



"FOOTSTEPS



TO LEADERSHIP"

FORMS



NC Women of the ELCA

Change of Name/Address for Unit Officers

Name of Conference _____

Effective date of change: _____

Church Name: _____

Church Town: _____

Circle appropriate one: President Treasurer

New Officer's Name _____

Address: _____

City: _____ Zip Code: _____

Phone: _____ E-mail: _____

Former Officer's Name _____

Send information to: Current SWO Secretary

THE FIRE INSIDE

Application to be a Guest
North Carolina Women of the ELCA Gathering
Lenoir-Rhyne University

Name of applicant: _____

Please print.

Address: _____ City: _____

Zip Code: _____ Email: _____

Telephone: _____ Age: _____ Shirt Size: _____

School? _____ Yes _____ No What do you do? _____

Reasons why I would like to attend and ways I would like to be involved:

Nominated by Congregational Unit:

Name of church: _____ City: _____

CU President: _____

Address: _____ Zip Code _____

Conference: _____ Date this form was sent: _____

Brief statement giving the reason for nominating this young woman:

Nominee must be between the ages of 23 and 35. Return this completed form by US mail or email no later than April 1st to the Chair of Leadership Committee.

Qualifications for Women of the ELCA Christine L. Bohr Anderson Seminarian Scholarship

The purpose of the scholarship is to assist women from North Carolina who wish to pursue a seminary education. The scholarship is not restricted to age of applicant or nationality. The amount of the scholarship is one thousand (\$1,000.00) dollars. Notification will be made to the recipient(s) prior to the North Carolina Synodical Women's Organization Gathering in June. The deadline for the applications to be received is April 1. Checks will be mailed to the seminary around August 1.

- I. Eligibility requirements for the applicant
 - A. Applicant must be attending a Lutheran Seminary (ELCA) fulltime. This can include on-line courses.
 - B. Applicant must submit the completed application form to the Scholarship Chair.

- II. Data to be submitted
 - A. Completed scholarship application form
 - B. Recent photograph of yourself
 - C. Transcript
 - D. Two letters of reference, one of which must be from your advisor
 - E. Financial statement (as on application)
 - F. Paragraph explaining how you plan to serve the women of the Church when you have completed your seminary studies. Please include how you will assist women to reach their full potential. All or part of the information may be used to publicize the CBA Scholarship.
 - G. Address where you can be reached after May 1.

- III. Procedure for applying
 - A. Meet eligibility requirements
 - B. Submit all requested data to the Scholarship Chair by April 1 deadline.

- IV. Information of the scholarship recipient obligations
 - A. Recipient can receive another scholarship for the time covered by this scholarship; however, should a full scholarship be received by this recipient, she must notify the Scholarship Chair and relinquish this scholarship.
 - B. In the event the recipient must withdraw from school during the summer, the recipient must notify the Scholarship Chair of the decision and relinquish the scholarship.
 - C. In case the initial recipient withdraws during the summer, another recipient will be selected.
 - D. An applicant who applied one year may apply for a second year even if she received the scholarship.

- V. Name and address of Scholarship Chair

Linda Hewitt
PO Box 477
Claremont NC 28610
Phone: 828-459-0244
Email: lindahewitt@charter.net

APPLICATION

Christine I. Bohr Anderson Seminarian Scholarship

The purpose of this scholarship is to assist North Carolina women who wish to pursue a seminary education at a Lutheran Institution. It is not restricted by age, but is restricted to women from North Carolina. The amount of the scholarship is \$1,000.00.

Deadline for receiving the application is April 1.

Please type or print.

Please attach a picture

Name _____

Primary language _____

Seminary attending _____ Year _____

Full-time student _____ Part-time student _____ Graduation Year _____

Will you be employed during the school year? _____ Hours per week _____

School address _____

_____ Phone _____

Home address (if different) _____

_____ Phone _____

.....

Marital status _____ Number of dependents _____

Home congregation and address _____

Pastor's name _____

List two (2) references, one of whom must be your advisor.

1. Advisor's Name _____

Address _____

2. Name _____

Address _____

Scholarship Application – page 2

Anticipated expenses per year (yours)

Tuition _____

Books _____

Housing _____

Food _____

Medical _____

Insurance _____

Loan indebtedness _____

Other _____

Total _____

Anticipated income for the year

Your income _____

Your job _____

Financial aid _____

Other _____

Spouse's income _____

Spouse's occupation _____

Other _____

Total _____

Would you be able to attend the North Carolina Women of the Evangelical Lutheran Church in America Annual Gathering at Lenoir Rhyne University in Hickory? _____

If you cannot attend the Gathering, this will not prevent your being considered for the scholarship.

***On a separate page, describe how you plan to serve the church in relation to women when you have completed seminary.

***Please include the following with your application: two letters of reference, a photograph, and a transcript.

***Please complete and mail (postmarked) by April 1 to: _____

Linda Hewitt
PO Box 477
Claremont NC 28610

NC Women of the ELCA Service Opportunities

The Synodical Women's Organization (SWO) would like to add **YOU** to our resource bank. Please complete this form indicating how you would like to participate at the synodical or conference level, your areas of interest, and how you would be willing to share your God-given gifts.

(✓① To indicate preference (✓✓① To indicate you are currently serving and wish to continue

I. I would be interested in serving on the following committees: (see information on committee activities on the reverse side):

_____ Mission: Action	_____ Communications
_____ Mission: Community	_____ Leadership and Constitution
_____ Mission: Growth	_____ SWO Gathering Program Planning

II. _____ I would be willing to serve at the Conference level. (See information on back.)

III. I would be willing to serve as a:

_____ Bible Study leader	_____ Photographer at various events
_____ Retreat leader	_____ Song leader
_____ SWO Gathering organist	_____ Soloist
_____ SWO Gathering choir director	_____ CU to host Conference Gathering or Committee Day

IV. I can:

_____ Create PowerPoint Presentations	_____ Design artwork for logos, posters, fliers, etc.
_____ Do desktop publishing	_____ Be a resource person for social media (ie: Facebook, Twitter, My Space, etc.)
_____ Make a banner	_____ Plan or participate in programs or skits
_____ Write devotional materials	_____ Play the following musical instrument: _____
_____ Design and Manage websites	

V. I have the following gifts/talents/training/experience not listed above and would be willing to share them with the Women of the ELCA: _____

Please PRINT the following information:

Name: _____ Today's event: _____

Address: _____

City: _____ Zip: _____

Church city: _____ Home church: _____

E-mail: _____ Conference: _____

Home phone: (_____) _____ Cell phone: (_____) _____

Please complete this form and return during this meeting or mail it to:
Judy Springer, 3831 Wade Coble Drive, Burlington, NC 27215
Or scan and e-mail to: jkspringer@bellsouth.net

Synodical Women's Organization (SWO) Committees

Mission: Action

Mission: Action projects include Lutheran World Relief, literacy, care of women and children in crisis and care for the earth.

Mission: Community

This committee educates and advocates for a culture of justice, non-violence, and peace; promotes global awareness; provides opportunities for ecumenical understanding and outreach; and encourages support of a variety of ministries.

Mission: Growth

Mission: Growth Committee projects include spiritual growth retreats, Bible studies for Conference Gatherings, coordination of the Theological Seminar for Women, and encouraging prayer and Bible reading/studying.

Communication

Communication Committee promotes subscriptions to the various publications available such as *Gather* and *The Carolina Vine* and manages the SWO website and social media. This committee focuses on building communications within the organization.

Leadership

This committee aids congregational units in drafting and updating constitutions and is responsible for updating the SWO Constitution. The committee also coordinates the programs for young women ages 11-35 held in conjunction with the annual gathering, maintains the *Footsteps to Leadership* manual, provides leadership training as needed or requested, and co-hosts the Theological Seminar for Women.

SWO Gathering Program Planning:

This committee plans the annual gathering and prepares an evaluation of this SWO Gathering to be presented to the board.

Conference Leaders

This committee, composed of the Board-appointed Conference Coordinator, the Presiders, Directors for Communication, and Treasurer's Assistants, plans the conference events and activities. The Presiders help plan and preside over the spring and fall conference gatherings; they also serve as the SWO Nominating Committee each year. Directors for Communication maintain contact with the congregational units in the conference; they also prepare invitation to and keep minutes of the spring and fall conference gatherings. The Treasurer's Assistants receive offerings from the congregational units and forward them to the SWO Treasurer; they also assist in counting the offerings presented at the spring and fall conference gatherings.

Stay Connected

Websites:

Women of the ELCA (Churchwide): www.womenoftheelca.org _____

NC Women of the ELCA (Synodical): www.ncwelca.org _____
(Monthly Bulletin, Events, Committees, Resources)

NC Synod of the ELCA: www.nclutheran.org

NC Lutheran Youth Organization: www.lutheranyouth.org

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**SUBSCRIBE TO:** \_\_\_\_\_

**BULLETIN** – mailed monthly to Congregational Expression Presidents and emailed to any member upon request. Send email address and name to the NC SWO Secretary

**WOMEN OF THE ELCA INTERCHANGE** – monthly newsletter mailed free to leaders, individuals can download at [womenoftheelca.org](http://womenoftheelca.org) \_\_\_\_\_

**Gather** – magazine of the Women of the ELCA, 10 issues per year \$15. Call 800-328-4648 or subscribe online at [www.gathermagazine.org](http://www.gathermagazine.org) \_\_\_\_\_

**CAFÉ** – *Stirring the Spirit Within*, web-based magazine for young women and those who want to stay in touch at [www.boldcafe.org](http://www.boldcafe.org) \_\_\_\_\_

**Bold Connections** – monthly e-newsletter that features the latest news and information about programs and activities delivered via e-mail. Subscribe at [womenoftheelca.org](http://womenoftheelca.org) \_\_\_\_\_

**Facebook** – Join the NC Women of the ELCA on FB by searching under “NC Women of the ELCA”. Click the “Ask to Join the Group” button on the top right.

**CAROLINE VINE** – quarterly newsletter of the NC SWO. Free online. Subscribe online at [ncwelca.org](http://ncwelca.org) or subscribe to a printed version for \$5 per year.

**TWITTER** – Hash tag is ncwelca

## Stewardship Supplies

### Offering Envelope

This envelope may be used for any Women of the ELCA offering. Pay handling charge\* only. ISBN 6-0001-0504-5.

New for  
the triennium

### Offering Can Wrapper

Place this wrapper around a can and use to gather Women of the ELCA Thankofferings, Regular Offerings, or Special Offerings. Adapts to fit juice, frosting, and other containers. Pay handling charge\* only. ISBN 6-0001-0502-9.

New for  
the triennium

### Treasurer's Offerings Transmittal Forms

Regular Offerings, Form A

Use this form to send Regular Offerings to your synodical women's organization treasurer. Pay handling charge\* only. ISBN 6-0000-2719-2.

### Churchwide Offerings, Form B

Use Form B to send Thankoffering, Designated Gifts, and Special Offerings to the churchwide office of Women of the ELCA. Pay handling charge\* only. ISBN 6-0000-2720-6.

### Synodical Offerings, Form C

For use by synodical women's organizations only. Pay handling charge\* only. ISBN 6-0000-2721-4.

The image shows two examples of offering forms. The left form is Form A, 'Regular Offerings', and the right form is Form B, 'Churchwide Offerings'. Both forms are filled out with handwritten information from 'Kindness Lutheran Church, Justice CA'. The right form includes a table of designated gifts.

| NO. | DESCRIPTION                 | AMOUNT        |
|-----|-----------------------------|---------------|
| 528 | Women + Children in Crisis  | 175.00        |
| 555 | World Hunger                | 75.00         |
| 512 | Witness + Service           | 150.00        |
|     | Special Offerings and Gifts | 50.00         |
|     | Kathie's Fund               | 50.00         |
|     | <b>TOTAL</b>                | <b>650.00</b> |

NOTE: Form A and Form B can be downloaded from the NC Women of the ELCA website [ncwelca.org](http://ncwelca.org) and the Churchwide website at [womenoftheelca.org](http://womenoftheelca.org)

Women of the EVANGELICAL LUTHERAN CHURCH IN AMERICA  
NORTH CAROLINA SYNODICAL WOMEN'S ORGANIZATION

### Awareness Session Registration

These Awareness sessions are for all participants of the annual Gathering. Two sessions will be held on Saturday, from 2:45-3:45 and 4-5 pm. Presenters are expected to present the same information during both time slots.

Presenter(s) \_\_\_\_\_  
Address of Lead Presenter (please choose \_\_\_\_\_  
a single presenter for correspondence) \_\_\_\_\_  
Telephone \_\_\_\_\_  
Email Address of Lead Presenter \_\_\_\_\_

Title of Awareness Session: \_\_\_\_\_

How does this relate to this year's theme?

Brief Description:

Sponsoring Committee and hostess: \_\_\_\_\_

List Audio-Visual Equipment Needed for the Presentation:  
(Wipe boards are available in each classroom)

ITEMS THAT NEED TO BE COPIED should be given to the committee so that our secretary can do this. We CANNOT pay for copying by other means. Other materials you may wish to distribute should be at no cost to this organization.

\_\_\_\_\_ The attached items are to be copied for each participant:  
\_\_\_\_\_ No copying will be needed.

Are you a participant of the Women of the ELCA? \_\_Yes \_\_\_\_\_ No \_\_\_\_\_  
Will you be attending the entire gathering? \_\_\_\_\_  
Or appearing only for your presentation? \_\_\_\_\_

\*Please return completed form to Gathering Planning Committee by deadline indicated in SWO Bulletin.

# **GUIDELINES FOR SUBMITTING RESOLUTIONS**

## **To the North Carolina Women of the ELCA Gathering**

### **1. WHAT IS A RESOLUTION?**

It is a formal written proposal that a specific action or position be taken. It includes a statement of facts that support the proposal. It is presented to a legislative body for consideration.

A resolution is a main motion, which, either because of its importance and/or because of its length and complexity, is submitted in writing in advance of the convention/gathering. The introduction of a resolution brings business before the convention/gathering that must be discussed and voted upon. Congregational units, individuals and committees are encouraged to submit resolutions on this form to the President of the NC Women of the ELCA by June 1. (Resolutions that cannot meet the deadline because of late-breaking information or concerns must be received by the SWO President a minimum of 48 hours prior to the opening of the convention/gathering. She will determine whether or not the resolution will be reviewed by the Committee on Resolutions and presented for consideration and vote.)

The Committee on Resolutions reviews submitted resolutions and makes copies, which are distributed to delegates prior to the opening session. Resolutions are then brought before the convention on Saturday afternoon or evening as being recommended or not recommended by the Committee on Resolutions, or they can be referred to a committee for consideration. The delegates can discuss and vote on the RECOMMENDATION FROM THE COMMITTEE, not on the Resolution.

### **2. WHO WRITES A RESOLUTION ?**

Any congregational/intercongregational unit, member of a congregational/intercongregational unit, or Synodical Committee within the synodical women's organization can propose a resolution for consideration at the SWO Gathering.

### **3. ARE RESOLUTIONS LIMITED TO CERTAIN SUBJECTS OR ISSUES?**

No, but keep in mind the following:

- North Carolina's Women of the ELCA's Constitution and Bylaws
- Women of the ELCA's Purpose Statement
- The impact of your resolution on the North Carolina Women of the ELCA's financial and staff resources and the organization's existing programs and projects
- Any long-term effects of the resolution on the SWO
- 

### **4. WHAT INFORMATION SHOULD BE INCLUDED IN THE RESOLUTION?**

Be sure to include sender's name, address, and date submitted. Submit by email or surface mail. If using surface mail, submit the resolution on a diskette along with a hard copy. (Diskette should be in "Word", "Text file", etc.)

To accomplish its purpose, a resolution says, "Please. Here is an opportunity, situation, or issue. This is why we think it is important that the North Carolina Women of the ELCA should do something. This is what we think should be done."

- Be accurate and factual.
- Be simple and direct in your words.
- Avoid adjectives, adverbs, inflammatory words, and generalized statements.
- Write in third person.

### **PRESENT YOUR RESOLUTION IN TWO PARTS:**

- **FIRST** – the “why” or **WHEREAS**. This should clearly describe the issue, concern, problem, or situation. Be sure to provide facts and data that support the “why”. If there are a number of “why’s”, list each separately beginning with the word “WHEREAS”.
- **SECOND** – the “what” or **RESOLVED**. This is a clear statement of what should be done - (1) the action you want to be taken, (2) who should take it and when, (3) the cost, if any, and how it should be funded, (4) how the results should be reported, etc. If there are a number of “what’s”, list each separately beginning with the word “RESOLVED”.

## **RESOLUTIONS to the North Carolina Women of the ELCA Gathering**

Please complete and email by June 1 to: the SWO President.  
(Complete the form, save the document, and email as an attachment.) If you are unable to email, copy the resolution to a diskette and send both the diskette and a hard copy to: the President of the North Carolina Women of the ELCA.

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Submitted by (name of person or group and church organization):  
Address:  
Date:

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WHEREAS,

WHEREAS,

WHEREAS,  
(Continue as many "WHEREAS's" as necessary)

NOW THEREFORE, BE IT RESOLVED that . . . ,

BE IT FURTHER RESOLVED that . . .  
(Continue as many "RESOLVED'S as necessary)

# EXPENSE FORM

## North Carolina Women of the ELCA

Name \_\_\_\_\_ Date \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_  
Telephone \_\_\_\_\_ Zip \_\_\_\_\_  
Event/Activity \_\_\_\_\_  
Expenses incurred for \_\_\_\_\_  
Person(s) traveling with you \_\_\_\_\_  
Committee(s) they serve on \_\_\_\_\_  
Food/Lodging \_\_\_\_\_  
Honorarium \_\_\_\_\_  
Postage \_\_\_\_\_  
Phone \_\_\_\_\_  
Travel \_\_\_\_\_ miles @ \$.25= \_\_\_\_\_  
Miscellaneous (specify) \_\_\_\_\_  
Total expenses incurred \$ \_\_\_\_\_



Please designate the line item:

\_\_\_\_\_ Administration (Board) \_\_\_\_\_ Mission: Action  
\_\_\_\_\_ Leadership \_\_\_\_\_ Mission: Community  
\_\_\_\_\_ Conference Coordinator \_\_\_\_\_ Mission: Growth  
\_\_\_\_\_ Communication \_\_\_\_\_ Other: \_\_\_\_\_  
\_\_\_\_\_ Gathering Program Planning

Mail to: Treasurer of the NC Women of the ELCA

\_\_\_\_\_ In lieu of reimbursement, please send me a receipt so that I can claim this amount as a contribution to Women of the ELCA.

\_\_\_\_\_  
(For Treasurer's use only)

Date Paid \_\_\_\_\_ Check Number \_\_\_\_\_  
Comments \_\_\_\_\_  
Treasurer \_\_\_\_\_

# Lutheran World Relief Contribution Record

**September**

To: All Lutheran Congregations of North Carolina

From: Rachel T. Price, LWR Synod Coordinator  
1330 Wessex Lane, Hickory, NC 28602  
Home Phone: 828 294 1135  
Email: rtp1330@gmail.com

Re: Information Sheet for LWR Blankets, Quilts, and Parish Projects

Please fill in the following information for your collection of blankets, quilts, and parish projects for your congregation. Make 3 copies. **One goes with your collection to your drop off site, send one to me by December 15 at the above address and keep one for your record.** Thanks for your participation in our on-going efforts for Lutheran World Relief.

**Name of donor church:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
Street City

**Conference:** \_\_\_\_\_

**LWR Contact Person:**

(Please circle the kind of kits in your cases.)

| <u>Item</u>                                     | <u># of Items</u> | <u># of Cases</u> | <u>Weight (lbs)</u> |
|-------------------------------------------------|-------------------|-------------------|---------------------|
| Blankets & Mission Quilts                       | _____             | _____             | _____               |
| Personal Care Kits                              | _____             | _____             | _____               |
| Baby Care Kits                                  | _____             | _____             | _____               |
| Fabric Kits                                     | _____             | _____             | _____               |
| School Kits                                     | _____             | _____             | _____               |
| Soap (The number of bars of soap is not needed) | _____             | _____             | _____               |
| TOTALS                                          | _____             | _____             | _____               |





## CHILD & FAMILY SERVICES PROGRAM NEEDS

| FOSTER CARE<br><b>“Work &amp; Play”</b>                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|
| RECREATIONAL ITEMS                                                                                                                                                                                                                                                      | SCHOOL SUPPLIES                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                |
| <ul style="list-style-type: none"> <li>• Soccer balls, footballs, basketballs, Frisbees, jump ropes, etc</li> <li>• Books, arts and crafts supplies</li> <li>• DVDs and CDs</li> </ul>                                                                                  | <ul style="list-style-type: none"> <li>• Book bags</li> <li>• Spiral notebooks</li> <li>• Markers and colored pencils</li> </ul>                                                                                                                                                                                                                  |                                                                                                                                |
| GROUP HOMES<br><b>“Home Essentials”</b>                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                |
| TOILETRIES                                                                                                                                                                                                                                                              | CLEANING SUPPLIES                                                                                                                                                                                                                                                                                                                                 | NEW HOUSEHOLD ITEMS                                                                                                            |
| <ul style="list-style-type: none"> <li>• Toothpaste and toothbrushes</li> <li>• Deodorant and bar soap</li> <li>• Shampoo</li> <li>• Conditioner</li> <li>• Hand lotion</li> <li>• Shaving supplies</li> <li>• Hairbrushes and combs</li> <li>• Dental floss</li> </ul> | <ul style="list-style-type: none"> <li>• Dishwasher detergent</li> <li>• Dish soap</li> <li>• Laundry detergent</li> <li>• Laundry stain remover</li> <li>• Dishcloths and towels</li> <li>• All purpose liquid cleaner</li> <li>• Sponges</li> <li>• Powder cleanser</li> <li>• Glass cleaner</li> <li>• Soft Scrub</li> <li>• Pledge</li> </ul> | <ul style="list-style-type: none"> <li>• Washcloths and towels</li> <li>• Blankets or quilts</li> <li>• Bed pillows</li> </ul> |

**Thank you for your support of LSC child and family services. Monetary donations are also greatly appreciated. If you prefer to make a cash donation in lieu of or in addition to an in-kind gift, please make checks payable to LSC.**

For more information, contact Kristen Kitchen at (704) 754-8229 or [kkitchen@LSCarolinas.net](mailto:kkitchen@LSCarolinas.net).



**LSC MONETARY DONATION FORM for Women of the ELCA**

**DONOR INFORMATION** (to be completed by donor -please print)

Donor Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Congregation Name/City: \_\_\_\_\_

**GIFT INFORMATION**

Date Received: \_\_\_\_\_

Amount of Donation: \$ \_\_\_\_\_ (for in-kind gifts, value determined by donor; if applicable, make checks payable to LSC)

Please indicate where your gift should be applied (check one):

LSC (wherever needed most)  Child & Family Services  Senior Services

Description of In-Kind Gifts (please be as specific as possible):

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(Please note that current tax laws allow LSC to issue charitable gift receipts only for tangible items such as clothing, furniture, food, etc. donated to a program. LSC cannot issue charitable gift receipts for volunteer hours, mileage, or items donated to a specific client.)

Lutheran Services Carolinas - PO Box 947 - Salisbury, NC 28145