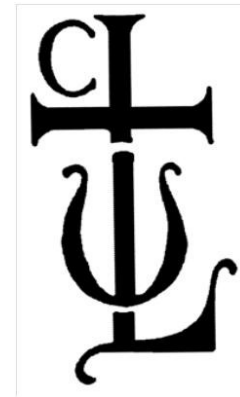


- deaconess and Memorial scholarship program are accepted any time of the year. A form is available on the Council's webpage.
2. Congratulatory Notes - honor your Woman of the Year or other appropriate person or group in the luncheon booklet
  3. Ads in the WOY luncheon booklet - advertise your business and help defray the costs of the luncheon
  4. Checks for memorials may be sent to the treasurer at any time designating either seminarian scholarships, food banks, or Operation Layette.
  5. CLW encourages its members to gather donations for Detroit area food banks, Operation Layette, and other Inter-congregational Organizations as they make requests known. Please refer to the Human Care Committee's report to learn the current needs of these organizations or to the Council's website for a full list of needs.
  6. Supporting the Council also includes being willing to serve in an appointed or elected position.
  7. If you are an eligible Thrivent Financial Member and have Choice Dollars available to direct, please keep the Council in mind. For more information or to direct Choice Dollars, call 800-847-4836 and say "Thrivent Choice" or go to <https://www.thrivent.com/>. Once you log in, type in "Council of Lutheran Women" but don't be confused when the directory will access "Lutheran Church Council of Lutheran Women Missouri Synod." That was the name registered with the IRS when the officers back in 1984 applied for the Council's EIN identification. The address that appears will read "28211 Fountain, Roseville, MI" since the Council has no address other than a contact of one of the officers of the organization. When you click on the name presented you will see a complete description of the CLW including our webpage: [www.clwmichigan.com](http://www.clwmichigan.com) so you can be assured you have the correct organization. Please share this information with other Thrivent members within your congregation or organization.
  8. Visit the website: [www.CLW Michigan.com](http://www.CLW Michigan.com)
  9. Visit the Council's FaceBook page: Council-of-Lutheran-Women-Michigan
  10. VERY IMPORTANT: Please share all communications received from the CLW via Constant Contact within your congregation or organization. Clicking the Unsubscribe button will remove your group from receiving any future emails from the Council and will require a request to be reinstated. Please keep the emails of the representatives of your organization up to date with the Council's Membership Coordinator.

# *Council of Lutheran Women*



## *Handbook for Member Organizations*

*Printed April 2024*

The leadership of the Council of Lutheran Women compiled this information in a concise manner to assist each member organization in supporting the Council. You may wish to host a meeting and this information will assist in that decision. There is also information regarding your responsibilities for the Woman of the Year (WOY) recognition as part of the annual Council of Lutheran Women Luncheon.

## **Hosting a Meeting**

### **1. Meetings that Need a Host**

#### A. General Meetings

1. 4th Monday of April and September
2. Seating for 50 -100

#### B. Board of Directors Meetings

1. 3rd Monday of August and January
2. Seating for 20-24

#### C. Executive Committee Meetings

1. April, August and November (generally the 1st Monday)
2. Seating for 7

### **2. Set Up Requirements**

#### A. General meetings

1. At main entrance
  - a. 1 table for registration
  - b. 2 tables for donations or a room for collection
  - c. 1 table for information
  - d. 1 table for reports
  - e. 2 tables for Lutheran Bookstore (if coming)
2. In meeting space
  - a. 1 table for President, Treasurer, and Secretary
  - b. microphone
  - c. other equipment for speaker as required

#### B. Board Meetings and Executive Committee Meetings

1. Table seating during the meeting

### **3. Refreshments**

#### A. General meetings

1. Morning - coffee, tea, and water
2. Luncheon - Up to \$200 reimbursement w/receipts unless donated, consider applying for a Thrivent Action Card if more resources are needed
3. Place a small basket for lunch donation on each table to be collected by our Treasurer, reimbursement will be made by check

#### B. Board Meetings and Executive Committee Meetings

1. Morning - coffee, tea, and water is appreciated

### **4. Opening Devotion**

#### A. General meetings

1. The local pastor is encouraged to lead either a 10 minute opening devotion or closing comments.

#### B. Board Meetings

1. Our Pastoral Counselor will provide the opening devotion.

## **Council of Lutheran Women Luncheon, including the Honoring of the Women of the Year (WOY)**

### **1. Women of the Year Process**

- A. Access the Invitation Letter to honor a Woman of the Year which will be sent out over constant contact email by the end of October prior to the next luncheon date. A paper copy will be sent only if we do not have an email address on file for your organization.
- B. After receiving your letter, determine who will be your Woman of the Year.
- C. Submit your nomination using the Eventbrite link included in the Invitation Letter with the name and contact information by the deadline stated in the letter. Include a brief description of why you are selected nomination. The Eventbrite link will also be available on the Council's webpage.
- D. Your WOY will receive a congratulatory note in February with information on what is expected of her on the day of the luncheon.

### **2. Luncheon Reservation Process**

- A. The Invitation Letter with instructions for reserving your table will be emailed in early January.
- B. Reservations will be accepted over the Eventbrite link included in the letter on and after January 15<sup>th</sup>. Payment may be either mailed to the reservation Coordinator or paid by credit card. The Eventbrite link will also be available on the Council's webpage.
- C. An email showing receipt of your reservation form and payment will be sent by Eventbrite.
- D. Additional reservations will be accepted until the deadline stated in the Invitation Letter.
- E. NO refunds will be given.

## **Opportunities to Support the Council**

1. CLW Sponsorships - monetary support of our seminarian,