

# NT-NL SYNODICAL CONSTITUTION

as of September 2017

## CONSTITUTION BYLAWS AND CONTINUING RESOLUTIONS

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POLICY STATEMENTS

Adopted at the Constituting Convention in 1987 and amended at assemblies through 2017

### Chapter 1. NAME AND INCORPORATION

- +S1.01. The name of this synod, as determined by the Churchwide Assembly, shall be Northern Texas-Northern Louisiana Synod of the Evangelical Lutheran Church in America.
- +S1.02. For the purposes of this constitution and the accompanying bylaws, the Northern Texas-Northern Louisiana Synod of the Evangelical Lutheran Church in America is hereafter designated as "this synod," or "the synod."
- +S1.11. This synod shall be incorporated. Amendments to the articles of incorporation of this synod shall be submitted to the Church Council for ratification before filing.
- +S1.21. The seal of this synod is a cross with three united flames emanating from the base of the cross and three entwined circles beside the cross. The name of this synod forms a circular outer edge of the seal.

### Chapter 2. STATUS

- +S2.01. This synod possesses the powers conferred upon it, and accepts the duties and responsibilities assigned to it, in the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*, which are recognized as having governing force in the life of this synod.
- +S2.02. The name Evangelical Lutheran Church in America (ELCA or "this church") as used herein refers in general references to this whole church, including its three expressions—congregations, synods, and the churchwide organization. The name Evangelical Lutheran Church in America is also the name of the corporation of the churchwide organization to which specific references may be made herein.
- +S2.03. No provision of this constitution shall be inconsistent with the constitution and bylaws of this church.

### Chapter 3. TERRITORY

- +S3.01. The territory of this synod, as determined by the Churchwide Assembly, shall be the counties of Andrews, Archer, Armstrong, Bailey, Baylor, Bell, Borden, Bosque, Bowie, Briscoe, Brown, Callahan, Camp, Carson, Cass, Castro, Childress, Clay, Cochran, Coke, Coleman, Collin, Collingsworth, Comanche, Concho, Cooke, Coryell, Cottle, Crosby, Dallam, Dallas, Dawson, Deaf Smith, Delta, Denton, Dickens, Donley, Eastland, Ector, Ellis, Erath, Falls, Fannin, Fisher, Floyd, Foard, Franklin, Gaines, Garza, Glasscock, Gray, Grayson, Gregg, Hale, Hall, Hamilton, Hansford, Hardeman, Harrison, Hartley, Haskell, Hemphill, Henderson, Hill, Hockley, Hood, Hopkins, Howard, Hunt, Hutchinson, Irion, Jack, Johnson, Jones, Kaufman, Kent, King, Knox, Lamar, Lamb, Lampasas, Limestone, Lipscomb, Lubbock, Lynn, McCulloch, McLennan, Marion, Martin, Midland, Mills, Mitchell, Montague, Moore, Morris, Motley, Navarro, Nolan, Ochiltrie, Oldham, Palo Pinto, Panola, Parker, Parmer, Potter, Rains, Randall, Reagan, Red River, Roberts, Rockwall, Runnels, Rusk, San Saba, Scurry, Shackelford, Sherman, Smith, Somervell, Stephens, Sterling, Stonewall, Swisher, Tarrant, Taylor, Terry, Throckmorton, Titus, Tom Green, Upshur, Van Zandt, Wheeler, Wichita, Wilbarger, Wise, Wood, Yoakum, Young in the state of TEXAS; the parishes of Bienville, Bossier,

- Caddo, Caldwell, Catahoula, Claiborne, Concordia, DeSoto, East Carroll, Franklin, Grant, Jackson, LaSalle, Lincoln, Madison, Morehouse, Natchitoches, Ouachita, Red River, Richland, Sabine, Tensas, Union, Webster, West Carroll, Winn in the state of LOUISIANA.
- +S3.02. "Determined by the Churchwide Assembly," as stipulated by +S3.01., is understood to include the reported changes in synod relationship made by any congregation in a border area agreed under Evangelical Lutheran Church in America bylaws 10.01.01 and 10.02.02.

#### **Chapter 4. CONFESSION OF FAITH**

- +S4.01. This synod confesses the Triune God, Father, Son and Holy Spirit.
- +S4.02. This synod confesses Jesus Christ as Lord and Savior and the Gospel as the power of God for the salvation of all who believe.
- a. Jesus Christ is the Word of God incarnate, through whom everything was made and through whose life, death, and resurrection God fashions a new creation.
  - b. The proclamation of God's message to us as both Law and Gospel is the Word of God, revealing judgment and mercy through word and deed, beginning with the Word in creation, continuing in the history of Israel, and centering in all its fullness in the person and work of Jesus Christ.
  - c. The canonical Scriptures of the Old and New Testaments are the written Word of God. Inspired by God's Spirit speaking through their authors, they record and announce God's revelation centering in Jesus Christ. Through them God's Spirit speaks to us to create and sustain Christian faith and fellowship for service in the world.
- +S4.03. This synod accepts the canonical Scriptures of the Old and New Testaments as the inspired Word of God and the authoritative source and norm of its proclamation, faith, and life.
- +S4.04. This synod accepts the Apostles', Nicene, and Athanasian Creeds as true declarations of the faith of this synod.
- +S4.05. This synod accepts the Unaltered Augsburg Confession as a true witness to the Gospel, acknowledging as one with it in faith and doctrine all churches that likewise accept the teachings of the Unaltered Augsburg Confession.
- +S4.06. This synod accepts the other confessional writings in the Book of Concord, namely, the Apology of the Augsburg Confession, the Smalcald Articles and the Treatise, the Small Catechism, the Large Catechism, and the Formula of Concord, as further valid interpretations of the faith of the Church.
- +S4.07. This synod confesses the Gospel, recorded in the Holy Scriptures and confessed in the ecumenical creeds and Lutheran confessional writings, as the power of God to create and sustain the Church for God's mission in the world.

#### **Chapter 5. NATURE OF THE CHURCH**

- +S5.01. All power in the Church belongs to our Lord Jesus Christ, its head. All actions of this synod are to be carried out under His rule and authority.
- +S5.02. This church confesses the one, holy, catholic, and apostolic Church and is resolved to serve Christian Unity throughout the world.
- +S5.03. The Church exists both as an inclusive fellowship and as local congregations gathered for worship and Christian service. Congregations find their fulfillment in the universal community of the Church, and the universal Church exists in and through congregations. This church, therefore, derives its character and powers both from the sanction and representation of its congregations and from its inherent nature as an expression of the broader fellowship of the faithful. In length, it acknowledges itself to be in the historic continuity of the communion of saints; in breadth, it expresses the fellowship of believers and congregations in our day.
- +S5.04. This church, inspired and led by the Holy Spirit, participates in the Lutheran World Federation as a global communion of churches, engaging in faithful witness to the gospel of Jesus Christ and in service for the sake of God's mission in the world.

#### **Chapter 6. STATEMENT OF PURPOSE**

- +S6.01. The Church is a people created by God in Christ, empowered by the Holy Spirit, called and sent to

- bear witness to God's creative, redeeming, and sanctifying activity in the world.
- +S6.02. To participate in God's mission, this synod as a part of the Church shall:
- a. Proclaim God's saving Gospel of justification by grace for Christ's sake through faith alone, according to the apostolic witness in the Holy Scripture, preserving and transmitting the Gospel faithfully to future generations.
  - b. Carry out Christ's Great Commission by reaching out to all people to bring them to faith in Christ and by doing all ministry with a global awareness consistent with the understanding of God as Creator, Redeemer, and Sanctifier of all.
  - c. Serve in response to God's love to meet human needs, caring for the sick and the aged, advocating dignity and justice for all people, working for peace and reconciliation among the nations, and standing with the poor and powerless, and committing itself to their needs.
  - d. Worship God in proclamation of the Word and administration of the sacraments and through lives of prayer, praise, thanksgiving, witness, and service.
  - e. Nurture its members in the Word of God so as to grow in faith and hope and love, to see daily life as the primary setting for the exercise of their Christian calling, and to use the gifts of the Spirit for their life together and for their calling in the world.
  - f. Manifest the unity given to the people of God by living together in the love of Christ and by joining with other Christians in prayer and action to express and preserve the unity which the Spirit gives.
- +S6.03. Each synod, in partnership with the churchwide organization, shall bear primary responsibility for the oversight of the life and mission of this church in its territory. In fulfillment of this role and consistent with policies and procedures of this church, the synod shall:
- a. Provide for pastoral care of congregations and rostered ministers in the synod;
  - b. Plan for, facilitate, and nurture the mission of this church through congregations;
  - c. Strengthen interdependent relationships among congregations, synods, and the churchwide organization, and foster relationships with agencies and institutions affiliated with or related to this church as well as ecumenical partners.
  - d. Interpret the work of this church to congregations and to the public on the territory of the synod.
- +S6.03.01. In providing for pastoral care of congregations and rostered ministers in the synod, the responsibilities of the synod include the following:
- a. providing for pastoral care of congregations, ministers of Word and Sacrament, and ministers of Word and Service, in the synod, including:
    - 1) approving candidates for the ministry of Word and Sacrament in cooperation with the appropriate seminaries of this church, which may be done through multi-synodical committees;
    - 2) authorizing ordinations and ordaining ministers of Word and Sacrament on behalf of this church;
    - 3) approving ministers of Word and Service, which may be done through multi-synodical committees;
    - 4) authorizing consecrations and consecrating ministers of Word and Service on behalf of this church; and
    - 5) consulting in the call process for rostered ministers.
  - b. providing for leadership recruitment, preparation, and support in accordance with churchwide standards and policies, including:
    - 1) nurturing and supporting congregations and lay leaders;
    - 2) seeking and recruiting qualified candidates for the rostered ministries of this church;
    - 3) making provision for pastoral care, call review, and guidance;
    - 4) encouraging and supporting persons on the rosters of this church in stewardship of their abilities, care of self, and pursuit of continuing education to undergird their effectiveness of service; and
    - 5) supporting recruitment of leaders for this church's colleges, universities, seminaries, and social ministry organizations.

- c. providing for discipline of congregations, ministers of Word and Sacrament, and ministers of Word and Service; as well as for termination of call, appointment, adjudication, and appeals consistent with Chapter 20 of this church's constitution.
  - d. providing for archives in conjunction with other synods.
- +S6.03.02. In planning for, facilitating, and nurturing the mission of this church through congregations, the responsibilities of the synod include the following:
- a. developing of new ministries, redevelopment of existing ministries, and support and assistance in the conclusion, if necessary, of a particular ministry;
  - b. leading and encouraging of congregations in their evangelism efforts;
  - c. assisting members of its congregations in carrying out their ministries in the world;
  - d. encouraging congregations to respond to human need, work for justice and peace, care for the sick and the suffering, and participate responsibly in society;
  - e. providing resources for congregational life;
  - f. grouping congregations in conferences, clusters, coalitions, or other area subdivisions for mission purposes.
- +S6.03.03. In strengthening interdependent relationships among congregations, synods, and the churchwide organization, and in fostering relationships with agencies and institutions affiliated with or related to this church as well as with ecumenical partners, the responsibilities of the synod include the following:
- a. promoting interdependent relationships among congregations, synods, and the churchwide organization, and entering into partnership with other synods in the region;
  - b. fostering organizations for youth, women, and men, and organizations for language or ethnic communities;
  - c. developing relationships with social ministry organizations and ministries, participating in their mission planning, and providing partnership funding;
  - d. supporting relationships with and providing partnership funding on behalf of colleges, universities, and campus ministries;
  - e. maintaining relationships with and providing partnership funding on behalf of seminaries and continuing education centers;
  - f. fostering supporting relationships with camps and other outdoor ministries;
  - g. fostering supporting relationships with preschools, elementary schools, and secondary schools operated by congregations of the synod;
  - h. fostering relationships with ecumenical and global partners;
  - i. cooperating with other synods and the churchwide organization in creating, using, and supporting regions to carry out those functions of the synod which can best be done cooperatively with other synods and the churchwide organization.
- +S6.03.04. In interpreting the work of this church on the territory of the synod, the responsibilities of the synod include the following:
- a. encouraging financial support for the work of this church by individuals and congregations;
  - b. participating in churchwide programs;
  - c. interpreting social statements in a manner consistent with the interpretation given by the churchwide unit or office which assisted in the development of the statement, and suggestion of social study issues;
  - d. providing ecumenical guidance and encouragement.
- +S6.04. Except as otherwise provided in this constitution and bylaws, the Synod Council shall establish processes that will ensure that at least 60% of the members of the synod assemblies, councils, committees, boards, and other organizational units shall be laypersons; and that, as nearly as possible, 50% of the lay members of assemblies, councils, committees, boards, or other organizational units shall be female and 50% shall be male; and that, where possible, the representation of ministers of Word and Sacrament shall be both male and female. This synod shall establish processes that will enable it to reach a minimum goal that 10% of its assemblies, councils, committees, boards, or other organizational units be persons of color and/or persons whose primary language is other than English.
- +S6.04.01. It is the goal of this synod that 10% of the membership of synod assemblies, councils, committees,

boards and/or other organizational units be persons of color and/or persons whose primary language is other than English.

- +S6.04.02. It is the goal of this synod that at least 10 percent of the voting members of the Synod Assembly, Synod Council, committees, and organizational units of this synod be youth and young adults. The Synod Council shall establish a plan for implementing this goal. For purposes of the constitution, bylaws, and continuing resolutions of this synod, the term “youth” means a voting member of a congregation who has not reached the age of 18 at the time of election or appointment for service. The term “young adult” means a voting member of a congregation between the ages of 18 and 30 at the time of election or appointment for service.
- +S6.05. Each assembly, council, committee, board, commission, task force, or other body of this synod or any synodical units shall be conclusively presumed to have been properly constituted, and neither the method of selection nor the composition of any such assembly, council, committee, board, commission, task force, or other body may be challenged in a court of law by any person or be used as the basis of a challenge in a court of law to the validity or effect of any action taken or authorized by any such assembly, council, committee, board, commission, task force, or other body.
- +S6.06. References herein to the nature of the relationship between the three expressions of this church—congregations, synods, and the churchwide organization—as being interdependent or as being in a partnership relationship describe the mutual responsibility of these expressions in God’s mission and the fulfillment of the purposes of this church as described in this chapter, and do not imply or describe the creation of partnerships, co-ventures, agencies, or other legal relationships recognized in civil law.

## **Chapter 7. SYNOD ASSEMBLY**

- +S7.01. This synod shall have a Synod Assembly, which shall be its highest legislative authority. The powers of the Synod Assembly are limited only by the provisions in the Articles of Incorporation, this constitution and bylaws, the assembly’s own resolutions, and the constitutions and bylaws of this church.
- +S7.11. A regular meeting of the Synod Assembly shall be held at least triennially.
- S7.11.01. The time and place of the annual/biannual/triennial Synod Assembly shall be determined by the Synod Council. The time and place for the next regular assembly normally shall be announced 6 months prior to the assembly.
- S7.12. Special meetings of the Synod Assembly may be called by the bishop with the consent of the Synod Council, and shall be called by the bishop at the request of one-fifth of the voting members of the Synod Assembly.
  - a The notice of each special meeting shall define the purpose for which it is to be held. The scope of actions to be taken at such a special meeting shall be limited to the subject matter(s) described in the notice.
  - b If the special meeting of the Synod Assembly is required for the purpose of electing a successor bishop because of death, resignation, or inability to serve, the special meeting shall be called by the Synod Council after consultation with the presiding bishop of the Evangelical Lutheran Church in America.
- S7.13. Notice of the time and place of all meetings of the Synod Assembly shall be given by the secretary of this synod.
- S7.13.01. The Executive Committee of the Synod Council shall recommend to the Synod Council for ratification persons to serve the Assembly as a Committee on Credentials, a Committee on Elections, a Committee on Minutes, and when there will be an election for bishop, a Committee on the Bishop Election.
- S7.13.02. The Executive Committee of the Synod Council shall recommend to the Synod Council for ratification seven persons from the members of the Assembly to serve as a Committee for Reference and Counsel.
- S7.13.03. The Committee on Credentials, in addition to certifying a quorum and acting on questions of credentials, shall grant or deny permission for the distribution of materials to members of the Assembly not issuing from the office of secretary.
- S7.13.04. All proposed amendments to the constitution or bylaws, proposals for expenditure of funds or amendments to the recommended budget and resolutions that are not germane to the pending question

- or report shall be immediately referred to the Committee for Reference and Counsel, which shall report such proposals along with its recommendations to the Assembly.
- S7.13.05. The minutes of each session the Assembly shall be submitted by the Secretary to a Committee on Minutes, which shall examine the same with care and report thereon to the Assembly. Examination of the minutes of the final session of the final day of the Assembly shall be the responsibility of the Bishop and the Secretary of the Synod. The Bishop and Secretary shall, after making any necessary corrections therein, certify two copies of the printed minutes of each Assembly as the official protocol of said Assembly, and shall submit the same to the next regular Assembly for approval and deposit in the archives of this Church.
- S7.13.06. The Committee on Elections shall oversee all elections of the Assembly, printing, distributing, collecting, and tallying all ballots making complete report of the results of every election to the Assembly together with a written report of each ballot given to the Chair and Secretary. The Committee shall see that all election requirements of the Constitution and bylaws of the Church are met with regard to representation and eligibility. This Committee shall assist the Chair in tallying vote counts and division when called for.
- S7.13.07. The Committee on the Bishop Election shall be composed of five persons of whom not more than two shall be ordained ministers who shall have indicated their intention not to accept nomination for bishop. This committee shall be convened at least six months prior to the Assembly where it is possible. The committee shall oversee a full and worthy preparation for the election and, during the Assembly, presentation of nominees and distribution of information to the Assembly about them.
- S.7.14. One-half of members of the Synod Assembly shall constitute a quorum.
- +S7.21. The membership of the Synod Assembly, of which at least 60% of the voting membership shall be composed of lay persons, shall be constituted as follows:
- a. All ministers of Word and Sacrament under call on the roster of this synod in attendance at the Synod Assembly shall be voting members.
  - b. All ministers of Word and Service under call, on the roster of this synod shall be voting members in the Synod Assembly, in addition to the voting membership of lay members of congregations provided in item +S7.21.c.
  - c. A minimum of one lay member elected by each congregation with fewer than 175 baptized members and a minimum of two lay members elected by each congregation with more than 175 baptized members related to this synod, normally one of whom shall be male and one of whom shall be female, shall be voting members. The Synod Council shall establish a formula to provide additional lay representation from congregations on the basis of the number of baptized members in the congregation. The Synod Council shall seek to ensure that, as nearly as possible, 50 percent of the lay members of the assembly shall be female and 50 percent shall be male. Additional members from each congregation normally shall be equally divided between male and female.
  - d. Voting membership shall include the officers of this synod.
- +S7.21.01 Voting members shall begin serving with the opening of a regular Synod Assembly and shall continue serving until voting members are seated at the next regular Synod Assembly.
- S7.21.C.A91. *Congregations shall be allotted additional voting members as follows: up to 500 baptized members, two voting members; 501 - 750 baptized members, 3 voting members; 751 - 1000 baptized members, 4 voting members; 1001 or more baptized members, 5 voting members. Selection of the voting members by the congregation shall be on the basis of the most recently submitted annual parochial report and shall adhere to male - female formula outlined in +S7.21.c. Any congregation allotted an additional youth voting member under S7.21.01 need not consider such additional youth voting member as one of their additional voting members under this resolution.*
- S.7.22. This synod may establish processes that permit retired ministers, or those designated as disabled, or on leave from call, on the roster of the synod to serve as voting members of the Synod Assembly, consistent with +S7.21.c. If the synod does not establish processes to permit the rostered ministers specified above to serve as voting members, they shall have voice but not vote in the meetings of the Synod Assembly.

- S7.22.01. All ordained ministers, associates in ministry, deaconesses, and diaconal ministers on the roster of this synod who are retired and who are in attendance at the Synod Assembly shall be voting members.
- S7.22.02. All ordained ministers, associates in ministry, deaconesses, and diaconal ministers on the roster of this synod who are on leave from call and who are in attendance at the Synod Assembly shall be voting members.
- S7.22.03. All ordained ministers, associates in ministry, deaconesses, and diaconal ministers on the roster of this synod who are designated as disabled and who are in attendance at the Synod Assembly shall be voting members.
- S7.23. The presiding bishop of the Evangelical Lutheran Church in America and such other official representatives of this church as may be designated from time to time by the Church Council shall have voice but not vote in the meetings of the Synod Assembly. Like privileges shall be accorded to those additional persons whom the Synod Assembly or the Synod Council shall from time to time designate.
- S7.24. Ministers under call on the rosters of this synod shall remain as members of the Synod Assembly so long as they remain under call and so long as their names appear on the rosters of this synod. Lay members of the Synod Assembly representing congregations shall continue as such until replaced by the election of new members or until they have been disqualified by termination of membership. Normally, congregations will hold elections prior to each regular meeting of the Synod Assembly.
- +S7.25. Except as otherwise provided in this constitution or in the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*, each voting member of the Synod Assembly shall be a voting member of a congregation of this synod.
- S7.26. This Synod may establish processes through the Synod Council that permit representatives of congregations under development and authorized worshiping communities of the synod, which have been authorized under Evangelical Lutheran Church in America bylaw 10.02.03., to serve as voting members of the Synod Assembly, consistent with +S7.21.
- S7.26.01. The participants of mission settings formed with the intent of becoming recognized congregations may elect voting members of the Synod Assembly, consistent with the requirements for congregations as expressed in +S7.21.
- S7.26.02. The participants of synodically authorized worshiping communities may elect voting members of the Synod Assembly, consistent with the requirements for congregations as expressed in +S7.21.
- S7.27. This synod may establish processes through the Synod Council to grant minister of Word and Sacrament from a church body with which a relationship of full communion has been declared and established by the Churchwide Assembly of the Evangelical Lutheran Church in America the privilege of both voice and vote in the Synod Assembly during the period of that minister's service in a congregation of this church.
- S7.27.04. An ordained minister from a church body in full communion with the Evangelical Lutheran Church in America serving as a pastor under contract to a congregation of this synod shall be a voting member of the Synod Assembly during that ordained minister's service in this synod.
- S7.28. Duly elected voting members of the Synod Council who are not otherwise voting members of the Synod Assembly under +S7.21. shall be granted the privilege of both voice and vote as members of the Synod Assembly.
- +S7.31. Proxy and absentee voting shall not be permitted in the transaction of any business of this synod.
- S7.32. Robert's Rules of Order, latest edition, shall govern parliamentary procedure of the Synod Assembly, unless otherwise ordered by the assembly.
- S7.33. "Ex-officio" as used herein means membership with full rights of voice and vote unless otherwise expressly limited.

**Chapter 8. OFFICERS**

- +S8.01. The officers of this synod shall be a bishop, a vice-president, a secretary, and a treasurer.
- S8.10. Bishop
- +S8.11. The bishop shall be elected by the Synod Assembly. The bishop shall be a minister of Word and Sacrament of the Evangelical Lutheran Church in America.

- +S8.12. As this synod's pastor, the bishop shall:
- a. Preach, teach, and administer the sacraments in accord with the Confession of Faith of this church.
  - b. Have primary responsibility for the ministry of Word and Sacrament in this synod and its congregations, providing pastoral care and leadership for this synod, its congregations, its ministers of Word and Sacrament, and its ministers of Word and Service.
  - c. Exercise solely this church's power to ordain (or provide for the ordination by another synodical bishop of) approved candidates who have received and accepted a properly issued, duly attested letter of call for the office of ministry of Word and Sacrament (and as provided in the bylaws of the Evangelical Lutheran Church in America).
  - d. Consecrate (or provide for the consecration of) approved candidates who have received and accepted a properly issued, duly attested letter of call for service as ministers of Word and Service.
  - e. Attest letters of call for persons called to serve congregations in the synod, letters of call for persons called by the Synod Council, and letters of call for persons on the rosters of this synod called by the Church Council.
  - f. Install (or provide for the installation of) rostered ministries whose calls the bishop has attested.
  - g. Exercise leadership in the mission of this church and in so doing:
    - 1) Interpret and advocate the mission and theology of the whole church;
    - 2) Lead in fostering support for and commitment to the mission of this church within this synod;
    - 3) Coordinate the use of the resources available to this synod as it seeks to promote the health of this church's life and witness in the areas served by this synod;
    - 4) Submit a report to each regular meeting of the Synod Assembly concerning this synod's life and work; and
    - 5) Advise and counsel this synod's related institutions and organizations.
  - h. Practice leadership in strengthening the unity of the Church and in so doing:
    - 1) Exercise oversight of the preaching, teaching, and administration of the sacraments within this synod in accord with the Confession of Faith of this church;
    - 2) Be responsible for administering the constitutionally established processes for the resolution of controversies and for the discipline of rostered ministers, and congregations of this synod;
    - 3) Be the chief ecumenical officer of this synod;
    - 4) Consult regularly with other synodical bishops and the Conference of Bishops;
    - 5) Foster awareness of other churches throughout the Lutheran world communion and, where appropriate, engage in contact with leaders of those churches;
    - 6) Cultivate communion in faith and mission with appropriate Christian judicatory leaders functioning within the territory of this synod; and
    - 7) Be ex officio a member of the Churchwide Assembly.
  - i. Oversee and administer the work of this synod and in so doing:
    - 1) Serve as the president of the synod corporation and be the chief executive and administrative officer of this synod who is authorized and empowered, in the name of this synod, to sign deeds or other instruments and to affix the seal of this synod;
    - 2) Preside at all meetings of the Synod Assembly and provide for the preparation of the agenda for the Synod Assembly, Synod Council and the Council's Executive Committee;
    - 3) Ensure that the constitution and bylaws of this synod and of the churchwide organization are duly observed within this synod, and that the actions of the synod in conformity therewith are carried into effect;
    - 4) Exercise supervision over the work of the other officers;
    - 5) Coordinate the work of all synodical staff members;
    - 6) Appoint all committees for which provision is not otherwise made;



- 7) Be a member of all committees and any other organizational units of the synod, except as otherwise provided in this constitution;
- 8) Provide for preparation and maintenance of synodical rosters containing the names and addresses of all rostered ministers of this synod and a record of the calls under which they are serving or the date on which they become retired or disabled;
- 9) Annually bring to the attention of the Synod Council the names of all rostered ministers on leave from call or engaged in approved graduate study in conformity with the constitution, bylaws, and continuing resolutions of this church and pursuant to prior action of this synod through the Synod Council;
- 10) Provide for prompt reporting to the secretary of this church: of:
  - a) additions to and subtractions from the rosters of this synod and the register of congregations;
  - b) the issuance of certificates of transfer for rostered ministers in good standing who have received and accepted a properly issued, duly attested, regular letter of call under the jurisdiction of another synod;
  - c) the entrance of the names of such persons for whom proper certificates of transfer have been received;
- 11) Provide for preparation and maintenance of a register of the congregations of this synod and names of the laypersons who have been elected to represent them; and
- 12) Appoint a statistician of the synod, secure the parochial reports of the congregations, and make the reports available to the secretary of this church for collation, analysis, and distribution of the statistical summaries to this synod and the other synods of this church.

S8.12.A.92. *Ordained ministers on leave from call as stated in Evangelical Lutheran Church in America 7.31.16 shall include with the annual report of his or her ministry to the Bishop of Synod, a letter requesting a continuation of being placed on leave from call, such request to include the reason for the continuation request and efforts made in the past year to be available for or to seek a call.*

S8.12.B.92. *All **associates** in ministry, commissioned teachers, and consecrated deacons and deaconesses on leave from appointment as stated in Evangelical Lutheran Church in America 7.52.16 shall submit to the Bishop of Synod, annually, a letter requesting a continuation of being placed on leave from appointment, such request to include the reason for the continuation request and efforts made in the past year to be available for or to seek an appointment. The letter shall be submitted 90 days prior to the Annual Synod Assembly.*

+S8.13 The synodical bishop may appoint an attorney, admitted to the bar within the territory of the synod or the state where the synod is located, to be Synod Attorney. The appointment must be approved by the Synod Council and reported to the Synod Assembly and to the ELCA secretary. The appointment continues until resignation or until a successor is appointed. The Synod Attorney provides legal advice and counsel to the synodical officers and the Synod Council. The Synod Attorney is expected to be familiar with the governing documents and policies of the synod and, as necessary, to attend meetings of the Synod Council. The Synod Attorney serves without salary but may be retained and compensated for specific legal services requested by the synod.

S8.14. The synodical bishop may have such assistants as this synod shall from time to time authorize.

+S8.15. The presiding bishop of this church, or the appointee of the bishop, shall install into office, in accord with the policy and approved rite of this church, each newly elected synodical bishop.

+S8.16. Conflicts of Interest

+S8.16.01. The following procedures shall govern matters of potential conflicts of interest for synodical bishops:

- a. Whenever a synodical bishop determines that a matter of the kind described in +S8.16.01.b. may require his or her determination or action with respect to a related individual as defined in +S8.16.01.c., the synodical bishop shall withdraw from personal involvement in such matter and shall so notify the presiding bishop. The presiding bishop shall then appoint another synodical bishop from the same region to handle the matter to conclusion. In dealing with such matter, the appointed bishop shall exercise all of the functions and authority to the same extent as if the appointed bishop were the elected bishop of the withdrawing bishop's

synod.

- b. Matters include any proceedings under Chapter 20, proceedings under provision 7.46. of the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America* (+S14.13.), candidacy, reinstatement, and similar matters where determinations or actions by the synodical bishop could change, limit, restrict, approve, authorize, or deny the related individual's ministry on one of the official rosters of this church.
- c. A related individual is one who, with respect to the synodical bishop, is a spouse, parent, son, daughter, sibling, uncle, aunt, niece, nephew, grandparent, grandchild, including corresponding members of blended families and in-laws (parent, son, daughter, or sibling of a spouse, spouse of a sibling, or the parent of sibling of the spouse of a sibling).

S8.20. Vice-President

+S8.21. The vice-president shall be elected by the Synod Assembly. The vice-president shall be a layperson. The vice-president shall be a voting member of a congregation of this synod. The vice-president shall not receive a salary for the performance of the duties of the office.

S8.22. The vice-president shall chair the Synod Council.

S8.23. In the event of the death, resignation, or disability of the bishop, the vice-president, after consultation with the presiding bishop of the Evangelical Lutheran Church in America, shall convene the Synod Council to arrange for the conduct of the duties of the bishop until a new bishop shall be elected or, in the case of temporary disability, until the bishop resumes full performance of the duties of the office.

S8.30. Secretary

+S8.31. The secretary shall be elected by the Synod Assembly. The secretary shall be a voting member of a congregation of this synod. The secretary may be either a layperson or a minister of Word and Sacrament.

+S8.32. The secretary shall:

- a. Keep the minutes of all meetings of the Synod Assembly and Synod Council, be responsible for the printing and distribution of such minutes, and perform such other duties as this synod may from time to time direct.
- b. Be authorized and empowered, in the name of this synod, to attest all instruments which require the same, and which are signed and sealed by the bishop.
- c. In consultation with the bishop, classify and arrange all important papers and documents and deposit them in the archives of this synod.
- d. Submit to the secretary of this church at least nine months before the Churchwide Assembly a certified list of the regular and alternate voting members elected by the Synod Assembly.

S8.40. Treasurer

+S8.41. The treasurer may be elected by the Synod Assembly or may be appointed by the Synod Council. The treasurer shall be a voting member of a congregation of this synod. The treasurer may be either a layperson or an minister of Word and Sacrament.

S8.42. The treasurer shall provide and be accountable for:

- a. Management of the monies and accounts of this synod, its deeds, mortgages, contracts, evidences of claims and revenues, and trust funds, holding the same at all times subject to the order of this synod.
- b. Investment of funds upon the authorization of the Synod Council.
- c. Receipt and acknowledgment of offerings, contributions, and bequests made to this synod, collecting interest and income from its invested funds, and paying regular appropriations and orders on the several accounts as approved and directed by the Synod Council. The treasurer shall transmit each month to the treasurer of the Evangelical Lutheran Church in America the funds received by this synod for the general work of this church.
- d. Maintenance of a regular account with each congregation of this synod and informing the congregation, at least quarterly, of the status of this account.
- e. Rendering at each regular meeting of the Synod Assembly a full, detailed, and duly audited

report of receipts and disbursements in the several accounts of this synod for the preceding fiscal year, together with the tabulation, for record and publication in the minutes, of the contributions from the congregations.

- f. Obtaining a fidelity bond in the amount determined by the Synod Council for persons handling synod funds, which bond shall be in the custody of the secretary. The premium for the bond shall be paid by this synod. Fidelity coverage provided by the Evangelical Lutheran Church in America shall be deemed a fulfillment of the requirement.

S8.50. GENERAL PROVISIONS

+S8.51. The terms of office of the officers of this synod shall be:

- a. The bishop of this synod shall be elected to a term of six years and may be reelected.
- b. The vice president and secretary of this synod shall be elected to a term of four years and may be reelected.
- c. The treasurer of this synod shall be elected to a four-year term and may be reelected.

S8.52. The terms of the officers shall begin on the first day of July following election or, in special circumstances, at a time designated by the Synod Council.

+S8.53. Each officer shall be a voting member in a congregation of this synod, except that the bishop need not be a member of a congregation of the synod at the time of election.

+S8.54. Should the bishop die, resign, or be unable to serve, the vice-president, after consultation with the presiding bishop of the Evangelical Lutheran Church in America, shall convene the Synod Council to arrange for the appropriate care of the responsibilities of the bishop until an election of a new bishop can be held or, in the case of temporary disability, until the bishop is able to serve again. Such arrangements may include the appointment by the Synod Council of an interim bishop, who during the vacancy or period of disability shall possess all the powers and authority of a regularly elected bishop. The term of the successor bishop, elected by the next Synod Assembly or a special meeting of the Synod Assembly called for the purpose of election, shall be six years, with the subsequent election to take place at the Synod Assembly closest to the expiration of such a term and with the starting date of a successor term to be governed by constitutional provision S8.52.

S8.55. Should the vice-president, secretary, or treasurer die, resign, or be unable to serve, the bishop, with the approval of the Executive Committee of the Synod Council, shall arrange for the appropriate care of the responsibilities of the officer until an election of a new officer can be held, or in the case of temporary disability, until the officer is able to serve again. The term of the successor officer, elected by the next Synod Assembly, shall be four years. If the treasurer is appointed by the Synod Council, the Synod Council shall appoint a new treasurer to a four year term.

+S8.56. The Executive Committee of the Synod Council shall determine whether an officer is unable to serve; the officer may appeal the decision of the Executive Committee by requesting a hearing before the Synod Council. A meeting to determine the ability of an officer to serve shall be called upon the request of at least three members of the Executive Committee and prior written notice of the meeting shall be given to the officer in question at least ten calendar days prior to the meeting.

+S8.57. The recall or dismissal of an officer and the vacating of office may be effected for willful disregard or violation of the constitutions, bylaws, and continuing resolutions of this church; for such physical or mental disability as renders the officer incapable of performing the duties of office; or for such conduct as would subject the officer to disciplinary action as a rostered minister or as a member of a congregation of this church.

a. Proceedings for the recall or dismissal of a synodical bishop shall be instituted by written petition by:

- 1) the Synod Council on an affirmative vote of at least two-thirds of its elected members present and voting;
- 2) the Synod Assembly on an affirmative vote of at least two-thirds of its members present and voting;
- 3) at least 10 synodical bishops; or
- 4) the presiding bishop of this church.

- b. Proceedings for the recall or dismissal of an officer of a synod, other than the synodical bishop, shall be instituted by written petition by:
    - 1) the Synod Council on an affirmative vote of at least two-thirds of its elected members present and voting;
    - 2) the Synod Assembly on an affirmative vote of at least two-thirds of its members present and voting; or
    - 3) the synodical bishop.
  - c. The petition shall be filed with the chair of the Committee on Appeals (in care of the secretary of the Evangelical Lutheran Church in America, 8765 West Higgins Road, Chicago, Illinois 60631) and shall set forth the specific charge or charges.
  - d. Upon the filing of a written petition, the Executive Committee of the Synod Council may temporarily suspend the officer from service in the synod without prejudice, but with continuation of compensation, including benefits, if the officer is a salaried employee of the synod.
  - e. In the case of alleged physical or mental incapacity of an officer of the synod, the procedures outlined in †S8.56. shall be followed, and such officer shall comply with the decision of the Synod Council. If such officer fails or refuses to comply, the Synod Council may proceed to petition for recall or dismissal as follows:
    - 1) the Synod Council will submit a written report of their findings and the basis of their decision to the Committee on Appeals.
    - 2) the Committee on Appeals, other than those who are disqualified, shall review the findings and decision of the Synod Council and by an affirmative vote of at least two-thirds of those present and voting may adopt the findings and grant the petition.
  - f. If the synod officer is a minister of Word and Sacrament, grounds for recall or dismissal include those set forth in ELCA bylaw 20.21.01. and as defined under the process described in ELCA constitutional provisions 20.20. and 20.21. as grounds for discipline. If the officer is a minister of Word and Service, grounds for recall or dismissal include those set forth in ELCA bylaw 20.22.01. and as defined under the process described in ELCA constitutional provisions 20.20. and 20.21. as grounds for discipline.
  - g. If the officer is a layperson, grounds for recall or dismissal include those set forth in ELCA bylaw 20.41.01. as grounds for discipline.
  - h. If the case of alleged willful disregard or violation of the constitutions, bylaws, and continuing resolutions or of alleged conduct as would subject the officer to disciplinary action, the following procedures shall apply:
    - 1) the petition shall be referred to the Committee on Appeals, which shall function as the discipline hearing committee that shall conduct a hearing in accordance with the rules provided for in ELCA bylaw 20.21.16. except to the extent that those rules are in conflict with the provisions of this bylaw; and
    - 2) the members of the Committee on Appeals, other than those who are disqualified, may grant the petition by an affirmative vote of at least two-thirds of those present and voting.
  - i. Written notice of a decision by the Committee on Appeals that the charges have been sustained shall be given to the affected officer and to the Synod Council, and the office shall be vacated.
- +S8.58. If the bishop is to be temporarily absent from the synod for an extended period, the bishop, with the consent of the Synod Council, may appoint as acting bishop for such period a minister of Word and Sacrament of this church. Except as limited by action of the Synod Council, an acting bishop shall possess all of the powers and authority of a regularly elected bishop other than authority to ordain or to authorize the ordination of properly approved candidates for ordination.

## **Chapter 9. NOMINATIONS AND ELECTIONS**

- +S9.01. The Synod Assembly shall elect such officers of this synod and such other persons as the constitution and bylaws may require, according to procedures set forth in the bylaws. The Synod Assembly shall elect members of the Churchwide Assembly in accordance with bylaw 12.41.11 of the constitution and bylaws of the Evangelical Lutheran Church in America.
- S9.01.01. Synod Council members, voting members from this synod to the Churchwide assembly, and members

of the Discipline Committee and Consultation Committee shall be elected at large by the Synod Assembly. Synod Council members, except the officers, shall be elected at large by the Synod Assembly from nominations submitted by conferences so that there are two lay persons from each conference, one male and one female, and an ordained minister or Synodically Authorized Worship Leader from each conference on the Synod Council. It is the expectation that the two lay voting members serving on the Synod Council shall not be from the same congregation, nor be married to each other or from the same household. It is the expectation that one of the voting members from a conference shall be under the age of thirty-five (35) at the time of election and the other shall be age thirty-five or older at the time of election. The Synod Council shall ensure that a youth member is elected to serve on the Synod Council. Clergy members to the Synod Council may be from the same congregation as one of the lay voting members.

- S9.01.02. Persons nominated as voting members to the Churchwide Assembly of the Evangelical Lutheran Church in America and not elected shall become alternates in the category of their nomination in priority order of number of votes received.
- S9.01.03. When it becomes evident that an ordained minister or lay voting member elected by the Synod Assembly is unable to be in attendance at the Churchwide Assembly of the Evangelical Lutheran Church in America, and all alternate voting members in that category of voting members are also unable to attend or are not available, the Bishop of Synod may appoint an appropriate substitute.
- S9.02. In all elections by the Synod Assembly, other than for the bishop, a majority of the legal votes cast shall be necessary for election.
- S9.03. There shall be a Nominating Committee consisting of seven members who shall be appointed by the Synod Council to serve for each regular meeting of the Synod Assembly. Additional nominations may be made from the floor for all elections for which nominations are made by the Nominating Committee.
- S9.04. The bishop shall be elected by the Synod Assembly by ecclesiastical ballot. Three-fourths of the legal votes cast shall be necessary for election on the first ballot. If no one is elected, the first ballot shall be considered the nominating ballot. Three-fourths of the legal votes cast on the second ballot shall be necessary for election. The third ballot shall be limited to the seven persons (plus ties) who received the greatest number of legal votes on the second ballot, and two-thirds of the legal votes cast shall be necessary for election. The fourth ballot shall be limited to the three persons (plus ties) who receive the greatest number of legal votes on the third ballot, and 60% of the legal votes cast shall be necessary for election. On subsequent ballots a majority of the legal votes cast shall be necessary for election. These ballots shall be limited to the two persons (plus ties) who receive the greatest number of legal votes on the previous ballot.
- S9.04.01. Only persons nominated on the first ballot who verbally, or by signed letter accept nomination, shall be eligible for the second ballot.
- S9.05. The Nominating Committee shall nominate at least one person for vice-president; additional nominations may be made from the floor.
- S9.06. The Synod Council shall nominate at least one person for secretary; additional nominations may be made from the floor.
- S9.07. The Synod Council shall nominate at least one person for treasurer; additional nominations may be made from the floor.
- S9.08. In all elections, except for the Bishop, the names of the persons receiving the highest number of legal votes, but not elected by a majority of the legal votes cast on a preceding ballot, shall be entered on the next ballot to the number of two for each vacancy unfilled. On any ballot when only two names appear, a majority of the legal votes cast shall be necessary for election.
- S9.09. The result of each ballot in every election shall be announced in detail to the assembly.
- +S9.10. When notified by the secretary of this church, on behalf of the Nominating Committee of the Churchwide Assembly, the Synod Assembly shall nominate two persons in the specified categories for possible election by the Churchwide Assembly to the Church Council.
- S9.11. The Synod Council shall elect or appoint representatives to the steering committee of its region.
- +S9.12. Background checks and screening shall be required and completed for persons nominated as synodical officers prior to their election, if possible, or as soon as practical after their election. The specific

procedures and timing of background checks and screening shall be determined by the Synod Council.

## **Chapter 10. SYNOD COUNCIL**

- +S10.01. The Synod Council consisting of the four officers of the synod, 10 - 24 other members, and at least one youth and at least one young adult, shall be elected by the Synod Assembly.
- a. Each person elected to the Synod Council shall be a voting member of a congregation of this synod, with the exception of ministers on a roster of this synod who reside outside the territory of this synod. The process for election and the term of office when not otherwise provided shall be specified in the bylaws. A member of the Church Council of the Evangelical Lutheran Church in America, unless otherwise elected as a voting member of the Synod Council, may serve as an advisory member of the Synod Council with voice but not vote.
  - b. The term of office of members of the Synod Council, with the exception of the officers and the youth member, shall be four years.
- S10.01.01. The Synod Council shall consist of two laypersons from each of the conferences of this synod, an ordained minister from each of the conferences of this synod, and the officers of this following the formula as given in S9.01.01.
- S10.01.02. The term of office for laypersons and ordained ministers nominated from conferences to serve on the Synod Council is a single four year term. An uncompleted term, when vacant, shall be filled by the Synod Council from nominations submitted by the appropriate conference.
- S10.01.03. Chairpersons of commissions or task groups, representatives of the synodical organizations of women, men and youth, and staff officials of this synod shall have the privilege of voice, without vote, at regular meetings of the Synod Council except that when the council has declared itself in executive session they shall be excluded.
- +S10.02. The Synod Council shall be the board of directors of this synod and shall serve as its interim legislative authority between meetings of the Synod Assembly. It may make decisions which are not in conflict with actions taken by the Synod Assembly or which are not precluded by provisions of this constitution or the constitution and bylaws of the Evangelical Lutheran Church in America.
- S10.02.01. The Synod Council shall meet three times a year. Special meetings may be held at the call of the bishop or the vice-president after consultation with the officers.
- S10.02.02. A majority of the Synod Council shall constitute a quorum for the conduct of official business.
- S10.03. The functions of the Synod Council shall be to:
- a. Exercise trusteeship responsibilities on behalf of this synod.
  - b. Recommend program goals and budgets to the regular meetings of the Synod Assembly.
  - c. Carry out the resolutions of the Synod Assembly.
  - d. Provide for an annual review of the roster of ministers of Word and Sacrament and the roster of ministers of Word and Service, receive and act upon appropriate recommendations, regarding those persons whose status is subject to reconsideration and action under the constitution and bylaws of Evangelical Lutheran Church in America, and make a report to the Synod Assembly of the Synod Council's actions in this regard.
  - e. Issue letters of call to rostered ministers as authorized by Chapter 7 of the constitution and bylaws of the Evangelical Lutheran Church in America.
  - f. Fill vacancies until the next regular meeting of the Synod Assembly except as may otherwise be provided in the constitution or bylaws of this synod, and determine the fact of the incapacity of an officer of this synod.
  - g. Report its actions to the regular meeting of the Synod Assembly.
  - h. Perform such other functions as are set forth in the bylaws of this synod, or as may be delegated to it by the Synod Assembly.
- S10.03.A92. *Authority to issue letters of call to ordained ministers and letters of appointment to **associates** in ministry, consecrated deacons and deaconesses, commissioned teachers, and certified or commissioned lay professionals as authorized by Chapter 7 of the Constitution and bylaws of the Evangelical Lutheran Church in America shall be in the Synod Council by at least a two-thirds*

*majority ballot of the members present and voting at any regular or specially called meeting of the Council.*

- S10.04. Any proposal to appropriate funds, whether by amendment to the budget or otherwise, which is presented to a meeting of the Synod Assembly without the approval of the Synod Council, shall require a two-thirds vote for adoption.
- S10.05. No elected member of the Synod Council shall receive compensation for such service.
- S10.06. If a member of the Synod Council ceases to meet the requirements of the position to which she or he was elected, the office filled by such member shall at once become vacant.
- S10.07. The composition of the Synod Council, the number of its members, and the manner of their selection, as well as the organization of the Synod Council, its additional duties and responsibilities, and the number of meetings to be held each year shall be as set forth in the bylaws.
- S10.07.01. To the extent permitted by state law, meetings of the Synod Council and its committees may be held electronically or by telephone conference, and notice of all meetings may be provided electronically.
- S10.07.02. The Synod Council shall select from within its membership seven members as a Nominating Committee, which shall serve according to the provisions of Chapter 9 of the Constitution; six members as a Legal and Constitution Review Committee, and five members (four in certain years when membership of the Council is reduced by certain election bylaw requirements) as a Finance Committee. Each standing committee shall elect its own chairperson. The chairs of the standing committees shall serve with the officers of Synod as the Executive Committee.
- S10.07.02.A05. *Each standing committee shall elect a vice-chair to serve as the committee chair in the absence of the chair. In that event, the vice-chair shall have voice and vote on the Executive Committee. The chair and vice-chair' s terms shall not be co-terminus. The vice-chair' s term shall expire upon the election of a new committee chair.*
- S10.07.03. Conference calls may be used to conduct the business of the Synod Council, commissions and committees provided quorum requirements are met and the actions are ratified at the next meeting of the unit.
- S10.07.04. The Synod Council may constitute itself into review panels to have oversight of any Commissions or ministry teams.
- S10.07.05. Terms of members of the Synod Council, any commissions, ministry teams and committees, and deans shall begin on the first day of July.

## **Chapter 11. COMMITTEES AND COMMISSIONS**

- +S11.01. There shall be an Executive Committee, a Consultation Committee, a Committee on Discipline, a Mutual Ministry Committee, an Audit Committee and such other committees as this synod may from time to time determine. The duties and functions of such committees, or any other organizational units created by this synod, and the composition and organizational structure of such units, shall be as set forth in this constitution or in the bylaws or continuing resolutions, and shall be subject to any applicable provisions or requirements of the constitution and bylaws of the Evangelical Lutheran Church of America.
- S11.01.01. The Executive Committee shall consist of the four officers and three members of the Synod Council as specified in S10.07.01. The Executive Committee shall receive and deal with expressions of concern from congregations, ministers or organizations of this synod and shall arbitrate disputes arising in this synod other than those specified in Chapter 20 of the Evangelical Lutheran Church in America Constitution. It shall provide advice to the officers regarding their work. If necessary, this committee shall determine if an officer is unable to serve and it shall arrange for the conduct of that office until a successor is elected or appointed. It shall perform other functions as assigned to it by the Synod Council. It shall meet prior to each Synod Council meeting or at the call of the bishop.
- S11.01.02. The Synod Council shall provide for persons or teams that have responsibility for the support and advancement of new and renewing ministries, Lifelong Leadership Formation, and candidacy. Appointments of such persons or teams shall be made with regard to special abilities, geographical distribution, inclusiveness goals, and balance
- S11.01.03. The person or teams with responsibilities for new and renewing ministries, lifelong leadership

- formation, and candidacy shall determine their own goals, procedures and processes for evaluation, and shall regularly report to the Synod Council on their work and activities.
- S11.01.04. The persons or ministry team with responsibility new and renewing ministries will seek to provide congregations with the resources, encouragement and training to be healthy, faithful, creative and renewed enters of community and mission. They will seek to promote the development of new congregations as well as promote new and innovative ways for this synod to be publicly present in the world—locally, regionally, and globally—in Word and Sacrament as well as words and deeds.
- S11.01.05. The persons or ministry team with responsibility for lifelong leadership formation will seek to add breadth and depth to the leadership of this church by providing counsel and training regarding the call to public ministry as well as the vision, skills and continuing education for service in the church for the sake of Christ’s mission in the world.
- +S11.02. The Consultation Committee of this synod shall consist of at least six persons and not more than 12 persons, of whom half shall be ministers of Word and Sacrament and half shall be lay persons, who shall each be elected by the Synod Assembly for a term of six years without consecutive reelection. The functions of the Consultation Committee are set forth in Chapter 20 of the Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America and in Chapter 17 of this constitution. The size of the Consultation Committee, in accord with this provision shall be defined in this synod’s bylaws.
- +S11.03. The Committee on Discipline of this synod shall consist of 12 persons of whom six shall be ministers of Word and Sacrament and six shall be laypersons, who shall each be elected by the Synod Assembly for a term of six years without consecutive reelection.
- a. The functions of the Committee on Discipline of this synod are set forth in Chapter 20 of the Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America. The Synod Council shall fill vacancies on the Committee on Discipline for any unexpired term.
- +S11.04. The Mutual Ministry Committee shall be appointed by the Executive Committee of the Synod Council to provide support and counsel to the bishop.
- +S11.05. The Audit Committee of this synod shall consist of three to six persons, none of whom are members of the synod staff. Up to half of the committee members may be Synod Council members. The Audit Committee members shall be elected by the Synod Council for a term of three years and be eligible for re-election to a second consecutive three-year term. The terms of the Audit Committee members shall be staggered. The Audit Committee shall be responsible for assisting the Synod Council in fulfilling its general oversight of the synod’s accounting, financial reporting, internal control systems, and external audit processes as provided in +S15.31.
- 11.06 There shall be a Mission Endowment Fund of the Northern Texas – Northern Louisiana Synod of the Evangelical Lutheran Church in America.
- 11.06.01 The purpose of the Mission Endowment Fund is to benefit: (1) new mission congregations, (2) churches that have exceptional potential but inadequate financial resources, and (3) new or existing projects that have special promise for carrying out God’s work and need ‘seed’ money or other financial help.
- 11.06.02 The Board of Directors of the Mission Endowment Fund of this synod shall consist of fourteen to twenty (14-20) members, of whom ten to fourteen (10-14) are lay persons and four to six (4-6) are clergy, who shall be elected by the Synod Council for a term of three (3) years. One-third of the members will be elected each year. Board members may serve no more than two (2) consecutive terms; a member must be absent from the board for one year to be eligible for additional terms.
- 11.06.03 The Synod Council shall hire an Executive Director for the Mission Endowment Fund to serve on the Board as an ex-officio member, to report to the Synod Council at its regularly scheduled meetings, and to assist the Board in the preparation of an annual report to the Synod Assembly.
- 11.06.04 The Synod Council shall include the Mission Endowment Fund in the annual audit performed by this synod’s auditor.
- 11.06.05 In the event of the dissolution of the Synod, the Mission Endowment Fund shall be transferred to the successor organization.



11.06.06 The functions of the Mission Endowment Fund are set forth in the Policies and Procedures of the Mission Endowment Fund.

S11.10. GENERAL PROVISIONS

S11.11. This synod shall in its bylaws or by continuing resolution establish a process to ensure that the members of its committees and other organizational units will be persons possessing the necessary knowledge and competence to be effective members of such units, and to meet the requirements of +S6.04. With the exception of ministers on the rosters of this synod who reside outside the territory of this synod, each member of a committee of this synod, or any other organizational unit created by this synod, shall be a voting member of a congregation of this synod.

**Chapter 12. CONFERENCES, CLUSTERS, COALITIONS, OR OTHER AREA SUBDIVISIONS**

+S12.01. This synod may establish conferences, clusters, coalitions, area subdivisions, and networks as appropriate within its territory and in collaboration with other synods and partners as specified in the bylaws and continuing resolutions. The purpose of such groupings shall be to foster interdependent relationships for missional purposes among congregations, synods, the churchwide organization, and other partners.

S12.01.01. There shall be seven (7) mission conferences of congregations and Synodically Authorized Worshiping Communities (SAWCs) in the territory of this synod, six (6) geographic and one (1) non-geographic. The Synod Council shall assign congregations and SAWCs to appropriate conferences. Conferences shall be:

HISPANIC/LATINO MISSION CONFERENCE - Alvarado: San Gabriel; **Arlington: Adviento**; Fort Worth: *San Miguel*; Dallas: Walnut Hill and Emanuel; Garland: First Sagrada Familia; Irving: Santa Maria de Guadalupe (*in Exile*); **Waco: San Mateo**.

PANHANDLE MISSION CONFERENCE - Amarillo: Beautiful Savior; Gruver: Oslo; Levelland: St. Paul; Littlefield: St. Martin; Lockney: Trinity; Lubbock: Gloria Dei and Shepherd King; Slaton: Grace and Immanuel; Spearman: Faith; Wilson: St. John; Clovis (NM): Trinity.

WESTERN TEXAS MISSION CONFERENCE – Abilene: Grace; Avoca: Bethel; Midland: Hope and Midland; Miles: Trinity; Odessa: Christ’s; Roscoe: First Salem; Sagerton: Faith; San Angelo: Calvary.

METROPLEX WEST MISSION CONFERENCE: - Alvarado: San Gabriel; Arlington: Advent, **Adviento** and Shepherd of Life; Fort Worth: Community of Hope, Faith, Grace Evangelical, King of Glory, Kyrie Pub Church, St. Matthew’s, *San Miguel* and Trinity; Granbury: Emmanuel; Haltom City: Christ the King; Umoja; Jacksboro: Church of the Damascus Road; Keller: New Hope; Richland Hills: Calvary; Southlake: Abiding Grace; Springtown: Hope; Stephenville: Common Grace; Vernon: Peace; Weatherford: Messiah; Wichita Falls: Faith and Trinity.

METROPLEX NORTH MISSION CONFERENCE – Allen: Christ the Servant and Gethsemane; Carrollton: Grace; Coppell: Finnish Community and Rejoice; Denton: Christ the Servant; Durant, OK: Our Saviour’s; Flower Mound: Faith; Frisco: Rejoice; Plano: Preston Meadow and Resurrection; Richardson: St. Luke and Dallas Oromo; Sherman: Trinity; and The Colony: Good Shepherd.

EASTERN MISSION CONFERENCE - Dallas: Bethany, Central, Christ, Emanuel, First United, King of Glory, Mount Olive, St. John, Umoja, and Walnut Hill; Duncanville: New Life in Christ; Garland: Ascension, First Sagrada Familia, and Gloria Dei; Glenn Heights: Lord of Life; Grand Prairie: Our Redeemer; Greenville: Redeemer; Irving: Good Shepherd, Holy Trinity, Santa Maria (*in Exile*); Longview: First; Mabank: Four Mile; Marshall: Good Shepherd; Mesquite: Our Savior; Rockwall: Joy; Shreveport, LA: Holy Trinity and St. Stephen.

SOUTH CENTRAL MISSION CONFERENCE – Bartlett: St. John; Clifton: Our Savior and Trinity; Comanche: Hope; Coryell City (Gatesville): St. John; Cranfills Gap: St. Olaf; Crawford: St. Paul; Killeen: Immanuel; Malone: St. Peter; McGregor: Zion; Meridian: Faith; Rosebud: Salem; Shive (Pottsville): St. Paul; Pottsville: Trinity; Temple: Covenant and First; Waco: First, St. Matthew and San Mateo.

- S12.01.02. The functions of the conference shall be to:
- a. Assist its congregations and this synod in determining the mission and ministry needs of its geographical area.
  - b. Arrange for program, training, and leadership development as desired by congregations in the conference.
  - c. Seek the resources of this synod and the Evangelical Lutheran Church in America to meet ministry needs in the conference.
  - d. Provide a way of forming coalitions for ministry, sharing resources, and meeting needs in a coordinated manner. Two or more conferences may join together for a specific project.
  - e. Develop collegiality among the ordained ministers, associates in ministry and laypersons within the conference.
  - f. Recommend to the bishop an ordained minister or Synodically Authorized Worship Leader (SAWL) from within the conference to serve as dean. The term of the dean is three years. A person is eligible to serve two consecutive terms. When a vacancy occurs, a dean shall be appointed by the bishop to complete the term. The employing organization of the dean may be reimbursed by the conference for the dean's expenses. Additional conference organization and leadership shall be developed as needed to meet ministry goals and objectives.
  - g. Nominate persons to serve on the Synod Council according to procedures outlined in these bylaws.
- S12.01.03. Conference constitutions and rules of procedure, and amendments thereto, shall take effect only after ratification by at least two thirds of the councils of the congregations of the conference.
- S12.01.04. Each conference shall hold at least one conference gathering each year. If there are any matters requiring a vote, voting members of the meeting are the voting members to the synod assembly, the ordained ministers serving under call, and the SAWLs on the territory of the conference.
- S12.01.05. The dean of the conference shall appoint an assistant dean, convene a Conference Mission Team made up of the dean, assistant dean, and the three conference voting members on the Synod Council, chair conference gatherings give leadership to the conference in fulfilling its functions, consult with the bishop of this synod regarding the ministry of the church within the conference, and may serve as the bishop's representative at the request of the bishop.

### **Chapter 13. CONGREGATIONS**

- +S13.01. Each congregation, except those certified as congregations of the Evangelical Lutheran Church in America by the uniting churches, prior to being listed in the register of congregations of this synod, shall adopt the *Model Constitution for Congregations* or one acceptable to this synod that is not in contradiction to the constitution and bylaws of the Evangelical Lutheran Church in America.
- a. New Congregations. A congregation newly formed by this church and any congregation seeking recognition and reception by this church shall:
    1. Accept the criteria for recognition and reception as a congregation of this church, fulfill the functions of the congregation, and accept the governance provisions as provided in Chapter 9 of the Evangelical Lutheran Church in America constitution and bylaws.
    2. Adopt governing documents that include fully and without alterations the Preamble, Chapter 1, where applicable, and all required provisions of Chapters 2, 3, 4, 5, 6, 7, 8, 9, 15, 16, 17, 18 and 19 in the *Model Constitution for Congregations* consistent with requirements of the constitution, bylaws, and continuing resolutions of this church. Bylaws and continuing resolutions, appropriate for inclusion in these chapters and not in

conflict with these required provisions in the *Model Constitution for Congregations*, the constitution of this synod, or the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*, may be adopted as described in Chapters 16 and 18 of the *Model Constitution for Congregations*.

3. Accept the commitments expected of all congregations of the Evangelical Lutheran Church in America as stated in \*C6.01, \*C6.02., and \*C6.03., of the Model Constitution for Congregations.
    - b. Congregations from another church body. If a congregation is a member of another church body, the leaders of the congregation first should consult with the appropriate authorities of that church body before taking action to leave its current church body. After such consultation, leaders of the congregation should make contact with the Evangelical Lutheran Church in America synod bishop or staff where the congregation is located.
    - c. Recognition and reception. Recognition and reception into this church of transferring or independent congregations by the Evangelical Lutheran Church in America is based on the judgment of the synod and action by the synod through the Synod Council and Synod Assembly. The synod bishop shall provide for prompt reporting of such additions to the secretary of this church for addition to the register of congregations.
- +S13.02. It shall be the responsibility of each congregation of this synod annually to choose from among its voting members laypersons to serve as members of the Synod Assembly as well as persons to represent it at meetings of any conference, cluster, or coalition, or other area subdivision of which it is a member. The number of persons to be elected by each congregation and other qualifications shall be as prescribed in guidelines established by this synod.
- S13.02.A92. *Congregations shall be responsible for reimbursements of expenses of their voting members and pastors when attending Synod Assemblies and Conference meetings.*
- S13.11. When rostered minister resigns, the Congregation Council shall receive the letter of resignation, report it to the congregation, and at once notify the bishop of this synod.
- S13.12. A congregation under financial obligation to its former rostered minister of this church shall make satisfactory settlement of the obligation before calling a successor.
- +S13.19. A congregation considering a relocation shall confer with the bishop of the synod in which it is territorially located and the appropriate unit of the churchwide organization before any steps are taken leading to such action. The approval of the Synod Council shall be received before any such action is effected.
- +S13.20. A congregation considering development of an additional site to be used regularly for worship shall confer with the bishop of the synod in which it is territorially located and the appropriate unit of the churchwide organization before any steps are taken leading to such action.
- S13.21. The alignment of congregations in pastoral charges, and all alterations in any alignment, shall be subject to approval by the Synod Assembly or by the Synod Council.
- +S13.22. Each congregation of the Evangelical Lutheran Church in America within the territory of this synod, except those which are in partnership with the Slovak Zion Synod, shall establish and maintain a relationship with this synod.
- +S13.23. Provision 9.71.of the Evangelical Lutheran Church in America constitution shall govern the relationship of this synod and a congregation of this synod regarding the property of the congregation. This synod may transfer or convey property to a congregation of the synod, subject to restrictions accepted by the congregation, including provision that if the Synod Council, in its sole and exclusive discretion, determines (1) that the property is not being used to serve the mission and ministry needs of this church, or (2) that the congregation has transferred, encumbered, mortgaged, or in any way burdened or impaired any right, title, or interest in the property without the prior approval of the Synod Council, then title to the property shall revert to the synod, and the congregation, upon written demand, shall recover the property to the synod.
- S13.24. If any congregation of this synod has disbanded, or if the members of a congregation agree that it is no longer possible for it to function as such, or if it is the opinion of the Synod Council that membership of a congregation has become so scattered or so diminished in numbers as to make it impractical for such a congregation to fulfill the purposes for which it was organized or that it is necessary for this

synod to protect the congregation's property from waste and deterioration, the Synod Council, itself or through trustees appointed by it, may take charge and control of the property of the congregation to hold, manage, and convey the same on behalf of this synod. The congregation shall have the right to appeal the decision to the Synod Assembly.

S13.25. This synod may temporarily assume administration of a congregation upon its request or with its concurrence.

S13.30. **DISCIPLINE**

+S13.31. Congregations and members of congregations are subject to discipline in accordance with the provisions of Chapter 20 of the Evangelical Lutheran Church in America constitution and bylaws.

S13.40. Synodically Authorized Worshiping Communities

S13.41. Authorized worshiping communities, acknowledged under criteria, policies, and procedures approved by the Church Council of the Evangelical Lutheran Church in America, shall accept and adhere to the Confession of Faith and Statement of Purpose of this church, shall be served by leadership under the criteria of this church, and shall be subject to the discipline of this church.

#### **Chapter 14. ROSTERED MINISTERS**

+S14.11. The time and place of the ordination of those persons properly called to congregations or non-congregational service of this synod shall be authorized by the bishop of this synod.

+S14.12. Consistent with the faith and practice of the Evangelical Lutheran Church in America:

a. Every minister of Word and Sacrament shall:

- 1) preach the Word;
- 2) administer the sacraments;
- 3) conduct public worship;
- 4) provide pastoral care
- 5) see out and encourage qualified persons to prepare for the ministry of the Gospel;
- 6) impart knowledge of this church and its wider ministry through distributions of its communications and publications
- 7) witness to the Kingdom of God in the community, in the nation and abroad; and
- 8) speak publicly to the world in solidarity with the poor and oppressed, calling for justice and proclaiming God's love for the world.

b. Each pastor with a congregational call shall, within the congregation:

- 1) offer instruction, confirm, marry, visit the sick and distressed, and bury the dead;
- 2) relate to all schools and organizations of the congregation;
- 3) install regularly elected members of the Congregation Council; and
- 4) with the council, administer discipline and endeavor to increase the support given by the congregation to work of the Evangelical Lutheran Church in America churchwide organization and of this synod.

S14.13. The pastor (a) shall keep accurate parochial records of all baptisms, confirmations, marriages, burials, communicants, members received, members dismissed, or members excluded from the congregation, (b) shall submit a summary of such statistics annually to this synod, and (c) shall become a member of the congregation upon receipt and acceptance of the letter of call. In a parish of multiple congregations, the pastor shall hold membership in one of the congregations

S14.14. Whenever members of a congregation move to such a distance that regular attendance at its services becomes impractical, it shall be the duty of the pastor to commend them, upon their consent, to the pastoral care of a Lutheran congregation nearer to their place of residence.

S14.15. Each minister of Word and Sacrament on the roster of this synod shall submit a report of his or her ministry to the bishop of the synod at least 90 days prior to each regular meeting of the Synod Assembly.

+S14.16. When a congregation of this church desires to call a pastor or a candidate for the ministry of Word and Sacrament of this church:

- a. Each congregation of this synod shall consult the bishop of this synod before taking any steps leading to the extending of a call to a prospective pastor.
  - b. For issuance of a letter of call to a pastor or candidate by a congregation of this synod in accord with Evangelical Lutheran Church in America constitutional provision 7.41., a two-thirds vote shall be required of voting members of the congregation present and voting at a meeting regularly called for the purpose of issuing such a call.
  - c. When the congregation has voted to issue a call to a prospective pastor, the letter of call shall be submitted to the bishop of this synod for the bishop's signature.
- S14.17. No minister of Word and Sacrament shall accept a call without first conferring with the bishop of this synod. A minister of Word and Sacrament shall respond with an answer of acceptance or declination to a letter of call within thirty (30) days of receipt of such call. In exceptional circumstances with the approval of the bishop of this synod and the chair of the Congregation Council of the congregation issuing the call, an additional fifteen days may be granted to respond to a letter of call.
- +S14.18. The provisions for termination of the mutual relationship between a minister of Word and Sacrament and a congregation shall be as follows:
- a. The call of a congregation, when accepted by a pastor, shall constitute a continuing mutual relationship and commitment which shall be terminated only by death or, following consultation with the synodical bishop and for the following reasons:
    - 1) mutual agreement to terminate the call or the completion of a call for a specific term;
    - 2) resignation of the pastor, which shall become effective, unless otherwise agreed, no later than 30 days after the date on which it was submitted;
    - 3) inability to conduct the pastoral office effectively in that congregation in view of local conditions;
    - 4) physical disability or mental incapacity of the pastor;
    - 5) suspension of the pastor through discipline for more than three months;
    - 6) resignation or removal of the pastor from the roster of ministers of Word and Sacrament of this church;
    - 7) termination of the relationship between this church and the congregation;
    - 8) dissolution of the congregation or the termination of a parish arrangement; or
    - 9) suspension of the congregation through discipline for more than six months.
  - b. When allegations of physical disability or mental incapacity of the pastor under paragraph a.4) above, or ineffective conduct of the pastoral office under paragraph a.3) above have come to the attention of the bishop of this synod,
    - 1) the bishop in his or her sole discretion may investigate such conditions personally together with a committee of two rostered ministers and one layperson, or
    - 2) when such allegations have been brought to the synod's attention by an official recital of allegations by the congregation council or by a petition signed by at least one-third of the voting members of the congregation, the bishop personally shall investigate such conditions together with a committee of two rostered ministers and one layperson.
  - c. In case of alleged physical disability or mental incapacity under paragraph a.4) above, the bishop's committee shall obtain and document competent medical opinion concerning the pastor's condition. When a disability or incapacity is evident to the committee, the bishop of this synod may declare the pastorate vacant. When the pastorate is declared vacant, the Synod Council shall list the pastor on the roster of ministers of Word and Sacrament as disabled. Upon removal of the disability and the restoration of the pastor to health, the bishop shall take steps to enable the pastor to resume the ministry, either in the congregation last served or in another appropriate call.
  - d. In the case of alleged local difficulties that imperil the effective functioning of the congregation under paragraph a.3) above, the bishop's committee shall endeavor to hear from all concerned persons, after which the bishop together with the committee shall present their recommendations first to the pastor and then to the congregation. The recommendation of the bishop's committee must address whether the pastor's call should come to an end and, if so, may suggest appropriate severance arrangements. The committee may also propose other

actions that should be undertaken by the congregation and by the pastor, if appropriate. If the pastor and congregation agree to carry out such recommendations, no further action need be taken by the synod.

- e. If either party fails to assent to the recommendations of the bishop's committee concerning the pastor's call, the congregation may dismiss the pastor only at a legally called meeting after consultation with the bishop, either (a) by a two-thirds vote of the voting members present and voting where the bishop and the committee did not recommend termination of the call, or (b) by a majority vote of the voting members present and voting where the bishop and the committee recommended termination of the call.
- f. If, in the course of proceedings described in paragraph c. or paragraph d. above, the bishop's committee concludes that there may be grounds for disciplinary action, the committee shall make recommendations concerning disciplinary action in accordance with the provisions of this church's constitution, bylaws, and continuing resolutions.

- +S14.19. Ministers of Word and Sacrament shall respect the integrity of the ministry of congregations which they do not serve and shall not exercise ministerial functions therein unless invited to do so by the pastor, or if there is no duly called pastor, then by the interim pastor in consultation with the Congregation Council.
- +S14.21. The parochial records of all baptisms, confirmations, marriages, burials, communicants, members received, members transferred or dismissed, members who have become inactive, or members excluded from the congregation shall be kept accurately and permanently. They shall remain the property of each congregation. At the time of the closure of a congregation, such records shall be sent to the regional archives. The secretary of the congregation shall attest to the bishop of this synod that such records have been placed in his or her hands in good order by a departing pastor before:
  - a. installation in another call, or
  - b. approval of a request for change in roster status.
- +S14.22. The pastor shall make satisfactory settlement of all financial obligations to a former congregation before:
  - a. installation in another field of labor, or
  - b. the issuance of a certificate of dismissal or transfer.
- +S14.23. During service to a congregation, an interim pastor shall have the rights and duties in the congregation of a regularly called pastor. The interim pastor may delegate the same in part to an interim supply pastor with the consent of the bishop of this synod. The interim pastor and any rostered ministers who may assist shall refrain from exerting influence in the selection of a pastor. Upon completion of service, the interim pastor shall certify to the bishop of this synod that the parochial records, for the period for which the interim pastor was responsible, are in order.
- +S14.24. With the approval of the synodical bishop expressed in writing, which sets forth a clear statement of the purpose to be served by such a departure from the normal rule of permanency of the call as expressed in +S14.18., a congregation may call a pastor for a specific term. Details of such calls shall be in writing setting forth the purpose and conditions involved. Prior to the completion of a term, the bishop of this synod or a representative of the bishop shall meet with the pastor and representatives of the congregation for a review of the call. Such call may also be terminated before its expiration in accordance with the provisions of +S14.18.
- S14.25. All ministers of Word and Sacrament under a call shall attend meetings of the Synod Assembly, and the pastors of congregations shall also attend the meetings of the conference, cluster, coalition, or other area subdivision to which the congregation belongs.
- S14.30. **MINISTERS OF WORD AND SERVICE**
- +S14.31. The time and place of the consecration of those persons properly called to congregations or non-congregational service of this synod shall be authorized by the bishop of this synod.
- +S14.32. Consistent with the faith and practice of the Evangelical Lutheran Church in America, every Minister of Word and Service shall:
  - a. Be rooted in the Word of God, for proclamation and service;

- b. Advocate a prophetic diakonia that commits itself to risk-taking and innovative service on the frontiers of the Church's outreach, giving particular attention to the suffering places in God's world;
  - c. Speak publicly to the world in solidarity with the poor and oppressed, calling for justice and proclaiming God's love for the world, witnessing to the realm of God in the community, the nation, and abroad;
  - d. Equip the baptized for ministry in God's world that affirms the gifts of all people;
  - e. Encourage mutual relationships that invite participation and accompaniment of others in God's mission;
  - f. Practice stewardship that respects God's gift of time, talents, and resources;
  - g. Be grounded in a gathered community for ongoing diaconal formation;
  - h. Share knowledge of the ELCA and its wider ministry of the gospel, and advocate for the work of all expressions of this church; and
  - i. Identify and encourage qualified persons to prepare for ministry of the gospel.
- S14.33. The minister of Word and Service shall become a member of the congregation upon receipt and acceptance of the letter of call. In a parish of multiple congregations, the minister of Word and Service shall hold membership in one of the congregations.
- S14.34. Each minister of Word and Service on the roster of this synod shall submit a report of his or her ministry to the bishop of the synod at least 90 days prior to each regular meeting of the Synod Assembly.
- +S14.41. When a congregation of this church desires to call a minister of Word and Service or a candidate for the ministry of Word and Service of this church:
- a. Each congregation of this synod shall consult the bishop of this synod before taking any steps leading to the extending of a call to a prospective minister of Word and Service.
  - b. For issuance of a letter of call to a minister of Word and Service or candidate by a congregation of this synod in accord with ELCA constitutional provision 7.71., a two-thirds vote shall be required of members of the congregation present and voting at a meeting regularly called for the purpose of issuing such a call.
  - c. When the congregation has voted to issue a call to a prospective minister of Word and Service, the letter of call shall be submitted to the bishop of this synod for the bishop's signature.
- S14.42. No minister of Word and Service shall accept a call without first conferring with the bishop of this synod. A minister of Word and Service shall respond with an answer of acceptance or declination to a letter of call within 30 days of receipt of such call. In exceptional circumstances with the approval of the bishop of this synod and the chair of the Congregation Council of the congregation issuing the call, an additional 15 days may be granted to respond to a letter of call.
- +S14.43. a. The call of a congregation, when accepted by a minister of Word and Service, shall constitute a continuing mutual relationship and commitment which shall be terminated only by death or, following consultation with the synodical bishop, for the following reasons:
- 1) mutual agreement to terminate the call or the completion of a call for a specific term;
  - 2) resignation of the minister of Word and Service, which shall become effective, unless otherwise agreed, no later than 30 days after the date on which it was submitted;
  - 3) inability to conduct the office effectively in that congregation in view of local conditions;
  - 4) physical disability or mental incapacity of the minister of Word and Service;
  - 5) suspension of the minister of Word and Service through discipline for more than three months;
  - 6) resignation or removal of the minister of Word and Service from the roster of ministers of Word and Service of this church;
  - 7) termination of the relationship between this church and the congregation;
  - 8) dissolution of the congregation or the termination of a parish arrangement; or
  - 9) suspension of the congregation through discipline for more than six months.
- b. When allegations of physical disability or mental incapacity of the minister of Word and Service under paragraph a.4) above, or ineffective conduct of the ministry of Word and Service under paragraph a.3) above, have come to the attention of the bishop of this synod,
- 1) the bishop in his or her sole discretion may investigate such conditions personally together with a committee of two rostered ministers and one layperson, or

- 2) when such allegations have been brought to the synod's attention by an official recital of allegations by the Congregation Council or by a petition signed by at least one-third of the voting members of the congregation, the bishop personally shall investigate such conditions together with a committee of two rostered ministers and one layperson.
- c. In case of alleged physical disability or mental incapacity under paragraph a.4) above, the bishop's committee shall obtain and document competent medical opinion concerning the minister of Word and Service's condition. When a disability or incapacity is evident to the committee, the bishop of this synod may declare the position vacant and the minister of Word and Service shall be listed on the roster of ministers of Word and Service as disabled. Upon removal of the disability and restoration of the minister of Word and Service to health, the bishop shall take steps to enable the minister of Word and Service to resume the ministry, either in the congregation last served or in another appropriate call.
- d. In the case of alleged local difficulties that imperil the effective functioning of the congregation under paragraph a.3) above, the bishop's committee shall endeavor to hear from all concerned persons, after which the bishop together with the committee shall present their recommendations first to the minister of Word and Service and then to the congregation. The recommendations of the bishop's committee address whether the minister of Word and Service's call should come to an end and, if so, may suggest appropriate severance arrangements. The committee may also propose other actions that should be undertaken by the congregation and by the minister of Word and Service, if appropriate. If the minister of Word and Service and congregation agree to carry out such recommendations, no further action need be taken by the synod.
- e. If either party fails to assent to the recommendations of the bishop's committee concerning the minister of Word and Service's call, the congregation may dismiss the minister of Word and Service only at a legally called meeting after consultation with the bishop, either (a) by a two-thirds vote of the voting members present and voting where the bishop and the committee did not recommend termination of the call, or (b) by a majority vote of the voting members present and voting where the bishop and the committee recommended termination of the call.
- f. If, in the course of proceedings described in paragraph c. or paragraph d. above, the bishop's committee concludes that there may be grounds for disciplinary action, the committee shall make recommendations concerning disciplinary action in accordance with the provisions of this church's constitution, bylaws, and continuing resolutions.
- +S14.44. Ministers of Word and Service shall respect the integrity of the ministry of congregations which they do not serve and shall not exercise ministerial functions therein unless invited to do so by the Congregation Council.
- +S14.45. The minister of Word and Service shall make satisfactory settlement of all financial obligations to a former congregation before:
- a. installation in another call, or
- b. approval of a request for change in roster status.
- +S14.46. With the approval of the synodical bishop expressed in writing, which sets forth a clear statement of the purpose to be served by such a departure from the normal rule of permanency of the call as expressed in +S14.43. A. congregation may call a minister of Word and Service for a specific term. Details of such calls shall be in writing setting forth the purpose and conditions involved. Prior to the completion of a term, the bishop of this synod or a representative of the bishop shall meet with the minister of Word and Service and representatives of the congregation for a review of the call. Such call may also be terminated before its expiration in accordance with the provisions of †S14.43.
- S14.47. All ministers of Word and Service under a call shall attend meetings of the Synod Assembly, and the ministers of Word and Service of congregations shall also attend the meetings of the conference, cluster, coalition, or other area subdivision to which the congregation belongs.

## **Chapter 15. FINANCIAL MATTERS**

- +S15.01. The fiscal year of this synod shall be February 1 through January 31.
- +S15.11. Since the congregations, synods, and churchwide organization are interdependent units that share responsibly in God's mission, all share in the responsibility to develop, implement, and strengthen the



financial support program of the whole church. The gifts and offerings of the members of Evangelical Lutheran Church in America are given to support all parts of this church and thus partnership in this church should be evidenced in determining each part's share of the gifts and offerings. Therefore:

- a. The mission of this church beyond the congregation is to be supported by such a proportionate share of each congregation's annual budget as each congregation determines. This synod shall develop guidelines for determining "proportionate share," and shall consult with congregational leaders to assist each congregation in making its determination.
  - b. This synod shall receive the proportionate share of the mission support from its congregations, and shall transmit that percentage or amount of each congregation's mission support as determined in consultation with the churchwide organization and approved by the Synod Assembly as part of its budget consideration.
  - c. Should the Synod Assembly not approve the proportionate share of mission support determined in consultation with the churchwide organization, a new consultation with the churchwide organization shall take place. The Synod Council is authorized to amend the budget by the Synod Assembly to reflect the results of this consultation.
- +S15.12. The annual budget of this synod shall reflect the entire range of its own activities and its commitment to partnership funding with other synods and the churchwide organization.
- S15.13. On the basis of estimated income, the Synod Council shall authorize expenditures within the budget for the fiscal year. Expenditure authorizations shall be subject to revision, in light of changing conditions, by the Synod Council.
- S15.14. Except when such procedure would jeopardize current operations, a reserve amounting to no more than 16% of the sum of the amounts scheduled in the next year's budget for regular distribution to synodical causes shall be carried forward annually for disbursement in the following year in the interest of making possible a more even flow of income to such causes. The exact number of dollars to be held in reserve shall be determined by the Synod Council.
- S15.21. No appeal to congregations of this or any other synod of the Evangelical Lutheran Church in America for the raising of funds shall be conducted by congregations or organizations related to or affiliated with this synod without the consent of the Synod Assembly or the Synod Council.
- +S15.31. This synod shall arrange to have an annual audit of its financial records conducted by a certified public accountant firm recommended by the synod Audit Committee and approved by the Synod Council. The audited annual financial report shall be submitted by this synod to the churchwide Office of the Treasurer and to the congregations of this synod. The financial reports shall be in the format approved from time to time by the churchwide Office of the Treasurer.
- +S15.32. This synod shall maintain adequate, continuous insurance coverage in accordance with standards recommended by the churchwide organization. Insurance programs offered or endorsed by the churchwide organization shall be deemed to fulfill this obligation.

## **Chapter 16. INDEMNIFICATION**

- +S16.01. Subject to the limitations and duties imposed by law, each person who is or was made or threatened to be made a party to any proceeding by reason of the present or former capacity of that person as a Synod Council member, officer, employee, or committee member of this synod shall be indemnified against all costs and expenses incurred by that person in connection with the proceeding. Indemnification of any person by reason of that person's capacity as a director, officer, employee, or committee member of any other organization, regardless of its form or relationship to this synod, is subject to the provisions of section +S16.02.
- a. The term "proceeding" means a threatened, pending, or completed lawsuit, whether civil or criminal, an administrative or investigative matter, arbitration, mediation, alternative dispute resolution, or any other similar legal or governmental action. Except as otherwise required by law, the term "proceeding" does not include (a) any action by this synod against the individual seeking indemnification, or (b) subject to +16.04., a disciplinary hearing or related process described in Chapter 20 of the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*.
  - b. The term "indemnification" includes reimbursement and advances of costs and expenses

for judgments, penalties, fines, settlements, excise taxes, reasonable attorneys' fees, disbursements, and similar required expenditures.

- +S16.02. Whenever a person who, while a Synod Council member, officer, committee member, or employee of this synod, is or was serving at the request of this synod as (or whose duties in that position involve or involved service in the capacity of) a director, officer, partner, trustee, employee, or agent of another organization, is or was made or threatened to be made a party to a proceeding by reason of such capacity, then such person shall be entitled to indemnification only if (a) the Synod Council has established a process for determining whether a person serving in the capacity described in this section shall be entitled to indemnification in any specific case, and (b) that process has been applied in making a specific determination that such person is entitled to indemnification.
- +S16.03. This synod may purchase and maintain insurance on behalf of itself or any person entitled to indemnification pursuant to this chapter against any liability asserted against and incurred by this synod or by such other person in or arising from a capacity described in section +S16.01. or section +S16.02.
- +S16.04. When written charges against a rostered ministers of this church are made in disciplinary proceedings under Chapter 20 of the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America* by the synodical bishop or when written charges against a congregation are made in disciplinary proceedings by the Synod Council or the synodical bishop, and the discipline hearing committee determines that no discipline shall be imposed, then if such determination is not reversed or set aside on appeal, indemnification shall be made by the synod to the accused for reasonable attorney's fees and other reasonable expenses related to the defense of the charges. The determination of the reasonableness of such fees and expenses shall be decided by the Synod Council.

#### **Chapter 17. ADJUDICATION**

- +S17.01. The synodical bishop and the Executive Committee of the Synod Council shall be available to give counsel when disputes arise within this synod.
  - +S17.02. The synodical bishop and the Executive Committee of the Synod Council shall receive expressions of concern from rostered ministers of this church, congregations, and organizations within this synod; provide a forum in which the parties concerned can seek to work out matters causing distress or conflict; and make appropriate recommendations for their resolution. When the matter at issue cannot be resolved in this manner, the prescribed procedures for investigation, decision, appeal, and adjudication shall be followed. Allegations or charges that could lead to the discipline of a rostered minister of this church shall not be addressed by the Executive Committee but shall be resolved through the disciplinary process set forth in the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*.
  - +S17.03. When there is disagreement among units of this synod on a substantive issue that cannot be resolved by the parties, the aggrieved party or parties may appeal to the synodical bishop and the Executive Committee of the Synod Council for a consultation. If this consultation fails to resolve the issue, a petition may be addressed by the parties to the Synod Council requesting it to arbitrate the issue. The decision of the Synod Council shall be final.
  - +S17.04. When a component or beneficiary of a synod has a disagreement on a substantive issue that it cannot resolve, it may address an appeal to the synodical bishop and the Executive Committee of the Synod Council. In this case the decision of the Executive Committee shall prevail, except that upon the motion of a member of the Synod Council, the decision shall be referred to the Synod Council for final action.
- S17.10. ADJUDICATION IN A CONGREGATION
- +S17.11. When there is disagreement among factions within a congregation on a substantive issue that cannot be resolved by the parties, members of a congregation shall have access to the synodical bishop for consultation after informing the chair of the Congregation Council of their intent. If the consultation fails to resolve the issue(s), the Consultation Committee of this synod shall consider the matter. If the Consultation Committee of this synod shall fail to resolve the issue(s), the matter shall be referred to

the Synod Council, whose decision shall be final.

## **Chapter 18. AMENDMENTS, BYLAWS AND CONTINUING RESOLUTIONS**

+S18.10. Amendments to Constitution

+S18.11. Certain sections of this constitution incorporate and record therein required provisions of the constitution and bylaws of this church. If such provisions are amended by the Churchwide Assembly, corresponding amendments shall be introduced at once into this constitution by the secretary of this synod upon receipt of formal certification thereof from the secretary of Evangelical Lutheran Church in America.

+S18.12. Whenever the secretary of Evangelical Lutheran Church in America officially informs this synod that the Churchwide Assembly has amended the Constitution for Synods, this constitution may be amended to reflect any such amendment by a majority vote at any subsequent meeting of the Synod Assembly without presentation at a prior Synod Assembly. An amendment that is identical to a provision of the Constitution for Synods shall be deemed to have been ratified upon its adoption by this synod. The Church Council, through the secretary of this church, shall be given prompt notification of its adoption.

+S18.13. Other amendments to this constitution may be adopted by this synod through either of the following procedures:

- a. An amendment may be adopted by a two-thirds vote at a regular meeting of the Synod Assembly after having been presented in writing at the previous regular meeting of the Synod Assembly over the signatures of at least twenty members and having been approved by a two-thirds vote of the voting members present and voting at such a regular meeting of the Synod Assembly.
- b. The Synod Council may propose an amendment, with notice to be sent to the congregations of this synod at least six months prior to the next regular meeting of the Synod Assembly. Such an amendment shall require for adoption a two-thirds vote of the voting members present and voting at such a regular meeting of the Synod Assembly. All such amendments shall become effective upon ratification by the Churchwide Assembly or by the Church Council.

+S18.20. Amendments to Bylaws

+S18.21. This synod may adopt bylaws not in conflict with this constitution or with the constitution and bylaws of the churchwide organization. This synod may amend its bylaws at any meeting of the Synod Assembly by a two-thirds vote of voting members of the assembly present and voting. Newly adopted bylaws and amendments to existing bylaws shall be reported to the secretary of this church.

+S18.30. Amendments to Continuing Resolutions

+S18.31. This synod may adopt continuing resolutions not in conflict with this constitution or its bylaws or the constitution, bylaws, and continuing resolutions of the churchwide organization. Such continuing resolutions may be adopted or amended by a majority vote of the Synod Assembly or by a two-thirds vote of the Synod Council. Newly adopted continuing resolutions and amendments to existing continuing resolutions shall be reported to the secretary of this church.

## **Chapter 19. AGENCIES AND INSTITUTIONS**

S19.01. This synod may by itself or in conjunction with other synods create agencies and institutions to carry out its mission and may associate itself with other organizations to fulfill its work. All such relationships shall be approved by the Synod Assembly, which shall receive reports from these organizations annually. This synod's relationship with and oversight of an agency or institution and its program may be assigned to a commission of this synod by the Synod Council.

S19.01.01. Representatives to the governing board of each agency, institution and organization with which this synod is related shall be appointed by the Synod Council for terms according to the rules of procedure of each organization.

## **Chapter 20. GENERAL PROVISIONS**

S20.01.01. No person shall be eligible to serve at any one time as a member of the Synod Council and dean of a conference.

**NORTHERN TEXAS-NORTHERN LOUISIANA SYNOD  
of the Evangelical Lutheran Church in America**

**POLICY STATEMENTS  
(SC.01.00)**

**PERSONNEL**

The personnel policy of this Synod is modeled after and is in substantial agreement with the Personnel Policy statement of Evangelical Lutheran Church in America. The personnel policy shall be set by the Personnel Committee of Synod.

**EXPENSE REIMBURSEMENT**

- A. Travel Expenses:
1. The mileage allowance for employees of Synod who use personal vehicles for synod business will be stated in the Appendix affixed to the policy statements, such allowance to be set by the Synod Council.
  2. The mileage allowance for members of commissions, committees, subcommittees, councils and persons attending required meetings to conduct the business of Synod will be stated in the Appendix affixed to the policy statements and will be set by the Synod Council.
  3. Air fares, when necessary, shall be reimbursed at the most economical rate which assures a reservation.
  4. Travel required by persons representing the Bishop of Synod on Synod business shall be reimbursed at a rate to be published in an Appendix affixed to these policy statements, such rate to be set by the Synod Council.
  5. An equity mileage allowance shall be paid for one vehicle from each congregation driving to the Synod Assembly. Such equalizing payment shall be calculated on the round trip mileage minus a deductible of 100 miles. An additional allowance for voting members from other congregations shall be given to encourage car-pooling. Such allowance will be set by the Synod Council and will be published in an Appendix affixed to these policy statements. Travel to Synod Assemblies by air will be reimbursed at the equity mileage allowance rate.
  6. The travel expense allowances/reimbursements will be reviewed annually by the Synod Council. Rates will be recommended by the Executive Committee each Fall.
- B. Expense Accounts and Reimbursements:
1. No purchase of services, goods, products, etc., shall be billed directly to the Synod without previous written authorization of the Synod Council or the Executive Committee.
  2. The expenses of Synod will be annually reviewed by the Executive Committee and Synod Council. Expense limits in the approved budget are for a fiscal year and shall be adhered to. If it appears that the amount is inadequate, approval shall be received from the Synod Council before exceeding approved budget amounts.
  3. The Synod Expense Voucher shall be used for all whose travel and expenses are to be reimbursed by Synod. Vouchers should have paid receipts for items listed.
  4. For overnight lodging a hotel/motel providing commercial rates to customers on church business shall be utilized. Motels in the moderate cost range are to be used.
  5. Double occupancy is encouraged, but single room occupancy is permissible. If a spouse accompanies the committee member, the cost of any difference in double occupancy over single occupancy shall be paid by the reimbursed committee member.
  6. If the Synod Office contracts for lodging for a synod meeting, that lodging shall be used. Otherwise reimbursement will be made on the basis of the Synod contract cost.
  7. All persons submitting expense accounts for motel/hotel expenses shall use the Hotel Occupancy Tax Exempt Certificate when applicable.
  8. Whenever feasible, airport transportation should be arranged to utilize other than commercial conveyances.
  9. Meal cost guidelines will be published in the Appendix affixed to these policy statements.
  10. If a meeting, program, or assembly is sponsored by the Region, or an Evangelical Lutheran Church in America unit for which reimbursement for travel and other expenses are being reimbursed by the

- sponsoring unit, the participant from Synod shall submit vouchers and expense reports to that sponsoring unit. The Synod will not reimburse such expense and collect for the participants.
11. Participants in meetings for Synod business shall make their own travel arrangements. The Synod office does not serve as travel agent. Travel agency can be suggested by the bishop's office.
  12. The Synod will not reimburse for any alcoholic beverages billed on expense vouchers.

### **SYNOD VEHICLES**

The use of synod owned vehicles for personal business shall be left to the discretion of the staff.

### **TRAVEL REIMBURCEMENT**

#### **Air Travel:**

The Mission Area **will only** reimburse for the lowest 14-day advance purchase 'coach' fare to and from the meeting. If you wish to add additional stops, for personal reasons, onto your flight those costs will be your responsibility. If you need to fly to a synod meeting, please make your reservation as early as possible yourself and submit your ticket expense for reimbursement. Baggage fee for 1<sup>st</sup> checked bag is covered by the mission area. *MC 14.04*

#### **Car Travel:**

Mileage reimbursement will be made at the current U.S. government rate. It is frequently cheaper if you rent a car for trips longer than 200 miles. Compact or smaller vehicles will be used unless 4 or more people are traveling together. The Mission Area will reimburse for travel at the lesser amount of mileage or rental car plus gas. We encourage carpooling whenever possible. *MC 14.04*

### **SYNODICAL FUNDING OF AGENCIES AND INSTITUTIONS**

In keeping with S15.21 of the synod constitution says: "No appeal to congregations of this or any other synod of the Evangelical Lutheran Church in America for the raising of funds shall be conducted by congregations or organizations related to or affiliated with this synod without the consent of the Synod Assembly or the Synod Council," the following guidelines direct consideration of funding for agencies and institutions by the NT-NL Synod.

1. An agency seeking approval of funding in the NT-NL Mission Strategy shall make its request to the Finance Committee during the normal budgeting process of the Synod.
2. An agency seeking to conduct a *major funding appeal* shall:
  - a. Make a written funding request to the Finance Committee using Synod approved forms prior to each year's budget preparation deadline.
  - b. The Finance Committee will evaluate the funding request making personal contact with requesting organizations, where necessary, in order to acquire sufficient information necessary for evaluation of the request. When appropriate, the Finance Committee shall consult with the appropriate Synodical Commission or the Evangelical Lutheran Church in America Division for Social Ministry or the Division for Congregational Life.
  - c. The Finance Committee will make recommendations for approval or disapproval of all requests as soon as possible to the Synod Council.
  - d. The Chair of the Finance Committee will notify requesting organizations as soon as possible of the Synod Council's decision for or against funding.
  - e. The Finance Committee will maintain a continuing report of funding requests and disposition of requests.
3. Funding Criteria:

In evaluating funding requests the following characteristics of the funding request will be given priority consideration:

  - a. Congruency of goals of the agency with the goals of the Synod.
  - b. Congruency of priorities of the agency with the priorities of the Synod.
  - c. Geography of agency activities on the territory of the Synod.
  - d. Support of the agency by more than one Synod.

4. Funding Request information:
  - a. The funding request should specifically identify how the Synod would meet an identified need of the agency and how the agency is meeting related and identified need(s) in the community.
  - b. The funding request should identify the clientele of the agency.
  - c. Complete agency financial statements and sources and uses of funds are required to be submitted with the funding request.
  - d. The funding request should clearly specify the agency expenses for "administration" and the agency spending on "direct client need".
  - e. If direct gifts from congregations are to be solicited, the funding request should clearly identify the amount needed from congregations and the amount to be included in the Synod budget, if any. The agency process for seeking gifts from congregations should be specified in detail. *SC 89.09.*

#### **PURCHASING POLICY**

In the purchase, lease or rental of goods, or service, the Northern Texas-Northern Louisiana Synod affirms the practice of employing the services of minority persons and investing in the minority community. Where comparable bids exist first priority is to be given to minority persons. *SC 87.10.*

#### **CHECK SIGNING AUTHORITY**

The Finance Committee shall determine the policy of approving of expense vouchers and check signing authority and revise these policies as needed.

1. Dual signatures shall be required on all checks except as noted in 2. below.
2. The treasurer shall determine the "threshold" for one or two signatures.
3. "Pre-signing" of checks is not allowed.
4. The vice-president, treasurer and assistant to the bishop shall have check signing authority for the Synod. The bishop shall have check signing authority only in emergency matters.
5. Persons approving an expenditure shall normally not be a signatory on the check paying that expense.

#### **SPECIAL GIFTS, BEQUESTS AND CONTRIBUTIONS**

From time to time the synod may receive a special gift, bequest or contribution. The synod shall accept such a gift as long as the gift does not carry conditions which would hinder freedom to use it to further the stated purposes of the synod.

1. Responsibility for receipt, management and investment of funds resides with the treasurer (S8.42.). The Synod Council is trustee (S10.03.a). The Executive Committee has advisory responsibility (S11.01.01.).
2. Unless a gift is designated for specific or general endowment purposes, special receipts shall be used in mission as soon as practicable.
3. Special receipts may be used for funding projects or programs not funded by the annual budget. If the use of a gift is not designated by the donor, its use shall be designated by the Synod Council. The Bishop shall counsel donors and the Synod Council on designation of use.
4. It is the policy of the Synod that funds and assets that come from the dissolution of a congregation shall be used for initiating or supporting a new mission or ministry.
5. The treasurer shall liquidate real property, securities and other non-cash assets as soon as practicable. When the value of an asset exceeds \$10,000 a three person committee of synod members with expertise in the market value of the asset shall be appointed by the treasurer to advise on the liquidation.
6. When it is expected that cash will be held longer than six months, the cash shall be loaned to the Evangelical Lutheran Church in America Mission Investment Fund *SC 92.01*

#### **SYNOD ASSEMBLIES**

- A. The annual Assembly of Synod shall be rotated among the conferences in such a manner that it is held in the Metroplex and away from the Metroplex on alternate years. The Synod Council shall determine the specific location of the Synod Assembly.
- B. The Synod shall pay expenses of Synod Council members to attend the Synod Assembly, if they are not

- voting members of their congregations. The Synod shall pay the expenses to Synod Assembly of chairpersons of Commissions, who are not voting members from their congregations. SC 88.02.06
- C. There will be no reimbursement for expenses of non-voting members, other than those noted in B above, who attend the assembly.
  - D. Displays at the assembly shall be available to organizations, agencies, and institutions that are directly related to the Synod or the ELCA and to other organizations and individuals who receive proper permission from the Executive Committee of the Synod Council. SC 99.06.04
  - E. All expenses incurred by NT-NL rostered and recognized Chaplains (institutional and federal) to attend the Synod Assembly, will be reimbursed from the assembly income. The total amount to be reimbursed for all chaplains, regardless of the number submitting expenses meeting accepted synod guidelines, shall not exceed \$2,000.00. SC 92.05.12 & SA 90.04.29
  - F. Registration fees for all retired pastors desiring to attend the annual synod's assembly as voting members shall be waived.
  - G. The assembly shall recognize anniversaries of Ministry. Ordained Ministers, Associates in Ministry and other Lay Ministers on the roster of the synod shall be recognized on the twenty fifth anniversary of ordination or commissioning and each five year anniversary thereafter.
  - H. Congregations on the twenty fifth anniversaries of their founding and every twenty-five years thereafter shall be recognized.

### RECOGNITION OF CONGREGATIONS

"The Legal and Constitution Review Committee will review the constitution of a congregation applying for recognition. The Synod Council, upon receiving the recommendation of the Legal and Constitution Review Committee and upon receiving satisfactory evidence that the congregation making application is in practice consistent with that of the approved constitution of the Evangelical Lutheran Church in America, shall act to recognize the applying congregation. New congregations will officially be welcomed to the Church at the subsequent Synod Assembly." SC 87.10

### PASTORS

- A. A pastor serving a congregation as an interim pastor shall not be eligible for a call to that congregation. Exceptions to this policy may be made when there is previous agreement to such exception by the Bishop, congregation and interim pastor or when the congregation votes by greater than 80% majority to request an exception to this policy (described in the *Addendum to the Call Process*).
- B. Fees and reimbursements for interim pastors and for supply preaching shall be set with minimum fees and related expense reimbursement schedule information available from the Bishop of the Synod or the Synod office.

### MISCELLANEOUS

- A. Synod Mailing lists shall not be released to any unrelated person without specific written approval of the Synod Council.
- B. Reports, meetings, Synod Council, Committees, Commissions
  1. All reports coming to Synod Council shall be submitted in time that they can be in the hands of Council members at least one week prior to the Synod Council meeting. SC 88.02.13
  2. The standing committees of the Synod Council shall make their reports in writing to the Synod Council. At all meetings of the Synod Council facilities for the preparation of such reports shall be available.
  3. Detailed and concise agendas shall be provided for each Synod Council member, Commission chair and invited guest one week prior to the Synod Council meeting. Agenda approval will be the first item of business at the Synod Council meeting. SC 89.03.19
  4. Chairpersons of the Commissions and Office of Synod attend Synod Council meetings and their expenses are funded from Synod Council travel budget. SC 89.03.19
  5. Reports, motions, and amendments may be edited by the secretary of synod to assure acceptable language and germane material.
- C. Alcohol Use
 

If alcohol is available at any synod activity, except Holy Communion, there will also be non-alcoholic beverages available. If alcohol is abused by an individual or group at a synod event, that situation should

be used to enlighten individuals concerning their own behavior. Synod shall not use synodical funds for the purchase of alcoholic beverages, except for Holy Communion, at any synod event.

*SC 94.04.21 & SA 94.04.21*

D. Forms, documents

- 1) Blank Vita forms shall be used to solicit information for appointments and nominations. Forms for submissions shall be available to each congregation annually.

E. Office Procedures

There shall be written "office procedures" developed and followed by the office personnel for the most efficient use of personnel, space, and equipment. It shall include a chain of command outline.

F. Review and Update of Policy Statements

The policy statements of Synod shall receive regular review and update by the Executive Committee, at least annually prior to the Fall council meeting. As new policies are adopted at Synod Assembly or Synod Council, they shall immediately be included in the proper category of the published policies. Policies shall have indication of the date of adoption and the group directing that policy.

**APPENDIX:**

Reimbursements, Fees, Allowances

- 1) Synod staff using personal vehicles for synod business shall be reimbursed at the current IRS rate for travel allowance. Persons representing the Bishop on Synod business using their personal vehicles shall be reimbursed at the current IRS rate for travel allowance. Committee, commission, and council members shall be reimbursed at a rate of 15 cents per mile for the use of their personal vehicles when attending required meetings or representing their unit.
- 2) Reimbursement rate for the "mileage equalization" to Synod Assemblies shall be at the rate of 15 cents per mile for one vehicle per congregation. An additional 02 cents per mile; per voting member/passenger from another congregation shall be paid.
- 3) Meal reimbursement, per-diem:  
Meal per-diem shall not exceed \$ 35.00. Reimbursement shall be breakfast, \$10.00; lunch, \$10.00; dinner, \$15.00. Submission of original receipts must accompany reimbursement requests.
- 4) Motels suggested for use are those in the moderate cost range, with a suggested maximum of \$50.00 per night single.
- 5) Assembly Display Procedures:
  - a. Request for Display Space Form must be submitted along with payment by the deadline date set by the assembly planning committee.
  - b. Please indicate if electrical outlet(s) will be needed. An eight foot table will be supplied. Due to space limitations, only one table will be allowed per display space.
  - c. Space is limited. Priority is given to Boards, Commissions, Programs and Auxiliaries of the Northern Texas-Northern Louisiana Synod. *SC 92.09.06*

**COMPENSATION FOR PULPIT SUPPLY AND INTERIM MINISTRY:**

1. Pulpit Supply: Minimum for one service - \$150.00; two services - \$200.00; three services - \$250.00 (plus current IRS rate for travel allowance)
2. Interim Pastors:
  - a) Part Time: Compensation for professional service should be no less than \$250.00 per day of service plus current IRS rate for travel allowance. Lodging costs, if any, shall be additional.
  - b) Full Time: A reasonable minimum for full time interim pastoral service is the compensation guideline minimum salary for the pastor, plus allowances for travel and professional fees. Stated Supply interims (more than six months) should also provide for vacation and continuing education time.

*SC.09.08.06*



## GUIDELINES FOR ELECTRONIC MEDIA

*To be published on our NT-NL Facebook page and web page – and in other places where people have the ability to post comments for public reading:*

1. If you cannot be polite, please do not share your thoughts. Expressing a negative view is certainly acceptable, but personal attacks are off-limits. Comments that include insults, ridiculing, bullying, threatening tone or obscenity will not be tolerated and will be deleted by an administrator.
2. Please keep your comments concise. It is in the nature of Facebook and other electronic media that public comments will be brief, so please respect the time and space of this page and its readers.
3. Please keep your comments on topic.
4. You are solely responsible for the content you post. The administrators of this page have the right (but not the obligation) to review, screen, delete, edit and/or move any content posted on the page.
5. Solicitation of money, goods or services that do not support ELCA ministries (congregational, synodical or churchwide) is not permitted.

We invite and value your opinions, but remind readers that opinions expressed by commenters are not necessarily those of the Northern Texas - Northern Louisiana Mission Area and have not been checked for accuracy. If you have questions or comments regarding these guidelines, please contact Pastor Stan Meyer, Bishop Assistant for Leadership and Communications.

SC (12.09.22)

## WINDFALL GIFT ALLOCATION POLICY

### Background

The Mission Council of the Northern Texas-Northern Louisiana Mission Area recognizes their responsibility to manage all funds entrusted to the NT-NL Mission Area in a prudent manner, with the understanding that donated funds will be put to use as designated by the donor. If the donor does not specify a restriction, the Mission Council recognizes the need and responsibility to make appropriate and wise decisions regarding the use of these funds. In light of these responsibilities, the Mission Council establishes this policy specifying how “a Windfall Gift” should be applied to meet the various priorities.

### Definitions

**Windfall Gift:** A Windfall Gift will be defined as any unrestricted, unbudgeted gift, of any amount, given to the NT-NL Mission Area equal to or greater than the threshold amount. It includes gifts of cash, stocks, or securities and could include bequests, intended to take effect at or after death, by a donor, through a Will, a Trust, an IRA, pension plan or similar benefit plan, an annuity or insurance policy of any type, any type of survivorship account, or similar wealth transfer document or plan.

**Threshold Amount:** The threshold amount shall be equal to \$10,000. Generally, any unrestricted gift, bequest, or grant below the threshold amount may be used as needed to meet the needs of the Mission Area as determined by the bishop in consultation with the Executive Committee and approved by the Mission Council through the normal budgeting process.

### Policy

It is the Organization’s policy that any Windfall Gift be allocated as set forth here:

1. Not less than eighty-percent (80%) of a Windfall Gift will be allocated to the NT-NL Mission Endowment Fund unless there is a specific mission campaign underway within the Mission Area at the time the gift is received.
2. Not more than twenty-percent (20%) of a Windfall Gift will be allocated to non-endowment needs of the organization as recommended by the bishop, in consultation with the Executive Committee and approved by the Mission Council as part of the regular budget management process.
3. Specific allocations shall be made at the recommendation of the bishop and Executive Committee, with the approval of the Mission Council, within the allocation guidelines specified above.
4. During the duration of a special appeal or a capital campaign, the windfall gift policy may be suspended for the duration of the campaign, at the recommendation of the bishop and Executive Committee with approval

by the Mission Council, allowing Windfall Gifts in their entirety or portions thereof to be allocated to the active special appeal or capital campaign. Such suspension of policy will require a two-thirds majority vote of the Mission Council, and must be limited to the duration set forth in an approved capital campaign.

*SC (13.01.19)*