

***POLICY STATEMENT OF WOMEN OF THE
AUGUSTANA DISTRICT
LUTHERAN CONGREGATIONS IN MISSION FOR CHRIST***

ARTICLE I – NAME AND MEMBERSHIP

Section 1 – Name: Women of the Word – Augustana District

Section 2 – Membership: Shall be members of the Lutheran Congregations in Mission for Christ - Augustana District, and other women who subscribe to the purpose.

ARTICLE II – STATEMENT OF PURPOSE

Section 1 – Purpose: Lutheran Congregations in Mission for Christ (hereafter referred to as LCMC) is an association of congregations and individuals who are: free in Christ, accountable to one another, rooted in Scriptures and the Lutheran Confessions – working together to fulfill Christ's great commission to go and make disciples of all nations. We subscribe to the statement of faith of LCMC and Augustana District.

Section 2 – Commitment: To accomplish the purpose of LCMC, Women of the Word – Augustana District. Women in this group shall commit themselves to:

1. Come together for study, support, and action.
2. Participate in the ministry of LCMC, Women of the Word – Augustana District.

ARTICLE III – PARTICIPATION

Section 1 – Composition: This group shall welcome all women who wish to participate in activities which indicate a commitment to the purpose of Women of the Word.

Section 2 – Participation: Participation shall be open to all women in LCMC – Augustana District congregations and other women who subscribe to the purpose.

Section 3 – Women of LCMC churches who have joined the Augustana District are automatically members of Women of the Word – Augustana District.

ARTICLE IV – RELATIONSHIP

Section 1 – Women of the Word in congregational groups.

Section 2 – Each congregational Women of the Word Group shall have one vote at the Annual Gathering.

Section 3 - Cooperate in the process for nominating and electing officers of the Executive Committee.

ARTICLE V – GATHERINGS

Section 1 – Program: Women of the Word – Augustana District will gather annually for the purpose of worship, fellowship, and to conduct business.

Section 2 – Business: Receive reports, election of leadership and financial updates.

Section 3 – The host congregation will co-ordinate with the executive committee plans for the event. This includes theme, speakers, music, agenda, schedule, food, communication, and other supporting needs. It is most helpful if a representative of the host congregation provides a representative to serve on the executive committee for two years (one year before they host and during the year they are host).

ARTICLE VI – LEADERSHIP

Section 1 – Officers

1. The Executive Committee includes the Coordinator, Vice Coordinator, Secretary, Treasurer, and Members at Large.
2. The Coordinator and Vice Coordinator shall hold one-year terms, non-renewable. Remaining Executive Committee terms shall be for two years, (staggered as possible).
3. Officers will take charge of their duties following their election.
4. Non-voting members that can be selected to serve on the executive committee include AD liaisons, A.D. Pastor advisor, others as the board sees fit.

Section 2 – Duties of the Officers

1. The Coordinator
 - a. Term is one year, nonrenewable.
 - b. Preside at all Women of the Word (hereafter referred to as WOW) executive and general committee meetings.
 - c. Is an ex-officio member of all WOW committees and ensures all officers are doing their duties.
 - d. Serves as primary contact person and communicator for WOW. Ensures that the website is kept current; including the names of officers, newsletters, and active event details.
 - e. The ex-officio Coordinator will be included in all communications and decisions.
2. The Vice Coordinator
 - a. Assumes duties of Coordinator when necessary.
 - b. Is a member of the Executive Committee.
 - c. Coordinates time and place of meetings, events, and secures a host church for the annual gathering.
 - d. Presents the names of the candidates for election to the gathering during the business meeting.
 - e. Carries out any other duties assigned by Coordinator.
 - f. Serves one year as Vice Coordinator and moves up to Coordinator the following year.
3. Ex-Officio Coordinator
 - a. Moves into this position when new Coordinator is elected.
 - b. Serves as an advisor to the executive committee for one year.
 - c. A non-voting position.
4. Secretary
 - a. A two-year term.
 - b. Keeps minutes at all board and gathering meetings; distributes to all board members and liaisons (they will pass pertinent details to AD council).
 - c. Handles correspondence and publicity:
 - i. Prepares by four months prior, notice of theme, date, time, and location of annual gathering together with

name of speaker, list of sessions and any additional information.

- ii. Work with AD communications person to get information properly posted on the website and included in newsletter. This includes newsletters, policies, activities, and events.

5. Treasurer

- a. A two-year term
- b. Serves as the chief financial officer for WOW, ensuring fiscal responsibilities for the organization, and supervises any and all bookkeeping done within, or on behalf of AD WOW.
- c. Maintains AD WOW bank account. Manages receipts and bill payment. Distributes monies or gifts as approved by executive board.
- d. Prepares and present financial reports for executive committee and gatherings.

6. Members at Large

- a. Represent WOW at gatherings and other church functions.
- b. Act as liaisons (ambassadors) between congregants and WOW committee.
- c. Advocate for new executive committee members.
- d. A voting member within the executive committee.
- e. Up to 2 members at large, transitioning on a rotating basis.

Section 3 – Executive Committee Meetings

1. AD WOW Executive Board shall meet at least two times a year: once five to six months before the annual gathering, and again a month after the gathering to evaluate, assess, and clean up business. Minor decisions can be decided via an e-mail exchange among all members of the board.
2. The Coordinator or any two members of the Executive Committee may call a special committee meeting as deemed necessary.
3. An agenda or defined topics / goals should be prepared and distributed with the notification of meeting.
4. Meeting format or means are at the discretion of the committee (in person, zoom, email). AD council provides online meeting capabilities (Zoom).

ARTICLE VII – ELECTIONS OF OFFICERS

1. New officers shall be elected at the annual gathering.
2. The Executive Committee shall present a slate of candidates. Candidates may also be nominated from the floor.
3. The Vice-Coordinator shall present the names of the candidates for election to the gathering during the business meeting.

ARTICLE VIII – FINANCE

1. Fiscal and budget year from March 1 to February 28.
2. The treasurer with other executive officers shall develop and administrate a financial plan for WOW.
3. The treasurer shall be prepared to give an update to the Executive Committee at each meeting and at WOW gatherings.

4. A yearly review by non-committee members will be done of the financial books.

ARTICLE VIII – AMENDMENTS

Section 1. Policy Statement: This policy statement may be amended at any regular meeting of AD WOW by a two-thirds vote of those present providing that the amendment is in accord with the Constitution and by-laws of LCMC.

Section 2. Robert's Rules of Order: Robert's Rules of Order shall govern all cases not provided for in this policy statement.

More information can be found on the following websites:

- <https://augustanadistrict.org/women-of-the-word/>
- <https://lcmc.net/women-of-the-word/244>

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