

Officers for the Lord

“Each one should use whatever gift he has received to serve others, faithfully administering God’s grace in its various forms.” I Peter 4:10

Dear Zone President,

Now is the time to ask the women of your zone to consider being a nominee for a district LWML office. We are looking for people with a passion for their Lord’s work and active in her local ministry. We are also seeking nominees for Pastoral Counselor in our District LWML, men who have a vision and are committed to the mission work of the LWML. Ask your pastor if he would consent to have his name placed on the ballot for the 2012 convention.

The District offices that we will be filling for 2012 – 2016 are President, Vice President of Christian Life, Vice President of Communication, Vice President of Growth and Development, Financial Secretary, and Pastoral Counselor. We also need 10 nominees for five Nominating Committee member positions (2012 – 2014).

Your packet includes a Spiritual Gift Inventory to help District members discover their Spiritual gifts to better equip them for the office the Lord has selected for them. Brief job descriptions, one candidate form and one pastoral counselor form are also included in this packet. Please make a copy of all pages for each local society in your zone. Additional forms and the complete by-law job descriptions can be found on our www.psdlwml.org website on the “About Us” page under “OFFICERS” or you can contact a member of the nominating committee.

God bless your Spiritual Gifts search and your support of our joint mission,

**JoAnn Bradley
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GENERAL DUTIES FOR THE OFFICE OF:

PRESIDENT

The President shall

- **Preside at all conventions of the District and at all meetings of the Board of Directors and Executive Committee**
- **Be ex-officio member of all committees except the Nominating Committee**
- **Sign all vouchers for payment of money from the treasury of all legitimately incurred expenditures and bills**
- **Present a report to the District Convention, including the activities of the Board of Directors and Executive Committee**
- **Attend all national conventions and meetings of the Board of Directors**
- **Be responsible for the execution of all valid resolutions passed by the District Convention and the Board of Directors**
- **Be responsible for sending a letter to the pastors of new churches offering assistance from the District to help organize the women's group**
- **Appoint an Archivist/Historian, Assistant to the President, Host Committee Chairman, Parliamentarian, Planner, Site/Travel Coordinator, Special Gift Fund Chairman and two members of the Special Gift Fund Committee**
- **Appoint emergency committees as necessary and advise the Executive Committee promptly of such action**
- **Perform duties as outlined in the Leaders Manual**

VICE PRESIDENT OF CHRISTIAN LIFE

The VP of Christian Life shall

- **Serve as chairman of the Christian Life Department**
- **Appoint a Spiritual Resources Chairman and a Retreat Chairman**
- **Assist the Retreat Chairman in the presentation of a retreat in odd numbered years**
- **Arrange at least one department meeting each year in office**
- **Attend all meetings of the Executive Committee (4 a year) and Board of Directors (2 or 3 a year) as a voting member of each**
- **Attend the Pacific Southwest District convention in even numbered years**
- **Represent the PSD at zone celebrations and other special meetings at the request of the President**
- **Assist the President and Convention Host Chairman as needed in preparation for the District convention**
- **Complete other duties as outlined in the Leaders Manual**
- **May perform the duties of the President in the absence of or at the request of the President**

VICE PRESIDENT OF COMMUNICATIONS

The VP of Communications shall

- Be chairman of the Communications Department
- Appoint chairman of the Publication Committee, Electronic Communications Committee, and other necessary committee members
- Appoint a Public Relations Director
- Attend all meetings of the Executive Committee (4 per year) and Board of Directors (2 or 3 per year) as a voting member of each
- Carry out other duties as outlined in the Leaders Manual
- Perform the duties of the President in the absence of or at the request of the President

VICE PRESIDENT OF GROWTH & DEVELOPMENT

The VP of Growth & Development shall

- Be chairman of the Growth and Development department
- Serve as chairman of the Structural Resource Committee
- Appoint the structural Resources Committee, a Resolutions Coordinator, a Special Ministries Chairman, other necessary committee members, supervise a member Development program each biennium
- Fill the office President in event of an emergency or unexpected vacancy in such office until an election is held by the Board of Directors
- Attend all meetings of the Executive Committee (4 per year) and Board of Directors (2 or 3 per year) as a voting member of each
- Assist in the planning of the District Convention as well as attend such convention in even numbered years
- Carry out other duties as outlined in the Leaders Manual

FINANCIAL SECRETARY

The Financial Secretary receives all monies for the Pacific Southwest District LWML and keeps an itemized account of all receipts.

The Financial Secretary is to be bonded (at District expense).

The Financial Secretary shall work with the Lutheran Credit Union of American and arrange for the necessary paper work to receive and deposit funds.

The Financial Secretary shall

- Serve as a member of the Special Gift Fund Committee
- Be responsible for obtaining and distributing Mite Boxes
- Attend all meetings of the Executive Committee (4 per year) and Board of Directors (2 or 3 per year) as a voting member
- Make reports of receipts and interest income to the quarterly meetings of each of the above
- Assists the President and Convention Host Committee Chairman in preparing for the District convention
- Carries out other duties as outlined in the Leaders Manual

PASTORAL COUNSELOR

The Pastoral Counselor serves the District in an advisory capacity and serves as the spiritual leader to the officers and members of the District.

The Pastoral Counselor shall

- **Attend all meetings of the Executive Committee 4 per year) and Board of Directors (2 or 3 per year)**
- **Serves as an advisor to the committees as assigned by the President**
- **Attend one (1) national LWML convention during his term**
- **Attend all District Conventions**
- **Prepares devotions, worship services, devotions, Bible studies, prayers and other support services as requested by the President**
- **Serves as doctrinal theological review person for activities, presentations, and publications**
- **Represents the District at zone celebrations and other events as requested by the President**
- **Carries out other duties described in the Leaders Manual**

NOMINATING COMMITTEE

The Nominating Committee consists of five (5) members. This committee serves for two (2) years. The candidate receiving the highest number of votes serves as the chairman of the committee. The Chairman of the Nominating Committee is a voting member of the Board of Directors.

The Nominating Committee receives nominations for the elective offices from the membership of the Pacific Southwest District LWML.

The committee will receive nominations for the following offices in 2012:

- **Vice President of Gospel Outreach**
- **Vice President of Human Care**
- **Recording Secretary**
- **Treasurer**
- **One Pastoral Counselor**
- **5 Nominating Committee Members (10 nominees are needed for the ballot to elect 5)**

The committee is responsible for communicating with nominees, preparing information for the Convention Manual and preparing ballots for the convention.

