

**WOMEN OF THE EVANGELICAL LUTHERAN CHURCH IN AMERICA (WELCA)**

**Southeastern Iowa Synodical Women's Organization (SWO)**

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# WOMEN OF THE EVANGELICAL LUTHERAN CHURCH IN AMERICA (WELCA)

## Southeastern Iowa Synodical Women's Organization (SWO)

### PRESIDENT – JOB DESCRIPTION

**PURPOSE:** To encourage and nurture spiritual and theological growth, witness, stewardship, leadership, ecumenism, peace, justice, and to strengthen and affirm each Synodical Women's Organization (SWO) member's gifts.

### BOARD RESPONSIBILITIES

1. Preside at Synodical Women's Organization Conventions (SWO), SWO meetings and Executive Committee meetings:
  - a) Determine the number of meetings needed each year and schedule all Board Meetings.
  - b) Prepare and distribute agenda at least 2 weeks in advance of each meeting.
  - c) Conduct meetings according to *Robert's Rules of Order*.
  - d) Make necessary meeting arrangements; i.e., location, equipment, food, etc.
  - e) Appoint committee Chairs and members as needed with Board approval.
  - f) Assign subcommittee members, as needed, with Board approval.
  - g) Provide all pertinent materials to Board members between meetings.
  - h) Appoint and maintain contact with Newsletter Editor(s).
2. Ensure the SWO Constitution and Bylaws are duly observed, and appoint all ad hoc committees;
  - a) Activate an annual Constitution and Bylaws Review Committee.
  - b) Activate an annual Policy Review Committee.
3. Serve as an ex-officio member of all SWO committees, except for the Nominating Committee;
  - a) Ensure that Vice President convenes the Nominating Committee and oversees its activities.
  - b) Review job descriptions annually and submit changes to the Board for approval.
4. Participate in SWO, Regional and Churchwide Women's Organization (CWO) leadership opportunities.
5. Represent the SWO at inter-Lutheran and ecumenical associations as requested;
  - a) Submit a written report of SWO activities for the Synod Pre-Assembly Book of Reports.
  - b) Send announcements and information reports to the Synod's monthly publications as appropriate.
  - c) Attend the Synod Assembly representing the SWO or appoint a Board Member to attend.
5. Inform the Bishop or Bishop's Assistance of all SWO meetings and events, inviting attendance.
6. Keep the Vice President informed of all SWO activities, programs and projects; and
7. Provide a variety of communications including communicating with SWO Board members about Convention Committees; including Board member responsibilities, meeting places, times, and evaluation forms.

8. Work with the Directions newsletter Editor(s) and submit an article for each edition of the newsletter.
9. Write an annual report for Convention and Gathering Program and Reports (Gathering Program) booklet including activities, observations and recommendations. Submit a report for the annual Gathering Report. Report must be reviewed by Executive Committee or a President's Report Committee prior to submission.
10. Serve as SWO Board representative to an assigned Cluster. Attend other Cluster meetings as requested.

## **CONVENTION RESPONSIBILITIES**

**PURPOSE:** Serve as Chair of each SWO Convention and Gathering. Ensure that all Committees are fulfilling the duties of their job descriptions.

1. Ensure the SWO constitution and Bylaws are duly observed.
2. Serve as ex-officio member of all conventions Committees and Subcommittees.
4. Appoint a Convention and Gathering Program and Reports (Gathering Program) Editor to collect materials, assemble a Gathering Program, and work with the Directions editor(s) to have the Gathering Program printed and delivered.
4. Arrange for review of Rules and Procedures.
5. Appoint a Parliamentarian and Timekeeper.
6. Ensure Board Members know their Convention and Gathering committee assignments including guidelines, meeting times, place, and report forms.
7. Work with Discipleship Committee to prepare the Convention and Gathering agenda.
8. Work with the Secretary to inform all Units of Convention time and place at least three (3) months prior to the date of the Convention.
9. Inform Churchwide Women's Organization of Convention time and place.
10. Communicate with CWO Representatives about the schedule, agenda, housing, requested involvement, etc.
11. Communicate with those who bring greetings to the Convention, as instructed by the Board.
12. Make all necessary contacts with the SEIA Bishop's Office. Communicate with the Bishop or Bishop's Assistant, advising of Convention date, place and requested involvement.
13. Approve any expenses incurred by Committees and submit vouchers to the SWO Treasurer for payment.
14. Recognize Committee members for their contributions
15. Design Convention and Gathering evaluation form for packets. Collect evaluations and prepare summary for review by the SWO Board during its transitional meeting (the first meeting following elections).

## **CHURCHWIDE RESPONSIBILITIES**

1. Serve as liaison to CWO and attend the annual meetings of the Conference of Synodical Presidents as required by the CWO.
  - a) Report highlights of this meeting to the Board.
  - b) Submit items of concern from the SWO for discussion at the Conference of Presidents.
  - c) Submit mailing addresses of SWO Board and Resource persons to the CWO.

2. Serve as CWO Triennial Convention delegate.

### **ESTIMATED YEARLY TIME COMMITMENT**

1. Board Meeting – 6 days or as needed.
2. Executive Committee Meetings – 2 days or as needed.
3. SWO Convention:
  - a) Chair Duties = 14 days;
  - b) Attendance = 2 days and 1-2 overnights.
4. Churchwide Organization:
  - a) Conference of Presidents – 4 days (overnight)
  - b) Triennial Convention – 2-3 days every third year.
5. Attend Cluster meetings as requested – 3 days.
6. Written/oral Communication as needed – 10 days.

### **TOTAL TIME COMMITMENT**

About 45 days per year.

# **WOMEN OF THE EVANGELICAL LUTHERAN CHURCH IN AMERICA (WELCA)**

## **Southeastern Iowa Synodical Women's Organization (SWO)**

### **VICE PRESIDENT – JOB DESCRIPTION**

#### **PURPOSE**

To encourage and nurture spiritual and theological growth, witness, stewardship, leadership, ecumenism, peace, justice, and to strengthen and affirm each Synodical Women's Organization (SWO) member's gifts. To act in the absence, disability or resignation of the President. Assume the duties of the President until the vacancy is filled by the Synod Women's Organization (SWO) Board at its next regularly scheduled meeting.

#### **REQUIREMENTS**

1. Attend SWO Board meetings and Conventions.
2. Participate in SWO Leadership opportunities.
3. Serve as SWO liaison to an assigned Cluster.

#### **BOARD RESPONSIBILITIES**

1. Serve as a member of the Executive Board.
2. Serve as SWO Cluster Coordinator and correspond with Clusters at least twice each year. Assign SWO Board Cluster liaisons.
3. Coordinate the annual meeting of the Board and Cluster leaders (generally in March).
4. Work with the Directions newsletter Editor(s) and submit an article for each edition of the newsletter.
5. Write an annual report for Convention and Gathering Program and Reports (Gathering Program) booklet including activities, observations and recommendations. Submit a report for the annual Gathering Report.
6. Collect leadership information from Clusters.
7. Serve as Churchwide Women's Organization (CWO) Triennial delegate if the President is not able to attend.
8. In even numbered years, convene a committee to review the Constitution, Bylaws, Policies and Job Descriptions of the Organization. The Vice President shall Chair the committee which shall include, at the minimum, the Board Secretary and one other Board member.
9. Perform other duties as required by the President or Board.

#### **NOMINATING COMMITTEE RESPONSIBILITIES**

1. Serve as advisor to the Nominating Committee.
  - a) Convene orientation meeting of Nominating Committee.
  - b) Present materials and information that Committee needs to function, including:
    - i. Job Descriptions for Nominating Committee Chair and Members.
    - ii. A list of offices that must be filled.
    - iii. Eligibility of current SWO Officers and Board Members.
    - iv. Deadline for nominations as set by the Board.

- v. Mailing lists that include:
  - 1. SWO Board
  - 2. Cluster Leaders
  - 3. Congregational Units
  - 4. Newsletter Editor
- c) Supply information to the Committee concerning:
  - i. SWO Constitution
  - ii. Job Descriptions
  - iii. Publication Deadlines for Convention and Gathering Program Reports (Gathering Program) booklet

## **CONVENTION RESPONSIBILITIES – ELECTIONS COMMITTEE**

Purpose: Serve as Chair of the Committee on Elections to distribute, collect, and count the written ballots in accordance with the Synodical Women’s Organization (SWO) Constitution and By-laws, proposed Rules of Procedure as printed/amended in the Gathering Program. To Count all non-written votes when requested by the Presiding Chair and to announce the result of all ballots to the Convention.

1. Appoint a Committee of at least three members from Congregational Units.
2. Plan for orientation of Committee by reviewing forms and gathering materials.  
Committee members will:
  - a) Attend all Committee meetings and the delegate orientation.
  - b) Review Convention schedule, ballots, and election procedures.
  - c) Distribute, collect, and count ballots as requested by Chair. Count ballots for number cast, number necessary to elect, number of invalid ballots, and number received by each nominee. Recount for accuracy. Sign report form and place with ballots in envelope to be filed with the SWO Secretary.
  - d) Count non-written votes when requested by the Presiding Chair.
3. Provide green (yes) and red (no) voting cards for officers and delegates.
4. Obtain and verify the ballots. This is done just prior to the opening of the first business meeting. Attend the delegate orientation.
5. Make arrangements for a place to count the ballots and provide materials such as paper, pencils, paper clips, staples, and calculator to count votes.
6. Verify count and give copies of the report form to the Presiding Chair and the SWO Secretary.
7. Report results to the convention using the form provided by the SWO President. Using the following language:  
“Madam President, the Committee on Elections submits the following report for the \_\_\_\_\_ ballot. Number of ballots cast \_\_\_\_\_. Number necessary for election \_\_\_\_\_. Number of invalid ballots \_\_\_\_\_. Number of votes received for each candidate’s name \_\_\_\_\_.”
8. Place ballots and report form in envelope for each election, seal, and give to the SWO Secretary.

## **ESTIMATED YEARLY TIME COMMITMENT**

1. Board Meeting – 6 days and up to 2 overnights.
2. Cluster Events – 2 days.
3. SWO Convention – 2 days and 1-2 overnights.
4. Nominating Committee meetings – 6 days
5. Committee meetings – 5 days (varies with committee)
6. Written/oral Communication as needed – 5 days as needed.

**TOTAL TIME COMMITMENT**

About 26 days per year.

# **WOMEN OF THE EVANGELICAL LUTHERAN CHURCH IN AMERICA (WELCA)**

## **Southeastern Iowa Synodical Women's Organization (SWO)**

### **SECRETARY – JOB DESCRIPTION**

#### **PURPOSE**

To provide communications among the Congregational Units, Cluster, Synodical Women's Organization (SWO) Board, and Churchwide Women's Organization (CWO).

#### **REQUIREMENTS**

1. Attend SWO Board meetings and Conventions.
2. Serve as SWO liaison to an assigned Cluster.

#### **BOARD RESPONSIBILITIES**

1. Serve as secretary of the SWO Board and Executive Committee:
  - a) Record minutes and distribute copies of the SWO Board meetings to SWO Board members and Synodical Staff Liaison.
  - b) Record minutes and distribute copies of Executive Committee meetings to Committee members.
2. Serve as a member of the Executive Committee.
3. Maintain adequate supplies of mailing labels, envelopes, stamps, stationary and postcard.
4. Provide mailing supplies and assist with mailings as requested.
5. Serve on the Vice President's committee to assist in the review of the Constitution, Bylaws, Policies and Job Descriptions of the Organization in even numbered years.
6. Give units notification of regular conventions at least 3 months in advance and of special gathering/conventions at least 1 month in advance.
7. Keep a correct register of the roll of units, including the names of officers of units.
8. Ensure preservation of historical records and documents.
9. Work with the Directions newsletter Editor(s) and submit an article for each edition of the newsletter.
10. Write an annual report for Convention and Gathering Program and Reports (Gathering Program) booklet including activities, observations and recommendations. Submit a report for the annual Gathering Report.
11. Perform other duties as directed by the Board.

#### **CONVENTION RESPONSIBILITIES – MINUTES COMMITTEE**

Chair a Convention Minutes Committee to review and edit the official minutes of business sessions of the Convention/Gathering of the Synodical Women's Organization (SWO) and recommend approval of the recorded minutes to the SWO Board for approval.

1. Recruit at least one woman to serve on committee. Committee member(s) will:



- a) Attend delegate orientation and all business meetings to assist the Secretary in record keeping.
  - b) Review and edit official Convention minutes and assist the Secretary in ensuring the accuracy of the minutes.
2. Attend and record minutes for delegate orientation and all Convention business sessions. Minutes must include:
    - a) Name or Organization.
    - b) Type of meeting, location and date.
    - c) Time the meeting was called to order, recessed and adjourned.
    - d) Name of presiding officer.
    - e) Convention Committee findings and reports.
    - f) Accurate wording of all motions including persons making the motion, person seconding the motion and action taken with respect to the motion.
    - g) Assurate information about all points of order, appeals and amendments, and action taken with respect to each.
    - h) Title and subject of all presentations including the names of all presenters.
    - i) Summaries of all oral reports.
  3. Prepare final draft of Convention meetings and provide SWO Board for approval.
  4. Distribute copies of official minutes to SWO Board, Synod staff liaison, all Convention delegates and SWO newsletter.
  5. Take possession of Convention ballots and retain for 3 months following Convention. Seek SWO Board approval for destruction of ballots.

### **ESTIMATED YEARLY TIME COMMITMENT**

1. Board Meeting – 6 days.
2. Writing and finalizing official minutes – 15 days.
3. Cluster Events – 2 days.
4. Convention/Gathering – 2 days and 1-2 overnights.

### **TOTAL TIME COMMITMENT**

About 26 days per year.

# **WOMEN OF THE EVANGELICAL LUTHERAN CHURCH IN AMERICA (WELCA)**

## **Southeastern Iowa Synodical Women's Organization (SWO)**

### **TREASURER – JOB DESCRIPTION**

#### **PURPOSE**

To be responsible for Synodical Women's Organization (SWO) income and distributions.

#### **REQUIREMENTS**

1. Attend SWO Board meetings and Conventions.
2. Participate in SWO, Regional and Churchwide Women's Organization (CWO) Leadership opportunities.
3. Serve as SWO liaison to an assigned Cluster.
4. Use a computer and printer and be able to access historical information on the computer.

#### **BOARD RESPONSIBILITIES**

1. Maintain all SWO financial records including all offerings and distributions.
2. Assume responsibility for all SWO bank accounts and promptly process all payments requested to and approved by the SWO in accordance with the financial policies of SWO and the SWO.
3. Serve as a member of the Executive Committee.
4. Maintain and update the data on the SWO computer.
5. Compile a current financial report for each SWO Board and Executive meeting.
6. Develop a plan to challenge women of the Congregational Units and Cluster to give freely and joyfully.
7. Recommend programs and issues to which offering monies received from Congregational Units, Clusters and SWO Convention may be disbursed.
8. Encourage Congregational Units to connect with stewardship resources that exist in their areas.
9. Affirm the activities of stewardship already happening in the Congregational Units and Clusters.
10. Arrange for an annual audit or audit review prior to SWO Convention. This audit or audit review should be adopted as the SWO Convention and submitted to the Churchwide Women's Organization following the Convention.
11. Work with the Directions newsletter Editor(s) and submit an article for each edition of the newsletter.
12. Write an annual report for Convention and Gathering Program and Reports (Gathering Program) booklet including activities, observations and recommendations. Submit a report for the annual Gathering Report.

#### **CONVENTION RESPONSIBILITIES – COMMITTEE ON CLAIMS**

Purpose: To count and tabulate Convention and Gathering offerings.

1. Serve as Chair of Committee on Claims. Recruit at least one woman to serve on the Committee.
  - a) In advance of Convention, assemble materials and equipment (i.e. calculators, large bank bags, large paper clips, pencils, paper money wrappers, rubber bands, collection containers) that will be needed during the convention.
  - b) Verify reimbursement vouchers and prepare checks written from list presented by Convention Chair.
  - c) The Committee will:
    - i. Assist in collecting and counting the Congregational Unit offerings at the convention.
    - ii. Assist in collecting and counting the personal offerings when collected at the worship service.
    - iii. Sort and tabulate check and monies for the Congregational Unit offerings and personal offerings. Place each of these offerings in separate envelopes with indications of date and amounts.
  - d) Arrange for the security of offerings collected.
  - e) Report offering totals to Convention with a written copy to the presiding Chair and SWO Secretary.
  - f) Report final offering total to SWO Board.
2. Compile a complete financial report for the SWO Convention and Gathering Program and Reports (Gathering Program) booklet. The report must include:
  - a) A list of ministries supported by SWO offerings.
  - b) Year-end financial report.
  - c) Current budget.
  - d) Proposed budget.
  - e) Audit Report

## **CONVENTION RESPONSIBILITIES – REGISTRAR**

**Purpose:** To maintain registration forms and reports for the Southeastern Iowa Synodical Women's Organization (SWO) Convention and verify Convention attendance of all Board members, program presenters, delegates, and non-delegates.

Serve as Chair of the Credentials Committee. Recruit 3 to 5 non-delegate Congregational Unit members to serve on the Committee.

Duties:

1. Prepare Convention registration form and present to the Board for approval.
2. Collect registration forms from delegates, non-delegates, SWO Board members, and program presenters.
3. Deposit registration fees in SWO Treasury.

4. Make room reservations for SWO Board members, Churchwide Women's Organization representative, speakers, guests, and scholarship recipients, as designated by SWO Board.
5. Advise Local Arrangements Subcommittee of registrants' special needs.
6. Compile a complete list of registrants and guests and provide to the SWO Board at least 1 week prior to the Convention and Gathering.
7. Work with Stewardship Committee to ensure assembly of Convention packet information.
8. Prepare Convention name tags, including appropriate titles for participants.
9. Appoint 3 to 5 non-delegates to serve as registration table assistants.
10. Ensure that each Convention participant registers on the appropriate form and receives a Convention packet and name tag.
11. Report to SWO Convention an accurate credentials registration count by category.
12. Following Convention, prepare a list of delegates by Cluster with name, address, and home congregation to send to SWO Secretary for permanent file.

### **ESTIMATED YEARLY TIME COMMITMENT**

1. Board Meeting – 6 days.
2. Cluster Events – 2 days.
3. SWO Convention – 2 days and 1-2 overnights.
4. CWO/Regional Training – 3 days (weekend) 1 time with treasurer.
5. Committee Meetings – 4 days varies with committee.
6. Written/oral communications – 1 day as needed.
7. Bookkeeping – 1 days per month, total 12 days.

**TOTAL TIME COMMITMENT** – About 31 days per year.

# **WOMEN OF THE EVANGELICAL LUTHERAN CHURCH IN AMERICA (WELCA)**

## **Southeastern Iowa Synodical Women's Organization (SWO)**

### **EXECUTIVE COMMITTEE – JOB DESCRIPTION**

#### **PURPOSE**

To encourage and nurture spiritual and theological growth, witness, stewardship, leadership, ecumenism, peace, justice and to strengthen and affirm each Synodical Women's Organization (SWO) member's gifts.

#### **COMPOSITION**

1. Chair – SWO President
2. Members – SWO Vice President, SWO Secretary, and SWO Treasurer

#### **RESPONSIBILITIES**

1. Prepare an annual budget (fiscal year February 1 to January 31) for the SWO no later than 2 months prior to the annual SWO Convention. The budget must be approved by Convention delegates in Convention years or by the SWO Board in non-Convention years.
2. Research and recommend a location for upcoming Convention/Gathering at least 1 year prior to the Convention and Gathering. Location must be approved by the SWO Board.
3. Establish a budget for each Convention and Gathering at least 1 year prior to the Convention/Gathering. The budget must be approved by the SWO Board.
4. Recommend a theme and Bible reference for the Convention and Gathering at least one (1) year prior to the Conference and Gathering. The theme must be approved by the SWO Board.
5. Review and approve the SWO President's annual report for the Convention and Gathering Program and Reports (Gathering Program) booklet.
6. Maintain a thorough knowledge of the Convention and Gathering facility, including physical layout and rules and policies regarding facility use.
7. Approve written contracts, arrange room rates, and confirm all facility arrangements with an estimate of anticipated expenses.
8. Confirm number of room reservations for contract requirements.
9. Other executive responsibilities assigned by the SWO Board as needed.

# **WOMEN OF THE EVANGELICAL LUTHERAN CHURCH IN AMERICA (WELCA)**

## **Southeastern Iowa Synodical Women's Organization (SWO)**

### **DIRECTIONS EDITOR(S) – JOB DESCRIPTION**

#### **PURPOSE**

To be responsible for the Directions newsletter of the Synodical Women's Organization (SWO).

#### **REQUIREMENTS**

1. Gather Emails/articles as they come in.
2. Contact Cluster leaders by email/phone requesting Cluster updates, meeting information and dates.
3. Print emails and edit all articles as they come in.
4. Make a list of full pages and all articles to figure out how many pages are needed for printing.
5. Organize the numbered pages into proper format.
6. Clip art/pictures can be used as needed.
7. Secure printer and mailing services for the newsletter.
8. Establish due dates for information/articles for the year and distribute to all.
9. Keep a list of subscribers for Directions in addition to the church list from Synod.
10. Send out/contact subscribers for renewal of subscription.
11. Oversee that printing and mailing has been done in a timely manner after submitting Directions copy to the services.
12. Be available to answer questions from emails\telephone as needed.
13. Forward all monies collected for subscriptions to SWO.
14. Submit bills for payment to SWO Treasurer as soon as received.
15. Work with SWO board, Cluster leaders and others to gather and publish information in Directions.
16. Attend SWO board meetings and conventions as a non-voting member.

#### **ESTIMATED YEARLY TIME COMMITMENT**

About 6 days per year.

# WOMEN OF THE EVANGELICAL LUTHERAN CHURCH IN AMERICA

## Southeastern Iowa Synodical Women's Organization

### Convention Parliamentarian / Timekeeper – Job Description

#### PURPOSE

To advise the Chair of the Synodical Women's Organization (SWO) on points of parliamentary procedures to ensure that business is efficiently and impartially transacted. To monitor the length of time for debate or discussion as prescribed in the Rules of Procedure, and notify the Chair when time limits are exceeded.

#### RESPONSIBILITIES

1. Have a working knowledge of ***Robert's Rules of Order***, SWO Constitution, By-laws, and the proposed Rules of Procedure.
2. Meet with Chair prior to first business session to review agenda and proposed Rules and Procedures that specify time limits for speeches from the Convention floor and advise Chair of any errors.
3. Attend delegate orientation.
4. Attend all business sessions and sit near Chair.
5. Assist the Chair in monitoring time allotted on the adopted agenda.
6. Obtain copies of:
  - a. ***Robert's Rules of Order***, latest edition;
  - b. SWO Constitution and By-laws;
  - c. Proposed Rules of Procedure;
  - d. Convention Business Agenda; and
7. Be prepared with equipment necessary to monitor time.

#### RESTRICTIONS

1. The Parliamentarian/Timekeeper should not be a member of the SWO Board or any Committee.
2. The Chair makes all final decisions and rulings and is not obligated to follow the advice of the Parliamentarian.
3. The Parliamentarian may address the Assembly if requested by a registered voting member or the Chair.

**WOMEN OF THE EVANGELICAL LUTHERAN CHURCH IN AMERICA (WELCA)  
Southeastern Iowa Synodical Women's Organization (SWO)**

**DISCIPLESHIP COMMITTEE – JOB DESCRIPTION**

**PURPOSE:** To provide each woman of the Synodical Women's Organization (SWO) with a variety of learning experiences to enable her to strengthen herself as a whole person, develop her potential and equip her for ministry.

**GOALS:** To pray for spiritual growth and BOLDNESS as women gather in Jesus' name to study God's Word. We will:

1. Affirm our Lutheran theology by promoting readership of Gather magazine and other Lutheran publications.
2. Plan and promote annual retreats for spiritual growth among 'synod sisters'
3. Pray without ceasing.
4. Encourage support and donations for Lutheran World Relief (LWR) Quilts and kits, Local, Synod and Churchwide ministries.
5. Actively participate in the planning of each SWO Convention and Gathering.

**COMPOSITION:** Two SWO Board members appointed by the SWO President to serve on the Discipleship Committee.

**BOARD RESPONSIBILITIES**

1. Serve for two years or the remainder of the Board term, whichever is shorter.
2. Plan and promote Discipleship Goals for women of the synod with approval of the SWO Board.
3. Work with the Directions newsletter Editor(s) and submit an article for each edition of the newsletter.
4. Write an annual report for Convention and Gathering Program and Reports (Gathering Program) booklet including activities, observations and recommendations.
5. Submit a proposed Discipleship Committee annual budget to the SWO Treasurer by March 1 of each year.
  - a. Submit committee expenses to SWO Treasurer for payment.
6. Support and attend events planned and sponsored by SEIA Clusters.
7. Encourage Bible study, the use of Women of the ELCA devotional materials, program resources, Gather and Living Lutheran magazines by Clusters and Congregational Units through the Directions newsletter and electronic media.
8. Suggest literacy opportunities and encourage Congregational Units to connect with literacy resources that exist in their communities including:
  - a. Area community college programs/ local educational programs.
  - b. Tutoring.
  - c. Library resources.
  - d. Volunteer reading programs .



9. Encourage membership of SWO Board, Clusters, and Congregational Units to participate in local and global events including:
  - a. Gather Bible studies.
  - b. Church Wide Women's Organization (CWO) Triennial Convention and
  - c. Synodical Women's Organization yearly (SWO) Gathering/Convention
  - d. Retreats and Leadership events.
  - e. Anti-racism / Advocacy for Young Women.
10. Arrange a display for annual SWO Gathering/Convention and Leadership events.
11. Affirm the activities taking place in the Cluster and Congregational Units.
12. Cooperate with Justice and Stewardship on all opportunities to facilitate the Triennial special emphasis as designated by Church Wide Organization.

## **CONVENTION AND GATHERING RESPONSIBILITIES – PROGRAM COMMITTEE**

**PURPOSE:** To ensure that Bible study, speakers, Mission opportunities, worship, meals, and fellowship are arranged for each Convention and Gathering.

### **RESPONSIBILITIES:**

As needed, appoint a Committee of three to five members from Congregational Units.

1. Work with Convention Chair to prepare an agenda for each Convention and Gathering including time for:
  - a. Convention Business Meetings.
  - b. Bible study.
  - c. Keynote address.
  - d. Mission opportunities.
  - e. worship services.
  - f. Fellowship activities.
2. Arrange for meals to be prepared and served during Convention and Gathering. Ensure that special needs are addressed such as:
  - a. Vegan/Vegetarian.
  - b. Gluten intolerance.
  - c. Nut allergies.
3. Obtain speakers for each Convention and Gathering working with the Convention Chair to, as nearly as possible, secure speakers who will provide information aligned with the annual theme.
  - a. Make all necessary arrangements with each speaker including dates of attendance, time for presentation, equipment requirements, printing, introductions, etc.
  - b. Send complimentary registration forms to program presenters and outlines of their involvement.

- c. With Board approval, arrange for speakers' and presenters' reimbursements (i.e. fees, honorariums, travel, meals, registration, housing). Include Internal Revenue Service form W-9 with contract or letter as necessary.
  - d. Send written summary of reimbursements and other anticipated costs to Convention Chair at least two weeks prior to Convention.
  - e. Consult with Stewardship Committee regarding special needs of presenters, including: number and size of rooms for presentation, time, and food arrangements, audio/visual and sound equipment, and any other materials requested.
  - f. Send all necessary information, including biographical materials of program and other presenters, to the Convention and Gathering Program and Reports (Gathering Program) Editor.
4. Arrange time and space for collection of love gifts.

#### **ESTIMATED YEARLY TIME COMMITMENT**

1. Committee meetings – 5 days (varies with committee)
2. Written/oral communications – 1 day
3. SWO Convention and Gathering – 2 days, including 1 overnight.
4. Retreat Planning or Special Events – 5 days

Total Time commitment about 13 days per year

# **WOMEN OF THE EVANGELICAL LUTHERAN CHURCH IN AMERICA (WELCA)**

## **Southeastern Iowa Synodical Women's Organization (SWO)**

### **JUSTICE COMMITTEE – JOB DESCRIPTION**

**PURPOSE:** To enable each woman in the Synodical Women's Organization (SWO) to value herself and others as created in God's image and redeemed through Christ and to build up and celebrate global, diverse, and interdependent relationships.

**GOALS:** To support the joy of relationships as sisters in Christ by creating new opportunities that are inclusive and appealing to all ages and personal backgrounds by:

1. Intentionally inviting other women to all SWO Conventions and Gatherings.
2. Actively participating in the planning of each SWO Convention and Gathering.
3. Improving communication through the use of congregational newsletters, Gather magazine, news in the Synod Directions newsletter and Churchwide communications.
5. Encouraging the use of electronic media by emails, web pages, etc.
6. Promoting participation in Triennial Gatherings.
7. Encouraging a variety of models for local women's units.
8. Continuing to emphasize anti-racism and advocacy.
9. Educating and supporting awareness about human trafficking.

**COMPOSITION:** Two SWO Board members appointed by the SWO President to serve on the Justice Committee.

### **BOARD RESPONSIBILITIES**

1. Serve for two years or the remainder of the Board term, whichever is shorter.
2. Plan and promote Justice opportunities for women of the Synod with approval of the SWO Board.
3. Work with the Directions newsletter Editor(s) and submit an article for each edition of the newsletter.
4. Write an annual report for Convention and Gathering Program and Reports (Gathering Program) booklet including activities, observations and recommendations. Submit a report for the annual Gathering Report.
5. Submit a proposed Justice Committee annual budget to the SWO Treasurer by March 1 of each year. Submit committee expenses to SWO Treasurer for payment.
6. Encourage SWO Board, Cluster, and Congregational Unit members to participate in local and global events including:
  - a. Church Women United;
  - b. Churchwide Women's Organization (CWO) Triennial convention; and
  - c. Synodical Women's Organization (SWO) annual Convention and Gathering.
7. Affirm activities taking place in Clusters and Congregational Units.
8. Cooperate with Discipleship and Stewardship Committees on all opportunities to facilitate the Triennial special emphasis as designated by the Churchwide Women's Organization.
9. Advocate against, and educate women about, human trafficking.

### **CONVENTION AND GATHERING RESPONSIBILITIES – MUSIC AND WORSHIP**

**PURPOSE:** To ensure that enriching music and worship opportunities are provided during each Synodical Women's Organization (SWO) Convention and Gathering.

**RESPONSIBILITIES:**

As needed, appoint a Committee of three to five members from Congregational Units.

1. Work with Convection Chair to determine whether the SEIA Bishop is available and willing to preside over one Bible Study and worship service(s) held during the Convention and Gathering. If the Bishop is not available, recruit another SEIA clergy member to perform these duties.
2. Recruit an SEIA clergy member to serve as Chaplain. Coordinate with the Chaplain the duties to be performed during the Convention and Gathering such as:
  - a. Individual meetings with participants.
  - b. Participation in worship service(s).
  - c. Opening prayer for each day of the Convention and Gathering.
  - d. Prayer before voting during Convention sessions.
  - e. Prayer before meals.
3. Plan all aspects of worship services and ensure that all necessary items are available such as:
  - a. Worship bulletins and song books.
  - b. Communion ware, bread/wafers, wine, and offering baskets.
  - c. Musicians, Readers, Ushers, Greeters.
4. Send all necessary information, including biographical materials of Bishop, Chaplain, Musicians, etc., to the Gathering Program Editor.
5. Inform Treasurer about housing needs for the Bishop and Chaplain.
6. Inform Discipleship Committee about meal needs for the Bishop and Chaplain.

**CONVENTION RESPONSIBILITIES – COMMITTEE ON REFERENCE AND COUNSEL**

**PURPOSE:** To receive, review, and make recommendations on all memorials and resolutions submitted to the Synodical Women's Organization (SWO) Convention according to the SWO Constitution. To prepare and present courtesy resolutions.

**RESPONSIBILITIES:**

As needed, appoint a Committee of three to five members from Congregational Units. The Parliamentarian may be invited to attend these at meetings.

1. Prepare and distribute a Resolutions Form including a deadline for submission. Distribution may be via Directions newsletter at least 6 weeks prior to the Convention.
2. Assist delegates in drafting resolutions, as requested.

3. Study all memorials, resolutions, and support materials, contacting author for clarification as needed.
4. Revise, edit, and propose amendments, and make recommendations stating reasons.
5. Ensure all recommended action is consistent with documents of the ELCA and the Women of the ELCA.
6. Arrange for typing and duplication of memorials and resolutions in sufficient numbers for delegates, SWO Board, and CWO representative.
7. Obtain information for courtesy resolutions. Prepare and distribute to Convention delegates and others as required.
8. Receive all memorials and resolutions and number them by present year and order. Ascertain that all resolutions have been signed by three voting delegates present at the Convention on a form provided by the Board on or before the designated submission deadline.
9. Memorials and resolutions addressing the same issue should be presented to the Convention en bloc.
10. Present recommendations of the Committee as follows:  
 "Madam President, the Committee on Reference and Counsel submits the following report – (give title of memorial/resolution and read content).  
 The Committee recommends – (one of the following)."  
  - a) Adoption – indicates Committee approval, no second needed.
  - b) Adoption as Amended – indicates approval with modification, motion and amendment are considered together. No second needed.
  - c) No Recommendation – indicates the committee was unable to come to a consensus. For the resolution to be considered by the Convention, a motion must come from the floor.
  - d) Refer to Committee – a motion from the floor to refer the resolution back to the Committee for further study.
  - e) State reason for the Committee's recommendation.
11. Finalize and sign two copies of Committee report and present to SWO President and SWO Secretary.

### **ESTIMATED YEARLY TIME COMMITMENT**

1. Committee meetings – 5 days (approximately)
2. Written/oral communications – 1 day
3. SWO Convention and Gathering – 2 days, including 1 overnight

Total Time Commitment – about 8 days per year.

# **WOMEN OF THE EVANGELICAL LUTHERAN CHURCH IN AMERICA (WELCA)**

## **Southeastern Iowa Synodical Women's Organization (SWO)**

### **STEWARDSHIP COMMITTEE – JOB DESCRIPTION**

**PURPOSE:** To enable each women of the Synodical Women's Organization (SWO) to articulate and act upon her faith as a disciple of Christ.

**GOALS:** To encourage women to articulate and act upon their faith as Disciples of Christ.

1. Plan a special SWO Stewardship Project for each year and encourage each women's unit to collect and support this special project from January 1 through June 1.
2. Coordinate the pick-up days and location for Lutheran World Relief (LWR) Quilts and Kits for Spring and Fall dates.
3. Generate ideas for supporting local needs of food pantries, emergencies and issues.
4. Raise awareness of global issues that affect whole populations:
  - a. Share programs, speakers and effective resources with Congregational Units.
  - b. Continue relationships and support of our sisters of the Pare Diocese and Binti Mama program both in Tanzania.
  - c. Promote and support Global Missions.
  - d. Use electronic media when possible and practical.
5. Actively participate in the planning of each SWO Convention and Gathering.

**COMPOSITION:** Two SWO Board members appointed by the SWO President to serve on the Stewardship Committee.

### **BOARD RESPONSIBILITIES**

1. Serve for two years or the remainder of the Board term, whichever is shorter.
2. Plan and promote Stewardship Goals and a yearly special project for women of the Synod with approval of the SWO Board.
  - a. The project shall be conducted January 1 through June 1 of each year.
  - b. Donations may be brought to the SWO Convention and Gathering or mailed to the SWO Treasurer.
  - c. Cash donations should be clearly marked in the check memo as Stewardship Project donations.
3. Work with the Directions newsletter Editor(s) and submit an article for each edition of the newsletter.
4. Write an annual report for Convention and Gathering Program and Reports (Gathering Program) booklet including activities, observations and recommendations.

5. Submit a proposed Stewardship Committee annual budget to the SWO Treasurer by March 1 of each year.
  - a. Submit committee expenses to SWO Treasurer for payment.
6. Coordinate Lutheran World Relief (LWR) collections on the third Saturdays of each April and October:
  - a. Prepare all information regarding dates, pick-up sites, times, needs and donation forms and submit to the Directions Editor to be printed and mailed to Congregational Units.
  - b. Secure transportation of donated quilts and kits from western side of Synod to Lutheran World Relief headquarters in Minneapolis, MN.
  - c. Assist Lutheran Church Missouri Synod (LCMS) representative coordinate the eastern side of Synod pick-up site.
7. Encourage Congregational Units to connect with the action resources that exist in their communities including:
  - a. Lutheran World Relief and Equal Exchange coffee, tea and chocolate.
  - b. Meals on Wheels.
  - c. Daycare of infants and adults.
  - d. Refugee resettlement.
  - e. Self-help programs.
8. Affirm the activities taking place in the Cluster and Congregational Units.
9. Encourage membership of SWO Board, Clusters and Congregational Units to participate in local and global events
10. Cooperate with Discipleship and Justice on all opportunities to facilitate the Triennial special emphasis as designated by Church Wide Organization.

## **CONVENTION AND GATHERING RESPONSIBILITIES – LOCAL ARRANGEMENTS / EXHIBITS AND DISPLAYS**

**Purpose:** To serve as local resource people for the Synodical Women’s Organization (SWO) Convention and Gathering and ensure an orderly flow of events during the Convention. To arrange for exhibits, and displays.

### **Responsibilities:**

As needed, appoint a Committee of three to five members from Congregational Units.

1. Aid all committees and speakers with set-up in facility.
2. Prepare a detailed list of rooms needed, equipment, furniture arrangements, lighting, piano/organ, podiums, microphones, and audio/visual equipment for each session of the Convention.
3. Work with Treasurer to arrange for assembly of packets and name tags.
4. Arrange for local transportation of Churchwide Women’s Organization representative and other guests, as needed.

5. Make arrangements for special needs, including shuttle service, sign interpreters, and diet concerns.
6. Arrange for decorations/table centerpieces as needed.
7. Arrange for collection receptacles for voting cards, name tag holders, and evaluation sheets at the close of the Convention.
8. Arrange tables for exhibitors, and displays.
9. Arrange to have a bookstore for display/purchasing of materials, including special requests from the SWO Board. Work with the Discipleship Committee assign space, establish hours of operation, and arrange for a secure room for storage of books and gifts. Communicate with bookstore representatives their responsibility for their own hotel accommodations.
10. Collect all remaining supplies and materials at end of Convention and Gathering (i.e., signs, banners, badges, boxes, baskets, etc.).
11. Work with Justice and Discipleship Committees to ensure displays are created for each Committee emphasis – Justice, Discipleship, and Stewardship.
12. Recruit Exhibitors and make recommendations to SWO Board for exhibits based on purpose and space availability. Exhibitors should include associated organizations such as:
  - a. Thrivent Financial
  - b. Lutheran World Relief
  - c. Equal Exchange

#### **ESTIMATED YEARLY TIME COMMITMENT**

1. Committee meetings – 5 days (varies with committee)
2. Written/oral communications – 1 day
3. LWR pick-up – 5 days
4. SWO Gathering/Convention – 2 days, including 1 overnight.

Total Time commitment about 13 days per year



# WOMEN OF THE EVANGELICAL LUTHERAN CHURCH IN AMERICA (WELCA)

## Southeastern Iowa Synodical Women's Organization (SWO)

### CONVENTION AND GATHERING COMMITTEE – ASSIGNMENTS

#### PURPOSE

To carry out the theme and details of the Synodical Women's Organization (SWO) Convention and Gathering.

#### COMPOSITION – CONVENTION COMMITTEE

The Synodical Women's Organization Board shall serve as the Convention Committee and shall appoint additional committee members as needed. The following Committee assignments are provided in job descriptions for each Board Member:

1. Convention and Gathering Chair – SWO President.
2. Site and Budget Committee – SWO Executive Committee
3. Nominations Committee – SWO Vice President oversees Committee activities.
4. Elections Committee – Chair – SWO Vice President.
5. Minutes Committee – Chair – SWO Secretary.
6. Claims Committee – Chair – SWO Treasurer.
7. Registrar – SWO Treasurer.
8. Program Committee – Discipleship.
9. Worship and Music Committee – Justice.
10. Reference and Council Committee – Justice.
11. Local Arrangements Committee – Stewardship.
12. Exhibits/Displays Committee – Stewardship.
13. Program Publicity Committee – SWO President and **Directions** Newsletter Editor(s).
14. Parliamentarian/Timekeeper – Appointed by SWO President.
15. Convention and Gathering Program and Reports (Gathering Program) Editor – Appointed by SWO President.