



THE LUTHERAN CHURCH-MISSOURI SYNOD

NEBRASKA DISTRICT
PO Box 407
152 South Columbia
Seward, Nebraska 68434-0407
Phone 402 643-2961
Fax 402 643-2990

www.ndlcms.org

DATE: February 12, 2008
TO: Congregation Lutheran Witness Subscription Managers
FROM: Sandy Ruether, Nebraska District Subscription Manager
RE: **2008 LUTHERAN WITNESS Subscription Renewals**

1. In order to receive the Nebraska District “blanket subscription” rate and not miss any Lutheran Witness issues, **please follow the LUTHERAN WITNESS RENEWAL INSTRUCTIONS enclosed.**
2. Send the renewal instruction page, the computer printout, any Additions forms, and a separate list of any retired pastors or teachers to:

Nebraska District LCMS
Attn: Sandy Ruether, Lutheran Witness Manager
PO Box 407
Seward NE 68434

The number of subscriptions on the revised list you return will be the number of subscriptions for which you will be responsible and billed.

All subscriptions for the congregation will be cancelled if you fail to submit your subscription list by the March 21 deadline.

THE PROCESS FOR ADDING OR CANCELING SUBSCRIPTIONS HAS CHANGED!

Because of a change in procedure by CPH and Lutheran Witness, we will no longer submit additions or cancellations during the subscription year. Potential subscribers will have to wait until the next subscription period. Individuals may subscribe directly through CPH at a rate of \$22.00 per subscription; however, a return to the blanket subscription rate at a later date may mean duplication of issues and/or an additional cost. Address corrections or cancellations for a deceased member should be submitted to the District Manager and will be made by Lutheran Witness on an “as time permits” basis.

DO NOT send payments now. The billing for the subscriptions you confirm on this list will be sent in May. Your congregation will receive 1 free subscription for the congregation unless you made other arrangements. You will be billed at the district blanket rate of \$8.50 per subscription. There are NO REFUNDS for subscriptions cancelled after this list is confirmed.

PLEASE RETURN ALL INFORMATION TO THE NEBRASKA DISTRICT OFFICE BY MARCH 21, 2008

Thank you for your assistance. Please call or write if you have questions: (402) 643-2961 or toll free (888) 643-2961 or PO Box 407, Seward, NE 68434-0407 or email me at sandyru@ndlcms.org.