)
4. Co-leaders (2 elected or appointed leaders to coordinate ministries and unit programs)
5. Covenant (women meet for a specific purpose and specific length of time to try out Women of the ELCA)
6. Team Model (leadership is short-term and decisions are made by consensus)

The ministry plan

The Ministry Plan reflects Women of the ELCA's mission, "to mobilize women to boldly act upon their faith in Jesus Christ." Refer to the three focus areas (discipleship, justice, and stewardship), and the three mission areas (growth, community, and action) in Section A of this handbook. Plan opportunities for:

- personal growth,
- fellowship,
- community experiences,
- service opportunities,
- relationships with each other, and
- events that reach out for the involvement of new women.

Communicating Your Ministry Plan. Your unit's ministry plan should be written down and well communicated. The entire year of opportunities open to all women can be put on a handout piece of paper and distributed. If the population of women is particularly large or your events numerous, you may also want to mail or email quarterly listings of upcoming events. Events should also be published in the church/institution newsletter, promote using flyers, and email blast as appropriate. The best way of communicating your unit's ministry plan is through personal invitations in many and various ways. Offering childcare or rides to non-participant women is a warm and welcoming gesture. Refuse to be discouraged if women do not respond immediately.

Three mission areas – one mission

Mission: GROWTH

Goal: To provide a variety of learning and growth experiences that strengthen each woman as a whole person, develop her potential and sense of call as a disciple and child of God, and equip her for ministry.

What does this mean? Mission Growth nurtures spiritual growth through enabling and encouraging women to share the good news as disciples of Jesus Christ in their daily lives. It also provides opportunities for each woman to identify her own gifts and leadership skills and makes available resources for Bible study and personal faith development.

How might this be done?

- Providing opportunities for women to broaden their theological understanding of God's word.
- Promoting daily prayer in a style that suits individuals.
- Organizing prayer groups or chains.
- Identifying individual spiritual gifts of women and encouraging these women in developing those gifts.
- Promoting an understanding of the scriptural mandate for Christian action and stewardship.
- Organizing group and individual Bible studies.
- Providing opportunities for witness.

The question to be pursued: How will the selected ministry event or activity assist in faith development?

Mission: COMMUNITY

Goal: To enable each woman to value her and others as disciples created in God's image and redeemed through Christ; and to build up and celebrate relationships that are global, diverse, and interdependent.

What does this mean? Mission Community is about relationships among women of faith. These relationships are disciple relationships that include God, family, other persons of faith, the global community, Women of the ELCA units, and the unchurched.

How might this be done?

- Assisting women in understanding that stewardship of time, talent, and resources is a way of life.
- Openly publicizing events and activities, assuring hospitality to all.
- Encouraging all women to show their discipleship through acts of faith and justice.
- Supporting women as they articulate and act upon their faith as led by the Holy Spirit
- Staying informed by local, national, and international issues related to human needs, peace with justice, the environment, and encouraging active interest in these issues.
- Communicating non-imperialistic support for the oppressed through advocacy and partnerships.
- Promoting education on justice issues.

The question to be pursued: How will the selected ministry event or activity assist in community outreach?

Mission: ACTION

Goal: To enable women to articulate and act upon their faith as disciples of Jesus Christ in all areas of life.

What does this mean? Mission Action is about being in direct servant roles. We act to ensure that all people have access to basic human needs, equality, justice, and safety. This includes developing active partnerships with workers of God's justice, to provide tangible goods and services, education, and advocacy against injustice.

How might this be done?

- Assisting women in understanding that stewardship of time, talent, and resources is a way of promoting life and action in the world.
- Encouraging all women to show their discipleship through acts of faith and justice
- Supporting women as they articulate and act upon their faith as led by the Holy Spirit.
- Staying informed about local, national, and international issues related to human needs, peace with justice, the environment, and encouraging active interest in these issues.
- Communicating non-imperialistic support for the oppressed through advocacy and partnerships
- Promoting education on justice issues

The question to be pursued: How will the selected ministry event or activity provide opportunities to put faith into action?

Some activity suggestions

This section includes examples of how the three mission areas can be incorporated into one activity or event. These suggestions can be used to stimulate your own creativity.

A few words about location: The nurture of the activity should determine the location. A small Bible study can travel from dining room table to kitchen table to the patio table depending on the needs and wishes of the women involved. Just be sure that everyone knows where the location is and how to get there.

Outreach tip: Does your congregation have a hostess who is only peripherally involved (or not at all) with your unit? Maybe they would enjoy hosting a Bible study in her lovely home on occasion? Is there a woman who is of your larger community who sells beauty products? Might they not partner with a spiritual facilitator to help provide a half-day of body and spiritual pampering for new (and seasoned) women?

If you are doing a spiritual retreat: Use a serene and quiet location where the retreat can be free of outside interruptions. In addition, time should be taken to "set the mood" using candles or fresh flowers as centerpieces or in groupings. If it is wintertime, a fire in the fireplace is a nice focal point and provides soothing feelings and sounds. The sound of a portable water fountain or softly played music can be used during times of meditation. Incorporating slow breathing exercises, soothing head rolls, shoulder shrugs or other simple stretching exercises are a good way to bring the entire body into the renewing experience of a spiritual retreat. Times of silence to pay attention to our bodies are also helpful. Women often need physical as well as spiritual nurturance. A combination "spa experience" and spiritual retreat could be developed where women give each other manicures or pedicures or facials during a time of silence or soothing talk about God.

Essential oils used in the Bible. Ask a representative selling essential oils to partner with a Bible study of the essential oils used in the Bible and how they were used.

An Epiphany retreat. *While this retreat is written using the Epiphany church season, it can be developed using a different Biblical text.*

This retreat is structured around the story of the three kings. A collection of canned foods can be made at the door for a local shelter as an emulation of the magi bringing gifts. While women should be directed to bring their Bibles, it is always good to have extra Bibles on hand. Pre-registration is a good idea for this retreat so that the facilitator will know ahead of time the participants and what they do as their gifts of service.

Allow ten minutes for greetings and settling in. All cell phones should be silenced so that all the cares of what they have left at home fall away. Start the retreat by singing an appropriate hymn of God's faithfulness. Follow this with a simple devotion that recalls the story of the three kings. Ask the women to close their eyes and meditate about how the story of the three kings has meant different things to them at different times in their lives. What kinds of wonders and ideas has this Biblical story brought them during their lives? After the meditation, invite the women to open their eyes and have a large group sharing of what they had remembered or thought about the story of the three kings. (Women may have memories of pageants, Christmas creches, etc.) Close with community prayer.

Next have the women move to different areas for small group discussions that consider God's faithfulness in the lives of selected women in the Bible. (Sara, Hannah, Esther, Elizabeth, Ruth, the maiden Mary are examples.) Have the women's names and Bible texts on slips of paper and divide the women into groups. To encourage discussion, women can be given questions such as: Do you think this woman ever doubted God would be faithful? What did it mean to this woman to endure the wait, experience the journey? What must it have been like for her to finally have evidence of God's faithfulness?

After the small group discussions, ask the women to sit back, close their eyes and do quiet slow breathing. The facilitator can follow this by reading a selected psalm of faithfulness or other appropriate reading in the silence of the setting. Then each woman is invited to move to a separate space by herself and take fifteen minutes in silent prayer and meditation of God's faithfulness. Small slips of paper with "God is Faithful," "God Answers Prayers," "God is Timely," or "God is Love" written on them can be distributed as meditation or prayer prompts. Add additional phrases as you wish. The facilitator may share how silence can seem so strange and unaccustomed to us in today's culture. Remind them that taking quality time for God and with each other is in itself a "work" of faith.

At the end of the meditation and prayer, the facilitator has the women gather back together for another short devotional or psalmody of God's faithfulness. Invite the women to share with one another what they have felt and thought during their private time of prayer and meditation. For a break, refreshments can be enjoyed in an adjacent area. During the break, the facilitator will arrange the seats in a large circle with flowers, candles, a Bible, a cross and an offering basket in the center of the circle.

After the break, invite the women to return to the retreat space. The facilitator can then pass around two or more tubes of good hand cream and invite the women to take some lotion for their hands. As the women massage the cream into their own hands, the facilitator can point out how God has shown His faithfulness in many instances through the things done by the hands of women, such as: feed the hungry, soothe the sick, work a job, provide for others, write words of encouragement or comfort, prepare delicious meals, applaud the success or efforts of other. The facilitator then begins to specifically acknowledge the "hand" work of each of the women present, how their hands serve God by enhancing the lives of others. Examples: Clara uses her hands in service to God to count the offerings, Lisa uses her hands in service to God teaching school, Keisha uses her hands in service to God as a nurse to hold a dying patient's hand, Laura uses her hands to knead bread for communion, Barbara uses her hands to serve God by making quilts for Lutheran World Relief and those they loves.

The facilitator then invites the participants to share their own stories of God's faithfulness in their lives. Bearing witness to God's faithfulness is an ancient custom. Think of Miriam's song! (And all the psalms!) Sharing our

stories not only encourages others but strengthens our own spirits as we recall anew the faithfulness of God! To close the sharing, the facilitator thanks the women for sharing and invites the group to sing the remaining verse of the hymn that began the retreat or another hymn of God's faithfulness. The reading of another psalm or reading about God's faithfulness and five minutes of meditation on the psalm or reading follows this singing. Close the meditation with a facilitator-led prayer. A nice parting gift for women would be small samples of hand lotion or a small votive candle for them to use as they meditate upon God's faithfulness in their lives in the following weeks.

Check out all of the programs on the Women of the ELCA website at www.womenoftheelca.org/resources. Categories include Personal, Retreat, Short Sessions, Liturgical Year, Multi Session, Racial Justice Advocacy, and Stewardship.

A few icebreakers

Having an outreach event? How many women are you inviting? Need a new way to get into an event? You want to get women to mingle more with other people? The nice thing about these icebreakers is that they can be used more than once and for more than one reason.

Puzzle pieces. If you have ten women, this icebreaker requires a ten-piece jigsaw puzzle. When the women arrive, give them each a puzzle piece. After the starting prayer, have the women put the puzzle together.

Complete me. This icebreaker is fun with Christmas Carols or favorite hymns, but it can be done with popular scripture texts as well, or anything else your community is uniquely familiar with. Plus, it is homemade. Write, type, or print the beginning and end of a phrase from a Christmas Carol. For examples: "It came upon" and "a midnight clear." These are cut in half and distributed to people as they arrive. The task is to go around asking others to "complete me" with either the first or second part of the phrase that you have in your hand. Funny combinations are made sometimes...but that is part of the fun! The pairs just "made" can be used later as well such as: "As we do this project, sit with the one who made you 'complete' in our icebreaker exercise!"

Pairs of cards. Having an inter-generational event? Use two decks of cards or pairs of Memory Game cards, (This is a children's card game with either baby and mama animals, or two of the same shape of animal). You'll have to pull out as many pairs of cards as you need beforehand. If you are expecting fourteen people, you will need seven pairs of cards. This icebreaker can also be used to form groups of three or four by preparing a deck of playing cards with three or four of a kind numbers. Shuffle and hand them out. Everyone who has the matching cards will be in a group. This match-up exercise can also be done with colored beads or buttons, too. Be creative and have fun!

The talking stick. Some of our American Indian sisters will be familiar with the talking stick. If you have an American Indian sister in your unit, ask her to share this with your group prior to use.

The talking stick is a proper stick usually with meaningful carving or ornamentation reserved for use by the elder in the tribe's council. It is the elders who make tribal decisions, and the talking stick is used for discussion. The person holding the talking stick is the only one talking at any time. To make your own talking stick, use a short (approximately 18 inches) dowel approximately 1 inch in diameter. You can give it added meaning by tacking a "Women of the ELCA" blue ribbon to the end as a streamer. One Indian tribe used the talking stick principle in a group discussion of diverse people as a way to invite all to speak. The stick was placed in the middle of the floor where people were sitting in a circle. The one who first wished to speak got up, took the stick, and spoke. This stick was then offered to others.

At points in the discussion, others put out their hands signaling they wanted to speak. In this way, only one person spoke at a time, invitations were made to those who were sitting silent (by offering them the talking stick) and discussion was done in good order and quietly – the only one speaking was the one holding the talking stick. You may choose other objects to use such as a ball, a balloon, knitting needles etc.

The community prayer. There are many ways to do community prayer. Women gather in a circle, perhaps holding hands, and one person begins the prayer by addressing God and inviting others to continue the prayer as the Spirit leads them closing their petition with “Lord in your mercy.” To which all respond, “Lord, hear our prayer.” And then the next person led by the Spirit shares a petition. Sometimes the facilitator may warmly and helpfully supply the “Lord in your mercy” if the Petitioner omits this. The facilitator closes the community prayers by thanking God for his faithfulness and the knowledge that God has heard the prayers. Sometimes the community prayer goes around the circle. At other times the prayer moves in a back-and-forth manner through the circle.

Unit leadership

This section addresses the business functions of unit leaders. Officers are not required for units. Only one model for organizing units has officers. If you look at our model constitution the wording used is “leaders (officers)” who are selected for a term of one year with one reelection. Lutheran women today, like women everywhere, are not as eager to take volunteer leadership roles. Opportunities for leadership aren’t as scarce as they were years ago. Also, as the demand on time and energy continue to grow, women want volunteer leadership roles to be heavy in value and light in busy-ness.

General leader responsibilities for business meetings. The minimum functions that are needed at any business meeting are that of the presider and recorder. The primary areas of unit leader responsibilities are:

- records transmitted for use in reports to Women of the ELCA and the congregation or institution
- communication within the unit and to the other expressions
- development of the ministry plan for the unit
- bookkeeping and transmittal of offerings
- in some cases, representation on the church council within a congregation or program committee within an institution

Business meetings. “To meet or not to meet,” that can be the question. Business meetings do have to happen. Yet, there is no prescribed number of times a unit has to have business meetings in a calendar year.

The number of units that are having business meetings on a quarterly basis is growing as women are finding other ways to collect, record, and submit the offerings of women between business meetings. In this way, no part of mission service lies dormant between business meetings. On the contrary, new energy for more effective or additional ministry has been freed up and financial support to both synodical and churchwide continue.

Business meetings require the presence of elected leaders but are open to anyone interested in attending. Some units prefer that only business be done at business meetings. A brief devotion is desired as is praying for the known needs of people. Some units prefer programs included with their business meetings. This is something on which the leaders of the unit should seek consensus.

Time is saved when committee work is not brought to the business meeting to be completed or rehashed. Those who are entrusted to do “committee work” can fulfill their responsibilities without having their chair (or designated leader) discuss anew things already discussed. Of course, this does not mean that the coordinating

council can't be asked its feelings on a given topic, but committee decisions are best made within committee meetings.

Other time saving methods that can be tried are:

- The minutes to the previous business meeting and all committee meetings are distributed well before the scheduled business meeting.
- Committees limit their report on any actions taken for the sake of the organization and any recommendations made to the board.
- Offerings expected to be reported at the business meeting are provided to the unit's financial recorder (or treasurer) far enough in advance to allow for records to be completed and distributed prior to the business meeting.
- The agenda is prepared and distributed prior to the business meeting.
- Everyone commits herself to be on time.
- Consider having your business meetings after worship since the women on the board will likely already be present.

Co-leader responsibilities

Co-leaders can work together on the agendas. A simple agenda of devotion or prayer, roll call, old business (things needing further discussion) and new business (things to discuss for the first time), financial reports and closing prayer can be typed or even handwritten as used as a form for developing future agendas. While it is true that the co-leader not presiding could take the minutes at each meeting, there may be another woman in the unit willing to do this task. The written record of business meetings can be handwritten. Minutes shall be saved in a manner that they can be located easily for future reference.

Co-leaders oversee the development of the unit's ministry plan. They can take turns presiding at business meetings. They do not necessarily lead non-business meetings or activities. The process the unit uses for making decisions can be either consensus or voting. Whatever process is used, it needs to be one that enables the unit to make the best progress. The co-leaders will help the unit decide what method of making decisions it will use. Co-leaders provide the annual report. Highlight the activities and events women of your unit have been involved in during the previous year.

Communication co-leader. This co-leader makes sure the unit's non-financial records are properly maintained. This would include the minutes of the unit's business meetings as well as the record of any standing rule that the unit adopts. The Communication Co-leader can have a unit mailbox or basket in the church office. Mailings that have Women of the ELCA's logo or addressed to the women of the church along with any communication for the SC Synodical Women's Organization can be placed in the mailbox. One of the Co-leaders should pick up the unit's mail on a regular basis.

While this co-leader receives the information about events where unit representation is desired, both co-leaders take turns with others to represent the unit at conference meetings, activities or events, the synodical women's organization activities and convention, and the churchwide organization. Follow the process for voting member representation at SWO conventions and the CWO triennial conventions.

Keep the names and address list of unit participants. Maintain a relationship between the unit and the church secretary or church councilperson that handles membership information. Changes of address can be shared.

The communication co-leader also makes sure the annual ministry calendar is distributed to all the women of the congregation. (See the Ministry Plan section.) Verbal reminders and emails about business meetings are also

provided in addition to a bulletin announcement. When publicizing an activity or event, the Communication Co-leader will want to work with other leaders to come up with the best ways to get the warm invitation to as many women as possible! Fliers, bulletin board postings, bulletin inserts, personal invitations, carpool arrangements, and the like, make clear the welcoming intent of the unit.

The financial recording co-leader. The financial recording co-leader is encouraged to participate in any treasurer's training available within the synodical women's organization. The South Carolina SWO treasurer will stay in touch through regular correspondence, providing offering remittance and receipt forms which are individualized for the specific unit. This co-leader provides a full financial report annually or as the unit's bylaws prescribe. Keep records that reflect money received and money expended. All units decide where their funds go. When sending offerings to either synodical or churchwide Women of the ELCA, cash should be converted to a check.

Officer responsibilities

The following job descriptions are examples based on listings found in Robert's Rules of Order. They are only examples. Elected leaders in other models can also use the officer job descriptions as informal task checklists.

President/Presider:

- Develops the agenda, in consultation with others.
- Leads in the development of an annual Ministry Plan for the unit.
- Oversees the facilitation of the Ministry Plan.
- Either herself or her designee prepares the business meeting place.
- Presides at unit business meetings and at executive/officer meetings.
- Prepares annual reports to the unit, the congregation and synodical women's organization (if such reports are requested.)
- Oversees and affirms relationships of unit with any conference activities or events, the synodical women's organization activities and convention, and the churchwide organization.
- Represents Women of the ELCA at other local and appropriate ministries/functions or appoints a designee to take her place.
- Introduces/Affirms process for decision making that allows unit to make the best progress. (Does not have to be Robert's Rules).
- Make sure any standing rules that the unit may adopt are published and distributed.

Vice President. If the president for any reason vacates or is absent, the vice president takes the chair or president's role in conducting the tasks of the president. To this end, the vice president should be:

- Current in all matters affecting the unit including the Ministry Plan.
- Be knowledgeable and supportive of the president's desired outcomes for a business meeting.
- Speak in unison with the president on matters decided.
- In many circumstances it is the vice president who works in partnership with the president as her designee in appropriate situations and as assigned.

Secretary/Recorder:

- The recording office of the unit and custodian of all unit records—unless otherwise designated.
- Provide other board members with whatever documents are required for the performance of their duties.
- Maintain name and address list of officers, unit participants and any committees.
- Provide written record of meetings.
- Send out notices of each business meeting. This can also be done informally.
- In the absence of both the president and vice-president, presides over meeting.
- Provide and handle correspondence as needed.

Treasurer:

- Entrusted with the custody of the units' funds which includes bookkeeping and transmittal of offerings to synodical and churchwide expression.
- Desirably bonded through congregational insurance policy.
- Disburse funds only by authority of the unit or as the unit's bylaws prescribe.
- Provide full financial report annually or as unit's bylaws prescribe.

Women of the ELCA offerings

These gifts, as outlined in the constitution, are the primary source of support of all our ministries together. Women gather for study and/or action and make a voluntary offering. The unit treasurer collects these offerings and deposits them in the unit's checking account for disbursement as the unit desires. All offerings which are sent to and through the synodical women's organization must be sent with the SC WELCA remittance form and will be listed on the annual report of congregational unit offerings in the South Carolina SWO Bulletin of Reports.

There are six types of offerings.

1. Regular offerings. As recommended by the churchwide board, the unit keeps a share of all offerings received for its own ministries, and forwards 50% or more to the synodical women's organization. The synodical women's organization then keeps a share for its own ministries, and forwards 50% or more to the churchwide organization.

Make one check payable to SC Women of the ELCA, fill in the remittance form provided by the SC WELCA treasurer, and mail it to the treasurer at the address at the bottom of the form. After the treasurer deposits the check, they will reply with an acknowledgement form which identifies all receipts by check number, date, and designation of the gift(s) for the current fiscal year. The remittance and receipt forms provided by the synodical treasurer are pre-printed with the unit's church address and congregation ID.

Regular offerings sent to the South Carolina Women of the ELCA help provide the following ministries:

- support leadership development,
- organize synodical events,
- provide Bible study retreats,
- publish newsletters,
- provide a website for resources,
- support mission growth, community, and action activities,
- train congregational officers,
- provide scholarships for women to attend synodical conventions and the triennial gathering.

Regular offerings sent to Churchwide Women of the ELCA help to provide the following ministries:

- operational expenses (i.e., rent, salaries, insurance, travel, etc.)
- Gather magazine, Daily Grace, and Café
- program resources
- social media (Facebook, Twitter, and Pinterest)
- grants and scholarships
- Raising Up Healthy Women and Girls Initiative
- Racial Justice
- Katie's Fund for Women in Leadership

2. Thankoffering. This is an offering which cannot be designated and must be sent with Form B to the churchwide women's organization. (See appendix for Form B.) Thankoffering supports the same churchwide ministries as regular offering and is not included on the annual report of congregational unit offerings in the synodical bulletin of reports.
3. Joy Offering. South Carolina Lutheran women have collected Thankofferings since the late 1800s in gratitude for blessings received. They were forwarded to world-wide ELCA ministries. This was a separate offering from regular offering which supports local, synodical and churchwide Women of the ELCA ministries. At the merger, Churchwide Women of the ELCA adopted the practice of collecting Thankofferings but put in the constitution that all Thankoffering received was to be kept for its own programming expenses. In order for the South Carolina women to continue our custom of supporting world-wide ELCA ministries, a resolution was passed at the 2011 synodical convention to rename our Thankoffering to "Joy Offering." Because it is renamed, we are allowed to continue giving our gratitude offering in support world-wide ELCA ministries, specifically to the Good Gifts program. (See appendix for the history and resolution.) Joy Offering is traditionally brought to the annual synodical convention, but it can also be remitted to the synodical treasurer at other times of the year, such as at Thanksgiving.
4. Designated offering. This is an offering collected for a specific charity or organization as determined by the congregational unit, or by the synodical organization. Designated gifts must be specified on the SC WELCA unit's remittance form. These may include designated gifts to churchwide which the synodical treasurer will forward to churchwide. If sent directly to churchwide, the check must be accompanied by Form B.
5. Conference offering. Submitted by the units at each conference meeting/gathering. Conference offering may also include personal offerings by the women attending the conference. The conference determines where it will be disbursed. The conference financial secretary completes the SC WELCA conference remittance form and forwards the offering check(s) to the synodical treasurer. Each conference has a unique account within the synodical checking account. The SWO treasurer writes a check to the conference-requested charity or organization and sends an updated conference statement to the conference financial secretary.
6. Convention offering. Submitted by the units and visitors at the annual synodical convention during the convention ingathering service. Half of this offering helps defray the cost of the convention and half goes toward the convention projects.

To learn more about Churchwide and Synodical Women of the ELCA offerings and the ministries they support, contact the synodical treasurer.

Constitution for units

When a unit is started, it adopts a constitution taken from the model and made specific to itself in the title and within the brackets. Also, portions without an asterisk may be modified as needed. Amendments may be made according to the last section of the constitution. Constitution Provisions are in bold and are the basic general practices. Bylaws are in regular type and explain the details of the provisions.

The model Constitution and Bylaws for Units follows. It is approved by Churchwide Women of the ELCA and may be found on the Women of the ELCA website, along with versions for inter-congregational units and special units and is available in Spanish. The following model may also be found on the SC WELCA's website: www.scwelca.com.

Women of the Evangelical Lutheran Church in America

NOTE:

Portions marked with an asterisk (*) are needed to fulfill the criteria for membership.

The provisions of the Constitution and Bylaws that pertain to the same subject have been placed together.

The two types of provisions are identified in the following way:

- Constitutional provisions are printed in **bold** type.
- Bylaws are printed in regular type.

ARTICLE I—MEMBERSHIP AND NAME

***SECTION 1. Membership**

This [congregational] [inter-congregational] unit shall be a member of Women of the Evangelical Lutheran Church in America, hereinafter designated as “Women of the ELCA.”

***SECTION 2. Name**

The name of this [congregational] [inter-congregational] unit shall be [name(s) of congregation(s)] Unit of Women of the ELCA, hereinafter designated as “the unit.”

ARTICLE II—STATEMENT OF PURPOSE

***SECTION 1. Purpose**

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.

***SECTION 2. Commitment**

To accomplish the purpose of Women of the ELCA, women in this unit shall commit themselves to

- come together for study, support, and action;**
- participate in the ministry of Women of the ELCA beyond the congregation;**
- support financially the total program of Women of the ELCA; and**
- designate leadership that shall be in communication with the synodical and churchwide women’s organization.**

ARTICLE III—PARTICIPATION

***SECTION 1. Composition**

This unit shall be composed of those women who participate in activities that indicate a commitment to the purpose of Women of the ELCA.

***SECTION 2. Participation**

Participation in this unit shall be open to all women in the(se) congregation(s) and other women who subscribe to the purpose.

***SECTION 3. Congregational Membership**

Women elected to leadership in this unit and elected as voting members of a convention of the synodical women's organization shall be participants in this unit and voting members of an ELCA congregation.

ARTICLE IV—RELATIONSHIPS

***SECTION 1. Congregation**

This unit shall participate in the life and work of [name(s) of congregation(s)] and report to the annual meeting(s). It may report regularly to the congregational council(s).

***SECTION 2. Cluster or Conference**

This unit shall participate in activities within the cluster or conference to which it is assigned.

***SECTION 3. Synodical Women's Organization**

In an interdependent partnership with the [name of synod] Synodical Women's Organization, this unit shall participate in the convention of the [name of synod] Synodical Women's Organization by

- *Item 1.** Electing a voting member and an alternate to represent the unit; and
- *Item 2.** Cooperating in the process for nomination of officers and board members of the synodical women's organization.

***SECTION 4. Churchwide Women's Organization**

- *Item 1.** This unit shall participate in the process for nomination of voting members of the Triennial Convention.
- *Item 2.** This unit shall participate in the process of nomination of officers and board members.

ARTICLE V—MEETINGS

SECTION 1. Program

Women of this unit shall come together regularly [designate dates, times, etc.] for study, support, and action.

SECTION 2. Business

There shall be a business meeting(s)† held in [name of month(s)] for purposes such as receiving reports, projecting plans, electing leadership, and adopting an annual budget.

† At least annually

ARTICLE VI—LEADERSHIP

SECTION 1. Leaders (Officers)

This unit shall have [names of leadership positions], elected for a term of one year with one reelection.

SECTION 2. Duties of Leaders (Officers)

SECTION 3. Duties of Unit (Board) (Coordinating Committee) (Coordinating Council)

ARTICLE VII—PLANNING

SECTION 1. Program Areas and Goals

This unit shall engage in planning, giving attention to the program areas and goals established by Women of the ELCA.

SECTION 2. Program Planning

The unit (board) (coordinating committee) (coordinating council) shall be responsible for the total program planning for the unit.

ARTICLE VIII—NOMINATIONS AND ELECTIONS

SECTION 1. Nominating Committee

There shall be a Nominating Committee of at least three persons to present nominees for [names of leadership positions] for election by this unit.

SECTION 2. Elections

All elections shall be for a term of one year with one reelection.

ARTICLE IX—FINANCE

SECTION 1. Fiscal Year

The fiscal year and the budget year for this unit shall be determined by this unit. SECTION 2. Administration

This unit shall develop and administer its own financial plan or budget that shall reflect support for the total program of Women of the ELCA.

SECTION 3. Transmittal

This unit shall transmit funds regularly in accordance with established procedures.

SECTION 4. Reports

This unit shall provide annual financial reports to participants.

SECTION 5. Financial accountability

An annual accounting compilation or review of this unit's financial records shall be conducted by a financial review committee of the unit.

ARTICLE X – DISSOLUTION CLAUSE

In the event of the dissolution of this congregational/inter-congregational unit, any surplus property remaining after the payment of its debts shall be disposed of by transfer to the churchwide women's organization or its successor provided that said organization is, at the time of dissolution, a qualified organization as described in section 501(c)(3) of the Internal Revenue Service Code of 1986 or comparable provision, and, if not, to the Evangelical Lutheran Church in America or its successor, and, if not, to one or more organizations so qualified in such proportions as the leadership of this unit shall determine.

ARTICLE XI—BYLAWS AND AMENDMENTS

SECTION 1. Bylaws

This unit may adopt bylaws not in conflict with this constitution by a majority vote, provided they have been presented in writing at the previous meeting.

SECTION 2. Amendments

- Item 1. This constitution may be amended at any regular business meeting or special meeting of this unit by a two-thirds vote of the women present and voting, provided the proposed amendment has been presented at the previous meeting and is consistent with the purpose of Women of the ELCA.
- Item 2. Amendments to the bylaws may be adopted by the unit by a majority vote after having been presented at the previous meeting.
- Item 3. Whenever the secretary of Women of the ELCA officially informs the congregational/inter-congregational units that the Women of the ELCA Triennial Convention has amended the approved Model Constitution and Bylaws for Congregational/Inter-congregational units, whether by setting out alternate clauses or otherwise, such provisions shall be introduced at once into this constitution and notice of this action shall be forwarded to the synodical president.

Women of the Evangelical Lutheran Church in America

Revised 2017

GLOSSARY

Adopt – To choose or accept and put into effect by vote or consensus.

Approve – To confirm or formally sanction; to ratify.

Assembly – Term used by the ELCA for the gathering of voting members for decision-making or legislative functions.

Bylaw – A provision which relates to a specific practice or detail of the organizations' operation and ongoing responsibilities.

Churchwide – An inclusive ELCA designated term for the whole organization to acknowledge that the church extends beyond any one nation's borders.

Churchwide Executive Board – The group of board members and officers elected by the Triennial Convention for three-year terms who serve as the legislative authority between triennial conventions; the highest level of authority of the Women of the ELCA.

Churchwide Women's Organization (CWO) – The entire Women of the ELCA organization, manifested in the Triennial Convention and the Executive Board, which describe the staff and office that support the activities of the organization.

Circle/Group – A non-legislative group 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 – A non-legislative grouping of Units within the territory of the Synodical Organization for the purpose of fostering interdependent relationships among congregations.

Conference Offering – Received at each conference meeting. The conference determines where it will be applied.

Congregational Unit (CU) – The women's organization within a congregation which supports the mission of the Women of the ELCA.

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

Contact Person – A person selected in a congregation to receive and disperse information for the purpose of networking.

Convention – The gathering of voting members for decision-making or legislative functions within Women of the ELCA and the Synodical Women's Organization.

Convention Offering – Given at the convention by the Congregational Units to help defray the cost of the convention.

ELCA – Evangelical Lutheran Church in America, a mainline Protestant Lutheran church headquartered in Chicago, Illinois, officially formed in 1988 by the merging of three Lutheran church bodies.

Expression – One of three legislative groups within the Women of the ELCA, which are: units, synodical women’s organizations, and the churchwide women’s organization.

Designated Gift – An offering which supports a specific ministry identified by the donor(s).

Gather – The magazine of the Women of the ELCA, formerly “Lutheran Women” magazine.

Honorarium – A payment in recognition of acts or professional services.

In Kind Gift – A tangible gift (not monetary) which is given to an agency or ministry through a gathering or convention.

Inter-congregational Unit – A community of women from two or more congregations who come together for study and action which support the mission of the Women of the ELCA.

Joy Offering – A special gratitude offering designated for the world-wide ministry of the ELCA. South Carolina Women of the ELCA sends all Joy Offering to the ELCA Good Gifts Program.

Member – A congregational, inter-congregational, or special unit of the Women of the ELCA. For individuals, see Participant definition.

Memorial – A statement which addresses a broad policy issue and presented to a legislative body for consideration; may be brought by a Congregational Unit to the Synodical Convention, or by the SWO to the Triennial Convention.

Participant – A woman who takes part in carrying out the mission of Women of the ELCA and supports its ministries. Not all women in an ELCA congregation are automatically participants in WELCA; only those who take part in carrying out the mission of the organization and support the ministries of WELCA are participants.

Policy – A statement of principles for action; a position that guides the decision-making and activities of an organization.

Quorum – The majority of members of a body that, when duly assembled, is legally competent to transact business.

Region – A geographic territory in the ELCA which includes several synods. South Carolina is in Region 9 and the SC synod code within Region 9 is C.

Regular Offering – A voluntary offering given at each circle/group meeting which is the primary source of support for the ongoing ministries of the unit, the synodical, and the churchwide women’s organization.

Resolution – A proposal or request for consideration of a specific action by the legislative organization, usually with a narrower focus than a memorial. A resolution and a memorial may not be combined in one action.

Special Unit (SU) – A community of women who come together in a unique setting (such as on a college campus or within a retirement community) for study and action which supports the mission of the Women of the ELCA

Synodical Women's Organization (SWO) – The legislative and programmatic expression that assists congregational, inter-congregational and special units with its territory to fulfill the purpose of Women of the ELCA.

Taskforce – A temporary grouping of women for the purpose of accomplishing a definite objective, usually with a specific deadline, and reports its finding to a larger group or legislative body.

Thankoffering – A gratitude offering sent on Form B to Churchwide Women of the ELCA for their program activities; used the same way as Regular Offering.

The Ripple – The newsletter publication of the South Carolina Women of the ELCA.

Triennial Convention – The highest legislative authority of the Women of the ELCA with elected voting members from each region in the US and Caribbean which meets every three years.

Triennial Gathering – Open to all women in the ELCA from each region in the US and Caribbean which meets immediately following the Triennial Convention.

Unit – A member of the Women of the ELCA, such as a Congregational Unit, an Inter-Congregational Unit, or a Special Unit.

Voting Member – An elected woman who has voting privileges on legislative matters at a synodical or triennial convention. The congregational unit elects voting members to a synodical convention. Voting members to a triennial convention are elected at the prior year's synodical convention.

Women of the ELCA (W/ELCA) – The shortened form for “Women of the Evangelical Lutheran Church in America,” the legal name for the women's organization of the ELCA, which is a separately incorporated ministry of the ELCA. A relational organization, a community of women living in relationships to God, one another, the church, the society, and the world.

History of name change from Thankoffering to Joy Offering in South Carolina

In the 1896 convention, Mrs. M. Kinard, president of the South Carolina Lutheran Women, initiated the practice of collecting Thankofferings in “mite” boxes whenever they felt gratitude for God’s gifts. These were to be used for specific projects sponsored by Lutheran Church Women, such as for foreign missionaries or women and children in need.

Between 1918 and 1962, the prime purpose of the SC women’s organization was that of missionary education and support of the world missionary enterprise. The key to the stewardship of the women in South Carolina has been the overwhelming proportion of contributions given to “others” as contrasted with monies retained. The ingathering of Thankoffering has been one of the highlights of each convention.

In the 1971 Triennial Convention of Lutheran Church Women, the Auxiliary adopted South Carolina’s idea of Thankoffering as a special gratitude offering, in addition to Regular Offering. However, the constitution reads, “These offerings shall be transmitted in full to the churchwide organization for the support of the ministries of this organization and the church.” (Article X, Section 4, Item 1.b.)

In the 2008, the Stewardship Planning Guide stated “Thankofferings help Women of the ELCA provide resources, events and programs, and also support the organization’s crucial annual gift to the ELCA.” Publicity on programs and services supported by Thankofferings stated “25% Annual Gift to the ELCA, 40% Programs, 30% Communications, 5% Governance. Thankoffering supported as much as \$1 million toward the annual gift to the ELCA. In turn, the ELCA provided the Women of the ELCA free rent in their Chicago offices.

In 2009, the Women of the ELCA cut the unrestricted gift to the ELCA “due to declining revenue.” The only funds going to the ELCA from the Women were designated giving from units and synodical organizations. The ELCA began charging rent for use of office space.

At the 2011 Triennial Convention, the South Carolina delegation presented a resolution to strike “and the church” from the CWO constitution (quoted in the third paragraph above) since that was no longer true. The resolution was signed by 25 delegates at the convention and was told that it would be referred to the Resolutions Chair of the Executive Board. No action was ever taken.

At the June 25-26, 2011, South Carolina synodical women’s convention, the resolution shown on the following page was passed unanimously. See the definition of Joy Offering on page 73 of this handbook.

References:

History of the Evangelical Lutheran Synod of South Carolina 1842-1924, page 46
A History of the Lutheran Church in South Carolina 1971-1987, page 55
A Brief History of Women in the ELCA Celebrating 20 Years, by Nancy Stelling,
editor of Lutheran Women Today magazine from 1987-2001
Women of the ELCA Stewardship Planning Guides

A RESOLUTION ON THE USE OF THANKOFFERINGS IN SOUTH CAROLINA

WHEREAS, in 1896 the South Carolina Lutheran Women initiated the practice of collecting Thankofferings (in "Mite boxes") in response to their gifts from God to be used for definite projects; and

WHEREAS, at the Lutheran Church Women National Triennial Convention in 1971, the Auxiliary adopted South Carolina's idea of Thankofferings to be used for specific projects sponsored by Lutheran Church Women; and

WHEREAS, the constitution of the Women of the Evangelical Lutheran Church in America Churchwide Organization reads, "Thankofferings ... shall be received by the unit and transmitted in full to the churchwide organization for the support of the ministries of this organization and the church"; and

WHEREAS, Thankofferings are used by Women of the ELCA for the "total outreach" of the women's organization to relieve suffering and injustice around the world, to care for God's creation, providing safe shelter, secure food, and clean water to those in need, to provide care and treatment for women and children who are abused; and

WHEREAS, financial records available to us from Women of the ELCA Churchwide Organization show that our Thankofferings are NOT held separate for outreach projects as the list above implies, plus they are NO LONGER given to the Evangelical Lutheran Church in America ministries, but rather are combined with Regular Offering and other offerings and income for operating expenses within the organization, such as to "provide new resources and events"; therefore, be it

RESOLVED, that the South Carolina Women of the ELCA collect gratitude offerings as special gifts to be called JOY offerings as it was called in 1971, and sent directly to the SC Synodical Treasurer so that these offerings can be used as intended ONLY for outreach projects determined by the South Carolina Women of the ELCA Synodical Board; and be it further

RESOLVED, that South Carolina Women of the ELCA continue to submit a generous portion of our Regular Offering to the Women of the ELCA Churchwide Organization ministries; and be it further

RESOLVED, that Congregational Units in South Carolina may continue to submit their Thankofferings and Designated Gifts directly to the Women of the ELCA Churchwide Organization on their Offering Transmittal Form B; and be it further

RESOLVED, that "JOY offering" replaces the Thankoffering line item in the Synodical budget; and be it further

RESOLVED, that these resolves become effective immediately upon their adoption by the South Carolina Women of the ELCA convention on June 25-26, 2011.

Resolution Task Force: Carolyn Torrence (Chair), Virginia Herlong, Donna Fulmer, Sharon Ganis,
Sandra Wanto, Linda Wilkerson, Martha Koeller, Jenny Cannon, Marsha Mikell
Resolution was approved by the SC Women of the ELCA Synodical Board, May 14, 2011

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

Conference Name _____

Meeting Place _____

Date and Time _____

of Units in Attendance _____ # 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

South Carolina Women of the ELCA
Cash Record

Event: _____

Date: _____

Cash received:

\$20	x	_____	=	\$	_____
\$10	x	_____	=	\$	_____
\$ 5	x	_____	=	\$	_____
\$ 1	x	_____	=	\$	_____
Change			=	\$	_____

Total cash \$ _____

Signature: _____

Signature: _____

Convert cash to check for remittance to SC WELCA Synodical Treasurer

Women of the EVANGELICAL LUTHERAN CHURCH IN AMERICA South Carolina Synodical Women's Organization (SWO)			
For use by Conference			
Date: _____			
Conference #:		Conference Name: _____	
CONFERENCE FINANCIAL SECRETARY			
Name: _____			
Address: _____		PHONE: _____	
City/State/Zip: _____		EMAIL: _____	
=====			
OFFERING REMITTANCE (Make checks payable to SC WELCA)			
Name	Check Date	Check #	Amount
Total Offering			
Offering Counted by_____			
Offering Checked by_____			
MAKE CHECKS PAYABLE TO "SC WELCA"			
REQUEST FOR DISBURSEMENT			Amount
Payment to_____			\$ _____
Address_____			
City/State/Zip_____			
Purpose:_____			
Cash should be converted to a check.			
Mail the cash record form with this form and all checks to:			
South Carolina WELCA Synodical Treasurer			



South Carolina Women of the ELCA Conference Leaders Update Form

Name of Conference _____ **Year** _____ **to** _____

Coordinator _____

Address _____

Phone (Cell) _____ **Phone (Home)** _____

Email _____

Church _____ **City** _____

Secretary/Recorder _____

Address _____

Phone (Cell) _____ **Phone (Home)** _____

Email _____

Church _____ **City** _____

Financial Secretary _____

Address _____

Phone (Cell) _____ **Phone (Home)** _____

Email _____

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



**South Carolina Women of the ELCA
Congregational Unit Leaders Update Form**

Year _____ to _____

Name of Church _____

City _____

Name of Conference _____

President/Coordinator _____

Address _____

Phone (Cell) _____ **Phone (Home)** _____

Email _____

Secretary/Recorder _____

Address _____

Phone (Cell) _____ **Phone (Home)** _____

Email _____

Treasurer _____

Address _____

Phone (Cell) _____ **Phone (Home)** _____

Email _____

*Please mail this 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

Women of the EVANGELICAL LUTHERAN CHURCH IN AMERICA

South Carolina Synodical Women's Organization (SWO)

For use by Congregational Unit (CU)

OFFERING REMITTANCE

Date: _____

CONGREGATION:

Name: _____

Address: _____

Conference: Congregation:

_____ ID: _____

UNIT TREASURER:

Name: _____

Address: _____

PHONE: _____

EMAIL: _____

REGULAR OFFERING \$ _____

JOY OFFERING \$ _____

DESIGNATED: (specify)

_____ \$ _____

_____ \$ _____

_____ \$ _____

TOTAL \$ _____

Check # _____ payable to: **SCWELCA**

Mail this form with your check to:

South Carolina WELCA Synodical Treasurer



Offering Form B

For use by **CONGREGATIONAL UNITS**
for offerings to **CHURCHWIDE**

Use Form B for **Thankofferings, Where Needed Most, Katie's Fund, Special Offerings,** and **Designated Gifts** to WELCA and ELCA ministries. Make check payable to "Women of the ELCA." For more information, please call 1-800-638-3522, ext. 2730 or go online to womenoftheelca.org.

Mail form with check to: Women of the ELCA, ELCA Gift Processing Center, PO Box 1809, Merrifield, VA 22116-8009.

		DATE	
CONGREGATION		CONGREGATION NUMBER	
CONGREGATION CITY/STATE		ZIP	REGION/SYNOD
UNIT TREASURER NAME		PHONE NUMBER	
ADDRESS		EMAIL	
CITY/STATE		ZIP	
DESCRIPTION		AMOUNT	
WOG0420			
THANKOFFERING		\$	
DESIGNATED GIFTS & SPECIAL OFFERINGS (PLEASE SPECIFY)			
WOG0466			
WELCA WHERE NEEDED MOST		\$	
		\$	
		\$	
		\$	
TOTAL		\$	

FICA WQ1022

Form updated 5/2017