



NORTHEASTERN MINNESOTA SYNODICAL  
WOMEN'S ORGANIZATION

HANDBOOK

FOR  
SYNOD  
CONFERENCE  
AND  
CONGREGATIONAL  
UNITS

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[WWW.WOMENOFTHEELCA.ORG](http://WWW.WOMENOFTHEELCA.ORG)

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## THREE FOCUS AREAS OF WOMEN OF THE ELCA: 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 a 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 from Churchwide Women of the ELCA. In this community of women created in the image of God and called to discipleship in Jesus Christ, each generation is responsible for telling the story to the next. Women of the ELCA produces many resources to assist in sharing that Good News and spiritually enriching our own faith. Living in community as women and carrying out the mission of this organization, we focus on three categories of ministry: Discipleship, Justice and Stewardship. Resources are found on the Churchwide’s website at [www.womenoftheelca.org](http://www.womenoftheelca.org) and are organized into the three categories: discipleship, justice and stewardship.

**Respond with 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 (Mathew 28:19&20) and the Great Command (Acts 1:8). Women of the ELCA participants are active disciples in many ways. They practice the seven marks of discipleship: praying, studying, worshipping, inviting, encouraging, serving and giving. Whether it be making quilts and kits for Lutheran Relief or studying the Bible together, or assisting in worship they grow in faith and share what they’ve learned with friends and neighbors. To build out community of committed disciples, programs and downloadable resources are available from Churchwide that help us to discern God’s call, understand God’s gifts and respond to God’s presence in our lives.

**Respond with Justice:** Justice is faith in action; it 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. Women of the ELCA justice initiatives include 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 programing. 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, and the Women’s Funding Network. Women of the ELCA is well known and well regarded for our important work in justice and advocacy. This includes our work on domestic violence, commercial sexual exploitation and environmental justice. Programs and downloadable justice resources are available from churchwide.

**Respond with 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 encourages and equips women consider their responsibility and capacity for stewardship. We create educational resources about giving and managing money, including devotions, Bible studies, and program materials for individuals and small groups. Donate online to support the ministries of Women of the ELCA. Learn about Regular Offerings, Thank offerings, Katie’s Fund, and more in the “Your Offerings At Work” stewardship guide available from Churchwide. Share in Mission and Ministry through your congregational units, conferences and synods in addition to Churchwide. 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.

## 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 promote 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.**

## RESOURCES TO IMPROVE YOUR SPIRITUAL LIFE

**Lutheran women have a long history of Bible study, discipleship, and desire to deepen their spiritual life and learn about issues.** If you are looking for a one-time-use program, something to do over several sessions, or a retreat resource, you've come to the right place. Women of the ELCA offers free, downloadable program resources—in English and Spanish—to help you grow in faith and engage in ministry and action. There are several ways to find the perfect resource for individual or group study, single session or retreat. At Churchwide Women of the ELCA you can choose one or several resources as you plan your programming for the coming year. Read about all of the program resources that are offered with this program resource list. For more on these resources call 1-800-638-3522, extension 8730 or see more at: <https://www.womenoftheelca.org/resources>

## PUBLICATION REFERENCE GUIDE

Women of the ELCA connects with participants in many ways. The Churchwide Women's Organization uses your offerings to 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. See more at: <https://www.womenoftheelca.org/publications>

- **Gather** - the 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. Many women (and enlightened men) in Lutheran and full-communion partner congregations read the magazine..
  - Gather editorial office: [gather@elca.org](mailto:gather@elca.org) or [www.gathermagazine.org](http://www.gathermagazine.org) or call 1-800-638-3522 ext. 2730
  - To subscribe to *Gather*: [subscriptions@augsborgfortress.org](mailto:subscriptions@augsborgfortress.org) or 1-800-328-4648.
- **Café** - an award-winning web-based magazine for young adult women who want to build community, participate in advocacy, and strengthen their faith. It incorporates a Lutheran perspective but is a great read for any woman who is interested in how faith can relate to every-day life.
- **Daily Grace**-A free devotional app for daily inspiration.
- **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.
- **Interchange (English) and Intercambio** (Spanish) – A news and program brochure for women, published four times a year: spring, summer, fall, and winter. Interchange is sent without charge to ELCA churches and select Women of the ELCA leaders.

Women of the ELCA Resources –Many free resources on a variety of topics are available through Women of the ELCA. To obtain more information about these resources contact:

Women of the Evangelical Lutheran Church in America  
8765 West Higgins Road, Chicago, Illinois 60631  
1-800-638-3522, ext. 8730 or [www.womenoftheelca.org](http://www.womenoftheelca.org)

Women can also join and stay connected through Women of the ELCA's online community:

- Facebook: [facebook.com/womenoftheelca](https://facebook.com/womenoftheelca)
- Twitter: [twitter.com/womenoftheelca](https://twitter.com/womenoftheelca)
- Pinterest: [pinterest.com/womenoftheelca](https://pinterest.com/womenoftheelca)

*New website for Northeastern MN Synodical Women's Organization*

*[NEMNSynod.org](https://NEMNSynod.org)*

*Choose Ministry & Mission*

*From the drop-down, choose NE MN Synod Women's Organization (WELCA)*

## NORTHEASTERN MINNESOTA SYNOD, ELCA

1111 London Rd  
Duluth, MN 55802

Phone: 218-724-4424

[www.nemnsynod.org](http://www.nemnsynod.org)

### SYNOD STAFF:

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**Joy Hensel**

Synod Minister for Mental health and Wellness (Part Time)

### Other Resources

#### **Evangelical Lutheran Church in America**

8765 W. Higgins Drive

Chicago, IL 60631

1-800-638-3522 [www.elca.org](http://www.elca.org)

- *ELCA Good Gifts* [elca.org/goodgifts](http://elca.org/goodgifts)
- *ELCA World Hunger* [elca.org/hunger](http://elca.org/hunger)
- *Lutheran Disaster Response* [elca.org/disaster](http://elca.org/disaster)
- *Always Being Made New* [elca.org/Campaign](http://elca.org/Campaign)
- *ELCA Global Links* [elca.org/globalmission](http://elca.org/globalmission)
- *EcoFaith* [www.nemnsynod.org/eco-faith.html](http://www.nemnsynod.org/eco-faith.html)
- *Companion Synods Russia, India and Honduras* [www.nemnsynod.org/current-companion-synod-relationships.html](http://www.nemnsynod.org/current-companion-synod-relationships.html)

#### **1517 Media (Augsburg Fortress)**

PO Box 1209

Minneapolis, MN 55440-1209

1-800-328-4648 [www.augsburgfortress.org](http://www.augsburgfortress.org)

#### **Global Health Ministries**

7831 Hickory St. NE

Minneapolis, MN 55432

763-586-9590 [www.ghm.org](http://www.ghm.org)

#### **Lutheran Immigration/Refugees**

410-230-2700 [lirs@lirs.org](mailto:lirs@lirs.org)

#### **Luther Seminary**

888-358-8437 [www.luthersem.edu](http://www.luthersem.edu)

#### **Lutheran World Relief (Headquarters)**

700 Light St., Baltimore, MN 21230

1-800-597-5972 [www.lwr.org](http://www.lwr.org).

*Coffee, Chocolate, Quilts & Kits*

#### **Lutheran World Relief (Warehouse)**

398 E. Richmond St. S. St. Paul, MN 55075

## WOMEN OF THE ELCA OFFERINGS

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

- Gather magazine and Bible study,
- Program Resources,
- Daily Grace,
- Café,
- Social Media (Facebook, Twitter and Pinterest),
- Grants, Scholarships,
- Raising Up Healthy Women and Girls Initiative,
- Racial Justice training,
- Women in Leadership,
- Cross Cultural Immersion and
- Voices for Justice Advocacy

Regular offerings also support local ministries and the NE MN Synod Women of the ELCA Organization. Congregational Units and synodical organizations use their portion of Regular Offerings to support a variety of ministry programs.

**Each Congregational Unit has different ministry priorities.** The Synod Women's Organization uses Regular Offerings to support leadership development, organize events, publish newsletters, train congregational officers, and encourage attendance at Gatherings or the Triennial Gathering.

Offerings may be given by Congregational Units or individuals at any time. It is not necessary to wait for Conference Gatherings or Summer Synod Convention/Gathering.

For all offerings, **checks should be made payable to Women of the ELCA.** The memo line should be used to note the type of offering (Regular Offering, Love Offering, etc.). To make it easier, forms and envelopes are available from the SWO Treasurer and on our Synod website. Each synod is assigned a region and a synod code and each Congregational Unit is assigned an ID number. This enables all offerings to be credited to the unit they were received from. NE MN Synod's Region is 3 and NE MN Synod Code is 3E. Congregational Unit numbers may be found elsewhere in this handbook.

## TYPES OF OFFERINGS

A **Regular Offering** is an undesignated offering that supports all the ministries of Women of the ELCA. Regular Offerings should be sent to the Synod Women's Organization Treasurer or brought to a Conference Gathering. (See page 34 in this handbook for the NE MN Synod Women's Organization Treasurer's name and address). Offering Form A should accompany this offering.

**Thankofferings** are gifts from individuals or Congregational Units in gratitude for blessings. Lutheran women have been doing this for years. Thankofferings are sent to Churchwide Women of the ELCA and support ongoing ministries of Women of the ELCA. Often times a Congregational Unit holds a Thankoffering Service at which time the Thank offering is collected. Thankofferings are sent to Churchwide Women of the ELCA accompanied by Form B.

Churchwide Women of the ELCA **Designated Gifts and Special Offerings:** These offerings include Katie's Fund, Women of the ELCA Grants, Women of the ELCA Scholarships, Raising Up Healthy Women and Girls and Designated Gifts to other ELCA ministries, such as ELCA World Hunger, Lutheran Disaster Response, Global Missions, ELCA Malaria Campaign and others. Send offerings for Churchwide Women of the ELCA Designated Gifts and Special Offerings to Churchwide Women of the ELCA accompanied by Form B.

**Churchwide Offerings include:**

Churchwide Regular Offering-These offerings are used for ministries that serve the entire church and support the Churchwide ministries of the Women of the ELCA such as *Gather* Magazine, Interchange, Daily Grace, Café, Social Media, Program Resources, etc.

Churchwide Designated and Special Offerings-These offerings provide funds for Grants and Scholarships and also include Thankofferings, Katie's Fund and gifts designated to anti-racism, women and children's concerns and other ELCA ministries.

**Conference Gathering Offerings generally include the following:**

- Conference Gathering Regular Offering - ½ to Churchwide and ½ Designated by Conference
- Penny Offering - Designated by Conference
- Love Offering - Used for Leadership Training on the Synod level

**NE MN Synod Women of the ELCA Summer Convention/Gathering Offerings include:**

- Summer Convention/Gathering Regular Offering - ½ Churchwide Women of the ELCA and ½ Designated
- Love Offering - Used for Leadership Training (This offering also could be given at Conference Gatherings)
- Convention Fund Offering - Helps defray the costs of the Summer Convention/Gathering

Envelopes for these offerings are sent to you in the Summer Convention/Gathering packets. Offering Form A should accompany these offerings.

To learn more about Women of the ELCA offerings and the ministries they support contact Audrey Riley, Churchwide Women of the ELCA Director of Stewardship at 1-800-638-3522 ext. 2736 or [audrey.riley@elca.org](mailto:audrey.riley@elca.org). For Offering Forms A and B and Thankoffering envelopes contact the Resource Catalog at 1-800-638-3522 or go to [womenoftheelca.org](http://womenoftheelca.org).



## UPCOMING MEETING DATES AND RESPONSIBILITIES

### NE MN Synod Women of the ELCA Conference Gatherings

**Fall Gatherings** start on a Saturday and end on a Saturday. They include four Saturdays. They typically begin the last Saturday of September.

2023	September 30 – October 21
2024	September 28 - October 19
2025	September 27 – October 18
2026	September 26 - October 17
2027	September 25 - October 16
2028	September 30 - October 21
2029	September 29 –October 20

**Spring Gatherings** usually start on a Saturday and end on a Saturday. They include four Saturdays. Some dates may be before Easter and some dates may be after Easter but not during Holy Week.

2023	March 11 – April 1	Easter is April 9
2024	March 18-23, April 1–April 20	Easter is March 31
2025	March 22 – April 12	Easter is April 20
2026	March 16-28 & April 6-18	Easter is April 5
2027	March 8-20 & March 29-April 10	Easter is March 28
2028	March 18-April 8	Easter is April 16
2029	March 12-24 & April 2-14	Easter is April 1

#### Conference Responsibilities for Summer Convention/Gathering

Year	Background Quilt	Logo
2024	Heartland	Laurentian
2025	Lake Superior	Living Waters
2026	Laurentian	Heartland
2027	Living Waters	Kettle River
2028	Kettle River	Lake Superior

#### Conference Volunteer Assignments for Summer Convention/Gathering

Conference	2024	2025	2026
<b>Heartland</b>	Workshop Facilitators and Guides	Quilt Truck	Prayer Room
<b>Kettle River</b>	Ushers/Lectors – Triennial Marketplace	Workshop Facilitators and Guides	Quilt Truck
<b>Lake Superior</b>	Registration/Hostesses	Ushers/Lectors – Triennial Marketplace	Workshop Facilitators and Guides
<b>Laurentian</b>	Prayer Room	Registration/Hostesses	Ushers/Lectors – Triennial Marketplace
<b>Living Waters</b>	Quilt Truck	Prayer Room	Registration/Hostesses

Conference	2027	2028	2029
<b>Heartland</b>	Registration/Hostesses	Ushers/Lectors – Triennial Marketplace	Workshop Facilitators and Guides
<b>Kettle River</b>	Prayer Room	Registration/Hostesses	Ushers/Lectors – Triennial Marketplace
<b>Lake Superior</b>	Quilt Truck	Prayer Room	Registration/Hostesses
<b>Laurentian</b>	Workshop Facilitators and Guides	Quilt Truck	Prayer Room
<b>Living Waters</b>	Ushers/Lectors – Triennial Marketplace	Workshop Facilitators and Guides	Quilt Truck

Numbers needed: Ushers: 4 - Lectors: 2 (one is CWO rep) – Registration: 2-3 (See Anne) Welcoming: 4  
Prayer Room: 4 - Workshop Facilitators: 4+ (Depends on # of Workshops) - Triennial Marketplace: 4

The Triennial Marketplace is run by women from all Conferences that are planning to attend the next Triennial Gathering. The Marketplace is supervised by the Triennial Gathering Coordinator.

# POLICIES AND GUIDELINES

## SYNODICAL POLICY

### Northeastern Minnesota Synodical Women's Organization Women of the ELCA

#### ADMINISTRATION AND OPERATION

- The roster of Congregational Unit Leaders, Conference Coordinating Committee Members and Synodical Women's Organization Board Members will not be given or used by anyone outside of Women of the ELCA except with approval of the Synodical Executive Committee.
- Minutes of the board meetings shall be sent to all SWO board members, conference committee members, to the office of the bishop and others as designated by the SWO board.
- The secretary shall maintain the directory of Congregational Units, Conference Coordinating Committee Members and the SWO board members including names, addresses, and telephone numbers. A copy shall be given to each SWO board member, CCC member, and the office of the Bishop and others at the discretion of the Administrative committee.
- The SWO Newsletter "Northeastern Lights" shall be sent to churches, Office of the Bishop and others designated by Administrative Committee. Bulk mailing permits for sending out SWO communications should be used whenever possible. Shortcomings of bulk mailings: delayed delivery non-forwarding and non-delivery of mis-addressed mail.
- SWO Board members and CCC members, in cooperation with the Churchwide Organization, will assist with any unorganized church women's group in the process of becoming an organized Congregational Unit of Women of the ELCA.
- Attendance at scheduled board meetings by each member is required in order to conduct and accomplish necessary business of the SWO. Frequent absence will necessitate a review of your board position A review may result in a request for resignation.
- The president shall appoint an ongoing policy review committee consisting of the secretary and a member of the administrative committee.
- The work of the SWO Board shall be accomplished through the Administrative Committee, Finance Committee, and board committees.
- The Synodical Nominating Committee, one member from each conference, shall be elected at the FALL gathering for a two-year term.
- The retiring president shall be retained as a consulting advisor to the SWO Board for a period of one year to help facilitate transition. She will attend board meetings as requested with expenses, mileage and meals reimbursed.
- The retiring Convention chair shall be a consultant to the current convention chair as needed.
- No one board member shall speak for the entire board except the president. The president may authorize a board member to speak to Congregational Units or Conference Gatherings. When speaking to Congregational Units or Conference Gatherings words and actions may be interpreted as a reflection of organizational policy. The speaker must remember to reserve

her personal opinions and views, and use this occasion to share the Purpose Statement of the Women of the ELCA.

### **GATHERINGS, CONVENTIONS, SEMINARS AND RETREATS**

- Convention Committees shall be appointed by the SWO President from the registered delegates prior to each Convention.
- Each Convention Committee (Claims/Offering, Credentials, Elections, Minutes, Nominations, Reference and Counsel) will strive to have one (1) person from each conference
- The Gathering offering objectives shall be determined by the SWO Board; the Administrative Committee may make recommendations.
- Appreciation gifts of up to \$20 shall be given to the Summer Gathering CWO Representative and main speakers.
- SWO shall pay mileage reimbursement/registration fee/food to and from Seminars, Mission Events and/or any other meeting germane to the position of the SWO Board member and Administrative Committee with the approval of the entire SWO Board.
- Every board member and officer has responsibilities to fulfill at the SWO Summer Gathering and Convention. Therefore, a SWO board member or officer cannot serve as a convention voting member from her respective Congregational Unit.
- All SWO Board members and officers are expected to be in attendance during plenary sessions.
- The SWO will charge a \$10 late fee for Summer Gathering registration. The Summer Gathering registration deadline will be stated on the yearly registration form.

### **FINANCIAL**

- The SWO Budget is prepared and proposed by the treasurer and at least two other officers for review by the SWO Board and approval by the SWO convention.
- SWO Funds received from CU's shall be used for administration, operation, and SWO Convention and to fulfill our obligations to CWO.
- At least 50% of regular, synodical convention and other offerings received from CUs or SWO events should be submitted to the Churchwide organization. Of the remaining amount, if the designated entity is an ELCA or Women of the ELCA sponsored ministry, use Form C. If the designated entity is not, send the offering directly to the designated entity.

## EXPENSE FORMS

- ☐ Expenses of the SWO Board and Committee Meetings shall be paid from SWO funds. Such expenses shall include travel, meals, and lodging and registration. Mileage reimbursement shall be determined by the SWO Board.
- ☐ Board members traveling the greatest distances for meetings or under extreme weather conditions will have the option to stay overnight, when necessary, at SWO Board expense.
- ☐ Expenses pertaining to SWO Business; including telephone calls, duplicating, office supplies, postage, etc., shall be paid from SWO funds. Documentation is required for **any** expense item.
- ☐ The SWO shall pay meals, lodging and registration expense of SWO Board members and Administrative Committee in session at the SWO Convention. Mileage to Convention **WILL NOT** be reimbursed.
- ☐ Expenses shall be submitted to the treasurer within one month of each event.
- ☐ When SWO Board Members present a Woman of the ELCA program at a Congregational Unit, no personal honorarium is to be accepted. However, if the CU insists on giving an honorarium, the Board Member should inform them that she will give it to the SWO. Mileage costs for such events are reimbursed by the SWO.
- ☐ The SWO shall pay the expense of the synod liaison or appointed representative to attend the SWO Summer Gathering/Convention of the Northeastern Minnesota ELCA.
- ☐ An appropriate gift of up to \$25 value will be given to retiring SWO Board Members and Administrative Committee.
- ☐ The SWO will pay minimum wage as an independent contractor for extra secretarial help as needed by Board Members with Administrative Committee approval. A 1099 will be issued annually as needed for any independent contractor services.
- ☐ The SWO will pay mileage reimbursement to Synodical Nominating Committee members for not more than two meetings per year.
- ☐ In the event of the death of an immediate family member (spouse, parent, child, sibling) of a present SWO Board member, the president shall request the treasurer to send a memorial gift of \$10 to a "Women of the ELCA Designated Gift" fund. A card stating the Board's condolence will be sent to the family by the secretary.

## DISCRETIONARY FUND

- ☐ Requests for financial aid shall be received by the SWO Board.
- ☐ If approved, monies in the Discretionary Fund shall be given as directed by SWO Board.

## DOCUMENT RETENTION GUIDELINES FOR NE MN SYNODICAL WOMEN'S ORGANIZATION

### **SWO SECRETARY:**

Archived records should be sent to Paul Daniels, Region 3 contact for our congregations, at Luther Seminary. His contact information is [pdaniels@luthersem.edu](mailto:pdaniels@luthersem.edu). This is a free service to Region 3 congregations and he may even pick up your records if he is in your area. His suggestion for archived SWO records:

- Convention Booklets Convention Minutes
- Annual Financial Reports
- SWO Minutes
- SWO Newsletters
- Concise Record of Conference Activities (See Below)

### **CONFERENCE SECRETARY:**

- Concise Record (1-2 pages) of Conference Activities (for archiving with the SWO Secretary files) to include:
  - o Conference Gathering Data Date
  - o Host Church
  - o Theme or Program Speaker(s)
- Keep on hand five (5) years of information about the Conference activities:
  - o Church Listings
  - o Contact Persons Programs/Flyers
  - o Minutes and Correspondence
  - o Secretary/Treasurer Report from Conference Gatherings Reports of Election Results
  - o Conference Evaluation Reports

## CONFERENCE POLICY

### Relationships

- A. The SWO will assign Board member/s as liaison to each Conference.
- B. The CCC's will serve as a communication link between the SWO and the Congregational Unit. (CU).

### Responsibilities

- A. Gatherings
  - a. In preparation for any Conference event, a planning meeting is required.
  - b. Attendance of three (3) CCC's is necessary for a valid decision.
  - c. Conferences will hold a spring and fall gathering each year. Other events may be held as desired.
  - d. The time frame for spring and fall gatherings shall be determined by the SWO Board. All gatherings shall be held within this time frame.
    - i. Fall Gatherings occur during a 22-day period beginning the last Saturday in September
    - ii. Spring Gatherings occur during March and April, avoiding Holy Week and Synod Assembly. See page 9 for exact dates.
  - e. All items for sale at Gatherings should be approved by CCC or SWO.
  - f. Other events: retreats and workshops held as desired.
- B. SWO Summer Gathering/Convention
  - a. Conference Coordinators in office at registration deadline of the current convention year will have their registration fees paid to attend Summer Gathering/Convention.
  - b. It is important for each Congregational Unit to have voting member representation at the convention.
  - c. The policy of Summer Gathering/Convention support by CCC's will be reviewed each year.
- C. Communication
  - a. Minutes and Gathering letters to CU leaders shall also be sent to the SWO President and to the SWO Board member(s) in that Conference.
  - b. The CCC's shall communicate to the SWO President problems or abuses that are happening to the CU's within their Conference. A gathering report form shall be filled out and returned to the SWO President and one to the SWO Secretary within one week after the gathering.
  - c. Mailing Lists: No one is to use Northeastern Minnesota Women of the ELCA mailing lists or any portion thereof without SWO approval.
  - d. CCC's shall keep an accurate listing of the CU leaders (Names, addresses, phone numbers, and e-mails) and submit changes to the SWO secretary and president immediately.

### Offerings

- A. Participants will have the opportunity to give personal offerings at Conference events.
  - a. Offering focus shall be determined at each planning meeting.
  - b. Conferences should CONSIDER a GOAL of sending 50% of their Conference offerings to the Churchwide for its ongoing ministries. Submit this offering to the SWO treasurer who sends it on, 100%, to Churchwide.
- B. Congregational Unit's LOVE OFFERING to be remitted in full to SWO Treasurer. These monies shall be used for ongoing leadership team building, scholarships and leadership development that supports the work of the SWO.
- C. Offerings shall be counted and verified at the site of a Conference event by no less than two (2) CCC members. All expenditures shall be paid through CCC's Checking account.

## **Financial Matters**

- A. Suggested Gathering Lunch donation is to be determined by CCC's and host church.
- B. It is recommended that the pastor and music leader for Spring and Fall Gatherings be given an honorarium as thank you for their services.
- C. Conference expenses shall be covered by the luncheon donations and, if necessary, a portion of the participant's personal offering. The covered expenses include the cost of food, baby-sitting, speakers, pastor, music leader, printing, postage, phone, mileage of CCC members to the planning meeting.
- D. Balance of luncheon donation at gatherings after expenses will be deposited in the conference treasury for upcoming expenses.
  - a. All major expenditures MUST HAVE prior approval of CCC members.
  - b. Reimbursement for babysitting at CCC functions shall be pre-determined by CCC members. Payment shall not exceed minimum wage per babysitter.
- E. The conference shall not maintain a checking account balance in excess of \$500.
- F. Conference financial records shall be audited annually by the SWO at the Summer Gathering.. This will include minutes, checkbook and all receipts of expenses.

## **Elections**

- A. Fall Gathering
  - a. Each Conference shall elect one (1) person to serve on the SWO Nominating Committee for a two (2) year term. Submit name to SWO President and SWO Secretary of the SWO Board immediately after the Fall Gathering.
  - b. Conference Nominating Committee shall consist of at least two (2) members
  - c. At least one (1) member shall be elected for a two (2) year term at each Fall Gathering.
- B. Spring Gatherings
  - a. The Nominating Committee shall nominate two (2) members for a two-year term for each vacancy in the CCC.
  - b. The elections for CCC members shall take place at the Spring Gatherings each year.
  - c. A woman elected to the CCC must be a member of an ELCA congregation within that conference.
  - d. On a Conference Coordinating Committee, it is suggested that there be no more than one member from each Congregational/Intercongregational Unit. Conference Officers shall not be from the same Unit.

## **Term of Office**

- A. A Conference Coordinating Committee member shall be elected for a term of two (2) years. All Committee members shall be eligible for no more than two (2) consecutive terms.
- B. Should a vacancy occur on the CCC, the remaining CCC members shall appoint a person to fill the unexpired term.
- C. The term of Office for CCC members shall begin at the time of election.
- D. Attendance at scheduled conference planning meetings, and Gatherings by each member is required in order to conduct and accomplish necessary business of the Conference.
  - a. Frequent absence will necessitate a review of Conference position.
  - b. A review may result in a request for resignation.

## **Liaison Responsibilities**

- A. Each Conference shall have at least one Board liaison that will be the link between the CCC's and the SWO Board.
- B. The SWO Board Liaison and Board Officers are invited to participate in all planning meetings for gatherings.
- C. The SWO Board Liaison or another SWO Board Member shall be given the opportunity to bring greetings and information to the Conference Gathering, install CCC members and serve as an

- advisor. Board Liaisons should be given a minimum of twenty minutes for their presentations.
- D. SWO Board members and Administrative Committee members attending their own conference gatherings shall not be reimbursed for mileage.
  - E. SWO Board members and Administrative Committee members who attend gatherings out of their own Conferences shall be reimbursed for mileage which shall be allocated to Leadership Team Building (supported by LOVE offerings).

**Triennial Convention/Gathering**

- A. The SWO Board encourages each Conference to establish a separate Triennial Scholarship Savings Account. These monies should not be co-mingled with the Conference checking account and the account balance can exceed \$500 as it builds support for women from the Conference who will attend the Triennial event. The Conference Triennial account balance should be spent down for each Triennial and distributed among those women who are Convention Delegates and/or Triennial Gathering attendees from that Conference. The intention of the Triennial account is to provide support for women to attend the Triennial event, and payment should not exceed actual expenses incurred.
- B. This account will be audited annually by the SWO Treasurer at the Summer Gathering



# CONFERENCE GATHERING - BUSINESS MEETINGS AGENDA

## Welcome

### Call to Order

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

### Roll Call of churches represented (done by conference secretary)

### Approval of Minutes of Prior Gathering business meeting

- ❑ This is the Conference Secretary's Report (printed report should be available for each attendee prior to the meeting. The Secretary DOES NOT need to read the entire report. She may choose to highlight a few significant items from the report or you may go straight to asking for a motion to approve the Minutes as printed.)
- ❑ The Conference Coordinator then calls for a motion to approve the Minutes. Note who moves approval in secretary's Minutes. Ask for a second if none comes 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 the vote. All in favor, say "aye." All opposed say "no." Declare the motion approved.**

### Treasurer's Report

- ❑ The Conference Treasurer should provide a printed report made available to each attendee prior to the meeting. This report should include the checking balance as of your last Gathering, any income received since then, any expenses paid since then, and a balance as of the date of the report. The SWO Policy is that this account balance is not to exceed \$500 at any time. If your balance is more than \$500, you would seek a motion to spend it down under NEW BUSINESS. If you have a separate Triennial Gathering account (e.g., savings or CD accounts), there should be a separate accounting for that money in the Treasurer's Report.
- ❑ Ask if there are any questions about the Treasurer's Report.
- ❑ **There is no motion to approve the Treasurer's Report. Simply state the report will be placed on file.**

### Nominating Committee Report

- ❑ Your Conference Nominating Committee provides a verbal report to the Gathering. Once they offer 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. Once you have asked three (3) times, you declare the nominations are closed. You then ask for a motion to elect the nominees, and for a second to the motion. **Call for the vote. All in favor, say "aye." All opposed say "no." Declare the motion approved.**

### SWO Board Report

- ❑ The SWO President, or her designee, will present this report. Copies of the written report should have been made available for all attendees. Please allow 15-30 minutes in your programming for this report. The SWO President will introduce other Board members, any Churchwide representatives present, any Board appointees (NE Lights editor, Triennial Gathering Promoter, etc.) Oftentimes, there will be more than one Board member present who has information to bring to the attention of your Gathering, including NE Lights editor.

### Old Business

- ❑ If there is any business from your last 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 New Business.

### New Business

- ❑ Items of New Business may typically include:
  - Location of Planning Meeting for your next Gathering
  - Host church for your next Gathering
  - Decision on where your Penny Offering will go for the next year. **This typically requires**

**a motion, a second, and a vote.**

- Conference Responsibilities for the Summer Gathering, such as quilt, logo, volunteer assignments from the Conference
- Spending down any excess funds from your checking account (**this requires a motion, second, and a vote**)

**Announcements**

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

**Adjournment**

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

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

## GUIDELINES FOR CONVENTION/GATHERING BACK DROP QUILT (2023)

- The Conference that is responsible for the NE MN Synodical Women's Organization Summer Convention/Gathering quilt will also be required to do the "Presentation of the Quilt" at the Convention. This involves writing a Litany for it for the Bulletin of Reports and reading it at the Convention.
- The NE MN Synodical Women's Organization (SWO) Board will provide \$300 in startup money.
- Ideally the Congregational Units in the responsible Conference should be notified at their Fall Gathering.
- A Letter of introduction, along with an information sheet with a fabric square of the Convention/Gathering color, should be provided to the Conference quilters. It is suggested that the Convention/Gathering color be predominate in the quilt.
- The quilt should be finished in time to show it at the Spring Gathering of the responsible Conference. It definitely must be completed in time for the NE MN SWO Convention/Gathering in June.
- Following the June Convention/Gathering, the responsible Conference shall keep the quilt and show the quilt to the Conference Congregational Units.
- The following spring, the Conference shall present the quilt to the NE MN Synod Assembly for the Quilt Auction for World Hunger. The Conference is responsible for registering the quilt on-line.

### **Convention Quilt Construction:**

The finished quilt should be queen-sized and measure about 86-96 inches wide by 96-112 inches long.

Each Congregational Unit within the Conference could be sent a quilt square to complete. If doing so, provide instructions as to color, size, etc. OR

Some Conference quilters could gather a group from the Conference to select a pattern and fabric and develop a work schedule to complete the quilt.

Ideal block size: 12 1/2" (12" finished) or 10 1/2" (10" finished). If more blocks are made than will fit on the front of the quilt in order to stay within the size guideline, consider using them on the back of the quilt.

Use 100% Cotton fabric. Refrain from using silver or gold lame fabric. PLEASE do not use glue to hold the design in place. Refrain from using buttons or other decorations that are not cloth, as it is very hard to machine or hand stitch through them.

**Add a 6-inch rod pocket to the back of the quilt for hanging at the Convention/Gathering!! Don't skimp on this because it needs to fit on the quilt holder that we use.**

Do not put your Conference, Congregational Unit or Organization's name on a block or finished quilt.

## SUMMER CONVENTION/GATHERING MASTER BILL POLICY

The NE MN SWO will pay for housing and meals at the Summer Convention/Gathering for the following individuals:

- SWO Officers (4)
- SWO board members (9)
- Chaplain (private room)
- Churchwide representative (private room)
- Historian
- Registrar
- Parliamentarian
- Music leader
- Music accompanist
- Editor, NE Lights
- Workshop presenters with board approval
- Synod Council liaison (if not a board member)
- Partners in Ministry Coordinator (if not a board member)
- Triennial Gathering Coordinator
- Conference Coordinators (5)

Approved by the SWO Board

Date: July 23, 2016

Revised 2023

# JOB DESCRIPTIONS – CONFERENCE

## CONFERENCE COORDINATOR - JOB DESCRIPTION

### Qualifications:

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

### Specific responsibilities and expectations:

- Participate in all leadership events sponsored by the Synodical Women's Organization
  - Conference retreat(s)
  - Special events
  - Summer Gathering/Convention
- Help with the planning of retreats and other special events within the Conference.
- Schedule and preside at all planning meetings for the Spring and Fall Gatherings.
  - The Conference Coordinating Committee members and representatives of Congregational Units in that Conference should attend any planning meetings. The SWO Board liaison(s), Synod Nomination committee member and the four nominating committee members shall be notified by the conference secretary not later than two weeks prior to this planning meeting. She is/they are expected to be in attendance.
- Preside over Conference Gatherings. (*See attached recommendation for business meeting agenda.*)
- Send Gathering evaluations forms to SWO President and Secretary **within seven days** of the Gathering.
- Attend Northeastern Minnesota Synodical Women's Organization Summer Gathering/Convention.
- Keep accurate voting member count, to be presented to the credentials chairperson at all Summer Gathering/Convention business sessions.
- Carry out all other Summer Gathering assignments as given.
- Facilitate all communications and information from Congregational Units to the SWO and from the SWO to the Congregational Units.
- Be available as a speaker or resource person for all Congregational Units within your Conference.
- Send an article to the NE lights for each issue.
- Maintain communication with your counterparts in other conferences.
- Be a resource for churches in your conference.
- Have contact with Nominating committee before/or the day of elections and as needed to secure nominations to fill the ballot.
- Bring Conference banner to all conference and SWO Gathering events.

## CONFERENCE SECRETARY – JOB DESCRIPTION

### Qualifications:

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

### Specific Responsibilities:

- Participate in all leadership events sponsored by the Synodical Women's Organization:
  - o Conference retreat(s) and Gatherings
  - o Special events
  - o NE MN SWO Summer Gathering.
- Maintain communication with the counterparts in other conferences. Be a resource for churches in your conference.
- Attend Annual NE SWO Summer Gathering/Convention.

### Secretary:

- Take care of CCC Correspondence.
- Keep an accurate listing of the Congregational Unit leaders (Names, addresses, phone numbers and e-mails when possible) and submit changes to the SWO President and Secretary **immediately**.
- Before Spring and Fall Gatherings: Notify every Congregational Unit and SWO Board about the place, time and theme of the Spring and Fall Gatherings. Include in the mailing poster with all pertinent information and have "Love Offering" Envelopes (received from SWO Treasurer) available at registration table.
- At the Spring and Fall Gathering: Read or distribute highlights of minutes from previous gathering, record significant items in the minutes of the gathering, be prepared for roll call of participants, request registration count from those in charge of registrations.
- After the Spring and Fall Gatherings: Send by mail or e-mail two "Gathering" report forms (Secretary/Treasurer Report, Election Data and gathering minutes to SWO President and secretary **within seven days** after the Gathering.
- Forward a copy of gathering registration sign-up sheets to Conference and Synodical Nominating Chairperson.

## CONFERENCE TREASURER – JOB DESCRIPTION

### Qualifications:

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

### Specific Responsibilities:

- Participate in all leadership events sponsored by the Synodical Women's Organization:
  - Conference retreat(s) and Gatherings
  - Special events
  - NE MN SWO Summer Gathering.
- Maintain communication with the counterparts in other conferences. Be a resource for churches in your conference.
- Attend Annual NE SWO Summer Gathering/Convention.

### Treasurer:

- Maintain a Checking Account, with the balance being no more than \$500.00 at the year's end, and the Triennial Savings Account. Always maintain the bank required minimum balance.
- At the Gathering, provide a written report of bank balances, income and expenses. After each Gathering, with at least one other Committee person, count the Gathering offering. Record the amount.
- Be responsible for the Spring and Fall Gathering offering and dispense funds as directed.
- Send all "Love" Offering Envelopes on to the SWO Treasurer.
- Collect and remit "Pennies" offering. Report the amount and recipient for June SWO Summer Gathering/Convention. The Coordinator may give a report at Synod Summer Gathering/Convention.

## CONFERENCE BOARD MEMBER - JOB DESCRIPTION

### Qualifications

- Commitment to Christ and the Women of the ELCA.
- Be a member of a CU in an ELCA congregation in the Conference.
- Ability to exhibit good communication skills
- Ability to work harmoniously with the Conference leadership team.

### Responsibilities and Opportunities

- Enable women to articulate and act upon their faith as disciples of Christ in all areas of life.
- Participate in all leadership events sponsored by the Synodical Women's Organization (SWO): Conference Retreat(s), Special Events, annual Summer Gathering/Convention.
- Plan, with other Conference Coordinating Committee (CCC) members, for leadership training at Conference Spring and Fall Gatherings, or at special leadership workshops for the Conference.
- Plan to include programming for Discipleship, Justice and Stewardship at Conference Gatherings and other events.
- Maintain communication concerning Discipleship, Justice and Stewardship with your Congregational Units (CU) at your spring and fall gatherings, with the SWO Newsletter (NE Lights), and written communication to CU leaders.
- Share information on a one-to-one basis at: Summer Gathering/Convention, Conference Gatherings, Ecumenical Gatherings.
- Maintain a list of inspirational speakers and share this information with Congregational Units.
- Be aware of and promote the use of all Churchwide resources including those related to Discipleship, Justice and Stewardship.
- Attend the annual SWO Summer Gathering/Convention.
- Nurture your own spiritual growth through personal devotions, Bible study and worship.
- Plan for the promotion of Thankoffering resources and events.
- Affirm the abilities of all women in the CUs and encourage their participation.
- Promote and support cross-cultural events and relationships sponsored by the NE MN Synod or Churchwide; look for and utilize other opportunities.
- Encourage participation with the CUs of ecumenical programs.
- Encourage programs that strengthen family and other relationships.
- Promote worship in a variety of settings.
- Encourage knowledge of networking programs and global mission awareness.



## CONFERENCE NOMINATING COMMITTEE - JOB DESCRIPTION

### Qualifications

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

### Specific Responsibilities

- Participate in all leadership events sponsored by the Synodical Women's Organization.
  - o Conference retreat(s)
  - o Special events
  - o Annual Summer Gathering/Convention

Term of office is two years. Can be re-elected for a second term. Is elected at Fall Gathering.

After installation of the nominating committee, it is recommended that the combined committees (old and new) meet THAT DAY to select a Committee Chair and pass on materials and other important information to new members. It is suggested that the chair be a person on her second year of office, or in her second term in office.

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

Meet together to develop and propose a list of candidates for conference offices, conference nominating committee and synodical nominating committee before the Spring/Fall gatherings, if possible, a month in advance. All offices are elected for two years, and can be re-elected for a second term of two years.

All committee members will attend the Annual NE SWO Summer Gathering/Convention

### Resources:

- List of attendees at the conference gatherings SWO Board
- Church units
- Annual Summer Gathering/Convention registrar/attendance list from conference

## SYNODICAL NOMINATING COMMITTEE – JOB DESCRIPTION

### Qualifications

- A commitment to Christ and to the purpose statement of the Women of the ELCA.
- A member of a congregational unit (CU) in an ELCA congregation in the Conference they represent.
- Ability to exhibit good communication skills.
- Ability to work harmoniously with the Conference and SWO leadership team.

### Specific Responsibilities

- Propose a list of candidates for office on the Synodical Women's Board for election at the Synodical Summer Gathering/Convention in June.
- Propose a list of Triennial Delegate nominees for election at the Synodical Summer Gathering/Convention every three years (prior to the next Triennial Convention).
- Participate in all leadership events sponsored by the Synodical Women's Organization (SWO).
  - Conference retreat(s)
  - Special events
  - Annual Summer Gathering/Convention

Term of office is two years. Can be re-elected for a second term. Is elected at Fall Gathering.

After installation of the Synodical Nominating Committee member, it is recommended that the outgoing Synodical Nominating Committee member pass on materials and other important information to the new member.

It is suggested that the chair of the Synodical Nominating Committee be a person on her second year of office, or in her second term in office. Study the NE MN Women of the ELCA Handbook to give you a better understanding of the job requirements of those you will be contacting to serve elective offices.

All offices are elected for two years, and can be re-elected for a second term of two years.

### Resources:

- List of attendees at the Conference gatherings
- Annual Summer Gathering/Convention registrar/attendance list from conferences
- SWO Board liaison to SWO Nominating Committee Church Units

### Nominating Committee Resources

- Letter of Call – Offering you the opportunity to serve as President, Vice-President, Treasurer, Secretary or Board Member with your Sisters in Christ – NE MN Synod Women Organization – Receiving this printed letter of call at your home rather than a telephone call allows you quiet time at home to consider this opportunity a new task for you with Church Women
- Request Letter - Dear Sister in Christ, Greetings from the Northeastern Minnesota Synodical Women's Organization, and more specifically from the SWO Nominating Committee. We are looking for nominees to be on the ballot at the Summer Gathering, June \_\_\_\_. Your name was given to us, by those who know you, as a possible candidate for [President, Vice-President, Secretary, Treasurer, Board Member]. Enclosed is a Call for Nominations form as well as a Synod Officer/Board Form. We ask you to prayerfully consider becoming a nominee for the position or positions indicated. If you need further information, please contact me. If your prayers lead you to become a nominee, please send your completed Nomination form PLUS a .jpg picture to me. We thank you for your consideration. Your SWO Nominating Committee Representative,  
[ Signed name]

# JOB DESCRIPTIONS - SYNODICAL WOMEN'S ORGANIZATION (SWO)

The Synodical Board, a group of 13 women, meets approximately 4 times per year. The primary functions of this Board are planning the upcoming Convention/Gathering, attending the various conference fall and spring gatherings, and working with conference and congregational unit leaders when asked.

Requirements for being a SWO Officer or Board members are that you be a participant in a congregational unit, a member of the ELCA, and have a willingness to serve for at least one two-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 Summer Convention/Gathering. It is also recommended that Officers and Board members be computer literate, and familiar with email communication and social media.

## SWO PRESIDENT – JOB DESCRIPTION

### Specific Responsibilities

- a. Preside at all conventions of the synodical women's organization and at meetings of the board and Administrative 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 she may deem important;
- e. Serve as liaison with the churchwide women's organization and attend the meetings of the Conference of Synodical Presidents;
- f. Represent the synodical women's organization at, or appoint representatives to, inter-Lutheran and ecumenical associations and councils in which the organization participates; and
- g. Serve as representative to the Synod Council, or appoint a representative.
- h. Be familiar with social media, ex. Email, Facebook etc.
- i. Establish date and times as well as an agenda for SWO Board meetings.
- j. Submit articles for the quarterly NE MN SWO's newsletter, the "Northeastern Lights".
- k. Submit an article for the NE MN Synod Assembly Bulletin of Reports on behalf of the Synod Women's Organization.
- l. Address the NE MN Synod Assembly on behalf of the Synod Women's Organization, generally held the last weekend in April of each year.
- m. Be in regular communication with the five Conference Coordinators (Heartland, Lake Superior, Living Waters, Laurentian and Kettle River).
- n. Attend Conference Spring and Fall Gatherings as able.
- o. Prepare the Synod Update and assign Board members to do the Synod Update and the Installation of new Conference Board Officers and Members at the Gatherings.
- p. Write the Script for the Summer Convention/Gathering.
- q. Establish Convention Committees; Credentials, Elections, Nominations, Offering and Claims, Minutes, Reference and Counsel, (preferably having one representative from each Conference serving on each committee).
- r. Be in communication with the designated Churchwide Representative for the Summer Convention/Gathering. Provide a contact host for her.

- s. Select a Parliamentarian for the Summer Convention/Gathering.
- t. Be in communication with Sister Synod, the Northwestern Pennsylvania Synod, President (8A). Generally, the Sister Synods exchange gifts for their convention/gathering attendees.
- u. Complete reports of the Annual Summer Convention/Gathering and submit to Churchwide.
- v. Lead the delegation to the Triennial Conventions held every third year in designated cities. (2023, 2026 etc.).

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

### Specific Responsibilities

- a. act in the absence, disability, or resignation of the president. She 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; and
- b. performs such other duties as requested by the president or the board.  
Other duties shall include: First Time Attendees

## **SWO SECRETARY – JOB DESCRIPTION**

### Specific Responsibilities

- 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. gives 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. keeps a correct register of the roll of units, along with the names of the officers of these units;
- e. secure from the units such reports as from time to time may be required;
- f. performs such other duties as the board may from time to time direct; and
- g. provides for the gathering and preserving of historical records and documents.

## **SWO TREASURER – JOB DESCRIPTION**

### Specific Responsibilities

- a. provides 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. presents 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 – JOB DESCRIPTION**

### Specific Responsibilities

- a. Transact necessary business and make programmatic decisions between conventions.
- b. Set policies required for effective and efficient functioning.
- c. Supervise and coordinate the work of all committees that the board may appoint.
- d. Identify board members for networking between the churchwide organization and the unit in both programmatic and organizational concerns.
- e. Determine the time and place of each convention.
- f. Prepare the proposed agenda, rules of procedure, and program for adoption by each convention.
- g. Report its actions to each regular convention.
- h. Recommend the budget to the regular convention.
- i. Fill vacancies in the offices and board membership until the next convention.
- j. Determine the fact of the incapacity of an officer or board member to perform her duties and determine if she 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.
- k. 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 December 31 or July 31 the proposed amendments to the churchwide Executive Board for review and action.
- l. Act in such other matters as may be delegated to it by the convention of the synodical women's organization.

## **SUMMER CONVENTION GATHERING VOLUNTEER AREAS**

### **TRIENNIAL MARKETPLACE**

Staffing and supervision by: Triennial Gathering Coordinators (TGCs)

#### Specific Responsibilities

- a. Help set up the room with the items for sale. Set up an area for the Silent Auction and another for the Buy It Now items. Set up an area for the customers to pay; with tables, wrapping for purchases and information.
- b. manning the pay table and providing information regarding the Triennial and the articles for sale. Be sure that you are knowledgeable with how the silent auction works as well as the Buy It Now items.

### **PRAYER ROOM**

Staffing and Supervision by: SWO Board Member (Discipleship Focus Group) and Chaplain

#### Specific Responsibilities

- a. Check with the chaplain to see if she needs any help in setting up the prayer room or if she needs anything.
- b. Light any candles in the prayer room, make sure all the prayer books and material is out for the guest to use, make sure there is Kleenex in the room, a pitcher of water and glasses and anything else the Chaplin would like in the room.
- c. Periodically check on the prayer room to make sure supplies are full and anyone using the room has everything they need.

### **QUILT TRUCK**

Staffing and Supervision by: SWO Board Member (Stewardship Focus Group)

#### Specific Responsibilities

- a. Be well versed in the In-kind forms. Know the address of both LWR and Global Health Missions and have address labels ready. Check the forms for what is to have been completed so that you will know before the people delivering the items leave the truck.
- b. Make sure that there is packing tape, LWR and GHM labels, pens, extra in-kind forms and Kit and Quilt Shipping Fund envelopes, clip boards, and a plastic bag for Kit and Quilt Shipping Fund envelopes.
- c. Make sure your supervisor has water bottles for the volunteers. Rain gear would be helpful for each person. The Quilt truck must always be staffed with two individuals.

## **STAGE DUTIES BEFORE AND DURING CONVENTION**

These positions will be taken care of by Board members that are not responsible for other duties.

Supervision by: Convention Chairwoman/Vice-Chair

### Specific Responsibilities

- a. Oversee microphones, screens, placing the quilt, banners, making sure all the tables for all SWO Officers and Board members are in place, (Secretary & Treasurer also need access to electrical outlet/extension cords
- b. Make sure all the Conference signs are up and the visitors area is marked.
- c. The Zion church /Administrator will be your back-up, so make sure that you know how to contact the proper person for assistance.

## **USHERS**

Supervision by: Chaplain and SWO Board Member

### Specific Responsibilities

- a. Before and during the worship service, be prepared to take the offering, (making sure that the offering baskets are there), pass out bulletins, distribute song books if necessary.

## **DEACONS AND LECTORS**

Supervision by Chaplain and SWO Board Member

### Specific Responsibilities - Deacons (Communion Assistant)

- a. Help the Chaplain with setting up the altar and communion table if necessary.
- b. Help the Chaplain serve communion assisting in serving bread and wine.
- c. Make sure all the communion ware, wine, grape juice, and bread is there. One person should to be available to fill wine or juice chalices. Recommend 7 Deacons, including CWO Representative

### Specific Responsibilities – Lectors (Scripture Reader)

- a. Check with the Chaplain stating that you will be one of the Lectors for the worship services
- b. Be prepared to read the assigned scripture, slowly and clearly at your assigned time.

## **WORKSHOP FACILITATORS/GUIDES**

Supervision by: SWO Board Member

### Specific Responsibilities

- a. At the appointed time, introduce the title of the workshop, welcome the speaker, read the bio printed in your Bulletin of Reports information to the participants.
- b. Stay in the workshop, take attendance and listen so you will be able to fill out the evaluation which needs to be handed in at the Hostess table after the workshop.
- c. After the workshop make sure you say thank you to the presenter and present him/her with a thank you note/check given to you by the SWO Board Member.

## **REGISTRATION ASSISTANTS/ HOSTESS**

Supervision by: Anne Laechel, Registrar

### Specific Responsibilities

- a. Be at the Registration table in the lobby assisting with registration.
- b. Confirm that all the material is there and help with any stuffing that is needed. Be able to answer questions, give directions to Plenary rooms, workshop rooms, prayer room and bathrooms. Be welcoming.
- c. Familiarize yourself with list of supervisors who can answer questions or solve problems; assist in registering commuters and day visitors, making sure the day visitors are recorded for the traveling award; direct/assist workshop Presenters in locating their rooms.
- d. Be welcoming. Show attendees that you are glad they are attending.



## WHAT IS AN ACTIVE UNIT?

### How to define an “active” unit

What does it mean to be an active unit of Women of the ELCA? Your unit must commit to four items in order to be recognized as active:

- 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.
- Designate leadership that shall be in communication with the synodical and Churchwide women’s organization.

(See the *Model Constitution and Bylaws for Congregational or Inter-congregational Units and for Special Units*, Article II, Section 2 at [womenoftheelca.org](http://womenoftheelca.org).)

### Come together for study, support, and action

There is no prescribed way to come together for **study, support, and action**. How your particular group of women comes together can change as the makeup of the group changes or your needs change. **Not everyone in a unit needs to participate in every activity**. Units can have as many smaller groups of women as you’d like, each carrying out a different activity. **Study** could mean coming together monthly for the Bible study found in *Gather* magazine, or a group could gather regularly to discuss the featured topic in *Café*. You could also come together using one of our many program resources. **Supporting each other** can come in many forms. It could be expressed by praying together or organizing a prayer chain. It could involve a “secret sister” or “secret angel” exchange. **Action** could involve working in a food pantry, writing letters to elected officials, or making relief quilts.

### Participate beyond the congregation

Programming and activities occur in several different expressions of Women of the ELCA. The women in your unit could attend an event sponsored by the synodical women’s organization, such as a retreat or convention/gathering. Some local area conferences or clusters are very active and offer regular programming in which to participate, such as spring and fall gatherings. Subscribing to *Gather*, *Interchange*, or *Café* are all ways to participate in our ministry beyond the congregation, as is attending a triennial gathering or an event sponsored by the churchwide women’s organization.

### Support financially the total program

Most questions about whether a unit is “active” involve this question: What does it mean to support financially the total program of Women of the ELCA? In the fullest sense, the women in a unit would regularly be doing all of the following:

- Collecting regular offerings and sharing a portion with their synodical women’s organization
- Having regular Thankoffering services and sending 100 percent of the Thankofferings to the churchwide women’s organization
- Supporting designated giving programs of Women of the ELCA
- Participating in occasional giving opportunities, like the anniversary of the organization, a memorial, or even disaster relief
- Subscribing to *Gather* and *Interchange*
- Purchasing other resources produced by Women of the ELCA

Some of our units do indeed support the organization in all these ways. Others may do one or two of these things. We encourage all units to grow in their financial support of Women of the ELCA.

### Designate leadership to be in communication

This is a simple requirement. One person in the unit needs to be a contact person, so that information from the synodical and churchwide women’s organizations can be provided to the unit through this person.

## NORTHEASTERN MINNESOTA SWO BOARD INFORMATION

<p><i>President</i>  <b>Jeannine Bruesewitz '23</b>                      1665 White cloud Dr. N                      Isle, MN 56431                      320-630-4785                      djbruesew@gmail.com  <b>Bethesda/Malmo- Heartland</b></p>	<p><i>Vice President</i>  <b>Becky Romosz – '23 (1-year term)</b>                      225 2nd Ave NE                      Milaca, MN 56353                      320-295-2892                      becromosz8@gmail.com  <b>Trinity/Milaca - Heartland</b></p>	<p><i>Secretary</i>  <b>Nancy Barker - '21 (1-yr) '22</b>                      43 Arbutus Dr                      Duluth, MN 55810                      218-729-7247 (h) 218-341-0583 (c)                      Gracefull348@aol.com  <b>Grace/Hermantown -Lake Superior</b></p>
<p><i>Treasurer</i>  <b>Terry Smith '23</b>                      1491 Award Blvd                      Wright, MN 55798                      218-428-8402                      Terrysmith21@yahoo.com  <b>Bethany/Cromwell -Kettle River</b></p>	<p><i>Board Member</i>  <b>Peg Christensen – '22</b>                      3301 S Highway 169 Trlr 3                      Grand Rapids, MN 55744                      218-259-5634                      christenpeg@yahoo.com  <b>Zion/Grand Rapids -Living Waters</b></p>	<p><i>Board Member</i>  <b>Ashley Espeseth - '21 '23</b>                      925 3rd Ave. SW                      Pine City, MN 55063                      320-282-0268                      ashleyespesth@gmail.com  <b>Our Redeemer/Pine City -Kettle River</b></p>
<p><i>Board Member</i>  <b>Robin Hendrix – '22</b>                      37346 Carp Rd                      Hinckley, MN 55037                      320-279-0961                      Rghendrix74@gmail.com  <b>Kettle River</b></p>	<p><i>Board Member</i>  <b>Sherry Johnson – '21 '23</b>                      5392 County Road 46                      Aurora, MN 55705                      218-638-1371 (h) 218-750-4292 (c)                      jhnrsrcs@frontiernet.net  <b>Laurentian</b></p>	<p><i>Board Member</i>  <b>Shawn Jansen '23</b>                      67782 N Pine Rd                      Askov, MN 55704                      320-245-5339                      jansen7@frontiernet.net  <b>Bethlehem/Askov – Kettle River</b></p>
<p><i>Board Member</i>  <b>Debbie Poenix '22</b>                      42298 County Road 48                      Deer River, MN 56636                      218-246-2740                      poecon@paulbunyan.net  <b>Suomi Evangelical/Deer River - Living Waters</b></p>	<p><i>Board Member</i>  <b>Donna McKibbon '23</b>                      14 Beech Court                      Babbitt, MN 55706                      218-750-4136  <a href="mailto:Dmquackers9898@yahoo.com">Dmquackers9898@yahoo.com</a>  <b>Evangelical/Babbitt - Laurentian</b></p>	<p><i>Board Member</i>  <b>Bonnie Stevens – '21 (1-yr) '22</b>                      7610 Ski Chalet Dr.                      Breezy Point, MN 56472                      218-966-2125                      Sidelake64@aol.com  <b>Lutheran Church of the Cross - Heartland</b></p>
<p><i>Board Member</i>  <b>Pat Moller '23 (One-Year Term)</b>                      615 9 1/2 St SE                      Little Falls, MN 56345                      320-630-4880                      bpahmo@yahoo.com  <b>First/Little Falls -Heartland</b></p>		
<p><i>NE Lights Editor – Ex Officio</i>  <b>Dorothy Dybvig</b>                      PO Box 392                      Sandstone, MN 55072                      320-245-2903                      2dybvigs@scicable.com  <b>Kettle River</b></p>	<p><i>Registrar – Ex Officio</i>  <b>Anne Laechel</b>                      PO Box 2597                      Baxter, MN 56425                      218-851-2214                      anne.laechel@gmail.com  <b>Heartland</b></p>	

## LAKE SUPERIOR CONFERENCE

<b>CONFERENCE OFFICERS (Elected during Spring Gathering)</b>		
Coordinator	Bonnie Kay Swanstrom '22 4970 Swanstrom Rd Saginaw, MN 55779-9764	612-387-8568 Bonkswan247@gmail.com Grace/Hermantown
Secretary	Andrea Radke '23 815 8 <sup>th</sup> Ave Two Harbors, MN 55616	218-340-4508 <a href="mailto:AndyOakley19@yahoo.com">AndyOakley 19@yahoo.com</a> Our Savior's/Castle Danger
Treasurer	Karen Anderson '19 '22 4072 Haines Rd. #209 Duluth, MN 55811	218-328-6173 kflowers3737@gmail.com Elim/Duluth
Conference Committee Member	Carol Surine '23 5227 Greenwood Rd Duluth MN 55804	218-525-4426 carolsurine@gmail.com French River/French River
Conference Committee Member	Mary Ann Sironen '23 5647 North Shore Rd Duluth, MN 55804	218-525-2010 <a href="mailto:Sir5647@aol.com">Sir5647@aol.com</a> <b>French River/Duluth</b>
Conference Committee Member	OPEN POSITION	
<b>SYNOD NOMINATING COMMITTEE (Elected at Fall Gathering)</b>		
	OPEN POSITION	
<b>CONFERENCE NOMINATING COMMITTEE (Elected at Fall Gathering)</b>		
	Linda Susens '17 '19 4124 Jay St Duluth, MN 55804	218-525-6610 dalin48@charter.net Good Shepherd/Duluth
	OPEN POSITION	

## LAURENTIAN CONFERENCE

<b>CONFERENCE OFFICERS (Elected during Spring Gathering)</b>		
Coordinator	Julie Lepisto '19 '21 (1-yr) '22 PO Box 291 Big Falls, MN 56627	218-340-0538 lepistol@paulbunyan.net Littlefork/Littlefork
Secretary	Candace Bischoff '21 '23 1362 SW Shore Trail Ely, MN 55731	612-723-5627 (cell) candacebischoff@gmail.com Grace/Ely
Treasurer	Sherry Johnson '22 5392 Road 46 Aurora, MN 55705	218-750-4292 (cell) Jhnrsrcs@frontiernet.net St. Mark's/Palo
Conference Committee Member	Diane Pastika '19 '22 1839 Boundary St Babbitt, MN 53706	218-290-1593 Diane.pastika@gmail.com Evangelical/Babbitt
Conference Committee Member	Marcia Aluni '22 23 Merrit Dr. Virginia, MN 55792	218-780-6882 <a href="mailto:mkaluni@yahoo.com">mkaluni@yahoo.com</a> Our Savior's/Virginia
Conference Committee Member	OPEN POSITION	
<b>SYNOD NOMINATING COMMITTEE (Elected at Fall Gathering)</b>		
	Barb Tanem '23 37798 Pintar Rd Hibbing, MN 55746	218-966-6749 knitcraze@gmail.com First/Hibbing
<b>CONFERENCE NOMINATING COMMITTEE (Elected at Fall Gathering)</b>		
	Jan Brown '23 309S. 3 <sup>rd</sup> St. West Aurora, MN 55705	218-290-4928 <a href="mailto:loon-lake@mac.com">loon-lake@mac.com</a> Immanuel/Tower
	Kate Undeland '18 '21 4846 Highway 100 Aurora, MN 55705	218-780-2436 kundeland@gmail.com Our Savior's/Aurora

## LIVING WATERS CONFERENCE

<b>CONFERENCE OFFICERS (Elected during Spring Gathering)</b>		
Coordinator	Ruth Ann Trembath '22 1603 Fraser Dr Grand Rapids, MN 55744	218-244-2111 (cell) finngrani@icloud.com St. Andrew's/Grand Rapids
Secretary	Ann Godfrey '21 '23 1122 Golf Course Rd Grand Rapids, MN 55744	218-259-5548 (cell) godfreys@paulbunyan.net Zion/Grand Rapids
Treasurer	Marcia Kingsley '19 '22 17795 County Road 431 Swan River, MN 55784	218-259-3198 marking4388@frontier.com Bethel/Warba
Conference Committee Member	Fay Klande '22 '23 13699 County Road 72 Swan River, MN 55784	218-492-4338 No email Zion/Grand Rapids
Conference Committee Member	Debbie Poenix '18 '22 (1-yr term) 42298 County Rd 48 Deer River, MN 56634	218-246-2740 poecon@paulbunyan.net Suomi Evangelical/Deer River
Conference Committee Member	Myrna Peterson '22 2304 McKinney Lake Rd Grand Rapids, MN 55744	218-301-6028 Myrnakay67@gmail.com St. Andrew's/Grand Rapids
<b>SYNOD NOMINATING COMMITTEE (Elected at Fall Gathering)</b>		
	<b>Peg Christensen '22</b> 3301 Hwy 169 S. #3 Grand Rapids, MN 55744	218-256-5634 (cell) <a href="mailto:christensenpeg@yahoo.com">christensenpeg@yahoo.com</a> Zion/Grand Rapids
<b>CONFERENCE NOMINATING COMMITTEE (Elected at Fall Gathering)</b>		
	<b>Ardyce Pederson '23</b> 8037 44 <sup>th</sup> Ave Walker, MN 56484	218-639-5936 <a href="mailto:aobpeder@arvig.net">aobpeder@arvig.net</a> Hope/Walker
	<b>Shirley Dowson '22</b> 6325 Pinecone Lane NW Walker, MN 56484	218-820-4346 <a href="mailto:jsdowson@arvig.net">jsdowson@arvig.net</a> <b>Hope/Walker</b>

## HEARTLAND CONFERENCE

<b>CONFERENCE OFFICERS (Elected during Spring Gathering)</b>		
Coordinator	<b>Dana Jessen '23</b> 4845 9 <sup>th</sup> Ave SW Pequot Lakes, MN 56472	218-568-4888 <a href="mailto:dana.jessen@tds.net">dana.jessen@tds.net</a> <b>Our Savior's/Pequot Lakes</b>
Secretary	Renee Anderson '21 '23 PO Box 212 Pequot Lakes, MN 56472	218-568-8387 daveanders@charter.net Our Savior's/Pequot Lakes
Treasurer	Bonnie Stevens '21 '23 7610 Ski Chalet Dr Breezy Point, MN 56472	218-966-2125 sidelake64@aol.com Lutheran Church of the Cross/Nisswa
Conference Committee Member	Jan Marr '23 21343 Elk Drive Crosby, MN 56441	763-274-9656 Jmmarr49@gmail.com Crosslake/Crosslake
Conference Committee Member	Christy Loven '21 4307 Old Farm Rd Pine River, MN 56274	218-251-4972 (cell) lesloven@tds.net First/Brainerd
Conference Committee Member	Jane Patrick '23 219-Buffalo Hills Ln Brainerd, MN 56401	218-270-2381 <a href="mailto:janeannpatrick@gmail.com">janeannpatrick@gmail.com</a> First/Brainerd
<b>SYNOD NOMINATING COMMITTEE (Elected at Fall Gathering)</b>		
	Jackie Youngberg '23 14884 80 <sup>th</sup> Ave Milaca, MN 56353	320-362-1836 <a href="mailto:youngbjf@hotmail.com">youngbjf@hotmail.com</a> <b>Trinity/Milaca</b>
<b>CONFERENCE NOMINATING COMMITTEE (Elected at Fall Gathering)</b>		
	Ardy Becklin '22 1356 4 <sup>th</sup> Ave NW Milaca, MN 56353	320-983-2443 Ardyb1356@gmail.com Zion/Milaca

## KETTLE RIVER - CONFERENCE V

<b>CONFERENCE OFFICERS (Elected during Spring Gathering)</b>		
Coordinator	Robin Hendrix '21 '23 37346 Carp Rd Hinckley, MN 55037	320-279-0961 rghendrix74@gmail.com First/Hinckley
Secretary	Jane Grundmeier '21 (1-yr) '22 49570 Grundmeier Rd Hinckley, MN 55037	320-384-7090 grundmeierfarm@gmail.com Grace/Sandstone
Treasurer	Mary Jo Mettler '21 '23 420 Riverview Ave SE Pine City, MN 55063	320-279-2010 maryjomettler44@gmail.com Our Redeemer/Pine City
Conference Committee Member	Ashley Espeseth '18 '21 (1-yr) '22 925 3 <sup>rd</sup> Ave SW Pine City, MN 55063	320-282-0268 ashleyespeseth@gmail.com Our Redeemer/Pine City
Conference Committee Member	Roxanne Mettling '23 4689 Walczak Rd. Kettle River, MN 55757	320-336-8967 <a href="mailto:roxannedaggins@yahoo.com">roxannedaggins@yahoo.com</a> Zion/Cloverdale
Conference Committee Member	Mary Lange '23 14702 Dahl Rd Hinckley, MN 55037	320-267-6260 <a href="mailto:rmllange@msn">rmllange@msn</a> Our Redeemer/Pine City
<b>SYNOD NOMINATING COMMITTEE (Elected at Fall Gathering)</b>		
	OPEN POSITION	
<b>CONFERENCE NOMINATING COMMITTEE (Elected at Fall Gathering)</b>		
	Sarah Levinski '23 1667 Serenity Lane Wright, MN 55798	651-246-9003 <a href="mailto:levinski@gmail.com">levinski@gmail.com</a> Bethlehem/Wright
	Carmen Martin '23 5977 Stenberg Rd. Cromwell, MN 55726	218-644-3917 Bethany/ Cromwell

## LAKE SUPERIOR CONFERENCE

29 Churches

Church	Address	City	Zip Code	Congregation ID
St. Peter	7260 Highway 53	Canyon	55715	02904
Faith (Culver)	5697 Highway 7	Saginaw	55779	11424
Concordia	2501 Woodland Ave	Duluth	55803	02909
Elim	6101 Cody Street	Duluth	55807	02910
Family of God	4097 Martin Rd	Duluth	55803	02911
First	1100 E Superior St	Duluth	55802	11490
French River	5310 Ryan Rd	Duluth	55804	02912
Gloria Dei	219 N 6th Ave E	Duluth	55805	02913
Good Shepherd	1325 N 45th Ave E	Duluth	55804	02914
Grace (Hermantown)	5454 Miller Trunk Hwy	Duluth	55811	11486
Holy Cross	410 N Arlington Ave	Duluth	55811	02915
Kenwood	2720 Myers Ave	Duluth	55811	11491
Our Savior's	4831 Grand Ave	Duluth	55807	11492
Spirit of God	2431 W 3rd St	Duluth	55806	11494
Trinity	1108 E 8 <sup>th</sup> St.	Duluth	55805	11493
Waters of Life	6221 Rice Lake Rd	Duluth	55803	30730
Baptism River Community	6768 Hwy One	Finland	55603	11514
Bethlehem	P O Box 638	Grand Marais	55604	11537
Salem	4715 Hermantown Rd	Hermantown	55811	02918
Trinity	P O Box 188	Hovland	55606	11562
Knife River	P O Box 212	Knife River	55609	11568
Lutsen	P O Box 145	Lutsen	55615	11578
First	P O Box 176	Meadowlands	55765	02921
United	701 3 <sup>rd</sup> Ave	Proctor	55810	31248
Bethlehem	6537 Industrial Rd	Saginaw	55779	02925
St. John's	4893 Independence Rd	Saginaw	55779	16278
Bethlehem	601 4th Ave	Two Harbors	55616	11676
Emmanuel	602 4th Ave	Two Harbors	55616	02926
Our Savior's, Castle Danger	P O Box J	Two Harbors	55616	11464



## LAURENTIAN CONFERENCE

25 Churches

Church	Address	City	Zip Code	CONG ID
Our Savior's	302 S 2nd St E	Aurora	55705	11431
St. Mark's, Palo	4096 Highway 10	Aurora	55705	02963
Evangelical	28 Acacia Rd	Babbitt	55706	02943
First	P O Box 193	Buhl	55713	02945
Faith	302 1st Ave SW	Chisholm	55719	02946
Bear River	11141 Highway 22	Cook	55723	11445
Trinity	P O Box 1196	Cook	55723	11471
Grace	301 E Conan St	Ely	55731	02950
Hope	5088 Highway 21	Embarrass	55732	30592
United in Christ	201 Station 44 Road	Eveleth	55734	07162
First	2201 3rd Ave E	Hibbing	55746	02956
Holy Trinity	2012 7th Ave	Hibbing	55746	02957
Our Savior's	501 E 23rd St	Hibbing	55746	11559
Faith	301 Kennedy Mem Dr	Hoyt Lakes	55750	11563
First	123 Wayside Lane	International Falls	56649	02959
Zion	530 6th St	International Falls	56649	11564
Faith United	8964 Highway 37	Iron	55751	07432
Littlefork	P O Box 105	Littlefork	56653	<del>11566</del>
Bethany		P O Box 266	Loman	56654
Messiah	8590 Enterprise Dr S	Mt. Iron	55792	11575
St. Paul's	P O Box 246	Soudan	55782	02961
Hope/Toivola	9193 Highway 5	Meadowlands	55765	02962
Immanuel	P O Box 466	Tower	55790	02964
Gethsemane	901 S 4th St	Virginia	55792	02924
Our Savior's	1111 S 8th St	Virginia	55792	02967

## LIVING WATERS CONFERENCE

19 Churches

Church	Address	City	Zip Code	CONG ID
Grace Community	P O Box 195	Bigfork	56628	11452
Bethel-Trinity	P O Box 440	Bovey	55709	30189
Zion	3088 104th St NE	Boy River	56632	11456
Trinity	P O Box 788	Cass Lake	56633	11463
Bethany	P O Box 218	Deer River	56636	02948
Suomi Evangelical	42935 County Rd 48	Deer River	56636	02966
Effie Fredheim	P O Box 195	Bigfork	56628	11496
Our Savior's, Federal Dam	P O Box 5	Bena	56626	11502
St. Andrew's	501 16th St NW	Grand Rapids	55744	16312
Zion	J2901 Highway 169 S	Grand Rapids	55744	02955
St. Paul's	P O Box 307	Hackensack	56452	16114
Salem	P O Box 136	Longville	56655	11577
Nashwauk	304 3rd St	Nashwauk	55769	11596
Our Savior's	P O Box 62	Outing	56662	11612
Bethany	18 Cedar Street NW	Remer	56672	11635
Jesse Lake	44281 County Rd #4	Talmoon		07574
Hope	P O Box 506	Walker	56484	11690
Bethel	P O Box 2825	Warba	55793	02969
Carmel (Jacobson)	P O Box 2825	Warba	55793	07615

## HEARTLAND CONFERENCE

### 36 Churches

Church	Address	City	Zip Code	CONG ID
Bethesda (Rossberg)	P O Box 261	Aitkin	56431	02970
Bethlehem	36696 320th St	Aitkin	56431	02971
First	107 2nd St SE	Aitkin	56431	02972
St. John's (Cedarbrook)	P O Box 107	Aitkin	56431	03223
Bethlehem	P O Box 64	Backus	56435	11626
Lord of Life	6190 Fairview Rd	Baxter	56425	30070
Emanuel	P O Box 67	Bock	56313	02973
Bethel	P O Box 382	Brainerd	56401	16066
Bethlehem	418 8th Ave NE	Brainerd	56401	11457
First	424 S 8th St	Brainerd	56401	02975
Trinity	1420 S 6th St	Brainerd	56401	11458
Crosslake	P O Box 248	Crosslake	56442	02977
Bethany	P O Box 37	Cushing	56443	07163
Salem	P O Box 100	Deerwood	56444	02978
Light of the Cross	Box 353	Garrison	56450	02974
Immanuel	PO Box 35	Hillman	56338	02981
Bethesda (Malmo)	21590 State Hwy 47	Isle	56342	02984
Faith	P O Box 71	Isle	56342	02979
Holden	27987 150 St	Isle	56342	11785
Bethel	901 West Broadway	Little Falls	56345	02983
First English	2100 Riverview Dr	Little Falls	56345	12124
Zion	P O Box 173	McGrath	56350	11813
Trinity	P O Box 249	Milaca	56353	11815
Zion	P O Box 205	Milaca	56353	02987
Swan Valley	7546 State Hwy 64	Motley	56466	11573
Church of the Cross	P O Box 29	Nisswa	56468	11600
Bethany	500 Lindquist St	Onamia	56359	02989
Bethel	P O Box 50	Palisade	56469	02990
Our Savior's	P O Box 360	Pequot Lakes	56472	11621
Faith (Swanberg)	10973 County Road 1	Pine River	56474	02994
First	P O Box 21	Pine River	56474	11627
Maple Hill	P O Box 383	Pine River	56474	11628
Immanuel	401 S 8th Ave	Princeton	55371	11900
Trinity	111 N 6th Ave	Princeton	55371	02992
Gethsemane	P O Box 128	Upsala	56384	02995

## KETTLE RIVER CONFERENCE

21 Churches

Church	Address	City	Zip Code	CONG ID
Bethlehem	P O Box 188	Askov	55704	03040
Elim (Blackhoof)	2077 County Rd 6	Barnum	55707	02902
Trinity	P O Box 87	Bruno	55712	03042
Bethesda	Box 210	Carlton	55718	02905
Our Savior's	615 12th St	Cloquet	55720	11469
Zion	1000 Washington Ave	Cloquet	55720	02906
Bethany	P O Box 85	Cromwell	55726	11472
Hope	P O Box 137	Grasston	55030	03049
First	P O Box 459	Hinckley	55037	03052
Zion (Cloverdale)	38523 State Hwy 48	Hinckley	55037	03053
Oak Lake	P.O. Box 17	Kerrick	55756	03056
Salem	2702 First St Box 977	Mahtowa	55707	02920
Zion	78389 Bergman St	Markville	55072	03059
Hope	P O Box 422	Moose Lake	55767	11595
Calvary	414 S Wood St	Mora	55051	11872
Grace	301 E Forest Ave	Mora	55051	03060
Immanuel (Brunswick)	2088 Highway 70	Mora	55051	03061
Our Redeemer	825 Golf Ave SW	Pine City	55063	03064
Emmanuel (Dell Grove)	P O Box 663	Sandstone	55072	03067
Grace	P O Box 37	Sandstone	55072	03068
Bethlehem	P O Box 54	Wright	55798	11701

# Women of the ELCA Change of Officers/Contact Form

Year: 20 \_\_\_\_\_

Congregational Units:

Please complete this form as soon as possible after your elections or change of contact person. Please type or print neatly so the form will copy well. Mail or e-mail to:

**SWO Secretary**

Nancy Barker  
43 Arbutus Dr  
Duluth, MN 55810  
[Gracefull348@aol.com](mailto:Gracefull348@aol.com)

**SWO President**

Jeannine Bruesewitz  
1665 White Cloud Dr  
Isle, MN 56342  
[djbruesew@gmail.com](mailto:djbruesew@gmail.com)

**Your Conference Secretary**

Congregation: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Church Telephone (include area code): \_\_\_\_\_

**President/Contact Person**

**Secretary/Second Contact**

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

City, Zip \_\_\_\_\_ City, Zip \_\_\_\_\_

Telephone: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email: \_\_\_\_\_ Email: \_\_\_\_\_

Replaces: \_\_\_\_\_ Replaces \_\_\_\_\_

These names will be submitted in a secure and confidential area of our churchwide Women of the ELCA's website so that mailings from Chicago come to an interested person. Our SWO secretary will use the information to send out emails and land mails regarding synodical events and to officially notify each unit of the convention that is part of the Summer Gathering each year. Your conference coordinator will use this information to keep you informed about planning meetings for conference gatherings and to stay in touch with you.