

Mission Trip Coordinator

September 2016

Section 3B

Bylaws: Article VIII, Section 1

The special appointed officers shall be Archivist-Historian, ... appointed by the LWML district President.

She shall:

- A. serve a term of four (4) years, or until her successor is appointed, and be eligible for reappointment;
- B. be voting member of the LWML district Board of Directors.

Section 10 – Mission Trip Coordinator

The Mission Trip Coordinator shall:

- A. promote mission trip opportunities and servant events through various means of communication;
- B. recruit women from the LWML Indiana District to participate;
- C. recruit women to assist in coordinating these trips;
- D. seek out and coordinate in-district servant events;
- E. promote the availability of the Short Term Mission Trip fund;
- F. be responsible to the Vice President – Missions;
- G. present a report to each meeting of the LWML district Board of Directors and LWML district convention;
- H. keep notes and operational material pertinent to the responsibilities of the office and forward to the successor to this office within sixty (60) days;
- I. maintain officer guidelines.

Standing Rules

- 1 The mileage allowance shall be \$0.30 per mile. (2-23-2002)
9. The district shall pay lodging for district LWML Board of Directors and committee members on the basis of four (4) per room for district conventions. The deadline for submitting vouchers shall be 10 days from close of convention. Waivers shall be determined by the Executive Committee. (9-20-2014)
17. LWML Indiana District members and husbands who use their personal vehicles when transporting LWML guests and speakers must possess a valid driver's license, drive a licensed and insured vehicle, be covered with appropriate liability and personal injury insurance, and have no history of accidents or serious moving violations over the past three years. (3-13-2015)
18. Any expenditure over \$100 within the LWML Indiana District requires approval by the EC prior to purchase. The request should be submitted to their overseeing officer for approval by the EC. (11-17-2015)

The purpose of the Mission Trip Coordinator is to work with Lutheran missions and to send teams on short mission trips each biennium. Short term mission trips may be in Indiana, the United States and/or in a foreign mission field.

The person serving in this position and her assistant, appointed by the LWML Indiana District President, will promote mission trip opportunities through various means of communication, recruit interested women from LWML Indiana District to participate and to assist in coordinating these trips. She will report her activities to the Executive Committee through the Vice President - Missions.

Promotion Methods:

- Send information out to all the LWML societies and zones in the district
- Submit information to the Web Servant to post on the LWML Indiana District website
- Submit articles to the *Good News*,
- Submit announcements to be distributed via email through the Communications Coordinator
- Take opportunities to speak at district events such as rallies, conventions, retreats, Treatshops

Recruiting Methods:

- Have a display at the Christian Outreach booth at district events
- Provide information to be announced at zone rallies
- Contact any individuals who indicate interest in short term mission trips
- Provide information to potential mission team members about ~~as to~~ approximate cost, passports, visas, and types of service participants may be asked to do.
- Provide suggestions of ways to raise money to assist in costs of serving on a mission trip
- Maintain a page on the LWML Indiana District website

Trip coordination:

- Work as a liaison between mission team members and supervising LCMS mission groups
- Obtain a list of possible places to be served-on mission trips
- Help select which place to send the team
- Discuss, establish and coordinate with the supervising mission to provide information, contacts, and resources for those applying to go on mission trips.
- Ensure that the supervising mission will organize the trip. Areas to consider: Trained Mission Team Leader, cost, airfare, ground transportation, housing, meals, logistical, spiritual and cultural and training materials; pre-event Bible study, in country arrangements and costs; supplemental health insurance; crisis management plan; team medical bag with nursing protocols, 24/7 On Call Doctor.
- Engage others in the district for prayer support
- Assist in debriefing the team on the return home
- Report activities and mission trip opportunities to the Board of Directors and at District conventions.
- Seek out in-district servant events for LWML members to serve each biennium.
- Discuss dates and events with the Vice President-Missions and the District President.
- Promote events throughout and district through the *Good News*, website, and the Communications Coordinator
- Act as a liaison between the servant event contact person and the district
- Organize the servant events or designate an event leader
- Voucher needed funds for servant events.

Short-term Mission Trip Fund:

- Promote the availability of the Short-term Mission Trip fund on the website, in the *Good News*, and via the Communications Coordinator. Also promote these available funds to potential mission teams from the LWML Indiana District.
- Accept and review applications for funds from the Short Term Mission Trip Fund
- Forward these applications to the Executive Committee for approval.