

# YOUNG WOMAN REPRESENTATIVE PROGRAM



## The Committee on Young Women

1. Is composed of no more than four (4) members, which shall include a chairman appointed by the District President and approved by the Executive Committee, a member chosen by the chairman and approved by the Executive Committee and the outgoing District Young Woman Representatives when feasible. The current LWML District Young Woman Representatives shall serve as advisory members.
2. Establishes and reviews guidelines and forms for the Young Woman Representative Program in accordance with directions from the LWML and LWML district.
3. Coordinates the nominations and assists in the selection of the District Young Woman Representatives following the guidelines established in the Standing Rules.
4. Promotes zone participation in securing Young Woman Representatives (YWR) for the district convention, organizes and plans activities for them at the convention.
5. Writes and gathers articles for the district newsletter and publicizes the Young Woman Representative Program.
6. Encourages zones and groups to invite the District Young Woman Representatives (DYWR) to speak at their meetings, rallies or retreats.

### Important Dates for Selecting ZYWRs

**October 1, odd-numbered years** — Information about selecting zone YWR is sent.

**March 1, even-numbered years** — Zone presidents submit the information about the young woman they selected for their zone's YWR to the Committee on Young Women Chairman.

### Important Dates for Selecting DYWRs

**July 15, even-numbered years** — Information about selecting District YWR sent out to the zones.

**September 1, even-numbered years** — Zone and group presidents submit the information about the young woman who wants to be selected as the District YWR.

**September Executive Committee Meeting, even-numbered year** — District EC reviews nominations for DYWR and selects two young women to represent Texas at the LWML Convention.

**Contact the Committee on Young Women Chairman at  
*[youngwomanrep@lwmltxdist.org](mailto:youngwomanrep@lwmltxdist.org)***

# **GUIDELINES**

## **ZONE YOUNG WOMAN REPRESENTATIVE PROGRAM**

Lutheran Women's Missionary League Texas District

### **Qualification and Requirements**

1. Understands the object of the Lutheran Women's Missionary League, an auxiliary of The Lutheran Church—Missouri Synod, which develops and maintains a greater mission consciousness among women through mission education, mission inspiration, mission service, and mission grants.
2. Any mature young woman who is preferably between the ages of 22-35 years of age and a member of an LCMS congregation.
3. Is not required to be a member of an LWML group at the time of nomination but shall demonstrate a deep love for and devotion to her Lord Jesus Christ and be willing to participate in this program of the LWML upon being selected.
4. Is able to be away from home and/or work for the LWML Texas District Convention (in even-numbered years), and as feasible, for speaking engagements to groups within the zone upon request. May serve as an advisory member to the zone executive committee.
5. The term of the zone YWR shall be two years beginning on March 1 of even-numbered years. A zone YWR shall serve no more than two terms.
6. Is willing to attend all sessions of the district convention as well as special functions designated for Young Woman Representatives and will sit next to the zone president during convention meetings without voting.
7. Is willing to attend rallies, committee meetings and other special functions of the zone.

### **District Committee on Young Women Responsibilities**

Distribute information showing guidelines and responsibilities to zone presidents by October 1 of odd-numbered years. Prepare a program for the ZYWRs at the district convention in even-numbered years.

### **Zone Responsibilities**

1. Zone presidents shall distribute proper ZYWR forms, with guidelines and responsibilities, to group presidents as directed by the District Committee on Young Women.
2. The zone executive board will select one or two (*zone option*) Young Woman Representative(s) and two alternates from these nominees and notify them by \_\_\_\_\_ (*date set by zone*). The zone president or a zone officer designated by the zone president is encouraged to assist the zone Young Woman Representative(s) in becoming acclimated to LWML immediately after selection and serve as a mentor to her/them.

3. Zone presidents shall submit completed *Information Forms* (with signatures) to the District Committee on Young Women Chairman by March 1 of even-numbered years or as soon as possible after selection is made.
4. Zones are strongly encouraged to reimburse the zone Young Woman Representative(s) for expenses (travel, lodging, food, and registration) to attend the LWML Texas District Convention. District LWML guidelines shall apply. As appropriate, zones may provide advances for these expenses.
5. The zone president or her designated representative shall serve as hostess to the Young Woman Representative(s) during the district convention.

### **Group Responsibilities**

1. Each group may nominate up to two young women. Nominees are not required to be a member of their congregation.
2. The group president works with the nominee(s) in completing the *Information Form*. Additionally, the group president signs the forms and sends to the zone president by \_\_\_\_\_ (*date set by zone*).
3. Individual groups shall reimburse the ZYWR for speaking engagement and travel expenses in their respective groups.

### **ZYWR Responsibilities Following District Convention**

1. Keep an accurate and detailed record of expenses to be submitted upon request to the zone officers.
2. Be willing to attend rallies, committee meetings and other special functions of the zone.
3. Assist churches in the zone with program ideas and assist in forming new groups.
4. Present a report of impressions and reactions of the LWML district convention to the zone board of directors (as well as the zone newsletter editor, if applicable).
5. Is willing to write articles for the zone newsletter as requested by the zone president.
6. Commit herself to being active in her local LWML and encouraging other young women to share her excitement.

# ZONE YOUNG WOMAN REPRESENTATIVE NOMINEE

Lutheran Women's Missionary League Texas District

## INFORMATION FORM

*(to be completed by zone YWR, with pastor's & group president's signatures)*

\_\_\_\_\_ **ZONE**

NAME \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE home (\_\_\_\_) \_\_\_\_\_ cell (\_\_\_\_) \_\_\_\_\_

EMAIL \_\_\_\_\_

ARE YOU ON FACEBOOK? Yes No

DATE OF BIRTH \_\_\_\_/\_\_\_\_/\_\_\_\_ FAMILY STATUS Single Married

HOME CONGREGATION \_\_\_\_\_

CITY \_\_\_\_\_ PASTOR \_\_\_\_\_

LWML GROUP OF NOMINEE \_\_\_\_\_

BIOGRAPHICAL SKETCH: Include education, hobbies and interests, program involvement in church and community.

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PERSONAL STATEMENT: Briefly complete: I would like to be a Young Woman Representative for my zone because . . .

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**Signatures:**

*By signing this form, I am submitting my name as Zone Young Woman Representative and I am willing to follow the guidelines as presented.*

ZYWR NOMINEE \_\_\_\_\_

*By signing this form, I am stating that the nominee above is an active member of an LCMS congregation.*

HOME CONGREGATION PASTOR \_\_\_\_\_

*By signing this form, I am stating, as the group president, that the nominee above is to be considered as the zone's Young Woman Representative for the upcoming district convention.*

GROUP PRESIDENT \_\_\_\_\_

**COMPLETE THE FORM AND SUBMIT TO YOUR ZONE PRESIDENT BY \_\_\_\_\_**

TO BE COMPLETED BY ZONE PRESIDENT AFTER THE ZONE EXECUTIVE COMMITTEE HAS MADE A SELECTION FOR THE ZYWR(s).

*By signing this form, I am stating, as the zone president, that the nominee above is the zone Young Woman Representative for the upcoming district convention.*

ZONE PRESIDENT \_\_\_\_\_

***This form is to be sent to the District Committee on Young Women Chairman (youngwomanrep@lwmltxdist.org) by March 1, even-numbered years. The zone should retain a copy for their files.***

# **GUIDELINES**

## **DISTRICT YOUNG WOMAN REPRESENTATIVE PROGRAM**

Lutheran Women's Missionary League Texas District

### **Qualifications**

1. Must be a member of a Texas District LCMS congregation and a relatively new member of an LWML group, who demonstrates an interest in the LWML program
2. Mature young woman who is preferably 22-35 years of age
3. Must have previously attended an LWML Texas District Convention as a Zone Young Woman Representative
4. Is able to be away from home, as necessary, for the national LWML Convention (odd-numbered year), for any subsequent speaking engagements throughout the LWML district (for two years), and for the LWML Texas District Convention the following year (even-numbered year).

### **Requirements**

1. Keep an accurate, detailed record of expenses
2. Send a written report of her impressions and account of experiences at the LWML convention to the LWML District President
3. Commit herself to be active in her LWML group and to encourage other young women to be a part of her excitement
4. Write articles for district publications on her experiences to show the importance of involving young women at the local and district level
5. Attend district functions, be willing to work with district leaders in areas where you both feel you can make a difference, and be open to take part in a program upon request
6. Is willing to study convention materials provided and assist with the zone YWR program at the LWML district convention
7. Is willing to attend all sessions of the convention as a non-voting participant, as well as special functions designated for Young Woman Representatives
8. Speak to groups and zones in the LWML district as feasible
9. Serve as advisory member to the LWML District Committee on Young Women.

### **General Information**

1. The term of the LWML District Young Woman Representative is two years and begins when she attends the national LWML convention in odd-numbered years.
2. When the term as LWML District Young Woman Representative is over, will be asked to serve as member of the LWML District Committee on Young Women for the two years following, if able.
3. Convention fees, lodging, food, and travel expenses for the LWML convention will be paid for by the LWML district, based on stipulations found in the District Standing Rules.

4. The newly appointed District Young Woman Representative(s) will be notified by the District Committee on Young Women Chairman after the September Executive Committee meeting, even-numbered years. Nominees not selected will be considered as alternates to the newly appointed District Young Woman Representative(s) and will be notified by the District Committee on Young Women Chairman after the September Executive Committee meeting, even-numbered years.

### **District Committee on Young Women Responsibilities**

1. Distribute guidelines, job description, list of eligible candidates, *Information Form* and *Comment Form* to zone presidents by July 15 in even-numbered years and place them on the district website.
2. Forward all nominations to the District Executive Committee for selection.

### **Zone Responsibilities**

Zone president shall distribute the district guidelines, job description, *Information Form*, and *Comment Form* to all group presidents. Zone executive committee/group presidents should prayerfully think about asking young women who have served or currently serving as a zone YWR and wishes to deepen her involvement in the LWML.

### **Group Responsibilities**

1. Zone EC and each LWML group may submit up to two names to be considered for the District Young Woman Representative.
2. Assist each young woman in completing the *Information Form* and should either complete the *Comment Form* or ask the pastor of young woman's congregation to complete it. These forms need to be sent to the chairman of the District Committee on Young Women by September 1 of even-numbered years.

# DISTRICT YOUNG WOMAN REPRESENTATIVE

Lutheran Women's Missionary League Texas District

## **JOB DESCRIPTION**

The following are items you should have in your files, as well as a list of duties for your position. For reference, keep record of everything you do during your term of service.

### **Expenses**

District and LWML Conventions:

Expenses to both conventions will be paid by the district following the Standing Rules and Travel Policy (in Board of Directors section of *Leader's Manual*).

Keep track of all expenses:

- Mileage or airfare
- Meals
- Registration fees
- Housing
- Copies, postage and supplies for district convention as approved by committee.

Vouchers are submitted to chairman of District Committee on Young Women for district convention and to District President for LWML convention.

Zone and Group Speaking Engagements:

The zone or group requesting the DYWR to speak should pay all expenses following Standing Rules and Travel Policy directly to the DYWR. An honorarium may be given to the speaker and can be retained by the speaker or donated (in full or partially) to district mites.

### **Reports**

Reports are to be submitted to the chairman of the District Committee on Young Women and to others as specified.

Reports needed:

- After LWML convention — your experiences
- Every six months — speaking engagements and activities
- For district convention manual (sent to District Recording Secretary) — biennially in even-numbered years
- For District Executive Committee meetings and District Board of Directors meetings (sent to Secretary to the President as requested)
- Final report on speaking engagements and activities — at end of two-year term.

### **Correspondence**

Keep a list of letters and emails received and written pertaining to YWR business.

### **Speaking Engagements**

Keep log that includes:

- Location
- Date
- Reason/type of activity (zone or group/retreat, workshop, event, etc.).

### **Articles**

Articles are to be written upon request for:

- *Texas Messenger* (submitted to LWML Texas *District News* Editor)
- LWML Texas District newsletter *The Lone Star Connection* (submitted to District Committee on Young Women Chairman).



# DISTRICT YOUNG WOMAN REPRESENTATIVE NOMINEE

Lutheran Women's Missionary League Texas District

## INFORMATION FORM

(to be completed by District YWR Nominee, with zone president, pastor & group president's signatures)

NAME \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE home (\_\_\_\_) \_\_\_\_\_ cell (\_\_\_\_) \_\_\_\_\_

EMAIL \_\_\_\_\_ ARE YOU ON FACEBOOK? Yes No

DATE OF BIRTH \_\_\_\_/\_\_\_\_/\_\_\_\_ FAMILY STATUS Single Married

HOME CONGREGATION \_\_\_\_\_

CITY \_\_\_\_\_ PASTOR \_\_\_\_\_

LWML ZONE \_\_\_\_\_

LWML GROUP \_\_\_\_\_

LWML GROUP PRESIDENT \_\_\_\_\_

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How has knowing Jesus Christ as your Savior made a difference in your life?

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The LWML motto is *Serve the LORD with gladness* (Psalm 100:2). How do you do this in your life?

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How have you been active in the church?

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What is your knowledge of and level of participation in LWML?

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What is your image of the LWML?

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Why do you desire to be a Young Woman Representative of the Lutheran Women's Missionary League Texas District?

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What do you feel your strengths are?

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What do you hope to get out of the convention experience?

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The convention is an interesting and spiritually inspiring event. However, it is also a working session of the organization, and, at times, the sessions can be long, and the day and evenings are packed with events with very little free time. It can be very tiring. Understanding all of this, I can willingly accept participating in the full scope of the convention.

Signatures:

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***Nominee***

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***Zone President***

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***Home Congregation Pastor***

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***Group President***

This Information Form is to be sent to the chairman of the District Committee on Young Women at [youngwomanrep@lwmltxdist.org](mailto:youngwomanrep@lwmltxdist.org) by SEPTEMBER 1 of even-numbered years.

# DISTRICT YOUNG WOMAN REPRESENTATIVE NOMINEE

Lutheran Women's Missionary League Texas District

## **COMMENT FORM**

*(to be completed by group president or pastor of nominee's congregation)*

NAME OF NOMINEE \_\_\_\_\_

HOME CONGREGATION \_\_\_\_\_

CITY \_\_\_\_\_

LWML GROUP \_\_\_\_\_

LWML ZONE \_\_\_\_\_

*I feel that the above named individual would make a good Young Woman Representative of the Lutheran Women's Missionary League Texas District because:*

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Form submitted by:

\_\_\_\_\_  
*LWML Group President of Nominee's Congregation*

**OR**

\_\_\_\_\_  
*Pastor of Nominee's Congregation*

This Comment Form is to be sent to the chairman of the District Committee on Young Women at [youngwomanrep@lwmltxdist.org](mailto:youngwomanrep@lwmltxdist.org) by SEPTEMBER 1 of even-numbered years.