

LUTHERAN DEAF MISSION SOCIETY
HANDBOOK

(This document contains the Manual of Operations)

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ABBREVIATIONS USED

BOD Board of Directors

CFO Chief Financial Officer

C.I.T.I Concordia Interpreters Training Institute

DIT Deaf Institute of Theology

DMST Deaf Mission Support Team

DP District President

EC Ephphatha Conference

ExCom Executive Committee

ILDA International Lutheran Deaf Association

ISG Interpreter's Support Group

LCMS Lutheran Church-Missouri Synod

LDMS Lutheran Deaf Mission Society

MOU Memorandum of Understanding and Agreement

PR Public Relation

HANDBOOK
ARTICLE 1--CORPORATION

- 1) **Registered Office and Registered Agent.** The Board of Directors may change from time to time the registered office and the registered agent of the Organization in Missouri.
- 2) **Corporate Offices.** The Organization may have from time to time such corporate offices anywhere inside and/or outside of Missouri as the Board of Directors designates or as the Organization's business requires.
- 3) **Corporate Seal.** The Organization will not have a corporate seal.

HANDBOOK ARTICLE 2--PURPOSE

The corporation is organized and will be operated for purposes that are described in section 501(c)(3) by the IRS under the Missouri Statutes.

- 1) Without limiting the generality of the foregoing, the purposes of the corporation will be: **The Lutheran Deaf Mission Society (LDMS) seeks (1) to help more Deaf Persons (and their families) see Jesus Christ as their Savior** (through Evangelism and Christian Education); **and (2) to help more Deaf Persons serve Jesus Christ as their Lord** (through stewardship and leadership training). **Through grace, Jesus' Father (God) saved you through faith. God has prepared a special work for each of His saved people to do (Ephesians 2:8, 10).**
- 2) LDMS is a Recognized Service Organization and a National Auxiliary of the Board for Mission Services of the LCMS.
- 3) LDMS is to provide policy and encouragement for energetic Deaf Mission Outreach with the LCMS.
- 4) The following give more definition to the Purposes of LDMS:
 - a) To assist LCMS Congregations to provide ministry for Deaf persons within their congregational life;
 - b) To provide in-service training for interpreters of congregational activities including Deaf persons. This will happen in partnership with the Concordia Interpreters Training Institute at Concordia Theological Seminary, Ft. Wayne;
 - c) To assist Deaf persons to be equipped as congregational organization leaders and as theological leaders through **DeafPah!**;
 - d) To assist Deaf persons to participate in the **Deaf Institute of Theology** at Concordia Seminary, St. Louis so that they can become commissioned or ordained leaders in their congregation;
 - e) To provide opportunities for Deaf leaders to continue to grow in knowledge and skills through the **Ephphatha Professional Conference**;
 - f) To assist the LCMS Districts in the evaluation, planning, and funding of Deaf Missions within their District; and
 - g) To provide assistance to LCMS Partner Churches for theological training for Deaf individuals.
 - h) To this end: The Organization will raise funds to support these Mission Purposes.

The Core Values of LDMS are listed in Appendix one.

HANDBOOK
ARTICLE 3--CONFESSION

The Confession of LDMS is stated in the *By-laws* and can not be amended or suspended.

HANDBOOK
ARTICLE 4--AFFILIATED MEMBER CONGREGATIONS

Affiliated Member Congregations. Affiliated Member Congregations are LCMS congregations in good standing who, have administrative responsibilities in the Organization, as delegated by the Board of Directors, and also support the Organization through financial support, prayer, volunteerism, guidance and other support,. There may be at least three (3), and not more than ten (10), Affiliated Member Congregations. Each Affiliated Member Congregation, upon designation as such by the Board of Directors, will elect or appoint a representative to coordinate the interactions between such congregation and the Organization.

- 1) Affiliated Member Congregations at which a quorum is present will be responsible to:
 - a) Vote to accept or reject the slate of candidates for the Board of Directors nominated by the Board of Directors. Cumulative voting will not be used in electing members of the Board of Directors.
 - b) Vote to accept proposed changes to the Articles of Incorporation, or the Bylaws presented by the Board of Directors to the Representatives at the Annual Meeting. Any such approval shall be by two-thirds (2/3rds) of the persons voting.
 - c) Vote to review, consider, and approve the Organization's annual budget proposed by the Board of Directors.
 - d) Receive and review all changes to the *Handbook* annually. If there is no disagreement registered, the changes stand. And
 - e) Transact such other business that comes before the meeting.

- 2) Membership.
 - a) Election to Membership. Any LCMS congregation or LCMS organization interested in becoming a Member of the Organization must submit to the Organization's Secretary, or his or her representative, a written and signed application approved by the Board of Directors. The Board of Directors will consider each application, at its regular meeting or at any special meeting of the Board of Directors. The approval or disapproval of an application is subject to the sole discretion of the Board of Directors. Membership in the Organization is not transferable
 - b) Completion of Term of Service as an Affiliated Member Congregation:
Each Affiliated Member Congregation shall serve a three (3) year term as a Member Congregation. The Congregation may apply again, sign the membership agreement and continue with no term limitation.
 - c) Affiliated Congregational Membership in LDMS shall terminate for any one of the following reasons:
 - Voluntary resignation by a Congregation When a congregation should withdraw membership in the LCMS.
 - Failure to meet conditions of the Congregational Membership agreement and to cooperate with the other member congregations in furthering the aims of LDMS or to work in a way that is detrimental to the good name and effectiveness of LDMS as determined by the Board of Directors and other member congregations.

3) Member Meetings.

- a) Place of Meetings. All annual and other meetings of members will be held at the time and at the place, inside or outside of Missouri, that the person or persons calling the meeting fix, but if no place is fixed, any such meeting will be at the Organization's principal office in Missouri.
- b) Annual Meeting. The annual meeting of the Affiliated Member Congregations can be on the first Saturday in May at the corporation's principal office in Missouri, or at such other time and place determined by the Board of Directors, commencing in 2009. This annual meeting of the Affiliated Member Congregations will be held without notice unless the Board of Directors specifies a different time or place for the meeting, in which event the Board of Directors will provide at least seven (7) days, but not more than sixty (60) days, prior written notice to all Members.
- c) Special Meetings. Special meetings of the Affiliated Member Congregations may be called at any time by the President, the Board of Directors, or a majority of the Affiliated Member Congregations. Notice of each special meeting of the Affiliated Member Congregations must be given to the Members by the person or persons who call such meeting at least ten (10), but no more than sixty (60) days, before the date of such meeting. Such notice must state the specific purposes of the special meeting.
- d) Action by Written Consent. Any action required by law to be taken at a meeting of the Affiliated Member Congregations, or any action that may be taken at a meeting of the Affiliated Member Congregations, may be taken without a meeting if consents in writing, setting forth the action so taken, are signed by Affiliated Member Congregations holding at least 80 percent of the voting power of the Organization. Such consents will have the same force and effect as a vote of the Affiliated Member Congregations at a duly held meeting, and the Organization's Secretary will file such consents with the minutes of the meetings of the Affiliated Member Congregations.
- e) Waiver of Notice. Any notice required to be given by the Articles of Incorporation, these Bylaws or any law may be waived in writing signed by the person entitled to such notice, whether before, at or after the time stated therein, and such waiver will be deemed to be the equivalent to the giving of such notice. Attendance of a Affiliated Member Congregation at any meeting will constitute a waiver of notice of such meeting except where such Affiliated Member Congregations upon arriving at the meeting or before the vote on a matter not noticed in conformity with these Bylaws objects to the lack of notice and does not vote for or assent to the objected to action.
- f) One of the Affiliated Member Congregations shall be invited and encouraged to host the annual meeting near its home church.
- g) During the event, the delegates will meet to carry out business.
- h) There will also be a Mission Festival inviting all congregations to gather and rejoice in God's blessings that "the Deaf hear the Words of a Book." Isaiah 29:18
- i) Regional Congregations serving Deaf people shall be encouraged to bring a choir to join in the celebration.

- 4) Quorum; Action. Except as otherwise provided by law, the Articles of Incorporation or these Bylaws, a majority of the Affiliated Member Congregations, represented in person or by proxy, will constitute a quorum. Every decision of a majority of the Affiliated Member Congregations Members made at a duly called Affiliated Member Congregations meeting at which a quorum is present will be valid as an act of the Affiliated Member Congregations, except in those specific instances in which a larger vote is required

by law, the Articles of Incorporation or these Bylaws. If a quorum is not present at any meeting, the Affiliated Member Congregations present and entitled to vote will have the right successively to adjourn the meeting to a specified date not longer than 90 (ninety) days after such adjournment. At such adjourned meeting at which a quorum is present, any business may be transacted that might have been transacted at the meeting which was adjourned.

LIST OF AFFILIATED CONGREGATIONS

Calvary (Deaf), Des Moines, Iowa, (Charter Members--April 25, 2009);
Emmanuel (Deaf), West Allis (Milwaukee), Wisconsin, (Charter Members--April 25, 2009);
Holy Cross (Deaf), St. Louis, Missouri, (Charter Members--April 25, 2009);
Lutheran Church of the Resurrection Sunset Hills (St. Louis), Missouri, (Charter Members--April 25, 2009);
Our Savior (Deaf), Madison, Wisconsin, (Charter Members--April 25, 2009);
Prince of Peace (Deaf), Arden Hills (Minneapolis); Minnesota, (Charter Members--April 25, 2009); and
St. John, Chester, Illinois, (Charter Members--April 25, 2009).
Peace (Deaf), Indianapolis, Indiana, (joined August 21, 2010).

HANDBOOK
ARTICLE 5--BOARD OF DIRECTORS

- 1) **Qualifications for Directors:** Affairs of LDMS shall be managed by a Board of Directors. Directors must be members in good standing of congregations of the LCMS. They may be members of an Affiliated Member Congregation, but may also be members in good standing of another LCMS congregation provided their service is recommended by their Pastor or Board of Elders. A director does not need to be a resident of Missouri. A director must be at least 18 years of age. A Director must be able to assist the Organization in its fundraising activities.
- 2) **Number of Directors:** LDMS shall have not less than three (3) nor more than ten (10) directors. This number may be subsequently fixed or amended by the Affiliated Member Congregations. IN 2011 there are five (5) Directors.
- 3) **Nominations for the Board of Directors:** Three months before the annual meeting of the Affiliated Member Congregations, the Executive Director shall send out a letter to all Affiliated Member Congregations (Art. 2) , Partnership Congregations (Art. 15), and Partnership Organizations (Art. 15) asking for nominations for members of the Board of Directors. Each nominee shall have given written permission to be nominated and include a letter of recommendation by the Pastor of the Congregation where she/he worships.
- 4) **Voting:** During an annual meeting of the Affiliated Member Congregations, the representatives will vote on the slate of persons nominated to serve on the Board of Directors. This is a simple vote of approval or non-approval of the slate. No nominations are permitted at the time of the vote.
- 5) **Term:** Directors shall be eligible for reelection to serve a total of two consecutive terms provided they continue to meet the qualifications required by this *Handbook*. All persons elected to the Board of Directors, except to fill a vacancy, shall serve terms of three (3) years. (Term limit) . Each director will hold office for the term set forth in this Section and thereafter until his or her successor has been elected and qualified, unless such director earlier resigns or is removed.
- 6) **Resignation:** Any member of the Board of Directors may resign upon giving written notice to the President, Secretary, or the Board of Directors. The Board of Directors shall choose a successor. If the resignation is effective at a future time, a successor may be elected to take office when the resignation becomes effective.
- 7) **Vacancies:** Any vacancies on the Board of Directors, or an Officer positions shall be filled by a majority vote of the Board of Directors. Candidates on the most recent nominations list shall be considered first. The Director or Officer so elected by the Board of Directors shall fill the vacancy for the remainder of the unexpired term. Any vacancy on the Board of Directors created by an increase in the number of directors may be filled by the Board of Directors for a term that ends on the date of the next annual meeting of the Affiliated Member Congregations.

- 8) Officers: The Board of Directors at its first meeting after the Annual Meeting of the Affiliated Congregations shall a) elect from among themselves a Chairman and Secretary; b) determine actions to be taken to carry out the purposes of the Organization, and c) to transact such other business as may come before the meeting.
- 9) Meetings: Regular meetings of the Board of Directors shall be held at least three (3) times face to face) at the times, dates, and location to be determined by the Board. A Director may attend a regular meeting by teleconference if previously arranged by the Executive Director or Chairman. Special meetings of the Board of Directors may be called by the Executive Director and the President or by any three Directors. Each director shall be notified of such a meeting.
 - a) A majority of the authorized number of Directors constitutes a quorum of the Board of Directors for the transaction of business, except as hereinafter provided.
 - b) Except as otherwise provided in the *Articles of Incorporation, Bylaws*, or by Law, every act of decision done or made by a majority of the Board of Directors present at the meeting duly held at which a quorum was initially present may continue to transact business notwithstanding the withdrawal of members. Any action taken shall be subsequently approved at the next meeting by at least a majority of the required quorum for such meetings, or such greater number as is required by Law; the *Articles of Incorporation*; or the *Bylaws*.
 - c) Action without a Meeting: Any action required or permitted to be taken by the Board of Directors may be taken without a meeting, if a majority of the members of the Board of Directors individually or collectively consent in writing or by electronic means to such action. Such consent or consents shall be filed with the minutes or the proceedings of the Board of Directors. Such action by written consent or electronic means shall have the same force and effect as a unanimous vote of such Directors.
- 10) Notice of any meeting of the Board of Directors may be oral or written and will state the date, time, place, and purpose of the meeting. Notice of any meeting of the Board of Directors may be communicated in person, by telephone, telecopy, telegraph, or other form of wire or wireless communication, or by mail or private carrier. Notice may be given by e-mail and will be effective when the Director responds.
- 11) Primary responsibilities:
 - a) Fund Raising: The Board of Directors primary responsibility is fund raising. They shall suggest ways to get donors to give money, or ways to build the donor base.
 - b) Evaluation: At all meetings, evaluations of current programs, plans, and decisions are to be made regarding the operation of LDMS.
 - c) Call Rostered Workers: The Board of Directors, by virtue of election thereto by LCMS Congregational members, has the right and authority to extend calls to qualified Rostered individuals especially the Executive Director, and Chapter leaders.
 - d) 3.9.4 Budget: They shall evaluate the budget prepared by the Executive Committee and present it for acceptance at the Annual Meeting of the Affiliated

- Congregations.
- e) *Bylaw* changes: They shall evaluate the *Bylaw* changes prepared by the Executive Committee and present it for acceptance at the Annual Meeting of the Affiliated Congregations.
 - f) *Handbook*: The approval of any changes to the *Handbook* proposed by the Executive Committee will amend the *Handbook*.
 - g) Annual meeting: They shall schedule the Annual Meeting of the Affiliated Congregations.
 - h) Additional Responsibilities: They may change this list of responsibilities as is necessary for the efficient administration of LDMS, provided such changes are not in conflict with the *Bylaws*.

HANDBOOK
ARTICLE 6--COMMITTEES

- 1) **Committee Action.** Each committee of the Board of Directors will keep regular minutes of its meetings, which minutes must be kept in the Organization's minute books. The provisions of Article 5 relating to actions by written consent in lieu of meetings and participation in meetings by means of conference telephone or similar communications equipment will apply to committees of the Board of Directors and members thereof. The Organization's Secretary or an Assistant Secretary may act as Secretary for any committee if the committee so requests.
- 2) **Executive Committee.** The President, the Executive Director and the Project Leaders will comprise an Executive Committee, which will monitor and ensure implementation of the Organization's policies, Mission Purposes, and programs. The Associate Executive Director, the Director of Resource Development, and the Staff Committee Chairmen shall be advisory members of the Executive Committee.
- 3) **Project Committees.** The Board of Directors may authorize and establish committees to oversee the Organization's projects intended to carry out the Organization's Mission Purposes. Any person may serve on such committees, if selected by the Board; Board membership is not required. When establishing any such committee, and thereafter at its pleasure, the Board of Directors will designate one member of such committee to serve as Project Leader.
- 4) **Staff Committees.**
 - a) The **Technology Committee** shall be responsible for:
 - Web Sites.
 - Backups of all instructional videos, etc.
 - Evaluating new and emerging technologies for use..
 - Maintaining inventory of equipment, software, etc. used in various projects and programs of LDMS.
 - Performs other tasks as assigned by the Executive Director.
 - b) The Materials for **Public Relations Committee** shall:
 - Design, prepare and maintain an adequate inventory of brochures and other PR materials.
 - Design and produce appropriate displays for conventions and other gatherings.
 - Performs other tasks as assigned by the Executive Director.
 - c) The **History Committee** shall:
 - Maintain a history of LCMS Deaf Missions.
 - Maintain an inventory of Past Servants (years of service and location of each parish/field):
 - In the Church Triumphant.
 - In the Church Militant.
 - Maintain and inventory of Present Servants (years of service and location

of each parish/field)..
Maintain a copy of ILDA History.
Maintain an up-to-date LDMS History.
Performs other tasks as assigned by the Executive Director.

HANDBOOK
ARTICLE 7--EXECUTIVE COMMITTEE

The Executive Committee will monitor and ensure implementation of the LDMS= policies, mission purposes, and projects by:

Establishing and evaluating goals for fulfilling the mission purposes;
Setting, administering, and suggesting changes for policies;
overseeing the progress of the projects; and
transacting the business and administration of the LDMS between Board meetings.

Decisions of the Executive Committee shall be submitted to the Board Of Directors at the next BOD meeting for their ratification.

HANDBOOK ARTICLE 8--OFFICERS

ELECTED BOARD OFFICERS.

A Chairman and a Secretary will be elected each year by the Board of Directors at the annual meeting of the Board of Directors. If the Board of Directors desires, one or more Assistant Secretaries and Assistant Treasurers may be elected by the Board of Directors from time to time as it deems to be necessary or advisable. The same individual may simultaneously hold more than one office in the Organization.

- 1) The **Chairman** of the Board. The Chairman will be the Organization's **chief executive officer**.
 - a) The Chairman will have such general executive authority, powers and duties of supervision and management as are usually vested in the office of the chief executive officer of a corporation and will carry into effect all actions, directions and resolutions of the Board of Directors.
 - b) The Chairman will have such other or further duties and authority that are prescribed elsewhere in these Bylaws or from time to time by the Board of Directors. The Chairman will preside at all meetings of the Board of Directors. The Chairman may execute all promissory notes, mortgages, contracts and other instruments for and in the name of the Organization.
 - c) The Chairman may execute powers of attorney from the Organization to such person or persons as the Chairman deems to be fit, in order that the Organization's business or interests may be furthered.

- 2) The Secretary. The Secretary will have the general authority, powers, duties, and responsibilities of a secretary of a corporation.
 - a) The Secretary will attend all meetings of the Board of Directors, and he or she will record or cause to be recorded and will maintain the minutes of all meetings and written consents to action without a meeting of the Affiliated Member Congregations and Board of Directors in minute books or files of the Organization to be kept for that purpose.
 - b) The Secretary will perform like duties for each committee of the Board of Directors when requested to do so.
 - c) The Secretary will have the authority and power to authenticate records of the Organization.
 - d) The Secretary will bear the principal responsibility to give, or cause to be given, notice of all meetings of the Affiliated Member Congregations and the Board of Directors for which notice is required, but this will not affect the authority of others to give such notice as is authorized elsewhere in these Bylaws.
 - e) The Secretary will see that all books, records, lists, and information required by the Articles of Incorporation or law to be maintained at the principal office of the Organization in Missouri or elsewhere are so maintained.
 - f) The Secretary will perform such other duties and have such other authority that is prescribed elsewhere in these Bylaws or from time to time by the Board of Directors or the President, under whose direct supervision the Secretary will be.

THE ORGANIZATION'S OFFICERS

The President and Secretary shall be elected at the Annual Meeting of the Affiliated Congregations. The officers of LDMS shall be President, (Vice-President), Secretary and Treasurer (CFO). No person shall serve concurrently in more than one office. The Treasurer shall be elected by the Board of Directors

- 1) The President of the organization will be the **chief operating officer**. He will preside at the meetings of the Affiliated Congregations. He will serve on the Executive Committee of the Board. He shall preside at all meetings of LDMS and, with the Executive Director, prepare the agenda for said meetings. In addition, the President shall perform all duties incident to the office of President and such other duties as are mutually agreed upon by the Executive Director and the Board of Directors.
- 2) Vice-President (optional): The Vice-President shall have such powers and perform such duties as may from time to time be prescribed by the Board of Directors or as the President may from time to time delegate. If the President is absent or unable to act, the Vice-President shall perform the duties of President.
- 3) Secretary: The Secretary shall keep, or cause to be kept, in books provided for that purpose, the minutes of any meetings of LDMS, and shall perform all duties incident to the office of Secretary and such other duties as may from time to time be assigned by the Secretary of the Board as requested.
- 4) Treasurer: (see below)
- 5) The Organization's officers do not need to be members of the Organization's Board of Directors.
- 6) Each elected officer of the Organization will hold office for the term for which such officer was elected (but no designated term will exceed three years) and thereafter until his or her successor has been elected, unless such officer earlier resigns or is removed by the Board of Directors. If the Board of Directors does not designate the term for which an elected officer will serve, such term will be one year. There is no limit on the number of terms an individual may serve in any office.

APPOINTED OFFICERS.

The Board of Directors from time to time may also appoint such other officers for the Organization as it deems to be necessary or advisable. All appointed officers will hold their respective positions at the pleasure of the Board of Directors, and they will have and exercise such powers and have and perform such duties that the Board of Directors or its designated elected officer(s) determines from time to time. Without limiting the generality of the foregoing, the Board of Directors may appoint one or more Vice Presidents and a Treasurer.

- 1) The Vice President. The Vice President, if any, will have such authority and powers and perform such duties as the Board of Directors from time to time prescribes. The Vice President will preside in the absence of the President.

- 2) The Chief Financial Officer/Treasurer. The Treasurer, if any, will have the general authority, powers, duties, and responsibilities of a treasurer of a corporation and will, unless otherwise provided by the Board of Directors, be the Organization's chief financial and accounting officer.
- a) The Treasurer will have the responsibility for the safekeeping of the Organization's funds and securities and will keep or cause to be kept full and accurate accounts of receipts and disbursements in books belonging to the Organization.
 - b) The Treasurer will keep, or cause to be kept, all other books of account and accounting records of the Organization and will deposit or cause to be deposited all monies and other intangible assets of the Organization in the name and to the credit of the Organization in such depositories that the Board of Directors designates (except for assets that are not susceptible to such deposit).
 - c) The Treasurer shall deposit such funds in the bank, trust companies, or other depositories as shall be selected by the Board of Directors, and shall receive or cause to be received any monies due and payable to the Society from any source whatsoever.
 - d) The Treasurer will disburse, or permit to be disbursed, the Organization's funds as the Board of Directors orders or authorizes generally.
 - e) The Treasurer will render to the Organization's chief executive officer or the Board of Directors, whenever asked by either to do so, an account of the Organization's financial condition and an account of all transactions of the Treasurer and those under the Treasurer's supervision.
 - f) The Treasurer may with the approval of the Board of Directors appoint Assistant Treasurers to assist in the functions of the Treasurer.
 - g) The Treasurer shall, if so required by the Board of Directors, be bonded at the expense of LDMS.
 - h) The Treasurer will perform such other duties and will have such other responsibility and authority that is prescribed elsewhere in these Bylaws or from time to time by the Board of Directors
- 3) Removal: The Board of Directors may remove or discharge any elected or appointed officer, and any employee, whenever in its judgment the Organization's best interests would be served thereby. Such removal will be without prejudice to the contract rights, if any, of the person so removed.
- 4) Officer Vacancies: Whenever any vacancy shall occur in any office by death, resignation, or otherwise, the same shall be filled by the Board of Directors for the balance of the applicable term.
- 5) Delegation of Authority to Hire, Discharge, and Designate Duties. The Board of Directors from time to time may delegate to any elected officer or executive employee the authority to hire and discharge and to fix and modify the duties of Organization employees under such elected officer's or executive employee's jurisdiction. The Board of Directors may also delegate to such an officer or executive employee similar authority with respect to obtaining and retaining for the Organization the services of attorneys, accountants and other professionals and experts. In the absence of any designation, the President will have such general authority with respect to all employees and independent contractors whose services, in the President's discretion, are required by the Organization.

- 6) Delegation of Duties. If any Organization officer is absent or unable to act, or if the Board of Directors so elects in its discretion, the Board of Directors may delegate some or all of the functions, authority, powers, duties and responsibilities of any officer to any other officer or to any other Organization employee or other responsible person
- 7) Compensation: the officers and directors of LDMS shall serve without compensation, except that they may be reimbursed for necessary and reasonable expenses actually incurred in carrying out their duties.
- 8) Liability of Officers and Directors: the officers and directors shall not be personally liable for the debts, liabilities, or other obligations of LDMS and shall be indemnified by LDMS pursuant to the terms of the Missouri Statutes.

HANDBOOK
ARTICLE 9--FINANCIAL OBLIGATIONS

- 1) A majority of national funds shall be used for program and not for Salaries or the cost of meetings.
- 2) For LDMS and its branches, at least 70% of Donations shall be used for program and salaries and less than 30 % for Fund Raising.
- 3) Salary monies for branch staff must be raised within and by the branch

HANDBOOK ARTICLE 10 NATIONAL STAFF

The Executive Director is chosen by the Board of Directors. All other staff are selected by the Executive Director and approved by the Board of Directors. All Staff are voluntary unless otherwise authorized by the Board of Directors.

- 1) The Executive Director:
 - a) Shall be an active member of an LCMS Congregation.
 - b) Shall be a Rostered LCMS clergyman.
 - c) Shall inform the Board of Directors who he has chosen as an apprentice(s) (Matthew 28:19-20).
 - d) Shall be responsible for oversight and vision casting of LDMS.
 - e) Shall encourage and motivate all persons involved with LDMS to keep the LDMS Primary purpose evident in all his activities.

- 2) The Associate Executive Director:
 - a) Shall be an active member of an LCMS Congregation.
 - b) Shall be a Rostered clergyman.
 - c) Shall inform the Executive Director whom he has chosen as an apprentice(s) (Matthew 28:19-20).
 - d) Shall perform other tasks as assigned by the Executive Director.

- 3) The Resource Gatherer:
 - a) Shall be an active member of an LCMS Congregation.
 - b) May be a Rostered member of Synod.
 - c) Shall inform the Executive Director whom s/he has chosen as an apprentice(s) (Matthew 28:19-20).
 - d) Is responsible for seeking adequate funding of LDMS.
 - e) If the candidate for Resource Gatherer is not an experienced Fund Raiser, then the Executive Director will work with the Resource Gatherer to find a mentor and plan appropriate workshops to improve his/her skills.

- 4) The Associate Resource Gatherer:
 - a) Shall be an active member of an LCMS Congregation.
 - b) May be a Rostered member of Synod.
 - c) Shall inform the Executive Director whom s/he has chosen as an apprentice(s) (Matthew 28:19-20).
 - d) Shall perform other tasks as assigned by the Advancement Director.

- 5) The Chief Financial Officer/Treasurer:
 - a) Shall be an active member of an LCMS Congregation.
 - b) Shall inform the Executive Director whom s/he has chosen as an apprentice(s) (Matthew 28:19-20).
 - c) Is responsible for financial integrity and processes of LDMS.
 - d) Must develop appropriate printed forms and policies for:
Deposit(s):

Three copies:

(i) for Bank

(ii) for LDMS Office

(iii) for LDMS Executive Director (Postcard)

Purchase Order

Travel Voucher

Check Request

Money handling process:

Two (2) or more persons involved in opening mail.

Photocopy all checks.

Bank Statements go from Bank to CFO and Executive Director.

e) Shall perform other tasks as assigned by the Executive Director.

6) The Assistant Treasurer and other apprentices:

a) Shall be an active member of an LCMS Congregation.

b) Shall inform the Executive Director whom s/he has chosen as an apprentice(s)
(Matthew 28:19-20).

c) Shall perform other tasks as assigned by the CFO.

HANDBOOK
ARTICLE 11--CONGREGATIONAL ASSISTANCE

A major purpose of LDMS is to help Congregations as they attempt to provide a ministry with Deaf persons. LDMS operates five major projects to help Congregations.

DeafLITES (Deaf Lutherans Inspiring Training Equipping Serving)

DeafLITES helps congregations become active in Deaf mission work with Deaf people in their locality

- 1) Goal:
There are people dying and going to hell because they do not believe in Jesus. There are hearing and deaf people who want to become trained to spread the Gospel. We want to make this possible.
- 2) Purposes:
 - a) We are focusing on people who want to serve in Deaf Lutheran Missions. This means anyone who is interested. We are not working to train Interpreters only – we also want to train workers.
 - b) We want to train Deaf people in each area in the resources available to teach and train their deaf people. This includes Deaf Catechism, outreach, DeafPah!, Internet resources, DIT, and ongoing training.
 - c) We are working to provide many hands on materials for the student to take home and use in their area. They will have resources available to them to continue their training beyond the 1 week intensive workshop.
 - d) We want to provide on-going connection to a Ministry in their area. Our goal is to train Lutherans who will work with Deaf in local Lutheran Congregations. We want to link with our Deaf Pastors and workers to serve as mentors and co-workers.
- 3) Schedule (Past events in Appendix)
 - a) 2007 – Week long workshops in Missouri and Wisconsin
 - b) 2009 – Week long workshop in Kansas, weekend workshop in Wisconsin
 - c) 2010 – Illinois; Ohio; Florida – plus??????
- 4) Resources:
 - a) Internet sign resources on www.DeafJesus.org
 - b) Sign materials on DVD and books.
 - c) DeafPah! materials
 - d) Experienced workers who volunteer to come and teach and train more people.
 - e) RID CEUs (Offered by Concordia Wisconsin)
- 5) Project Leader's responsibilities
(Leader-Karen Hale, Apprentice one--Betty Jo Lucero, Apprentice two--Rev. Phillips, 8//15/2009)
 - a) Contact Congregations for become involved in DeafLITES.

- b) Plan DeafLITES Workshops:
 - Location
 - Staff
 - Date
- d) Publicize DeafLITES every possible opportunity
- e) Maintain a long-term database of locations, participants, etc.
- f) Encourage participants to remain active in Deaf Missions.
- g) Perform other tasks as assigned by the LDMS Executive Director.

Interpreter Support Group (I.S.G.)

This project helps, supports, and coordinates the activities of the individuals serving as interpreters. For congregational worship there is specific religious terminology in the Language of Signs. This project helps skilled sign language interpreters become better skilled sign language church interpreters

- 1) Goal Statement:
 - Bringing the Gospel of Jesus Christ to the Deaf Community in sign language within Lutheran Congregations.
- 2) Purpose Statement
 - The Interpreter Support Group will spread the Gospel of Jesus Christ by building an international network of church interpreters to bring Christ to Deaf and hard of hearing people. They will co-operate and co-ordinate with C.I.T.I.
- 3) Web Sites
 - Many resources exist at www.churchinterpretertraininginstitute.org.
- 4) The LDMS Project Leader of the I.S.G. shall:
 - a) Plan and organize I.S.G. workshops.
 - b) Oversee the maintaining of lists for students and alumni.
 - c) Encourage the use of the e-mail list of interpreters.
 - Encourage Lutheran Church interpreters to rejoice in their Christian service and to continue to upgrade their skills so more Deaf persons can see Jesus as their Lord and Savior through attending interpreted worship.
 - d) Perform other tasks as assigned by the LDMS Executive Director.

DeafPah!

This is a leadership training program for Deaf people to become more active leaders in their location(s). This also leads to some foundational knowledge to become theological leaders.

- 1) Goal

The goal of DeafPah! is to encourage Deaf people to be able [1] to better articulate the Christian faith; [2] to witness their faith more willingly; and [3] to become more eager to teach others about serving Jesus.

2) Purpose

- a) The purpose of DeafPah! is to fulfill the Great Commission [Matthew 28:19-20] by empowering Deaf people [1] to become more knowledgeable about the Lutheran faith, [2] to gain confidence to share their faith with others and [3] to serve the Lord Jesus in the church by becoming witnesses and proclaimers bringing other people to meet the Lord Jesus [John 12:21 and Mark 7:32-37].
- b) DeafPah! also provides the student upon completion of all courses on all levels to be eligible to enroll in the DIT program.

3) The Curriculum Structure:

- a) The Structure of the DeafPah! curriculum is divided into four levels. Each level is intended to bring the Deaf student into a closer relationship with the Lord Jesus. Each level has 3 or more courses:
- b) The four levels are F = faith; A = alive; E = empower; and D = diaconate.
- c) The lowest level (and bar) or the first level studied is "F = Faith"; the second level (and bar) studied is "A = Alive"; the third level (and bar) studied is "E=Empower"; and the fourth (highest) level (and bar) studied is "D=Diaconia" (Matthew 25:34-40).
- d) When the bars are attached in the proper order they spell "DEAF".

4) Credit for the DeafPah! courses

- a) After each course is completed, the student will send the final exam to the DeafPah! Project Leader. Upon grading the final exam, the Project Leader will issue to the student a Certificate of Completion for the course. All certificates will normally be signed by the Executive Director.
- b) When all the courses on one level are completed, the student will receive a Certificate of Completion of the course level. The student may then continue on to the courses of the next level.
- c) [At the end of each level, the student may receive a pin. The pin may resemble the Sunday School Attendance pins of yesteryear. The DeafPah! Logo emblem will be on the pin. Under the pin will be bars for each level achieved. After the student has completed all four levels his pin will have four bars spelling out the word "Deaf".]
- d) After the completion of all courses, the DeafPah! student will be eligible to request the LDMS to certify the student to be a trained Church Leader.
- e) In addition, the male DeafPah! graduate will also be eligible to request his District President to commission him the ecclesiastical rank of deacon, if his congregation is vacant.
- f) After the completion of all the courses, the DeafPah! student will be eligible to enroll in the DIT program.

5) The LDMS Project Leader of the DeafPah! Project shall:

- a) Make sure that adequate records are kept on each student. Necessary records

- needed include:
- b) Student's name and address
 - c) Classes taken for credit
 - d) Student's mentor
 - e) Approved list of classes, leaders, lessons, etc.
 - f) Other usable data
 - g) Regularly encourage and motivate each student to continue progression in his/her studies.
 - h) Perform other tasks as assigned by the LDMS Executive Director.
- 6) Web Sites
Many resources exist on www.deafpah.org.

The Deaf Institute of Theology

This is an alternate program owned and administered by Concordia Seminary, St. Louis to train Deaf men to become vicars and pastors, and to train Deaf women to become deaconesses.

1) Goal

The Deaf Institute of Theology (DIT) exists to train Deaf men and women for positions of mission leadership in the Lutheran Church Missouri Synod. DIT is a distance education program owned by Concordia Seminary, St. Louis. Concordia Seminary is responsible for providing the curriculum, formation, and certification for Deaf students who will become pastors (males only) and deaconesses (females). The LDMS works with the seminary to develop the class supplementary materials; identify future students; encourage and support the students throughout the program; and assist them in their callings after they graduate from DIT.

2) Purpose

The ultimate purpose of DIT is to provide pastors and deaconesses for Deaf congregations so that every Deaf member of our LCMS churches is fully equipped to reach out into their community and into the world to spread the good news of His salvation which we have in our Lord Jesus Christ.

- a) A crucial issue is that the church has always needed qualified men and women to serve Christ and spread the message of salvation through Him. In recent years, the number of full-time calls into Deaf ministry has been dwindling. For the student enrolled in the traditional four-year seminary with the hope of receiving a call into Deaf ministry, there is little chance of actually receiving that full-time call. The high financial cost of a specialized Deaf Minister discourages the calling of full-time pastors. The church needs a way of providing pastors and deaconesses skilled in communicating with Deaf persons.
- b) A second crucial issue is that Deaf ministry has long been viewed as cross-cultural ministry, with hearing pastors serving Deaf congregations. That model of Deaf ministry should be replaced with an indigenous model, where Deaf pastors

- serve Deaf churches.
- c) DIT addresses and answers both of the above issues. First, DIT works with a bi-professional service model. Future church workers will often have another full or part-time occupation and also serve the church part-time. Traditional seminary education encourages full-time pastoral ministry partially because of the time and financial requirements involved. DIT, however, can encourage that process. Education is offered online, allowing students to stay at home and keep their current employment. Students take only 16 classes, which greatly reduces the financial burden compared to that of the traditional student. This eliminates the burden of needing a full-time call in order to pay back student loans. In supporting the bi-professional service model, DIT will provide church workers even though there are few full-time calls into Deaf ministry.
- 3) DIT provides Deaf workers for Deaf churches. Only culturally Deaf students can enroll in the DIT program. Their vicarages and internships will be in their home congregations. Upon graduation, their calls will be into their home Deaf congregation or a Deaf mission post for which they have been preparing. This process will finally give Deaf churches the indigenous Deaf workers they need.
- 4) Program
 - a) This is the program which a typical DIT student will follow. Once the student can certify that he or she has satisfactorily completed all the DeafPah! classes, the student can apply to the DIT program.
 - b) DIT is a four-year program with four classes each year. After the first five classes are completed, the student becomes a vicar (male only) or deaconess intern (female). Vicarage/internship continues concurrent with the classes until the student graduates.
 - c) At graduation, it is expected that the seminary will certify the student for service to the church. Once the student graduates and is certified as a pastor or deaconess, s/he can be installed and begin serving his or her call.
 - d) From that point on, the pastor or deaconess will participate in continuing education offered by LDMS.
- 5) Recruiting Network. By early 2010, there should be a functioning nation-wide recruiting network. The recruiting network will include the DeafPah! Project leader and the LDMS contacts in each district.
- 6) Long Term development.
 - a) The development of the DIT program also requires several steps. Currently (2009), there are several classes that need to be signed and recorded for future students. That should be completed by early 2010. There will always be a need to sign revised portions of the classes as the seminary updates each class.
 - b) The second work project is providing appropriate study tools for the students, including a signed Bible and theological dictionary and evaluating and recommending other necessary books or computer resources, such as commentaries, study Bibles, or concordances.
 - c) A long-term need for the graduates of DIT is the development of a continuing

education program. This will cover the four areas of theology: historical; systematic; exegetical; and practical. The last three will receive the most emphasis.

- d) Finally, LDMS will continually work to raise financial support for DIT students. The way in which this support will be given is explained below.

7) Required Student Resources:

- a) Every student should have a good study Bible and several resources for Bible study, such as a general Bible commentary and a concordance. It is helpful to have these study tools available on his or her computer.
- b) The seminary requires their students to have a computer and sufficient computer skills, since classes are online and students must submit homework, tests, and papers through the computer internet.
- c) Students should also have high-speed internet access and a DVD player. The DVD player may either be in the computer or connected to a TV.
- d) A videophone or webcam may not be required, but is highly desirable. If there is no pastor available locally to serve as a mentor, then a videophone is necessary to communicate with the mentor.
- e) Books are required for each class. The seminary makes the book list available before class begins so each student can purchase the required books.
- f) Concordia Seminary, St. Louis, sets the tuition cost of the classes. LDMS desires to partner with the student, local congregation, the International Lutheran Deaf Association (ILDA), and other funding sources to help the student pay the cost of the classes. LDMS has the following expectations regarding the payment of the education costs.

Student: \$200 per class, plus books and travel.

Student's home congregation: \$400 per class.

ILDA and other grants will pay for the balance of each class.

8) Required LDMS resources to supplement DIT:

- a) At least two, preferably three or four, high-definition camcorders are needed to tape classes, class revisions, and supporting resources.
- b) Tripods, backgrounds, and tapes are needed for use with the camcorders.
- c) Workers skilled in Deaf ministry are needed to sign and tape the course work and other related resources, as well as money to pay these workers and the video editors appropriate compensation.
- d) As the program continues to mature and evolve, other needs may also arise.

9) The LDMS Project Leader's responsibilities are:

- a) To serve as a liaison with the Concordia Seminary DIT Director.
- b) Encourage students in their studies.
- c) Supervise all support services provided by LDMS to assist the Seminary in DIT.
- d) Arrange for modifications of support services for classes.
- e) Perform other tasks as assigned by the LDMS Executive Director.

10) Web Sites

www.csl.edu/DIT

Ephphatha Conference (EC)

This is an annual in-service training program for people working in Deaf Mission and Ministry.

- 1) Purpose:
 - a) EC is the Professional Conference of those bringing the Good News to Deaf People. It is assumed that every registrant can and will sign.
 - b) The official language of EC is the American Sign Language.
 - c) Persons invited include LCMS pastors, vicars, deacons, deaconesses, teachers, interpreters, Deaf congregational leaders and others who bring the Good News to Deaf people.

- 2) Planning Committee:
 - a) Appointment and task
 - b) The LDMS Executive Director will appoint the Planning Committee. Each person serves for three years. One person shall be elected each year.
 - c) The person elected in the current year will serve as recorder next year. He or she will send a brief summary of the Conference to the LDMS Director thirty days after the EC is over.
 - d) The second year person serves as Treasurer. He or she will send a financial report to the LDMS Executive Director thirty days after the EC is over.
 - e) The third year person serves as facilitator. He or she serves as chair for the Planning Committee and conducts the EC.

- 3) Planning Committee meetings:
 - a) The Planning Committee will meet electronically ten months prior to the next EC to select and secure the location for the next EC.
 - b) The Planning Committee will meet electronically six months prior to the next EC to plan the agenda for the next EC. They will also select the speakers, etc. for the EC.
 - c) The Planning Committee will also meet electronically six months prior to the next EC to select one person to serve as Chaplain. The Chaplain will be responsible for all devotions and Bible studies.

- 4) Meeting Schedule
 - a) In the odd-numbered years, the Ephphatha Conference will meet after the ILDA Convention. EC will meet beginning on Sunday evening through Tuesday noon after the ILDA Convention.
 - b) In the even-numbered years, the Ephphatha Conference will meet at a central location in conjunction with a DeafLITES and/or DeafPah! workshop(s).

- 5) Ephphatha Conference costs:
 - a) Each person attending EC is responsible for his or her own transportation, registration, lodging, and meals.
 - b) Each EC presenter will serve pro bono. Each presenter will be responsible for his or her own transportation, registration, lodging and meals.

- c) The Chaplain will serve pro bono. The Chaplain is responsible for his own transportation, registration, lodging and meals.
 - d) The EC Planning Committee will serve pro bono. Each member of the Planning Committee is responsible for his or her own transportation, registration, lodging and meals.
- 6) The Ephphatha Conference Project Leader shall:
- a) Supervise and encourage the program committee.
 - b) Encourage Lutherans in Mission with Deaf persons to attend EC.
 - c) Publicize EC meetings at every possible opportunity.
 - d) Maintain a long-term database of Participants.
 - e) Perform other tasks as assigned by the LDMS Executive Director.

HANDBOOK
ARTICLE 12--DISTRICT

- 1) History: Synod in Convention in 1973 voted that Synod would develop and encourage policies for Deaf Ministry and the Districts would be responsible for funding and Administrating the Deaf Ministry in their District. From 1977 to 2002, the BFMS had a part-time staff person who developed policies and assisted Districts. Some services that were provided included:
 - a) Ministry evaluation: Assistance was given as requested from District leaders to help with an annual evaluation including: i) recent ministry events; ii) short term and long term plans; and iii) the effect those plans might have on District budget.
 - b) Occasionally the evaluation involved the Synodical person serving as an interpreter for the District President (DP) when the DP met with the Deaf Congregation because there were problems of conflict, accusations, or concerns about doctrinal problems, or other areas of Ecclesiastical supervision.
 - c) Understanding Missions within Deaf Culture: The use of standard District titles for the position of the person involved in Deaf Missions led to many conflicts. The title "Missionary at Large" and "Pastor" are fantastic titles, but lead to impossible complications.

In a "normal" congregation there is always growth through biology and through relationships. In Deaf Ministry there rarely is biological growth. The children of Deaf members are usually hearing and will go to their grandparents' church. Also there are often no extended family relationships that lead to growth since most of those persons are hearing who belong to other churches.

Most Deaf members truly are "first generation" Christians. This does not help stewardship, since the Deaf person has not been able to learn by watching his/her parents serve Jesus.
 - d) Fund-raising and Public Relations: Some Districts have asked for help in these two areas.
 - e) The Calling Process: Some District Presidents have asked for help in getting appropriate names for a call list.
- 2) LDMS will encourage each District to chose one person to serve as District Deaf Mission Advocate.
 - a) The District Advocate will serve as a liaison between the District and LDMS.
 - b) The District Advocate will encourage the District to have a Deaf Mission Support Team.
- 3) LDMS is willing to help the District President and/or the Mission Leaders in any way the District Leaders request.
- 4) Help from National Major Projects: At this time there are 6 national major projects:
 - a) DeafLITES: This major project helps congregations become active in Deaf mission work with their own people or others in their locales.
 - b) I.T.G.: This is a project to help train, encourage, support, and coordinate those persons serving as interpreters.

- c) DeafPah!: This is a leadership training project for Deaf people to become more active leaders in their locates. This also leads to some foundational knowledge for becoming theological leaders.
- d) Deaf Institute of Theology (DIT): This is an alternate Theological Formation program administered by Concordia Seminary, St. Louis to train Deaf men to become vicars and pastors and to train Deaf women to become deaconesses.
- e) Ephphatha Conference (EC): This is an annual in-service training program for people working in Deaf Mission and Ministry.
- f) Assist Partner Churches. The International Lutheran Deaf Association has been very active in encouraging Deaf missions in other countries. There are now programs in Australia, Brazil, Canada, England, Ghana, Ethiopia, Hong Kong, India, Macau Norway, and Siberia.
In all of these foreign programs, pastors and lay volunteers go on short-term missionary trips to do leadership training with Deaf persons in our partner churches. All trips to partner churches are co-ordinated with the Board for Mission Services of the LCMS.

5) **District Branches** (“He is the vine, we are the branches” John 15:1-11)

- a) Thanks: A special thank you for all the dedication and love of the Districts of LCMS in **helping find ways that more Deaf people can share Jesus with other Deaf so that they see Jesus Christ as their Savior and Lord, and the Deaf can serve Jesus in their daily lives and in leadership positions within Christ’s church.**
- b) Questions from District Leaders regarding Deaf Missions:
 - Are **more** Deaf people “seeing” and “serving” Jesus?
 - Are the various Leaders (Pastor and Lay) serving in a way that more Deaf people will “see” and “serve” Jesus?
 - Are the Pastors in Deaf Mission choosing and training more apprentices to serve as Christian congregational outreach leaders?
- c) Is there adequate and appropriate funding to carrying on the goals?
- d) How do District leaders conduct regular evaluations of Deaf ministry? With the large tasks placed upon a District President, is it possible for him to rejoice in Deaf Ministry? With the many hats that a District Mission Leader juggles, is it possible for him to understand and feel confident that the ministry is wisely using all of God’s available resources (pastors, volunteers, funds, etc.?)

6) Branch goals: [LDMS-(area) B]

- a) An active Deaf Mission support team.
- b) Constantly encourages a Deaf Mission focus.
- c) Regularly evaluates Deaf Mission and its plans.
- d) Encourages local ownership and public relations support.
- e) Encourages and promotes self support of the Deaf mission.
- f) Fund raises total cost of District mission and ministry.
- g) Congregation (or LDMS) calls Branch Professional staff.
- h) Annually seeks more Deaf involved in the Mission with less cost.

- 6) Branch Definition: An active branch functions as a Deaf Mission Support Team (DMST).
- a) A DMST is comprised of individuals who desire to actively support the Deaf missions happening within their District. The paid Mission staff shall be advisory members of the DMST. The DMST shall elect its own President and Secretary. If the DMST-branch is authorized by LDMS to handle money, they will ask the LDMS BofD to appoint a Treasurer from their members.
 - b) The DMST will regularly seek more places where Deaf people can worship either in an interpreted setting or in a Deaf cultural setting.
 - c) The DMST will seek to establish Deaf Bible Classes and/or Deaf Sunday Schools in more settings within the District.

8 Branch Activities

Various parts of columns 1, 2, & 3 are happening simultaneously.

Leadership: (Column 1)

1. Keep “see” and “serve” the number one goal number in everything.
2. Encourage and support the staff.
3. Delegate various goals to the staff and evaluate their activities.
4. Set goals and regularly evaluate progress.
5. Planning fund raising events.

Advocacy: (Column 2)

1. Public Relations
2. News Letters (e-mail/printed)
 - District paper
 - LWML District paper
3. Keep records of
 - 1] Congregations
 - Praying regularly for Deaf Missions.
 - Giving gifts.
 - Scheduling information and encouraging events.
 - 2] Circuits
 - Have a goal of involving "x" more congregations/circuits each time period}*
4. Promote and schedule special events fund raising
 - 1] Mission Festivals
 - 2] LWML meetings or rallies
 - 3] Sunday School
 - 4] other congregational-related events

Stewardship (Column 3)

9. Give 10% of Branch donations to National and International Programs
10. National LDMS **may** give grants for projects, salaries, etc.. This protects the National LDMS from a branch that does not raise adequate program funds. These grants are not continuing and must be annually negotiated.

9) Letters of Agreement

- a) A District and LDMS will sign a Letter of Agreement empowering the District Support Team to function as a "branch" of LDMS. This Letter of Agreement shall be reviewed annually and renewed by the three parties: District, District Support Team, and LDMS.
- b) Calls of Rostered Workers: The calls of rostered workers to be Deaf Missionaries within an area (District) can be negotiated with:
 - District Deaf congregation(s)
 - LDMS
 - The respective District, or
 - Status call from District Congregation..

10) Accounting:

- a) A Letter of Agreement may be signed between the District Branch of LDMS and LDMS regarding the handling of monies, etc. This Letter shall be reviewed annually by the two parties.
- b) A District branch may be given permission via a Letter of Agreement to be responsible for the following area(s):
 - Donation receiving and handling function.
 - Paying bill(s), and Accounting, and/or
 - Payroll (Monies used for paying District Missionary-Pastors must be raised within the District and will not come from national funds)

The LDMS Chief Financial Officer will supervise any process involving the handling of monies..

Note sample branch memo in Appendix 3

HANDBOOK
ARTICLE 13--SYNOD

LDMS is a national Affiliate Organization and a Recognized Service Organization of the Board for Mission Services of the LCMS. LDMS is to provide policy and encouragement for energetic Deaf Mission Outreach with the LCMS.

HANDBOOK

ARTICLE 14--PARTNER CHURCHES

Foreign Ministries. The International Lutheran Deaf Association has been very active in encouraging Deaf Mission in other countries. There are now programs in Australia, Brazil, Canada, England, Ghana, Ethiopia, Hong Kong, India, Macau Norway, and Siberia. In all of these foreign programs, pastors and lay volunteers go on short-term missionary trips to do leadership training with Deaf persons who are interested in becoming pastors or deaconesses in our partner churches.

International Lutheran Deaf Mission Society

1) Goal:

God is calling us to reach the over 100 Million Deaf people around the world with the Gospel. We want to train Deaf Leaders to share the Gospel in their country, in their sign language, so their Deaf people will be in Heaven with us.

2) Purposes:

- a) We are focusing on Deaf Leaders in each country who are willing to become trained in their country to share the Gospel.
- b) We are developing and sharing materials for Deaf people in every country to use and adapt for teaching their Deaf people.
- c) We are partnering with LCMS World Mission, Sister Synods, and local church leaders. This partnership is essential for ongoing support and encouragement for the indigenous Deaf Leaders.
- d) We are partnering with support teams (hearing family members, Pastors, friends) to provide resources and services to help the Deaf Leaders reach out with the Gospel.
- e) We are using technology and the internet to keep in contact, provide training, give resources, and reach out to new areas. We pray God will continue to bless His Word to go and bear fruit!
- f) We continue encouraging our Leaders in Deaf Mission in the United States to join us in sharing the Gospel and training Deaf Leaders around the world.

2) Current Areas of Outreach:

We presently work with Deaf Pastors and Leaders in:

- a) Australia (a Deaf Pastor)
- b) Brazil, (a Deaf School and a Pastor with the Deaf)
- c) Canada, (3 Congregations, 2 pastors, 2 DIT students, 2 stations)
- d) England, (1 Congregation)
- e) Ghana, (4 Deaf Pastors, many DIT students)
- f) Ethiopia, (Contact)
- g) Hong Kong, (School, Congregation)
- h) India, (4 schools, 1 Pastor, many DeafPah! students)
- i) Macau (1 school)
- j) Norway (1 Deaf Pastor)
- k) Siberia (1 pastor)

We have requests from many other countries to help provide training to Deaf Leaders.

- 4) Resources:
 - a) Internet sign resources on www.DeafJesus.org and www.DeafPAH.org
 - b) DeafPah! Lay Training materials
 - c) Deaf Luther's Small Catechism.
 - d) Biggest resource is our experienced workers who volunteer to go, teach, and train more people.

- 5) Project Leader's responsibilities
 - a) Plan Volunteer trips to various Partner Churches.
 - b) Publicize Foreign Missions every possible opportunity
 - c) Maintain a long-term database of Participants.
 - d) Perform other tasks as assigned by the LDMS Executive Director.

HANDBOOK
ARTICLE 15--PARTNERS

- 1) Partnership Congregations are LCMS congregations in good standing who are supportive of the Organization through financial support, prayer, volunteerism, guidance and advisory support. Partnership Congregations do not have any voting rights in the Organization, but may attend meetings of the Affiliated Member Congregations. There is no limit on the number of Partnership Congregations.

- 2) Donor congregational groups i.e. LWML, SS, V.S., DS,
LWML International
LWML Districts
LWML Congregational units.

- 3) Partner Organizations are LCMS related organizations in good standing who are supportive of the Organization through financial support, prayer, volunteerism, guidance and advisory support. Partnership Organizations do not have any voting rights in the Organization, but may attend meetings of the Affiliated Member Congregations. There is no limit on the number of Partnership Organizations.
C.I.T.I.—CTS-FW
CS-STL--D.I.T.
LCMS World Mission
Mill Neck
Various LCMS Districts

HANDBOOK
ARTICLE 16--FIXED ASSETS

- 1) Seven (7) Web Sites:
 - a) DeafJesus.org
 - b) DeafJesus.com
 - c) DeafLeaders.org.
 - d) DeafPah.org
 - e) LutheranDeaf.org
 - f) DeafLutheran.org
 - g) LCMSDeaf.org

- 2) E-mail Chat Boards
 - a) DIT
 - b) EC-Deaf
 - c) Ephphatha
 - d) LCMSterps

- 4) Displays (1 in WI) + (1 in MO)

- 4) Two (2) DVD Copiers

- 5) One (1) color photocopy machine

- 6) Software
 - a) GiftWorks (SD + WI) Sophisticated Donor Fund Raising software
 - b) Articulate (Wi) Video Editing Software
 - c) Microsoft Access Database program (MI)

HANDBOOK
ARTICLE 17--MISCELLANEOUS

- 1) **Official Copies** of the *Articles of Incorporation*, the *Bylaws*, *The Conflict of Interest Statement*, and the *Handbook*: LDMS shall keep these official documents at its principal office or at such other place as the Board of Directors may order. These documents shall be open for inspection by members of the Board of Directors and the representatives of the Affiliated Member Congregations at all reasonable times during office hours.
- 2) LDMS shall keep at its principal office or at such other place as the Board of Directors may order a **Book of Minutes** of all meetings of the Affiliated Member Congregations and of the meetings of the Board of Directors with the time and place of holding such meetings, whether regular or special, and all proceedings thereof.
- 3) **Checks.** All checks, bank drafts and other orders for the payment of money will be signed by such officer or officers or such other person or persons as the Board of Directors from time to time designates. If no designation is made and unless and until the Board of Directors otherwise provides, each of the President and the Treasurer will individually have power to sign on the Organization's behalf all such instruments that are executed or made in the ordinary course of the Organization's business.
- 5) **Fiscal Year.** For accounting and income tax purposes, the Organization will operate on a calendar year basis r, or as the Board of Directors otherwise specifies from time to time.

HANDBOOK
ARTICLE 18--AMMENDMENTS

- 1) Any section of this *Handbook* can be changed by Executive Committee once a calendar year.
- 2) The approval by the Board of Directors of any changes to the *Handbook* proposed by the Executive Committee will amend the *Handbook*.
- 3) All changes to the *Handbook* shall be annually given to the Representatives of the Affiliated Congregations for their information. If there is no disagreement is registered within thirty (30) days of the Annual meeting, the changes stand.

APPENDIX ONE

Core Values:

LDMS Goal: The Lutheran Deaf Mission Society (LDMS) seeks (1) to help more Deaf Persons (and their families) see Jesus Christ as their Savior; and (2) to help more Deaf Persons serve Jesus Christ as their Lord. Through grace, Jesus' Father (God) saved you through faith. God has prepared a special work for each of His saved people to do (Ephesians 2:8, 10).

1. We **share Jesus:** “God our Savior ... desires all people to be saved and to come to the knowledge of the truth” (1 Timothy 2:4) and to “do the work of an evangelist” (2 Timothy 4:5). God has given us a joyful responsibility. We tell people about His salvation.

2. We **trust** each other: Each one of us knows: “I am always 100% sinner; I am always 100% forgiven by God. We do not focus on mistakes. We focus on Christ and His people. “Behold I (Jesus) and the children God has given Me” (Hebrews 2:13b).

3. We **talk to** each other: Matthew 18:15-20 is our communication policy. We attempt to grow closer to others (v. 15) with Christ in our midst (v. 20).

4. We train Deaf Congregations to become **Indigenous** (belonging to the culture). LDMS seeks to help Deaf Congregations become:

1) **self-governing;**

2) **self-supporting** (this large challenge requires we ourselves serve God more; and

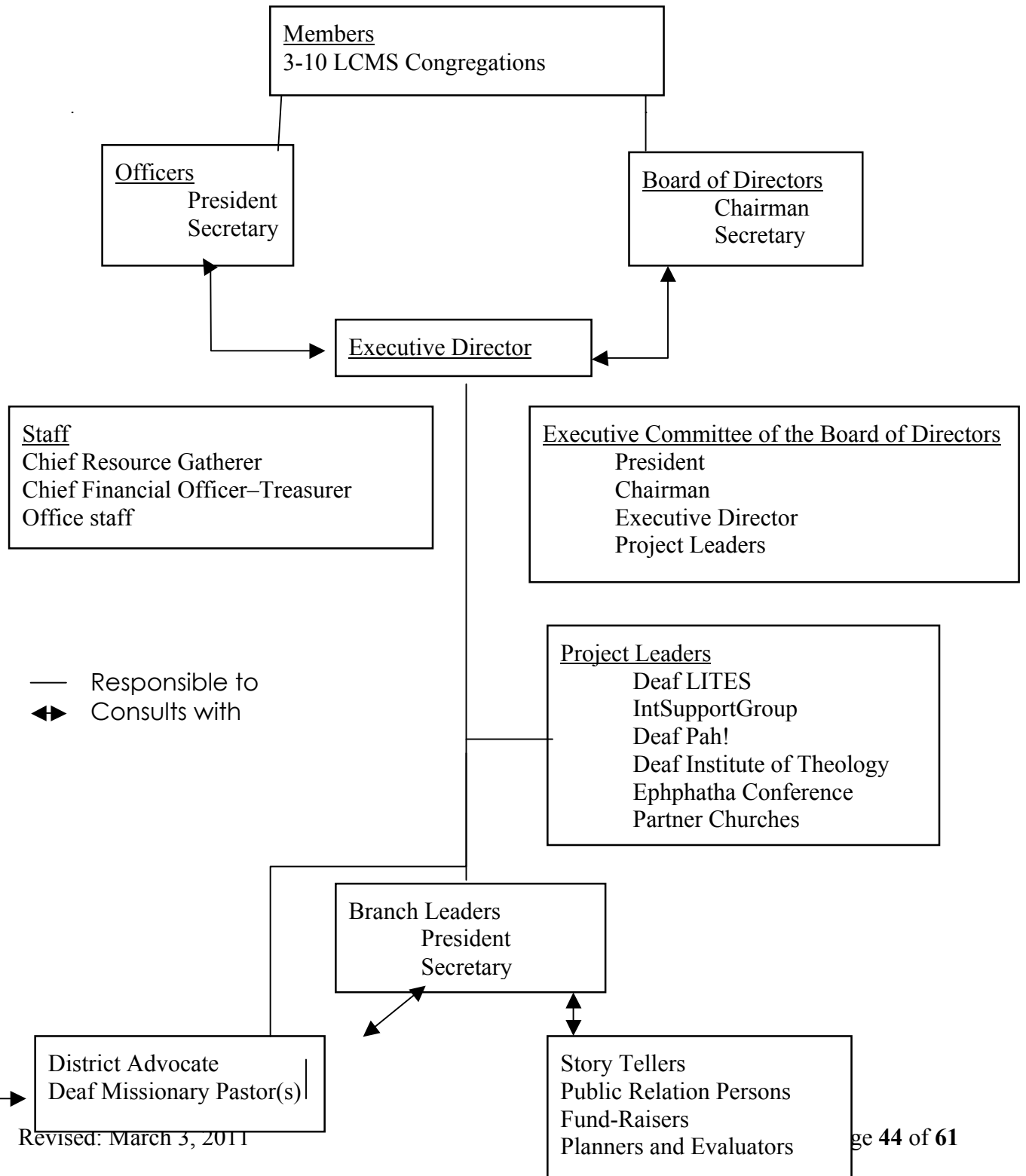
3) **self-sharing of God's Word by skilled teachers.** It is most important we rightly divide Law and Gospel in the Bible. All of us work hard to rightly divide Law and Gospel while we share God's Word. We want more Deaf persons to join with us in this sharing of God's Word in their home congregations.

5. We **disciple Jesus' believers:** Jesus chose disciples. Paul chose Timothy and Titus. Jesus said, “Teaching them to observe all that I have commanded you” (Matthew 28:20). We deliberately enter a discipling relationship with one (or more) of Jesus' disciples. We learn together about the special service(s) we are doing for Jesus. Then when Jesus asks us to do something else, our disciple can carry forth the special service after us. We remember God's word: “He gave ... to equip the saints for the work of ministry” (Ephesians 4:12). We intentionally disciple, train, and equip congregational members to be more active and effective disciples of Jesus.

6. We **serve** by His **grace:** God does not owe us special blessings because we serve Him. We serve Him because of the faith the Holy Spirit makes and keeps in us. “It is required of servants that God finds them faithful” (1 Corinthians 4:2). This is possible. Alleluia! “For by grace God saved you through faith. You did not save yourself. Salvation is a gift of God, not because of our service. We can not boast. God works in us. He created us in Christ Jesus to do good works. God prepared us a long time ago to serve Him as we live.” (Ephesians 2:8-10). We serve our Triune God to thank Him.

APPENDIX TWO LDMS structure

The Organization of the Lutheran Deaf Mission Society



STRUCTURE

1) **The Lutheran Deaf Mission Society (LDMS) seeks (1) to help more Deaf Persons (and their families) see Jesus Christ as their Savior and (2) to help more Deaf Persons serve Jesus Christ as their Lord. Through grace, Jesus' Father (God) saved you through faith. God has prepared a special work for each of His saved people to do (Ephesians 2:8, 10).**

Subject to legal requirements, all monies donated will be used first for the projects and second for salaries whenever possible.

2) (This document is intended to be a summary of the organization. For complete details read appropriate sections of the Articles of Incorporation; the By-laws; or the Handbook. These are found on the website www.deafldms.org.)

3) The **members** shall consist of **3 to 10 LCMS Affiliated Congregations**.

4) The **members** shall 1) elect the Board of Directors and officers; 2) approve the Budget; and 3) amend the *Articles of Incorporation* and the *By-laws* as needed. They shall meet at least annually. The members will have no dues or other required financial obligations. The majority of members shall be LCMS Congregations, of which a majority of the membership is Deaf. Each member congregation shall elect an individual to be its representative.

5) In addition to the *Bylaws*, there shall be a *Handbook* with appropriate rules and policies. The Handbook may be changed by a 2/3rds vote of the Executive Committee. Each section can be changed only once a year. All changes must be sent to the Board of Directors. If the Board of Directors challenges the change, then the change is not effective until consensus is achieved.

6) The **Board of Directors** shall consist of 3-7 individuals, with the exact number determined by the members at the annual meeting each year. Its primary tasks are to help in the fund-raising process and to serve as a policy Board.

a) They will help in the fund-raising process.

b) They will elect the Executive Director.

c) They will as necessary consider and submit the annual Budget to the Annual Meeting.

d) They will as necessary consider proposed amendments to the *Articles of Incorporation* and/or the *By-laws* and submit to the Annual Meeting.

e) They will also review and approve the long-term and annual Goals.

f) They will consider and, if appropriate, adopt policies recommended by the Executive Committee.

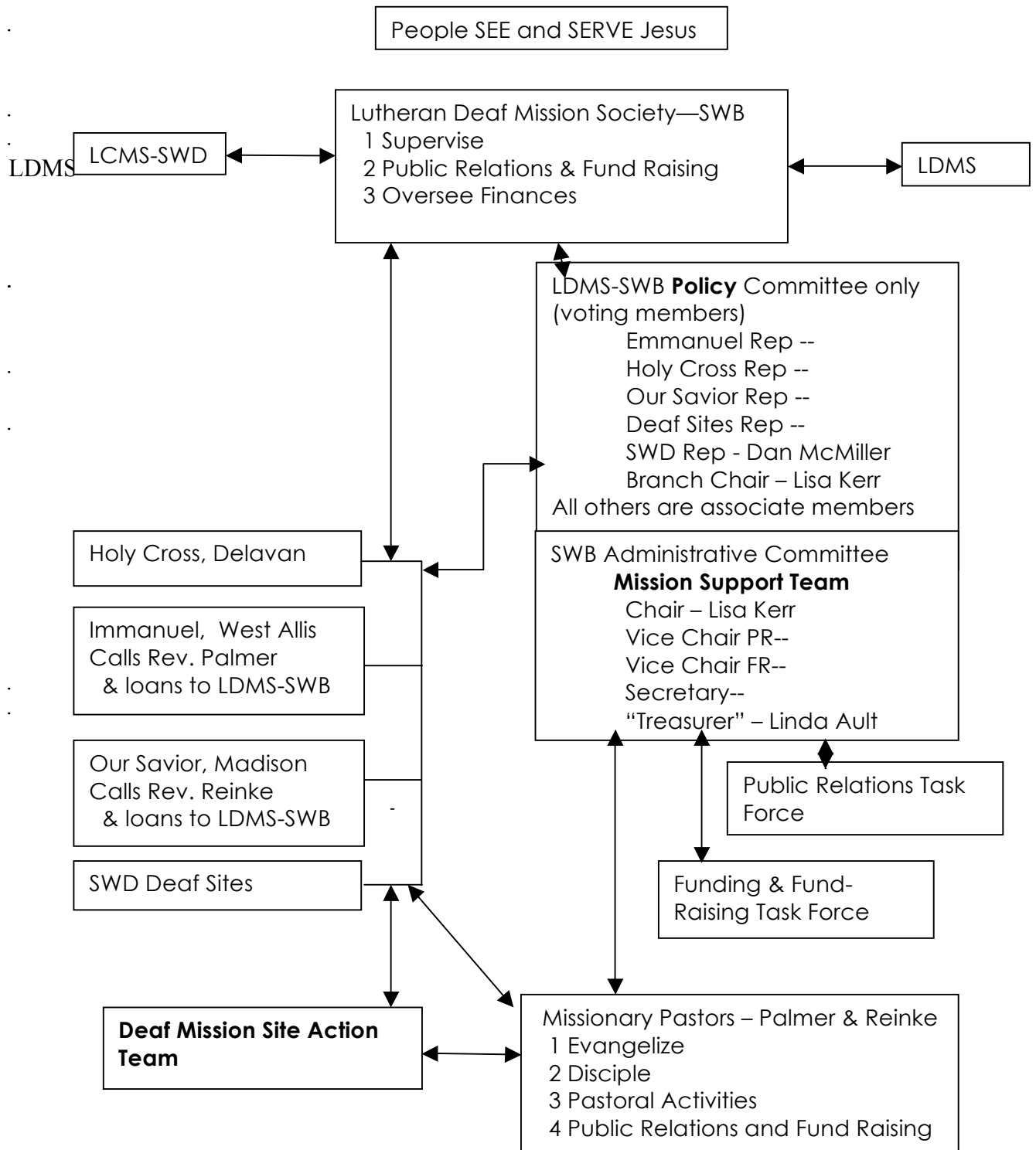
(The Directors will probably be hearing persons.)

7) The **Officers** of LDMS shall be a President and a Secretary. They may or may not be members of the Board of Directors. Beginning in 2010, we will nominate Deaf candidates for these two offices.

- 8) The **Executive Committee** of the Board of Directors consists of the Chairman of the Board, the President of LDMS, the Executive Director, and the leaders of the major Projects.
- a) The Executive Committee develops the *Handbook* for BOD approval.
 - b) The Executive Committee develops the major goals and policies for LDMS. These leaders may be Deaf or if hearing, conversant in ASL.
- 9) The **National Leader** (Executive Director) will be the Chief Operating Officer. If he is not deaf, he shall be conversant in ASL. He will choose the other national staff persons and the project leaders, subject to oversight by the Board of Directors. He will develop the long term and annual goals.
- 10) Other **National staff leaders** shall include 1) a **Chief Resource Gatherer** and consultant to District branches; and 2) a **Chief Financial Officer**/Internal Auditor/Treasurer who will also be a consultant to the District Chapters. These leaders will probably be hearing and able to communicate in ASL.
- 11) There will be **Project leaders**. They will usually be volunteers. They will be in charge of the LDMS projects:
- Deaf LITES
 - Interpreter Support Group
 - Deaf Pah!
 - Deaf Institute of Theology
 - Ephphatha Conference
 - Partner Churches
- 12) There are **District Branches of LDMS**. The District Branches shall adopt and follow the same *By-laws and Handbook* as the National Organization. They may write additional sections of the National Handbook to govern their operations. They will be the primary fund-raisers for the LDMS Purpose in their Branch area. They will also be the primary fund-raisers in their Branch area for the National Projects. Each month 10% of their donations shall be transferred to the National office for the National Projects. The three national staff leaders shall assist the District Branch's leaders upon request.
- 13) Each District Branch shall have its own Administrative leaders (President and Secretary). Subject to LDMS & IRS approval, they may use the LDMS 501(c)(3) IRS permit for receipting Donors.

www.lcmsdeaf.org
www.deafdms.org
www.deafjesus.org
www.deafleaders.org
www.deafpay.org

BRANCH ORGANIZATION CHART



DEFINITIONS

District

President--Doctrinal Supervisor of all mission and ministry.

Mission Executive--Primary planner and encourager of Mission outreach.

Mission Support Team--assists Exec with a specific mission group AND

Becomes Branch Leaders:

1. Oversight and encouraging staff.
2. Public relations.
3. Fund raising.

Advocate--person who encourages more mission work with Deaf People.

Congregation

Regular--a "Typical" Congregation!?!

Ethnic--Work with a recent immigrant group.

Deaf--The majority of the members are Deaf people.

Interpreting--A "typical" congregation that provides regular interpreted services.

Deaf Mission Site--A Deaf Mission "station".

Mission Action Team--a Deaf group that promotes sharing Jesus with more Deaf people.

Indigenous--Core Value #4.

Mission Staff--(note Nomenclature topic)

Congregation Pastor--a pastor fully financially supported by the congregation(s) doing pastoral activities. [Funding is virtually impossible.]

Missionary-at-large--A District title that describes a Pastor who starts a new Congregation that will soon be self-supporting.

Deaf Missionary--Title used to describe a pastor that serves Deaf Congregations and/or stations.

Dual Pastorate--A pastor serving a Deaf Congregation and a hearing congregation/another occupation. [Has only succeeded for a short time in each case.]

Missionary Pastor

- 1a. Evangelizer--Helps Deaf people SEE Jesus as Savior. Core Value #1
- 1b. Discipler--Helps Deaf people SHARE Jesus as Lord. Core Value #5
2. Pastoral activities--Sitting the sick, etc.
3. Helps with Public Relations and Fund Raising

**APPENDIX THREE
SAMPLE BRANCH AGREEMENT**

**Memorandum of Agreement between the (organization)
and The Lutheran Deaf Mission Society (LDMS)
October 25, 2010**

I. Purpose

This agreement describes the relationship between (Organization Name) and LDMS. The agreement states our mutual objectives, individual responsibilities, and duration of partnership.

II. Objectives

The objectives of this partnership are: that more Deaf People (and their families) **see** Jesus Christ as their Lord and Savior and to help more Deaf People **serve** Jesus Christ as His redeemed people . Through grace, Jesus' Father (God) saved you through faith. God has prepared a special work for each of His saved people to do (Ephesians 2:8, 10).

1. Work cooperatively together in a focused and efficient Deaf mission effort.
2. Provide supporters and the church at large with information and reports concerning God's Deaf mission.
3. To partner in both mission growth and resource gathering.

III. Responsibilities

1. The Organization's **Mission Support Team** shall
 - a. Pray for LDMS and Deaf ministry in your area and in all the world.
 - b. Work co-operatively with LDMS processes: 1) DeafLITES; 2) Interpreter support; 3) DeafPah!; 4) DIT; 5) EC; and 6) Foreign mission trips.
 - c. Training Deaf Congregational Servants who lead various congregational and worship activities .
 - d. Encourage the wise use of volunteer and staff time.
 - e. Encourage and oversee the preparations of brochures, displays and other PR materials.
 - f. Encourage spiritual and financial support of the ministry within their geographical area. They will co-ordinate and co-operate with the local LCMS District.
 - g. Advocate and support hearing area congregations to be involved with and supportive of Deaf Mission work, . One example is Interpreted Services.

- h. Help the Deaf ministries' **Mission Action Team(s)** actively carry out the goals of the Mission.
2. LDMS shall:
- a. Publicize the mission's efforts so that others in the LCMS can join in praying and supporting the outreach to the Deaf ministries.
 - b. Share the mission goal of work among Deaf persons within your LCMS District.
 - c. Provide quarterly reports and stories from the area Deaf ministries on mission progress.
 - d. Provide knowledge and non-financial support for short-term volunteers, visiting fields and missionaries.
 - e. Establish processes to evaluate ministry and help it plan.
 - f. Solicit funding for projects in support of this partnership.
 - g. Upon request of the (Organization) raise money and fund the full-time ministries.
 - h. Organize an annual review of this agreement, either in person or via a teleconference.

IV. Liaisons

The (Organization's) President and the LDMS President will normally serve as representatives of the parties of this document.

V. Duration

This partnership shall be reviewed annually by June 30th of each calendar year.

Date

APPENDIX FOUR
Congregational Ministry Activities

#03 Congregational Ministry Programs

1. **Evangelism (1)**
 - a) Elders (Membership) (2a)
 - b) Elders (Discipline Committee) (2b)
 - c) Bible Women--Deaconess (3)
 - d) People Data Secretary (4)
2. **Education (5 Misc.)**
 - e) Bible Study (6)
3. **Stewardship (7)**
 - f) Funding Congregational Ministry (8)
 - g) Gifts to Mission work with other Deaf and Hearing ministries (9)
4. **Leadership Training (10 Misc.)**
 - h) Training Modules (11)
 - i) Foot Washing Classes (12)
 - j) DeafPah! (13)
 - k) Deaf Institute of Theology (14)
5. **Fellowship (15 Misc.)**
 - l) LWML (16)
 - m) Youth (17)
 - n) Senior Citizens (18)
6. **Service (19 Misc.)**
 - n) Pastoral Care (20)
 - o) Assisting poor (21a)
 - p) Assisting sick (21b)
 - q) Caring for building (22)
 - r) Public Relations (23)
 - s) Finance Committee (24)
 - t) Planning-Visioning (25)
 - u) Making Disciples-apprentices (26)
 - v) Evaluate Ministry (27)
 - w) Better Public Relations (28)
 - x) Funding-tent making (29)
 - y) Fund Raising (30)
 - z) District Advocate (31)

7. **Worship (32 Misc.)**

aa) Choir (33)

bb) Lay Leaders (34 Misc.)

1. Senior Liturgist (35) (male only)

2. Response Leader (36)

cc) Preacher/Teacher (37) (male only)

dd) Communion Assistants (38)

ee) Ushers (39)

ff) Altar Care (40)

gg) Primary Worship Greeter (41)

Staff training

Branch training through staff

**APPENDIX FIVE
DEAFPAH! CLASS LIST**

Course	Course Name	Teacher	Disks	Lessons
Introduction to DeafPah!	What is Lutheranism--Law & Gospel			Reinke & Palmer
FAITH LEVEL (1 of 5)				
101	Caring for Each Other (Christian Caregiving)	D. Leber	3	17
102	Guiding People (The Caring Leader)	M. Anderson	3	20
103	Jesus Who? (Getting to Know Jesus)	D. Gehlbach	2	?
104	Bible For Me (How to study the Bible)	D. Bush	2	46
ALIVE LEVEL (2 of 5)				
201	Old Testament History	J. Munz	3	19
202	New Testament History	M. Seegar	2	15
203	Jesus' Culture (Everyday Life in Bible Times)	R. Friedrich	6	11
204	Worship Is ...	D. Kois	3	27
EMPOWER LEVEL (3 of 5)				
301	Bible Study Groups (Small Group Ldrshp Skills)	R. Friedrich	3	28
302	Changing Lives (Making a Diff. as a Teacher)	T. Eckert	1	20
303	Helping Adults Learn about Jesus (How to Tch Ad)	P. MacDonald	1	13
304	Faith Basics I (Teaching Luther's Small Cat.)	Palmer&Reinke	1	?
SERVANT (Diakonia) LEVEL (4 of 5) *				
401	Churches in America (Rel. Bodies in America)	D. Konkel	4	53
402	Faith Basics II (Luther's Large Catechism)	W. Palmer	1	26
403	The Bible Says What? ((Koehler's Dogmatics)	D. Gehlbach	5	39
404	Manual for Church Officers	D. Peterson	2	73
PRE--DIT LEVEL (5 of 5)				
501	What Does This Mean? (Intro. Book of Concord)	Waived when complete DeafPah!		
502	Old Testament History	Waived when complete DeafPah!		
503	New Testament History	Waived when complete DeafPah!		
504	Greek 1 & 2	R. Friedrich	?	?

* Note the "doulos" on level 4 has been changed to "diakonia" (Matthew 25::34-40)

APPENDIX SIX DIT CLASS LIST

EIIT01 Old Testament Overview – Prof. Thomas Egger

Summary: Basic overview to the major themes, including selected persons and events of the Old Testament. Not a survey of Bible content, though a cursory reading of the Old Testament is assumed. Not detailed isagogics either. Perhaps something like a “Crossways” introduction, with the objective of knowing the material well enough to be able to teach such a course.

EIIT02 New Testament Overview –

Summary: Basic overview to the major themes, including selected persons and events of the New Testament. Not a survey of Bible content, though a cursory reading of the New Testament is assumed. Not detailed isagogics either. Perhaps something like a “Crossways” introduction, with the objective of knowing the material well enough to be able to teach such a course.

EIIT03 Creeds, Catechisms, and Confessions – Dr. Charles Arand

Students learn from Dr. Arand and Dr. Kolb the rudiments of the Book of Concord and its application to the role of a Christian leader.

EIIT04 Understanding and Preaching the Word of God I – Dr. David Peter and Rev. Paul Schult

Summary: This course focuses the student’s attention on the pastor’s task of understanding and preaching God’s Word. The student learns the principles of Biblical interpretation as a necessary activity that is embedded in the task of preaching. Exegesis is based on the English Bible and/or the Bible in the student’s mother tongue. Several complete sermons that proclaim the full counsel of God will be preached, effective communication skills will be developed, and skills will be developed on using prepared sermonic material.

EIIT05 Pastoral Ministry I – Dr. Rick Marrs

Summary: Building on a Lutheran understanding of theology, what does it mean not simply to be a “Lutheran,” but specifically a Lutheran pastor. Explore the Biblical and confessional principles that shape Lutheran pastoral practice. Develop a verity of pastoral skills that are needed to apply Word and Sacrament in culturally sensitive ways to God’s people, individually and corporately.

EIIT06 Lutheran Theology and Practice I: Lutheran Foundations – Dr. John Tape

Summary: Lutheran Theology and Practice I focuses our study on the singular reason for which Christianity exists, namely, the confession of Jesus Christ, true God and man, who was handed over for our trespasses and raised for our justification. It explores the nature of that confession within the context of Son of God's place relationship to the Father and the Spirit as well as his relationship to us through the Incarnation. The course also explores the ramifications of the church's confession of Christ's salvific work for the reconciliation of the world to God and to one another.

EIIT07 Lutheran Theology and Practice II: Means of Grace – Dr. Jerry Eickmann

Summary: This course focuses on how our Triune God furthers his work of rescuing people from sin as he meets them as their Savior today through the means of grace: the Word of the Gospel, Baptism, and the Lord's Supper. Through these means God not only gives forgiveness, but also

creates and strengthens saving faith. Although some stubbornly refuse to believe, God's use of the means of grace under girds both personal piety and the mission of the church throughout the world.

EIIT08 Lutheran Theology and Practice III: People of God/ Church and Ministry – Dr. Charles Arand

Summary: "The Body of Christ" represents the culmination of the three courses on Lutheran foundations. Centered upon the Gospel as the core of the Christian faith (Course 1) which is delivered to us through a variety of means (Course 2), we now explore how we have been gathered together into the body of Christ and for what purpose. To that end, this third course will examine the nature of the church, the unity of the church, the mission of the church, and the relation of the church to the wider society. As in the previous courses, this course will be integrative by drawing together biblical, historical, and doctrinal materials and bringing it to bear upon the challenges facing the church today.

EIIT09 Understanding and Preaching the Word of God II - Dr. David Peter and Rev. Paul Schult

Summary: Develop greater skills in discerning the meaning of God's Word and the purpose, function, and structure of a sermon. Understand and proclaim O.T. texts, parables, and miracles.

EIIT10 Evangelism and Missions – Dr. Yohannes Mengsteab

Summary: A theological understanding of conversion is placed with the context of grace/church/mission. Basic skills in witnessing, evangelism and apologetics are emphasized.

EIIT11 Church History I (to 1500) – Dr. Timothy Dost

Summary: Understanding of selected major figures and events in church history through the medieval period, including especially the historical context of the Creeds.

EIIT12 Teaching the Faith – Rev. John Palka

Summary: Knowledge of the content and context of Luther's catechisms in order to teach the faith.

EIIT13 Church History II (from 1500) – Dr. Timothy Dost

Summary: Survey of post 1500 church history with focus on Reformation and its ongoing influence.

EIIT14 The Church in the World Today – Dr. Thomas Manteufel

Summary: Understand how Christianity relates to other religious bodies and the entire contemporary context of world religions, both in terms of theological outlook and with reference to mission and witness.

EIIT15 Law and Gospel – Dr. David Wollenburg

Summary: Comprehensive understanding of this fundamental way of "thinking like a Lutheran."

EIIT16 Pastoral Ministry II – Dr. William Utech

Summary: Review of basic pastoral theology with attention to specific questions raised in the individual pastoral context.

- EIIT-17 **Deaconess Foundations** – Dr. Timothy Dost w/Deaconess Gloria DeCuir;
deaconess specific curriculum *replacing* EIIT05.
- EIIT-18 **Deaconess Seminar I** – not created;
deaconess specific curriculum *replacing* EIIT 09.
- EIIT-19 **Deaconess Seminar II** – not created;
deaconess specific curriculum *replacing* EIIT 16.

APPENDIX SEVEN
2008 St. Louis DeafLITES Training

Sectional Ideas:

- Deaf Culture
- Models of Deaf Ministry
- Technology
- Web CT
- Working with an Interpreter
- Starting a Ministry
- Use of Internet
- Ustream.tv – web broadcasting, web training
- Sign/Communication Issues
- Theological Concepts
- History of LCMS Deaf Missions
- Deaf Education (your video was excellent)
- Intro to Deaf PAH Leader training (sampler presentation)
- Theological signs, vocabulary,
- Church Interpreter – what does this mean
- Signing and Passive voice
- The new Deaf world – technology
- Signing and Classifiers What?
- Deaf Ministry in your area
- Why is “Church Interpreter” a bad name?
- Deaf Culture and sharing faith
- Deaf events and church events – how does it work?
- Strategic Planning - MAP – FLAMES

Time Management

Deaf Youth materials

Specific Duties:

Deaf LITES

Training for developing curriculum

- LCMS Theology and vocabulary – religious Signing – Deaf PAH – DIT -

Share shopping and curriculum development for Deaf LITES

Planning for the next year

What to teach, who will go where, who will do what?

Orientation

DeafPah!

“Tech talk” each day - WEBCT01 – training what to do, DVD, student guide, I tunes,

Beginning and ending - Cast the Vision for DeafPah!

Supporting and equipping – what can we do for you? (evening)

Ideas how do you use this in your local area?

DeafPah!101 – teach a section of a course

What does it mean to have and be a mentor?

JOSHUA - equipping, training, mentors,

Professional Church Workers – Pastors, Deacon, Deaconesses, etc...

Mentoring – Deaf PAH, DIT – what to do and hands on practice
Becoming Trainers – 3 levels of training
Strategic planning
Bible Study development
Worship ideas
Informal Evening Sessions of fellowship

APPENDIX EIGHT KANSAS WORKSHOP

LDMS – DeafLITES (Deaf Lutherans Interpreting Training Equipping Serving)

Main Areas:

- Sign Skills (3:45 hours/day)
- Deaf Ministry – what is happening (1 hour/day)
- Deaf Training Materials (1 hour/day)
- Deaf Culture (1 hour/day)

Syllabus

- In Class intensive
- Post Class assignments

Schedule of Classes - 30 hours

- 9 – 12 am
- 1 – 3 pm
- 6:30 – 8 pm
- Begin Sunday Pm to Friday Noon

Levels of Classes

- Beginning
- Intermediate
- Advanced

Text Books

- Religious Signing – Elaine Constello
- Other??

Teaching Modules

- Religious Sign Vocabulary
- Glossing Worship Signs
 - Lord’s Prayer
 - Apostles Creed
 - Nicene Creed

Bible Stories

Devotions

Hymns

Sermons

Lecture topics

- Deaf Missions
- Deaf Culture
- Supporting/Starting Deaf Ministry

Practical Application

- Worship
- Bible Stories
- Devotions
- Prayer

Dates: - possible

Dr. Maschke

Revised: March 3, 2011

CUW process (for CEUs)

1 Credit

3 credits

Pay for credits - \$975/3 credits or \$325/credit

Audit - \$25/credit

How much do we charge for the Workshop?

Books – ?

DVD's –?

Meals - ?

Lodging – ?

Who can help??

Interpreters

Karen Hale

Paula Willig

Kim Bagley

Dee Drymalski

Pat Wittrock

Signing/Deaf Culture

Deloris Erlandson

Betty Jo (Paul) Lucero

Vince Zielinski

Linda Zoiss

Future Goals:

Minor – Deaf Lutheran Missions Minor

CUW – ASL 1 – 2 – 3 – Religious Interpreter Training

On line – WEBCT – followup

Religious signing minor - on line

TO DO:

CUW Process – Maschke

Dates – CUW available

Syllabus – Stuhr

Funding – all

PR brochures – Reinke

Teachers/Helpers

On sign up form:

Interpreting Experience

Sign Classes you have taken

Church member

Experience with Deaf people

Level evaluated upon arrival

Are you interested in knowing more about Deaf Ministry

Core Values of LDMS

Jesus is Savior of all—Evangelism

Jesus is Lord of All

We serve Jesus in God's world—Fellowship & Service

We serve Jesus in His Body the Church—FW; DeafPah! ;DIT; Worship

We talk—Matthew 18

We Train by apprenticing—Matthew 28; Eph. 4

We trust—Simultaneously 100% Sinner and 100% Saint.

Indigenous: Self governing; Self supporting; and Self rightly dividing Law and Gospel
Leaders selected by Group.