The National Women’s Ministries Team (NWMT) of the WMCLB is proposing the following additions and changes to the By-Laws of the organization. In accordance with the requirements of the Constitution which was approved in 2003, this proposal will be printed in two successive editions of the Faith & Fellowship magazine, and voted on at the WMCLB Convention on July 16, 2016 in Fergus Falls, MN. All women who are members of a CLB congregation are eligible to vote. The complete document of the Constitution and By-Laws of WMCLB, with proposed changes noted, is available for review at [www.wmclb.com](http://www.wmclb.com).

**Proposed changes to the Women’s Ministries of the Church of the Lutheran Brethren By-laws**

**Additions and Changes:**

Women’s Ministries of the Church of the Lutheran Brethren (WMCLB) adheres to the Statement of Faith of the Church of the Lutheran Brethren (CLB) as it may be amended from time to time. The current version of the Statement of Faith as of the date of the printing of this document is as follows: [*text of the Statement of Faith follows]*

Change “District” to “Region” throughout the By-Laws.

**D-2. Job Description of the Director of Women’s Ministries**

* Encourage ~~fundraising~~ giving opportunities by providing tools and motivation
* Coordinate articles and information promoting Women’s Ministries of the CLB’s purpose and projects ~~(i.e. WMCLB Newsletter~~, in Faith and Fellowship
* ~~Edit WMCLB Newsletter~~
* Serve as Women’s Ministries representative on the CLB Council of Directors

Experience and Training

* Be familiar with the teachings and doctrines of the Lutheran Brethren and sign a document stating she is in agreement with the CLB Statement of Faith
* Be a member in good standing of a Lutheran Brethren Church
* Be able and available to travel
* Be experienced in ministry to women

**D-4. Job Description of the Secretary**

* Send thank you notes and hostess gifts
* Offer complimentary convention registration to individuals as instructed by the team
* Prepare National Women’s Ministries display board

**D-5. Job Description of the Treasurer**

* Maintain ~~interest bearing~~ checking accounts ~~(checking and savings) in her local credit union or bank~~
* ~~Deposit contributions regularly~~
* ~~Send receipts in a timely manner~~
* Submit a monthly ~~detailed treasurer’s~~ contribution report to the National Women’s Ministries Team (NWMT)
* Submit a ~~monthly~~ year-to-date contribution report to Faith & Fellowship
* Perform assigned convention duties as designated by NWMT ~~(i.e. registration and name tags)~~
* Receive expense reports for reimbursement
* Distribute funds for projects

**D-6. Job Descriptions of the Regional Presidents**

* Attend all NWMT meetings and the annual convention or send a representative substitute
* Send quarterly updates from the Region to the Information Coordinator for the website

 **D-7. Job Description of the Information Coordinator**

The Information Coordinator (IC) for the Women’s Ministries of the Church of the Lutheran Brethren (WMCLB) is a volunteer who serves by appointment of the Chairman and Director of Women’s Ministries (DWM), and under the direction of the National Women’s Ministries Team (NWMT). Her primary responsibility is to keep people of the Church of the Lutheran Brethren (CLB) aware of the ministry, projects, resources and events of the WMCLB, utilizing as many technologies as are considered timely and useful. The appointment will be for a two-year period and open to evaluation and re-appointment by the Director and Chairman.

Tasks of the Information Coordinator:

General

* Assist with communication as designated by the Chairman and/or Director
* Maintain contact with Regional Presidents for Regional updates
* Maintain WMCLB files on Dropbox or other cloud locations in cooperation with the Secretary
* Maintain passwords and renewal instructions for domain and website hosting
* Pay appropriate annual fees for the website
* Schedule and set up team conference calls as required
* Collect photos submitted to the website and other communication venues for the annual storybook, and supply photos and files via email for additional publications
* Update website at least monthly with a devotional, and update content, photos and Regional pages as necessary
* Post total year-to-date contributions to budget on website
* Post weekly updates to WMCLB Facebook page

Convention*:*

* Assist in the planning and carrying out of annual convention tasks, such as audio-visual support, ministry displays, name tags, and seminar sign-ups
* Prepare and distribute publicity for the annual convention
* Manage registrations, including on-line registration development, file upkeep and maintenance, distributing information to Secretary, Treasurer, Chairman and Director
* Create PowerPoint presentation for convention. Include project information, Treasurer’s report, proposed budget and other information as directed by Director and/or Chairperson
* Make PowerPoint available to Regional Presidents for use in their Regional events as requested