

Zone President's Pointers

1. Pray for the spiritual welfare and God's guidance for the leaders and members of your zone.
 2. Communicate with your local group presidents. Remind them of upcoming zone and/or district events. Offer assistance, monitor circumstances and encourage them in duties.
 3. Operate as the liaison between the district and the zone.
 - Attend District Board meetings as directed
 - Submit reports to District Board as required
 - Notify district president, vice presidents, editor and archivist of zone activities
 - Send district president and secretary election results and new officer contact information
 - Distribute information received at the District BOD meetings promptly to all group presidents at Zone Board meetings. However, if distance is prohibitive to meeting, a newsletter format and phone call may be used.
 4. Zone Events
 - Appoint a host chairman/event chairman and work as a liaison between the host group, speakers, special guests and pastors
 - Approve all publicity for the event
 - Plan the agenda including, call to order, roll call, minutes, officer/committee reports, business, and adjournment
 - In consultation with the zone counselor, involve the host congregation's pastor in a significant way
 - Include devotions, Bible study, League Pledge, mission awareness, and a mite offering.
- May include Gifts from the Heart and/or servant activities
- Preside over the event/meeting
 - Prepare and present an oral/written Zone Presidents Report
 - Consult district guidelines or District President regarding fees, expenses, offering recipients and registration overage expectations
 - Secure LCMS affiliated Mission speakers when possible.
5. Keep a current list of groups and officer contact information and promptly notify the District Secretary and District President of changes.
 6. Communicate with zone delegates to national convention regarding their responsibilities and expectations.
 7. Be familiar with and update zone bylaws per District recommendations.
 8. Verify that a zone nominating committee brings a ballot of officers in accordance with zone bylaws.
 9. Submit articles to district newsletter as requested.
 10. Make mite boxes available at all zone events.
 11. Encourage member participation in LWML activities.



Zone Event Tips

TOP 20

1. Compose and distribute detailed guidelines for host groups. Sample guidelines for host groups are found in The Planning Zone, available as a free download at www.lwml.org/developing-leaders.
2. Consider holding your event at tables instead of pews to encourage interaction among guests.
3. Use signage, balloons, or door decorations to guide your guests to the event location and assign greeters to welcome participants at the door and give direction to a well-staffed registration area.
4. Always have a mission focus and a mite offering!
5. Encourage clergy to attend by offering complimentary registration for pastors. In consultation with the zone pastor, involve the host congregation's pastor in a significant way.
6. Prepare a detailed agenda, but allow the president and other key presenters to be flexible.
7. Use a microphone. Always!
8. Schedule breaks during the event. Stand and sing or play a game if time allows. Ice breakers, mixers, and games can be found on the LWML Pinterest site on the internet at www.pinterest.com/theLWML/
9. Encourage attendance by publicizing beginning and ending times. Be sensitive to travel time and distance.
10. Distribute printed, and/or electronic reports instead of spending time on lengthy oral reports.
11. Consider using gifted women of the zone to lead Bible studies and breakout sessions.
12. Invite an LWML Mission Speaker or Skype a Missionary. On the Go Bookmark Skype Instructions are found under Gospel Outreach on the LWML website at www.lwml.org/gospel-outreach.
13. Show the LWML Mission Grants Video and/or LWML's short "Your Mites Have Made a Difference" videos available under Missions on the LWML website at www.lwml.org/thanks.
14. Invite a tech-savvy woman to teach how to follow LWML on social media or sign up for daily Mustard Seed Devotions via email.
15. Encourage your host group to use a sketch or song to extend their welcome. LWML resources are available on the website at www.lwml.org/program-helps.
16. Invite each group to use a short sketch, song, poem, or cheer to tell about a successful mission outreach or project.
17. Simplify Gifts from the Heart gatherings by asking for two to four specific items needed by a local charity.
18. Promote new items from the LWML Catalog.
19. Consider giving out LWML store merchandise for door prizes
20. Announce the theme, date and place of the next event. Advanced publicity leads to better attendance, and planning well in advance helps eliminate stress for the next hosting group.



Creative Zone Events

Adapt these suggestions to benefit your zone as each is unique and travel distance is a factor in planning events. Consider holding spring and fall gatherings at different hours (evening versus morning or afternoon) to accommodate women with various schedules. Be flexible!

BRUNCH RALLY

Meet on a Saturday morning with a brunch served immediately following registration. A program may follow the meal. End with a brief business meeting. Dismiss shortly after noon.

TRY LWML FOR A DAY

Host a zone or regional event designed to entice newcomers to come and get a taste of LWML – enjoy fellowship, grow spiritually, and discover opportunities for service. Share facts about the LWML organization and its objectives with the newcomers. Handouts might include a list of district and national mission grants, a packet of LWML Mustard Seed devotions, a recent issue of the *Lutheran Woman's Quarterly*, etc.

AFTERNOON-DINNER-EVENING EVENT

Alternate speakers and Bible studies between afternoon and evening events. At one event, have the Bible study in the afternoon and a speaker in the evening; then reverse for the next event. Those who prefer coming in the daytime can come to the afternoon event and those who work outside the home and prefer the evening can attend in the evening (or they

may want to stay for both). All join together for dinner and a brief business meeting held between the events. Scheduling this event on a weekday would free up the weekend.

SPECIFIC INTERESTS SPEAKERS

Engage a well-qualified speaker who addresses concerns and interests of specific groups (parents of school-aged children, empty nesters, working moms, single parents) or speaks to general-interest topics (time management, financial concerns, nutrition.) A hands-on activity that ties to the topic may be included. Keep in mind the generations LWML is attempting to reach as you plan.

MISSION SERVICE EVENT

Research local needs and host a hands-on servant event. Begin with an opening devotion and/or a brief Bible study, then launch the activity or activities for the day. Perhaps there is a service organization in the community that needs help straightening a food pantry, sorting clothing, cleaning, or assisting with gardening chores offsite. Activities for those who feel more comfortable working on-site could include marking Bibles for prisoners, assembling kits for the homeless, making nursing home favors, or sending notes of encouragement to missionary wives. Gather together again for lunch and a brief business meeting if necessary.



WOMEN'S DAY OUT

Offering an event exclusively geared toward women provides an excellent opportunity for fellowship. It also opens the door to mentoring opportunities. Hostesses should plan a theme to include women of all ages. It should be Scripture-based and full of fun.

MISSION EVENT

Invite a representative of a district or national mission grant recipient to speak. Perhaps a speaker from the mission field is available to speak in person or via Skype. Gather a special mite offering.

LEARN MORE ABOUT LCMS DISTRICT ACTIVITIES

Invite a representative to speak on a specific ministry and give suggestions how groups might become involved (e.g., Lutheran Social Service, youth ministry, parish nurses, or disaster relief).

OVERNIGHT RETREAT

Host an overnight retreat. This opportunity to bond with fellow LWML sisters allows extra time for in-depth Bible study, singing, and crafts such as the LWML coloring sets or paper ornaments found on www.lwml.org/program-helps-creative-crafts. Each group could present a brief entertainment act for a talent show. Let the creative juices run! Encourage active group participation.

GIFTS FROM THE HEART

Encourage individuals and/or groups to bring items for local food pantries, battered women shelters, crisis pregnancy centers, etc. Embrace

the opportunity to reach out to communities with the love of Christ! Invite a representative to explain the mission of their organization.

JOINT ZONE EVENT

Host a joint event with other zones if geographically feasible. This widens the opportunity for fellowship and affordability of quality speakers.

ADDITIONAL THOUGHTS

- Invite a district representative to give a brief update on what is happening on the district level at each zone event. This can be any officer, committee chair, or pastoral counselor. Having district representation fosters a healthy zone-district relationship.
- Encourage interaction among participants by having attendees sit at tables in special ways (birthday month, initials, color of shoes, etc.).
- Set time limitations for devotions, speakers, and business meetings. Let your attendees know what time the program will conclude so they may plan their time commitment.
- Include an offering for mites or have a large mite box available for donations.
- Give away LWML products and resources as door prizes and inform women the products are available on the LWML website.
- Establish an expense-sharing policy for zone events. Registration money may be used to help defray expenses of the host group.

