

Handbook

of

THE LUTHERAN CHURCH—

MISSOURI SYNOD

1960 Edition

A. M. Remondel
Concordia Seminary
St Louis, Mo.

Handbook

of

THE LUTHERAN CHURCH—
MISSOURI SYNOD

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Corrected to June 26, 1953

by the

Houston Convention

Listed below are the sections indicating changes in the *Handbook* of The Lutheran Church—Missouri Synod adopted by the Forty-Second Convention on June 26, 1953, Houston, Texas.

Sections Dropped	Sections Revised	New Sections	
7.107	1.53	7.29	2.05 d
9.27 b	1.57	7.31	2.119
	1.59 b	7.33	6.54
	2.05 a	7.35	6.62
	2.07	7.105 b	8.27 b
	2.79 h	7.105 c	8.34
	2.79 j	7.105 d	8.44
	2.79 m	8.03	8.47 c
	2.97	8.05	8.175
	2.113	8.25	8.177
	2.121	8.135	10.15 c, d
	2.127	8.153 c	10.41 f (4)
	2.129	10.07	11.111
	2.141	10.41 h	11.113
	2.147	10.45	11.115
	3.61 a	10.47 a(3)	
	6.07	10.47 b(1)	
	6.21	10.47 b(3)	
	6.37 d	10.51	
	6.51 b	12.03	
	6.52 e	12.05	
	6.53	12.09	
	6.61	13.05	
	6.69	13.07	
	6.117	14.03 f	
	6.145		

NOTE: Insert the revised and new sections in your copy of the *Handbook*.

Notice



The complete "Handbook," revised up to and including the 1956 convention, is being made available to our pastors, teachers, and congregations. You may dispose of all of the old "Handbook" pages and insert this material into your folder. Each pastor will receive a filler for his and for the congregation's "Handbook" folder.

To save time and money, the "Handbook" was printed from the old type, with additions and corrections.

Notice



The complete "Handbook," revised up to and including the 1959 convention, is being made available to our pastors, teachers, and congregations. You may dispose of all of the old "Handbook" pages and insert this material into your folder. Each pastor will receive a filler for his and for the congregation's "Handbook" folder.

Handbook

of

**THE LUTHERAN CHURCH—
MISSOURI SYNOD**

To All Congregations, Pastors, Professors, Teachers, and Members of Synodical Boards:

ESTEEMED BRETHREN:

If proof is needed that we are living in a fast-changing world and that the Church does not remain unaffected by these changes, then the 1960 edition of the Synodical HANDBOOK provides this proof.

As you turn the pages you will find that entire sections have been rewritten, that some new sections have been added, and that some sections have been condensed or entirely removed. These changes have not been made capriciously. They reflect the deliberate action of the San Francisco convention, which resolutely faced up to the fact that the administrative procedure of Synod needed to be reviewed and revised in order to meet the demands which present-day conditions are making on our organization.

We are bold enough to suggest that the HANDBOOK — or at least some sections of it — might well be used occasionally at the voters' assembly or at the men's club as material for the "educational" part of these meetings. Doctrine and practice both are found in the pages of the HANDBOOK. If the leader is well prepared as sections of the HANDBOOK are presented and explained, some animated discussion will develop. This is one way of creating a better understanding of the objectives of The Lutheran Church — Missouri Synod and the procedures through which the Church hopes to attain these objectives.

It hardly seems necessary to emphasize that the changes in the HANDBOOK do not touch the doctrinal position of Synod. This has remained unchanged, and for this spirit of continuing loyalty to the Scriptures and to the Confessions we thank God. But many of the methods which we employ to achieve our objectives have undergone a face lifting and been brought up to date. For this spirit of alertness to prevailing conditions we should also thank God.

Sincerely yours,

COMMITTEE ON CONSTITUTIONAL MATTERS

W. C. BIRKNER, *Secretary*

To All Congregations, Pastors, Professors, Teachers, and Members of Synodical Boards:

ESTEEMED BRETHREN:

The Great Commission received by the Church from her Ascending Savior remains unalterably the same; but the conditions under which the Church carries out her assigned tasks and the procedures which she employs are constantly changing.

The truth of this statement becomes evident when The Lutheran Church—Missouri Synod assembles in triennial convention. Consistently we pledge loyalty to the Word and to our Confessions—as our ancestors did. But the procedures which we adopt as we go about our Father's business do change and mirror the conditions under which we are living.

The latest changes of procedure that reflect the various resolutions accepted at the St. Paul Convention and printed in the 1956 Proceedings are presented to you in this revised version of the HANDBOOK, which contains the Constitution and the By-Laws of The Lutheran Church—Missouri Synod.

For the sake of completeness we have reprinted also the Articles of Incorporation.

Constitutional matters are generally regarded as necessary but uninteresting. We believe, however, that under the prompting of a skillful leader our constituency will discover that the study and the Discussion of our Synod's Constitution and its By-Laws can be made a stimulating and rewarding experience. As we study these documents, let us once again be impressed with the gracious guidance of God, who led our forefathers to lay a solid foundation and who calls on us to continue to build well as we receive our heritage with a grateful heart and with a dedicated sense of responsibility.

Sincerely yours,

COMMITTEE ON CONSTITUTIONAL MATTERS

W. C. BIRKNER, *Secretary*

Articles of Incorporation

Article I Name

The name of this corporation shall be "The Lutheran Church — Missouri Synod." An office of the corporation shall be located in the City of St. Louis, in the State of Missouri.

Article II Objects

The objects of this corporation shall be:

a. To unite in a corporate body the members of the Evangelical Lutheran Church who acknowledge and remain true to the *Book of Concord* of the year of our Lord 1580 as a true exhibition of sound Christian doctrine.

b. To train ministers and teachers for service in the Evangelical Lutheran Church.

c. To assist and advise congregations, pastors, and teachers affiliated with The Lutheran Church — Missouri Synod and to exercise supervision over such pastors and teachers as to doctrine, practice, and performance of their official duties.

d. To establish, build, conduct, and maintain theological seminaries, colleges, academies, schools, and other institutions of learning.

e. To assist in the establishment of Lutheran congregations and preaching stations.

f. To spread the Gospel by means of radio and television broadcasting, visual education, and all other forms of missionary endeavor throughout the world.

g. To print, publish, purchase, sell, and otherwise disseminate Bibles, books, periodicals, literature, music, and other supplies for congregations, schools, Sunday schools, preaching stations, and institutions.

h. To establish and conduct all such enterprises and endeavors and to exercise such further powers as may be necessary or expedient to carry out the objects and purposes for which this corporation is organized.

Article III Membership

The power of the corporation shall be lodged with the accredited clergy and lay delegates of the congregations in actual membership with The Lutheran Church — Missouri Synod, distributed among

the constituent congregations in such number as may be determined upon from time to time by the Bylaws of The Lutheran Church — Missouri Synod, and only such delegates shall be entitled to a vote at the meetings of the corporation.

Article IV Meetings

This corporation shall have general synodical meetings once in every three years, or as often as may be determined by resolution of said corporation. Special meetings may be called in such manner as may be provided by the Constitution or Bylaws of The Lutheran Church — Missouri Synod.

Article V Officers

The officers of this corporation shall consist of a President, Vice-Presidents as specified by the Bylaws of The Lutheran Church — Missouri Synod, a Secretary, and a Treasurer.

The Board of Directors of the corporation shall be comprised of the President, the Secretary, and the Treasurer of the corporation and such additional clergy and lay members as shall be elected as directors from time to time in accordance with the Bylaws of The Lutheran Church — Missouri Synod.

The officers and members of the Board of Directors shall be elected at the general meetings of the corporation for such terms as shall be specified by the Bylaws of The Lutheran Church — Missouri Synod and shall serve until their successors are duly elected and have qualified.

Article VI Property

This corporation shall have power to acquire by gift, grant, demise, devise, bequest, purchase, or otherwise, property of every kind and description, real, personal, or mixed; to hold and use such property and deal with, or dispose of, any or all such property by sale, exchange, or gift, when necessary or expedient to carry out the objects and purposes of the corporation; to receive, maintain, and administer endowments, legacies, pension funds, retirement funds, and such other general or trust funds as may be necessary for the operation of said corporation or for the accomplishment of its purposes; provided that all such property shall be acquired, dealt with, or disposed of in manner not in conflict with the laws of the State of Missouri or of the laws of any State in which said property is located.

Article VII Bylaws

This corporation shall have and make such By-laws as may be necessary to accomplish its purposes and shall have power to create such offices, committees, and other subordinate bodies as may be necessary to accomplish its general and special objects.

Article VIII Amendments

Amendments to these Articles of Incorporation may be made at any time at a regularly called meeting of this corporation by a majority of the voting delegates present at such meeting, provided such amendments are not inconsistent with the Constitution or the laws of the United States or the State of Missouri and are thereafter submitted to be approved by the Circuit Court of the City of St. Louis, Missouri.

The Articles of Incorporation of Synod were amended in their entirety, as above, by the synodical convention of 1956. The amended Articles of Incorporation were subsequently approved by the Circuit Court of the City of St. Louis.

Constitution

of The Lutheran Church — Missouri Synod

PREAMBLE

Reason for the Forming of a Synodical Union

1. The example of the Apostolic Church. Acts 15:1-31.

2. Our Lord's will that the diversities of gifts should be for the common profit. 1 Cor. 12:4-31.

Article I Name

The name of the synod organized under this Constitution shall be: **THE LUTHERAN CHURCH — MISSOURI SYNOD.**

Article II Confession

Synod, and every member of Synod, accepts without reservation:

1. The Scriptures of the Old and the New Testament as the written Word of God and the only rule and norm of faith and of practice;

2. All the Symbolical Books of the Evangelical Lutheran Church as a true and unadulterated statement and exposition of the Word of God, to wit: the three Ecumenical Creeds (the Apostles' Creed, the Nicene Creed, the Athanasian Creed), the Unaltered Augsburg Confession, the Apology of the Augsburg Confession, the Smalcald Articles, the Large Catechism of Luther, the Small Catechism of Luther, and the Formula of Concord.

Article III Objects

The objects of Synod are:

1. The conservation and promotion of the unity of the true faith (Eph. 4:3-6; 1 Cor. 1:10) and a united defense against schism and sectarianism (Rom. 16:17);

2. The joint extension of the Kingdom of God;

3. The training of ministers and teachers for service in the Evangelical Lutheran Church;

4. The publication and distribution of Bibles, church books, schoolbooks, religious periodicals, and other books and literature;

5. The endeavor to bring about the largest pos-

sible uniformity in church practice, church customs, and, in general, in congregational affairs;

6. The furtherance of Christian parochial schools and of a thorough instruction for Confirmation;

7. The supervision of the ministers and teachers of Synod with regard to the performance of their official duties;

8. The protection of pastors, teachers, and congregations in the performance of their duties and the maintenance of their rights.

Article IV Powers

Synod shall have legal powers —

1. To purchase, hold, administer, and sell property of every description in the interests of Synod;

2. To accept, hold, administer, and, if deemed advisable, dispose of, legacies, donations, commercial papers, and legal documents of every description in the interest of its work.

Article V Membership

Membership in Synod is held and may be acquired by congregations, ministers of the Gospel, and teachers of the Evangelical Lutheran Church who confess and accept the confessional basis of Article II.

A. Voting Members

All organized congregations that have joined Synod hold voting membership. At the meetings of the Districts of Synod every congregation or parish is entitled to two votes, one of which is to be cast by the pastor and the other by the lay delegate. At the meetings of Synod a number of congregations shall form a group, which shall be represented by two voting delegates, one a pastor and one a lay delegate.

B. Advisory Members

Advisory members only are the following:

1. Pastors whose congregations do not hold membership in Synod;

2. Assistant pastors;

3. Ministers not in charge of congregations;

4. Professors at Synod's educational institutions;

5. Teachers of parochial schools;

6. Candidates for the office of the ministry or for that of a teacher in the parochial schools.

Article VI Conditions of Membership

Conditions for acquiring and holding membership in Synod are:

1. Acceptance of the confessional basis of Article II.

2. Renunciation of unionism and syncretism of every description, such as:

a. Serving congregations of mixed confession, as such, by ministers of the church;

b. Taking part in the services and sacramental rites of heterodox congregations or of congregations of mixed confession;

c. Participating in heterodox tract and missionary activities.

3. Regular call of pastors and teachers and regular election of lay delegates by the congregations, as also the blamelessness of the life of such.

4. Exclusive use of doctrinally pure agenda, hymnbooks, and catechisms in church and school.

5. A congregation shall be received into membership only after Synod has convinced itself that the constitution of the congregation, which must be submitted for examination, contains nothing contrary to the Scriptures or the Confessions.

6. Pastors, teachers, or candidates for the office of the ministry or that of a teacher in a parochial school not coming from recognized orthodox church bodies must submit to a colloquium before being received.

7. Congregations, pastors, teachers, or candidates for the office of the ministry or that of a teacher in a parochial school are, as a rule, received at the meetings of the Districts of Synod but may be received also at the meetings of Synod.

Article VII Relation of Synod to Its Members

In its relation to its members Synod is not an ecclesiastical government exercising legislative or coercive powers, and with respect to the individual congregation's right of self-government it is but an advisory body. Accordingly, no resolution of Synod imposing anything upon the individual congregation is of binding force if it is not in accordance with the Word of God or if it appears to be inexpedient as far as the condition of a congregation is concerned.*

* Cp. Bylaws, 1.09 b.

Article VIII Synodical Meetings

A. Time and Legality of Meetings

1. Synod convenes every three years for its regular meeting.

2. For a legal convention a constitutional convocation of the meeting and the presence of at least one fourth of the constitutionally elected voting representatives is necessary.

B. Special Sessions of Synod

1. Synod may under circumstances call a special session if two thirds of the voting representatives present so decide.

2. In cases of urgent necessity a special session may be called by the President with the consent of two thirds of the District Presidents or by three fourths of the District Presidents without the consent of the President; however, all congregations and other members of Synod must be notified thirty days in advance and told for what purpose this extra meeting is being convened.

C. Resolutions at Synodical Meetings

All matters of doctrine and of conscience shall be decided only by the Word of God. All other matters shall be decided by a majority vote. In case of a tie vote the President may cast the deciding vote.

Article IX Representation

The synodical meetings are composed of regularly elected and delegated representatives and of certain individual persons, as specified in the By-laws, to wit:

1. Representatives of congregations, entitled to vote;

2. Advisory representatives of the advisory members of Synod;

3. Advisory representatives of boards, commissions, and educational institutions and such as by virtue of their office are required to attend Synod.

Article X Officers

A

The officers of Synod are:

1. A President;

2. Vice-Presidents, as prescribed by the Bylaws;

3. A Secretary;

4. A Treasurer;
5. A Board of Directors;
6. Other officers, as specified in the Bylaws.

B

1. The President, the Vice-Presidents, and the Secretary must be ministers of the Church and, like the Treasurer and the members of the Board of Directors, members of voting congregations.

2. The time of service of all officers, boards, and commissions shall be fixed by the Bylaws of the Constitution of Synod.

3. Any officer or any member of any board or commission ceases to be an officer of Synod or a member of any board or commission as soon as he ceases to be a member of a congregation affiliated with Synod.

Article XI Rights and Duties of Officers

A. In General

1. The officers of Synod must assume only such rights as have been expressly conferred upon them by Synod, and in everything pertaining to their rights and the performance of their duties they are responsible to Synod.

2. Synod at all times has the right to call its officers to account and, if circumstances require it, to remove them from office in accordance with Christian procedure.

3. Synod reserves the right to abolish any office it has established.

4. Conventions of Synod and of the Districts have the right, in extraordinary cases, to elect a chairman other than the regular presiding officer.

B. Duties of the President

1. The President has the supervision regarding the doctrine and the administration of —

- a. All officers of Synod;
- b. All such as are employed by Synod;
- c. The individual Districts of Synod;
- d. All District Presidents.

2. It is the President's duty to see to it that all the aforementioned act in accordance with Synod's Constitution, to admonish all who in any way depart from it, and, if such admonition is not heeded, to report such cases to Synod.

3. The President has and always shall have the power to advise, admonish, and reprove. He shall conscientiously use all means at his command to promote and maintain unity of doctrine and practice in all the Districts of Synod.

4. The President shall see to it that the resolutions of Synod are carried out.

5. At the sessions of Synod the President shall —

a. Conduct the meetings and have a care that all things be done in a Christian way and in accordance with the Constitution of Synod;

b. Give an accurate report to Synod of his administration.

6. The President shall sign the official papers and documents in the name of Synod.

7. It is the duty of the President to be present also at the meetings of the Districts, to advise them, and to report at the next session of Synod.

8. The President shall perform all additional duties which Synod may enjoin upon him through its Bylaws or by special resolution.

9. When business matters that permit of no delay turn up between conventions of Synod, the President is authorized to submit them to a vote of the congregations by means of the official synodical organs. In such cases at least one fourth of the synodical congregations must register their vote.

C. Duties of the Vice-Presidents

1. The Vice-Presidents shall upon request of the President represent him in all his functions.

2. In case of the disability, the deposition from office, or the death of the President, the Vice-Presidents, in the order of their rank of office, advance to the President's place, with full power, until the expiration of his term of office.

D. Duties of the Secretary

The Secretary shall —

1. Record the proceedings during the synodical conventions;

2. Draw up and sign the official papers and documents of Synod;

3. Perform such other work as Synod may enjoin upon him through its Bylaws or by special resolution.

E. Duties of the Treasurer

The Treasurer is the custodian of all moneys and valuable papers of Synod and shall —

1. Keep an exact record of all moneys received and expended by Synod;
2. Administer Synod's financial affairs according to its instruction;
3. At any time submit to an examination of his books and accounts by an auditing committee when so ordered by Synod or its officers.

F. Duties of the Board of Directors

1. The Board of Directors shall consist of not fewer than seven members, to wit: the President, the Secretary, the Treasurer, one pastor, and three laymen.
2. The members of the Board of Directors are the legal representatives of Synod and the custodians of all property of Synod, and upon them are incumbent the general management and supervision of all the business affairs of Synod.

Article XII Districts of Synod and Their Regulation

1. Synod is divided into Districts, the geographical boundaries of which are determined by Synod and are altered by it according to circumstances.
2. This Constitution is also the constitution of each District of Synod; however, each District is at liberty to adopt such bylaws and pass such resolutions as it deems expedient for its conditions, provided that such bylaws and resolutions do not conflict with the Constitution and the Bylaws of Synod.
3. The officers of the Districts are:
 - a. A District President;
 - b. District Vice-Presidents as the Bylaws prescribe;
 - c. As many Circuit Counselors as each District may determine upon;
 - d. A District Secretary;
 - e. A District Treasurer, who may be elected by the District convention or appointed in such manner as the District may prescribe.
4. Additional officers, boards, and commissions are elected by the Districts as they are required for the execution of the business of the Districts.
5. The election and time of service of the District officers shall be determined by the Bylaws of the Constitution of Synod.
6. All officers of the Districts have the same rights and duties as those outlined in this Con-

stitution for the officers of Synod but only insofar as these apply to the District and only within the boundaries of their Districts.

7. The District Presidents shall, moreover, especially exercise supervision over the doctrine, life, and administration of office of the pastors and teachers of their District and acquaint themselves with the religious conditions of the congregations of their District. To this end they shall visit and, according as they deem it necessary, hold investigations in the congregations. Their assistants in this work are the Circuit Counselors, who therefore shall regularly make their reports to the District President.

8. In accordance with the Bylaws of Synod the District Presidents are empowered to suspend from membership, until the next regular meeting of Synod,* pastors, be they voting or merely advisory members of Synod, as also professors and teachers, for persistently adhering to false doctrine or for having given public offense by an ungodly life, and also to publish such proceedings.

9. Furthermore, the District Presidents shall—

a. See to it that all resolutions of Synod which concern the Districts are made known to the Districts and are carried out by them;

b. Submit an annual report of their administration to the President of Synod and, in general, permit him to obtain all necessary insight into their official activities as District Presidents;

c. Perform, either in person or by proxy, the ecclesiastical ordination of the candidates for the ministry assigned to their Districts and the installation of such, as well as the installation of the candidates for the office of schoolteacher and of all ministers and teachers called by the congregations in their Districts;

d. Sign all examination papers and certificates of ordination and, in general, all official papers and documents of their District.

10. The meetings of the Districts of Synod are composed of the following:

A. Voting Representatives

The pastors of such congregations as hold voting membership in Synod and the lay delegates elected and deputed by these congregations shall be voting representatives.

* See Bylaws, 5.31 and 5.93.

B. Advisory Members

Advisory members are:

- a. Pastors whose congregations do not hold membership in Synod;
- b. Assistant pastors;
- c. Ministers without a charge;
- d. Professors at the educational institutions;
- e. Teachers of parochial schools;
- f. Candidates for the office of the ministry or for the office of parochial schoolteacher.

11. The Districts, when legally incorporated, are represented before the State by a Board of Directors composed of the President, the Secretary, and the Treasurer of the District, which Board, however, may be constituted otherwise.

12. The Districts are independent in the administration of affairs which concern their District only, it being understood, however, that such administration shall always serve the interests of Synod.

13. The regular sessions of the Districts are held in those years in which no regular session of Synod is held. Only Synod has the right to make an exception to this rule.*

14. For the legal holding of the sessions of the Districts a constitutional convocation of such sessions and the presence of at least one third of the voting members represented by at least one of their respective representatives (pastor or lay delegate) are required.

15. In cases of urgent necessity the District President is empowered to convene special sessions of his District; he must, however, previously have obtained consent of at least a majority of the voting members of the District after having informed them and the President of Synod of the purpose of the intended special session.

Article XIII Expulsion from Synod

1. Members who act contrary to the confession laid down in Article II and to the conditions of membership laid down in Article VI or persist in an offensive conduct, shall, after previous futile admonition, be expelled from Synod.

* Permission was granted to the South American Districts to meet also in those years in which the Delegate Synod convenes. 34 (1929), 124.

2. Such expulsion is executed, as a rule, by the Districts of Synod; yet those so expelled have the right to appeal to Synod.

3. If the member expelled is a pastor or teacher in a congregation of Synod, such congregation, unless it has already done so, is held to depose him from office and to deal with him in accordance with the Word of God, notwithstanding an appeal. If it persistently refuses to do so, the respective District is to deal with it. If all negotiations and admonitions fail of their purpose, such congregation forfeits its membership in Synod.

4. Because of their expulsion those so expelled forfeit their membership and all share in the property of Synod. The latter holds good also with respect to those who for any reason themselves sever their connection with Synod.

Article XIV Changes in, and Amendments to, the Constitution

1. Changes in the Constitution and amendments thereto may be made provided they do not conflict with the provisions laid down in Article II and in Article VI.

2. All proposed changes and amendments must be submitted in writing to Synod assembled in convention, and each proposed change shall be voted on separately. A two-thirds majority of all votes cast shall be necessary for adoption.

3. After adoption by the convention such amendments shall be submitted to the congregations of Synod by means of three announcements in the official synodical organs within three months after the close of the convention.

4. Unless one third of the congregations in voting membership in Synod files a vote of dissent with the Secretary of Synod within a period of six months following the date of the final official publication, such amendment shall become effective at such time. At the expiration of this period of time the Secretary of Synod shall announce in the official organs of Synod whether or not such amendment is effective.

5. In case fewer than one third of the number of congregations vote against the change, the names of dissenting congregations should be published.

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Bylaws to the Constitution of The Lutheran Church — Missouri Synod

I. SYNODICAL ORGANIZATION

A. MEMBERSHIP

1.01 Application and Reception

Applications for membership in Synod may be acted upon in the convention of Synod or of any District of Synod.

1.03 Signing Constitution

All members of Synod shall sign the Constitution of Synod in open session at the first convention of the District which they attend. The duly elected lay delegate of a newly received congregation shall sign the Constitution as the representative of his congregation. The District Secretary shall obtain the signatures to the Constitution in a book provided for this purpose. The District Secretary shall note, opposite a member's signature, the year in which the member is received or relinquishes membership or is transferred to another District of Synod. The District President shall keep the Secretary of his District informed of transfers into and out of the District so that entries can be made in the records of his District.

1.05 Duties of Members

Every member of Synod shall, in accordance with his vocation, his ability, and the means at his command, diligently and earnestly promote the purposes of the synodical organization by word, deed, and adequate financial support.

1.07 Duties of Advisory Members

Advisory members of Synod shall attend the District conventions. They shall not be elected by any congregation or by any group of congregations as lay delegates to a synodical convention, nor shall they be accredited as such. Former pastors and teachers who are regularly engaged in a secular calling shall no longer be considered advisory members.

1.09 Relation of Synod to Its Members

a. The Constitution, Bylaws, and all other rules and regulations of Synod apply to all members of Synod, i. e., to all congregations, pastors, professors, and teachers. Synod expects such congregations as have not yet been received into membership, but are served by Synod, and whose pastors and teachers hold membership in Synod to honor its rules and regulations.

b. Synod expects every member congregation to respect its resolutions and to consider them of binding force if they are in accordance with the Word of God and if they appear expedient as far as the condition of the congregation is concerned. Synod, being an advisory body, recognizes the right of the congregation to be the judge of the expediency of the resolution as applied to its local condition. However, in exercising such judgment, a congregation must not act arbitrarily but in accordance with the principles of Christian love and charity.

c. Membership of a congregation in Synod gives Synod no equity in the property of the congregation.

1.11 Constitutions of Congregations

a. A congregation which applies for membership in Synod shall, two months prior to the convention of Synod or of the respective District of Synod, send its constitution to the District President, who shall refer it to a standing committee of the District. This committee shall examine the constitution to ascertain whether its provisions are in harmony with Scripture and the teachings and practices of Synod in order that any necessary changes may be made by the congregation before the District or Synod convenes. A congregation shall not hold membership until it has made such changes as Synod may have deemed necessary and has so notified the District President.

b. A member congregation which translates, revises, or amends its constitution or adopts a new constitution shall submit such translation, revision, amendment, or new constitution for examination and approval in the manner prescribed in Par. 1. 11, a.

B. SYNODICAL CONVENTIONS — PROCEDURE

1.23 Convention Preachers

The President shall appoint the convention preachers prior to the convention of Synod. The President, or one of the Vice-Presidents appointed by him, shall preach at the opening service.

1.25 Organization, Reports, Memorials

a. The convention shall organize at its first session on the basis of the registration and the report of the Committee on Credentials. The President shall then make his presidential address, submit his official report, and announce the order of business.

b. All matters to come before the convention shall as a rule be presented to the President in writing fourteen weeks prior to the convention. He shall decide which of these matters shall be published in the book of *Reports and Memorials*, a copy of which shall be mailed eight weeks prior to the convention of Synod to each pastor and teacher of Synod and to each elected lay delegate.

c. All memorials or overtures sent to the President shall be submitted to Synod through one of its convention committees. Memorials which are received by the President later than ten days before the opening date of the convention shall not be submitted except upon recommendation of a committee of three appointed by the President and by special resolution of the convention.

1.27 Convention Committees

The President shall refer all matters which are to be presented to Synod to convention committees appointed by him from among the accredited delegates and official representatives in order to expedite the transaction of business. After due consideration of the matters referred to them, these committees shall report their findings and recommendations to Synod. If the President deems it advisable, he shall be empowered to convene any such committees prior to the opening of the convention. Every member of Synod shall have the right to object to any appointment made to such committees. There shall be adequate lay representation on all committees.

1.29 Parliamentary Rules

The President shall conduct the sessions of Synod according to accepted parliamentary rules and shall so arrange the schedule of business that the sessions of Synod do not extend beyond ten business days.

1.31 Order of Business

The President shall, at the first session and during the course of the succeeding sessions of Synod, announce the order of business for the following days.

1.33 Daily Minutes

Brief daily minutes shall be read at synodical conventions.

1.35 Absences

All duly elected delegates and advisory members shall attend all sessions regularly until the close of the convention. Delegates who arrive late or leave early or who do not attend at all shall present a written excuse.

1.37 Distribution of Official Proceedings

A printed copy of the Official Proceedings of each convention shall be mailed by Concordia Publishing House to every pastor in Synod for the information and use of the pastor and the members of his parish. The cost shall be paid by Synod.

1.39 Time and Place of Next Convention

Before adjournment, Synod shall decide upon the time and place of the next convention. If Synod fails to do this, the President shall do so. In case of necessity he may change the appointed time and place of meeting.

C. SYNODICAL CONVENTIONS REPRESENTATION

1.51 Electoral Circuits of Member Congregations

An electoral circuit shall comprise from ten to fifteen member congregations. Each electoral circuit shall be represented by one pastor and one layman. Large congregations shall form small circuits, and small congregations shall form

large circuits. A fractional portion remaining after the circuits have been formed shall be entitled to the same representation as a complete circuit.

1.53 Election of Delegates to Convention

Delegates and their alternates shall as a rule be selected by the representatives of the respective electoral circuits at the convention of the District preceding the convention of Synod. Whenever the delegates thus elected leave the electoral circuit or are prevented from attending the synodical conventions, the electoral circuit shall fill the vacancy. In case the representatives of such circuits authorize one of their congregations to elect the lay delegate for the respective circuit, such lay delegate must present to Synod credentials signed by the pastor and two officers of his local congregation. The Committee on Arrangements shall provide for each lay delegate proper credential forms prepared and made available by the Secretary of Synod. The publication in the District *Proceedings* of the names of the delegates or the alternates chosen by the electoral circuits shall be sufficient evidence of election. If these proceedings have not been printed or if in the meantime changes have become necessary, the certification of election by the District Secretary or the District President or his representative shall entitle the delegate to vote, provided such lay delegate presents credentials as aforesaid.

1.55 Delegates Not Bound by Instructions

Congregations shall not require their delegates to vote in accordance with specific instructions, but every delegate shall be permitted to vote according to his own conviction.

1.57 Electoral Circuits of Advisory Members

Every circuit of approximately twenty advisory pastors and approximately twenty teachers of Lutheran elementary and secondary schools shall be entitled to one representative. These selections shall as a rule be made at the convention of the District preceding the convention of Synod. Any fractional portion remaining shall be entitled to the same representation as a complete circuit. The registered name in the printed *Proceedings* of the District or the certification by the District Secretary or the District President or his

representative shall entitle the elected representative to recognition by Synod, but without vote.

1.59 Other Advisory Representatives

a. The Vice-Presidents of Synod, all District Presidents, and all full-time executives of Synod shall attend the conventions of Synod *ex officio*.

b. Each of Synod's educational institutions shall be represented at synodical conventions by its president. Each faculty is to elect representatives to enable each member to attend at least one out of three synodical conventions.

c. All boards, commissions, and committees of Synod shall be represented at the conventions of Synod by at least one of their members.

1.61 Rights of Advisory Members

a. Advisory members of Synod shall be entitled to the floor and may express their opinion the same as voting members. They may submit overtures to Synod and may request voting members of Synod to submit resolutions for them in order that matters in which they are interested may be presented to Synod in the regular manner.

b. They shall be eligible to membership on committees and to offices of Synod, unless otherwise specified.

c. Advisory pastors who are temporarily serving voting congregations are not entitled to a vote.

D. SYNODICAL CONVENTIONS ARRANGEMENTS

1.73 Committee on Arrangements

The President of Synod shall appoint a Committee on Arrangements, consisting of not fewer than nine members, of whom at least one should be chosen from the group of men that constituted the arrangement committee for the preceding convention. This committee shall be appointed as soon as possible after the convention site has been determined.

1.75 Expenses

a. Synod shall bear one half of the net cost of the convention, and the host congregations shall bear the remaining one half.

b. Synod's part of the expenses shall be raised

by a levy of one cent (\$0.01) per communicant member, each District to decide how it will raise its proportionate share. The District Treasurer shall remit the share of his District to the treasurer of the Committee on Arrangements not later than the month of March before the convention.

c. The congregations which are host to the convention shall be exempt from this levy.

1.77 Traveling Expenses, Lodging, and Meals

a. All traveling expenses, lodging, and meals of synodical officials, delegates, and representatives shall be paid by Synod, the Districts, the boards, the circuits, or the commissions which are represented by the respective delegates or representatives. The expenses of District Presidents shall be paid by Synod. The Committee on Arrangements shall arrange for lodging at hotels, dormitories, or in private homes and also provide for joint meals while the convention is in session. Rates for lodging and meals shall be established and published by the Committee on Arrangements, and the delegates and representatives shall pay the established rates for lodging and meals when registering prior to the opening of the convention.

b. The Committee on Arrangements shall provide preconvention housing and meeting facilities for committees which must meet before the convention opens. The President of Synod shall designate such committees and shall so notify the Committee on Arrangements. All expenses incurred by such preconvention committee meetings shall be borne by Synod.

II. SYNODICAL ADMINISTRATION

A. OFFICERS AND BOARDS

2.01 Elective Officers

The elective officers of Synod shall be a President, four Vice-Presidents, a Secretary, and a Treasurer.

2.03 Elective Boards

The elective boards of Synod shall be:

A Board of Directors

A Board of Control for each educational institution

A Board for North American Missions

A Board for Missions to the Deaf

A Board for Missions to the Blind

- A Board for European Affairs
- A Board for World Missions
- A Church Extension Board
- A Board of Parish Education
- A Board for Young People's Work
- A Commission on College and University Work
- A Board of Appeals
- A Board for Support and Pensions
- A Board of Directors for Concordia Publishing House
- A Committee on Nominations

2.05 Appointive Officials and Boards

All other officers, boards, commissions, and committees of Synod shall be appointed as follows:

- a. By the President in conjunction with the Vice-Presidents:
 - A Committee on Constitutional Matters
 - An Armed Services Commission
 - A Literature Board
 - A Committee on Doctrinal Unity
 - A Committee for Research
 - A Young People's Literature Board
 - A Commission on Fraternal Organizations
 - A Finnish Relations Committee
 - An Advisory Committee on Doctrine and Practice
 - A Board of Social Welfare
 - A Commission on Worship, Liturgics, and Hymnology
- b. By the Board of Directors:
 - A Controller
 - An Executive Director
 - An Assistant Treasurer
 - An Auditor
 - An Executive Secretary of Medical Missions
 - A Department of Stewardship, Missionary Education, and Promotion
 - A Statistician and Chronicler
 - A Transportation Secretary
 - A Committee on Church Architecture
 - A Valparaiso Advisory Committee
 - A Board of Trustees of Synodical Trust Funds
 - A Board of World Relief
 - A Board for Public Relations
 - A Mass Communications Council
 - An Operating Board for KFUD
 - An Operating Board for Lutheran Television Productions
 - A Board of Archives and History

- c. By the President in conjunction with the Vice-Presidents, subject to the approval of the College of Presidents:
A Board for Higher Education
- d. By the College of Presidents with the approval of the President and Vice-Presidents of Synod:
An Editorial Board for *The Lutheran Witness* and *Der Lutheraner*

2.07 Term of Office

The term of office for all officers, boards, commissions, and committees of Synod shall be three years unless the Bylaws specifically provide otherwise.

2.09 Salaried Executives Without Vote

Salaried executives shall not be voting members of the board, commission, or committee under which they serve.

2.11 Organization of Boards, Commissions, and Committees

a. All boards, commissions, and committees shall organize at the first meeting after their election or appointment and shall conduct their business in accordance with accepted parliamentary rules.

b. The board or commission under which salaried executives serve shall draft the necessary regulations for the conduct of their offices. These regulations and any changes therein shall be submitted to the Committee on Constitutional Matters for review to avoid any possible conflict with the Constitution and Bylaws.

2.13 Accountability of Officers, Boards, Commissions, and Committees

All officers, boards, commissions, and committees shall be accountable to Synod for all their transactions, and every decision of such board, commission, and committee may be appealed to Synod.

2.15 Holding More than One Office

No one, either in Synod or in a District, or between Synod and a District, shall hold more than one elective office; or more than two offices, although one or both be appointive; or ever hold two offices of which one is directly responsible for

the work done by the other. Doubtful cases shall be decided by the President of Synod.

B. THE PRESIDENT OF SYNOD

2.27 Supervision by the President

a. The President, in exercising supervision over the doctrine taught in Synod and over the administration of all officials and employees of Synod, shall at regular intervals officially visit or cause to be visited all the educational institutions of Synod, and he shall receive reports from the District Presidents.

b. The President, since he must frequently be represented at District conventions by the Vice-Presidents, shall meet with the Vice-Presidents for common counsel and concerted action concerning matters which Synod must present to the various Districts.

c. The President shall consult with the Vice-Presidents whenever important and difficult synodical and intersynodical questions and problems arise.

2.29 Advisory and Executive Functions

a. The President shall upon request give counsel and advice to such as are under his supervision. He shall exercise executive power only when the affairs of Synod demand it and when he has been expressly invested with such power for such specific purpose. Any member of Synod shall have the right to appeal from his action to Synod.

b. The President, in the interval between conventions, shall appoint special boards or committees whenever the purpose for which Synod has been organized requires, or when conditions arising in the course of time demand such action.

c. The President shall make an official report to Synod at each convention.

d. The President shall approve the manuscript of convention proceedings before they are published by the Secretary.

2.31 President a Full-time Executive

a. The President shall be a full-time executive. He shall not be in charge of a congregation or hold a chair at any educational institution but may be called as an assistant pastor, provided such services do not interfere with his official duties as President.

b. A President who, before he has reached the

official (pension) retirement age, fails to be re-elected to this full-time office or elects to resign his position because of infirmity shall receive an annual stipend determined by the Board of Directors of Synod for such length of time as seems advisable to provide adequately for his sustenance.

C. THE VICE-PRESIDENTS OF SYNOD

2.33 Succession to Presidency

The Vice-Presidents shall, in the order in which they have been elected, perform the duties of the President in the event that the President's office is vacated or the President becomes incapacitated.

2.35 Relation to President

The Vice-Presidents shall, upon request of the President or as may be provided by Synod, advise, assist, or represent the President.

2.37 The First Vice-President a Full-time Executive

a. The First Vice-President shall be a full-time executive. He shall not be in charge of a congregation or hold a chair at any educational institution but may be called as an assistant pastor, provided such services do not interfere with his official duties as First Vice-President.

b. A First Vice-President who, before he has reached the official (pension) retirement age, fails to be re-elected to this full-time office or elects to resign his position shall receive an annual stipend determined by the Board of Directors of Synod for such length of time as seems advisable to provide adequately for his sustenance.

2.38 Vacancies

A vacancy in any Vice-Presidency shall be filled by advancing the lower-ranking Vice-Presidents. The remaining vacancy shall then be filled by the President from the reserve list of nominations, that is, from the nominees left after the previous election according to the number of votes received.

D. THE SECRETARY OF SYNOD

2.39 Publication of Convention Proceedings

The Secretary shall publish the proceedings of the conventions. He shall prepare the manuscript,

recording all resolutions in the wording in which they were adopted by Synod, and publish the proceedings after the President has approved the manuscript.

2.41 Notifications of Elections and Resolutions

The Secretary shall notify every member of Synod elected to office of his election. Immediately upon the close of the synodical convention the Secretary shall report officially to all boards and committees of Synod all resolutions concerning them, in order that the execution of any resolutions may not be deferred until the proceedings have been published.

2.43 Announcement of Convention Committee Meetings

The Secretary shall daily announce the time and place of committee meetings at conventions of Synod.

E. THE TREASURER OF SYNOD

2.45 Shall Be a Layman

The Treasurer shall be a layman elected by Synod.

2.47 General Duties

The Treasurer shall administer his office in accordance with the rules and regulations adopted by Synod and as directed by Synod's Board of Directors. He shall receive and disburse Synod's moneys and keep accurate account of them under instructions of the Board of Directors.

2.49 Authority to Borrow Money

The Treasurer shall be authorized to borrow money in the name of Synod, provided the Board of Directors has first determined the amounts and the conditions under which such moneys shall be borrowed.

2.51 As Depositary

The Treasurer shall act as the depositary for all funds in the hands of Synod's boards, commissions, officers, and employees who by virtue of their office act as custodians or trustees of such funds.

2.53 As Trust Officer

a. The Treasurer shall be *ex officio* the Trust Officer of Synod.

b. He shall keep on file a correct list of all devises and bequests which directly or indirectly have been given to Synod. In such list there shall be recorded the name of the testator, the amount of money or the real estate (including description) devised or bequeathed, the stipulations of the will, if such have been made by the testator, and the name of the executor or executors. New legacies and bequests made to Synod, to its institutions and for any of its activities, shall be reported to the Treasurer as soon as possible.

c. He shall at every convention of Synod render a report and a financial statement regarding all legacies which he administers and also respecting such legacies concerning which executors have reported to him.

2.55 Reports in the Official Organs

The Treasurer shall publish monthly in *The Lutheran Witness* and *Der Lutheraner* the accumulated amounts received from the respective District Treasurers during the current fiscal year.

2.57 Safe-deposit Boxes

The Treasurer shall rent such adequate safe-deposit boxes in the name of Synod as may be approved by the Board of Directors. Synod's bonds and other negotiable securities shall be stored in such boxes. Access to these boxes shall be regulated by the Board of Directors.

2.59 Fireproof Vaults

Synod's books and records and its nonnegotiable securities shall be deposited in fireproof vaults provided by Synod.

2.61 Missouri Synod Foundation

The above sections 2.45 to 2.59 shall not apply to the office of the treasurer of The Lutheran Church — Missouri Synod Foundation, a subsidiary corporation of The Lutheran Church — Missouri Synod, nor to the funds, devises, bequests, legacies, endowments, foundations, annuity gifts, investments, and trust funds of The Lutheran Church — Missouri Synod Foundation.

F. THE BOARD OF DIRECTORS OF SYNOD

2.71 Membership

The Board of Directors shall be constituted as follows: the President, the Secretary, and the Treasurer of Synod by virtue of their office, and three pastors and five laymen to be elected according to Synod's rules. No person salaried by Synod shall be elected to the board. The Vice-Presidents of Synod shall be advisory members of the board.

2.73 Vacancies

The Board of Directors shall be authorized to fill any vacancies in its membership for the unexpired term.

2.75 Authority

The Board of Directors shall be the legal representative of Synod and the custodian of Synod's property. It shall be vested with the general management and supervision of Synod's business affairs.

2.77 Meetings

The board shall meet not fewer than four times a year and shall keep accurate minutes of its proceedings. A majority of the board members shall constitute a quorum.

2.79 Duties

a. The Board of Directors shall prepare the annual budget of Synod and submit it to the Fiscal Conference for final action.

b. The Board of Directors shall balance the budget as nearly as possible and shall be authorized to do any and all things necessary or expedient to accomplish this end.

c. The Board of Directors alone shall have power to authorize various boards to solicit money beyond their budgets.

d. The Board of Directors shall regulate the collection of moneys from congregations and in Synod at large beyond the confines of any one District. No individual, congregation, or private organization shall solicit moneys in Synod at large without the consent of the Board of Directors. This rule shall not be construed to interfere with District or local financial undertakings, provided that

the collection of moneys shall be confined to the District or the respective area.

e. The Board of Directors shall cause regular audits to be made of all departments, boards, committees, and activities of Synod and shall cause examinations to be made of the books and records of all subsidized Districts, so far as these may relate to the subsidies received from Synod. It may at any time cause an audit to be made of any department, board, committee, or activity of Synod, independent of the audits hereinbefore provided.

f. The Board of Directors, in consultation with the respective boards, commissions, and committees, shall work toward uniformity in matters of the remuneration and conditions of employment of all employees of Synod and its various agencies whose salaries or wages are not fixed by Synod.

g. The Board of Directors shall determine the amount of the bond to be furnished by all officers of Synod in fiduciary capacities. The premium shall be paid by Synod.

h. The Board of Directors shall have charge of all of Synod's real and personal property and shall hold and manage such property in accordance with the instructions of Synod. Title to all such property shall be taken in the name of Synod under its corporate title, except in cases where the property to be acquired is to be purchased for the use and benefit of a seminary or college which has been separately incorporated under the synodical resolution of 1935 and to which corporation the present real estate holdings have been conveyed with the necessary reversionary clause.

i. The Board of Directors shall in accordance with the instructions of Synod authorize the erection of any building on property owned or controlled by Synod or permit the purchase of any property only when the entire sum necessary for such building or property has been paid into the treasury of Synod. However, Synod in convention assembled, recognizing that emergencies may arise, may authorize the Board of Directors to borrow specified amounts for capital-investment purposes, provided proper amortization of such borrowed funds is specified at the time of authorization.

j. The Board of Directors shall have final responsibility for the construction and location of new buildings and for major remodeling. As a board or through its representative it shall approve

all plans and the location of any building erected on properties belonging to Synod. It is directly responsible for all legal aspects of such operations. It shall hold the Board for Higher Education responsible in the area of higher education for planning, locating, constructing, and major remodeling of educational facilities, and for discharge by each Board of Control of its responsibility in the construction and major remodeling of educational facilities.

k. The Board of Directors, at a time when it believes the best interests of Synod will be served, shall authorize the initiation of specific projects relating to the establishment of new institutions, the relocation of old institutions, the erection of new buildings, extensive remodeling, or the purchase, lease, or sale of property, when Synod has made appropriations for these projects. It shall, however, initiate and shall establish the priority of higher-education projects on recommendation of the Board for Higher Education.

l. The Board of Directors may erect or purchase the necessary professors' residences upon recommendation of the Board for Higher Education and may borrow the money to pay for them. The interest and principal shall be paid with the moneys which would ordinarily be expended for rentals.

m. The Board of Directors shall have final responsibility for the maintenance of all Synod's property and shall exercise this control in the area of higher education by holding the Board for Higher Education responsible for all matters relating to maintenance and repair of Synod's educational properties, and for the discharge by each Board of Control of its responsibility in the construction and maintenance of the physical properties of its institutions, except that the Board of Directors is directly responsible for all legal aspects of such operations.

n. The Board of Directors shall maintain an inventory of all property of Synod.

o. The Board of Directors shall be authorized and empowered to sell, barter, exchange, or trade any real or personal property not adjacent to, or a part of, any of Synod's college or seminary properties of which Synod may find itself possessed and which real estate or personal property in the opinion of the Board of Directors would be of no direct use or benefit to Synod in the pursuit of its constitutional objectives, at such price or con-

sideration and upon such terms and conditions as in the opinion of the Board of Directors would best serve the interest of Synod.

p. The Board of Directors shall have the right to appoint subcommittees from its midst and define their duties.

q. The Board of Directors shall appoint an office head who shall be charged with the management and supervision of Synod's offices.

r. The Board of Directors shall be authorized to draw on the treasury of Synod for its expenses.

s. The Board of Directors shall report annually and as often as it may deem necessary on its work and on the needs of Synod in the official organs of Synod. It shall attend the conventions of Synod and shall submit a detailed report.

2.81 Co-ordinating Synod's Work

a. The Board of Directors shall appoint from its membership four committees to help co-ordinate the work of Synod:

1. Committee for the Division of Missions, composed of one pastor, one layman, and one Vice-President;
2. Committee for the Division of Parish Education, composed of one pastor, one layman, and one Vice-President;
3. Committee for the Division of Synodical Services, composed of two laymen and one Vice-President;
4. Committee for the Division of Higher Education, composed of one pastor, one layman, and one Vice-President.

b. The committees of the Board of Directors for each Division shall be the means of communication with the Board of Directors for each board and committee in that Division.

To this end the committees of the Board of Directors shall—

1. meet regularly to consider all business that should come before them;
2. prepare recommendations for their Division to the Board of Directors;
3. keep the boards and committees in their Division informed of the time and place of their meetings;
4. ask the divisional boards and committees, or

grant them opportunity, to send representatives to the meetings of the committees of the Board of Directors, when either the Board of Directors' Committee or any divisional board or committee considers it necessary for and in the interest of the work of Synod to do so;

5. ask the Vice-President assigned to each committee to attend meetings of the boards and committees in the Division to which he has been assigned, once a year or oftener, as the need arises;
6. make use of the services of the Executive Director and of the Controller to gather data, prepare recommendations, or attend meetings of the divisional boards and committees, either upon the request of the Board of Directors, or of any of the divisional boards or committees, or when in the opinion of the Board of Directors' Committee such a need arises;
7. make use of the executive secretaries in each Division as sources of information, and as the need arises, ask them to appear at their meetings or at the meetings of the Board of Directors;
8. require of each board and committee in its Division, as a matter of information, to transmit to the Committee of the Board of Directors for that Division a digest of the minutes of each of its meetings and a copy of every important proceeding, announcement, or report;
9. make available through the Secretary of the Board of Directors to each of the boards and committees of Synod a complete copy of any resolution of the Board of Directors pertaining to the work or policy of that board or committee;
10. receive for review, criticism, and for suggestion to the Board of Directors, policies referred to them by the boards and committees of their Division which have a significant influence on other areas of church work;
11. perform such other duties as are assigned to them by the Board of Directors.

c. The Board of Directors shall exercise general supervision of the work and finances of the Church

through the practice of persuasive Christian leadership within the letter and spirit of Synod's regulations. However, all regulations of Synod which require any board or committee of Synod to submit a proposed policy or plan of action to the Board of Directors for approval or which require consultation with the Board of Directors in any manner shall remain in effect.

d. The Board of Directors shall have the right to call up for review, criticism, and suggestion any proposed policy of a board or committee of Synod which may have significant influence on other areas of church work.

e. The Board of Directors shall make adjustments in the event that conflicts develop in the plans and policies of two or more boards or committees of Synod, so that the work of the church may be effectively promoted.

f. The Board of Directors shall develop and submit to Synod, and transmit to the boards and committees of Synod, broad and comprehensive plans of synodical work and finance. However, policies shall be made in the boards and committees of Synod according to regulations laid down for these boards and committees, and they shall execute all policies pertaining to their specific work according to regulations.

g. The Board of Directors shall receive for review policies and plans which the boards of Synod intend to submit to Synod at its convention. But any board shall have the right to take its recommendations directly to Synod for final decision even if these recommendations lack the approval of the Board of Directors.

G. STAFF OFFICERS

2.91 Assistant Treasurer

An Assistant Treasurer shall be appointed by the Board of Directors. He shall perform such duties as are assigned to him by the Treasurer, to whom he shall be responsible.

2.93 Auditor

An Auditor shall be appointed by the Board of Directors. He shall perform such duties as are assigned to him by the Board of Directors, to which board he shall be responsible as staff officer of the board.

2.95 Controller

A Controller shall be appointed by the Board of Directors. He shall be responsible to this board and the President of Synod. He shall examine, analyze, and report regularly to the board on all fiscal business of Synod and shall perform such related duties as the board may assign to him.

2.97 Executive Director

An Executive Director shall be appointed by the Board of Directors. He shall be the executive officer under the Board of Directors. He shall establish relationship with all synodical agencies, function in close and continuous relationship to them, and serve as liaison between them and the Board of Directors. He shall perform such other duties as may be assigned to him by the Board of Directors or by resolution of Synod.

2.99 Department of Stewardship, Missionary Education, and Promotion

The Board of Directors shall appoint such secretaries as it deems necessary to operate a Department of Stewardship, Missionary Education, and Promotion. They shall perform such duties as are assigned to them by the Board of Directors, to which board they shall be responsible.

2.101 Statistician and Chronicler

a. A Statistician shall be appointed by the Board of Directors, to which board he shall be responsible as staff officer of the board. The Statistician shall gather the statistics of Synod and annually publish them in the *Statistical Yearbook* in tabulated form. He shall decide upon the blank forms to be used in collecting the necessary material. All pastors, officers, boards, etc., within Synod shall furnish him the data requested. No one shall circularize Synod for the purpose of compiling statistics without first having consulted the Statistician.

b. The Statistician shall also act as Chronicler. He shall make a brief chronological record of the most important events, movements, and controversies within the Lutheran Church in America as well as of the influences exerted on it from without, which record in form shall be a continuous history of the Lutheran Church in America. He shall make an annual record of the most important events in the history of Synod.

H. OTHER EXECUTIVE OFFICERS AND COMMITTEES

2.107 Transportation Secretary

A Transportation Secretary shall be appointed by the Board of Directors for a term of three years and shall be responsible to this board. He shall represent the interests of Synod at the various transportation offices throughout the country, and he shall always be guided by the interests of Synod as a whole. He shall appoint as many assistants as he needs, shall give them the necessary instructions, and shall publish their names.

2.109 Committee on Church Architecture

A Committee on Church Architecture shall be appointed by the Board of Directors. It shall consist of five persons. The committee shall, when requested, advise congregations which intend to erect or remodel church buildings, especially when they request financial assistance from Synod for their building operations. The committee shall also give advice with respect to the building of schools and parish halls and the installation of organs, bells, and other church equipment.

2.111 Valparaiso Advisory Committee

An Advisory Committee for Valparaiso University, consisting of two pastors and one layman, shall be appointed by the Board of Directors. One member of this committee shall be a member of said board. This committee shall serve Valparaiso University in a consultative capacity.

2.113 Committee on Constitutional Matters

a. A Committee on Constitutional Matters shall be appointed by the President in conjunction with the Vice-Presidents. This committee shall consist of four members, one of whom shall be the Secretary of Synod *ex officio*.

b. All overtures to Synod asking for changes of, or amendments to, the Constitution of Synod or which in any manner affect the Constitution or Bylaws, shall be submitted to the Committee on Constitutional Matters in order that it may examine their contents and language as to their agreement with the Constitution and Bylaws of Synod.

c. At conventions of Synod this committee shall

be represented at the meetings of the committee appointed to consider constitutional matters.

d. Immediately after each convention of Synod this committee shall amend the Synodical HANDBOOK in harmony with the resolutions adopted by the convention.

e. This committee shall also interpret the Constitution and Bylaws in cases of controversy.

2.115 Committee on Finnish Relations

A Committee on Finnish Relations, consisting of three pastors, shall be appointed by the President in conjunction with the Vice-Presidents. It shall foster fraternal relations on a Scriptural basis with the National Evangelical Lutheran Church (Finnish).

2.117 Advisory Committee on Doctrine and Practice

a. An Advisory Committee in matters of Doctrine and Practice, consisting of five pastors in the active ministry, shall be appointed by the President in conjunction with the Vice-Presidents. The President may refer to this committee for adjustment matters of doctrine and practice concerning which differences of opinion have arisen in Synod. The functions of this committee shall be strictly advisory along the line of brotherly effort in the interest of divine truth and of confessional and synodical correctness.

b. While admitting the right of free expression and of public appeal as an inherent right of its members, Synod urges and requests its members to refrain from circularizing Synod or large areas thereof until this committee shall have been consulted and a reasonable time shall have been accorded to adjust the matter concerned.

2.119 Committee on Doctrinal Unity in the Lutheran Church

a. A Committee on Doctrinal Unity in the Lutheran Church shall be appointed by the President in conjunction with the Vice-Presidents.

b. This committee shall consist of three pastors in office, four theological professors, one Christian day school teacher, and two laymen.

c. Appointments shall be made for a term of six years and shall be so arranged that the terms of

five members shall expire at the end of each triennium.

d. It shall be the duty of this committee to represent our Synod in official contacts with other Lutheran churches and synods for "the conservation and promotion of the true faith and a united defense against schism and sectarianism." (Constitution, Article III)

e. The committee shall direct its activities toward preserving and strengthening the doctrinal unity that our Synod enjoys with others and promoting the cause of true doctrinal unity wherever possible.

f. The committee shall serve the members of Synod as a clearinghouse for all matters relating to doctrinal unity in the Lutheran Church. It shall work together closely with the President of Synod.

g. It shall be the duty of the committee to keep the constituency of Synod informed as to its activities.

h. The committee shall annually submit a budget to the Board of Directors of Synod for recommendation and referral to the Fiscal Conference.

I. ELECTION OF OFFICERS AND BOARDS

2.121 Committee on Elections

a. A Committee on Elections shall be appointed by the President prior to the convention of Synod, and the Secretary of Synod shall provide the committee with copies of a manual of suggested election procedures. The committee shall make the necessary provisions for the elections and shall conduct and supervise the elections according to Synod's regulations. For this purpose the committee may appoint tellers who need not be delegates. These tellers shall be certified to the Secretary of Synod by the Committee on Elections.

b. The Committee on Elections shall be responsible for the preparation of the official ballots and the tabulation of the votes cast.

c. The tabulation of votes shall be done in the customary manner of one reader and one tabulator working as a team.

d. The chairman of the Committee on Elections shall furnish a copy of tabulated votes of each election, certified by at least three members of the committee, to the convention chairman, to the

Secretary of Synod, and to Synod's Department of Public Relations.

e. All ballots shall be separately bundled and preserved until the close of the convention. The preservation or destruction of all ballots shall be the specific duty of the chairman of the Committee on Elections.

2.123 Order of Election of Executive Officers

a. The President and then the Vice-Presidents shall be elected in the manner hereinafter prescribed.

b. After the election of the President and the Vice-Presidents, a ballot shall be submitted listing the candidates for Secretary, Treasurer, and elective members of the Board of Directors, and their elections shall thereafter be conducted as hereinafter prescribed.

2.125 Majority and Plurality of Votes

A majority of all votes cast shall be required to elect the President, the Vice-Presidents, the Secretary, and the Treasurer, and the elective members of the Board of Directors. For all other elections a plurality is sufficient.

2.127 Primary Election for President

Nominations for the office of President shall be by primary election. Each voting delegate shall be entitled to one nomination for the office of President. Balloting for the office of President shall be done no later than the second business session.

2.129 Candidates for the Office of President

Candidates for the office of President shall be the five persons who receive the largest number of votes in the primary election, even though a candidate receives the majority. However, if on the nominating ballot any one candidate receives seventy-five per cent or more of all votes cast, the rules governing elections may be suspended, and the Secretary shall be instructed to cast a collective ballot for such candidate.

2.131 Ballots for Presidential Election

Ballots shall be printed after the candidates have been nominated, and the election shall be held in a later session under the supervision of the Committee on Elections.

2.133 Election of President

If no candidate receives a majority vote on the first ballot, the name of the candidate who receives the smallest number of votes shall be stricken from the list, and a new ballot shall be taken. This procedure shall be continued until one candidate has received a majority of the votes cast.

2.135 Primary Election for Vice-Presidents

The primary election for the nomination of candidates for the offices of Vice-Presidents shall be held after the President has been elected. Each delegate shall be entitled to one nomination for each Vice-President.

2.137 Election and Ranking of Vice-Presidents

The ballot for the election of Vice-Presidents shall contain three times as many names as there are Vice-Presidents to be elected. If on the nominating ballot any candidate receives seventy-five per cent or more of all votes cast, the rules governing elections shall be suspended, such candidate shall be declared elected, and his name shall not reappear on subsequent ballots other than the final ballot, which determines the rank of the respective Vice-Presidents-elect. With this exception, the names of those candidates who have received the greatest number of votes at the primary shall be placed on the ballot. A majority of votes being needed for this election, names shall, if necessary, be stricken and a new ballot taken until a majority vote has been obtained for each of the Vice-Presidents. After the Vice-Presidents have been elected, another ballot shall be taken to determine their rank. On this ballot the voters shall indicate by numerals their choice of First, Second, Third, and Fourth Vice-Presidents. The tallying of the ballots shall proceed on a point system, four points being counted for each vote for First Vice-President, three points for each vote for Second Vice-President, two points for each vote for Third Vice-President, and one point for each vote for Fourth Vice-President. The one having the greatest number of points shall be declared First Vice-President, the next highest the Second Vice-President, the next highest the Third Vice-President, and the next highest the Fourth Vice-President.

2.138 Other Elections

Subsequent to the completion of the elections mentioned above, and in a special period of a convention session determined and announced in advance by the President and to be devoted exclusively to this purpose, a ballot listing the candidates for membership on all other elective boards, commissions, and committees other than boards of control shall be distributed, and the election for these offices shall proceed.

2.139 Election of Committee on Nominations

a. At each convention of Synod 15 persons — seven pastors, three teachers, and five laymen — shall be elected to serve as members of the Committee on Nominations for the next convention; they are to be chosen from a list of candidates representative of the various geographical areas of Synod, submitted by the current Committee on Nominations and augmented by additional candidates, if any, nominated from the floor of the convention.

b. Should a vacancy occur on the Committee on Nominations, it shall be filled by appointment from the list of nonelected nominees in the order of the highest number of votes received.

2.141 Publication of Names of Committee on Nominations and Solicitation of Suggestions for Candidates

The names of the members of the Committee on Nominations shall be published in *The Lutheran Witness* and *Der Lutheraner* by the Secretary of Synod eight months before each convention of Synod, and all members and congregations of Synod shall be invited to suggest to the committee the names of suitable candidates for the various offices, with reasons for such suggestions. The suggestions and information shall be transmitted to the committee through the Secretary of Synod at least six months prior to the convention.

2.143 Duties of Committee on Nominations

a. The Committee on Nominations shall nominate candidates for all elective offices, boards, commissions, and committees except those of the President and Vice-Presidents.

b. The Committee on Nominations shall inform itself as to the duties and requirements of each

position to be filled and be thereby guided in its selection of nominees.

2.145 District Presidents to Suggest Candidates

At least six months prior to the convention each District President shall compile and submit to the Secretary of Synod, for delivery to the Committee on Nominations, a list of pastors, teachers, and laymen whom he regards as suitable candidates for the various offices and boards of Synod, together with a characterization of each candidate suggested by him.

2.147 Suggestions for Boards of Control and for Board of Directors of Concordia Publishing House

a. The Committee on Nominations shall solicit from the Board of Directors or Officers Conference of each District in which one of Synod's educational institutions is located, as well as from Boards of Directors or Officers Conferences of adjacent Districts, the names of suitable candidates for the local Board of Control.

b. The Committee on Nominations shall solicit names of suitable candidates for the Board of Directors of Concordia Publishing House from the Boards of Directors or Officers Conferences of all the Districts of Synod in the United States.

2.149 Two Candidates for Each Position

Two candidates shall be nominated for each position. In nominations for board members the candidates shall reside in reasonable proximity to one another.

2.151 Report of Committee on Nominations

a. The Committee on Nominations shall meet at the call of the President of Synod and name its chairman and secretary. At least three (3) months prior to the convention it shall determine its complete list of candidates and alternates, obtain the consent of the persons it proposes to nominate, and transmit its final report to the Secretary of Synod in ample time to provide for its publication in a preconvention issue of both *The Lutheran Witness* and *Der Lutheraner* and also in the official Synod convention book of *Reports and Memorials*. This report shall include pertinent information concerning each candidate, such as age, occupation

or profession, District affiliation, residence, and specific experience and qualifications for the office in question.

b. The chairman of the Committee on Nominations shall submit the committee's report in person to the convention at one of the earliest sessions, and immediately thereupon additional nominations may be made from the floor of the convention. No further nominations shall thereafter be accepted.

c. The chairman of the Committee on Nominations shall have on hand at the convention a reserve list of nominees, approved by his committee, for use if required, e. g., if a new board or committee is to be elected. Wherever possible, however, the Committee on Nominations should be informed in advance if any new board or committee is likely to be elected at a synodical convention, so that it may have a slate of candidates in readiness.

2.153 Order of Names on Ballot

The names and District affiliations of the candidates in all elections — at least two for each position — shall be placed on the election ballot in alphabetical order and without any distinctive mark.

J. DIVISIONS OF SYNOD'S WORK

The work of Synod shall be divided into four Divisions.

2.161 The Operating Divisions

- a. The Division of World Missions
- b. The Division of North American Missions
- c. The Division of Special Ministries
- d. The Division of Higher Education
- e. The Division of Communications and Public Relations

2.163 The Service Divisions

- a. The Division of Parish Education and Parish Services
- b. The Division of Social Action and Welfare
- c. The Division of Church Literature

2.165 The Governmental Divisions

- a. The Division of Church Government
- b. The Division of Doctrine and Church Relations

2.167 The Administrative Divisions

- a. The Division of Staff Services
- b. The Division of Finance
- c. The Division of Controllershship

III. SYNODICAL DISTRICTS

A. RELATION OF DISTRICTS TO SYNOD

3.01 Bound to Carry Out Resolutions

Synodical Districts created by Synod to carry out its work in their respective territory are bound to carry out synodical resolutions affecting them. Over against them Synod is not merely an advisory body.

3.02 Boundaries and Names of Districts

Synod shall determine the geographic boundaries of a District, and the name of a District shall be subject to ratification by Synod.

B. DISTRICT CONVENTIONS

3.03 Rules of Order

The conventions of the Districts shall be governed by the Bylaws adopted by Synod for its conventions, insofar as these may be applicable. Each District may adopt any other regulations provided these are not contrary to the Constitution and Bylaws of Synod. The President of the District shall conduct the sessions according to accepted parliamentary rules and shall so arrange the schedule of business that the sessions do not extend beyond six business days.

3.05 Preacher at Convention Service

The President of Synod or his representative shall deliver the sermon at the opening or convention service.

3.07 President of Synod to Report

The President of Synod or his representative shall report on the condition and affairs of Synod, its educational institutions, missions, finances, etc.

3.09 Accrediting of Delegates

The pastor of a voting congregation shall stand accredited and entitled to vote. The lay delegate

of a voting congregation shall stand accredited and entitled to vote upon presenting to the Secretary at the opening of the convention the proper credentials signed by his pastor and two of the congregation's officers. If a pastor serves two or more congregations, these shall be regarded as one parish and shall be entitled to only one lay vote.

3.11 Attendance of Delegates

All duly elected delegates and advisory members shall attend all sessions regularly until the close of the convention. All delegates who arrive late or leave early or who do not attend at all shall present a written excuse. Unexcused delegates shall be admonished by the District President.

C. DISTRICT OFFICERS

3.21 Presidents and Vice-Presidents

Every District of Synod shall elect a District President and two or more District Vice-Presidents. A majority of votes shall be required for election.

3.23 Relation of District Presidents to President of Synod

Each District President by virtue of his office represents Synod in his respective territory. He shall therefore periodically report to the President of Synod, and the President of Synod shall meet with the District Presidents at least once a year for the purpose of counseling together regarding the work of Synod. The District Presidents, together with the President and Vice-Presidents of Synod, shall form the College of Presidents.

3.25 Report to District Convention

The District President shall make an official report to the District at its convention.

3.27 Secretary

Every District of Synod shall elect a Secretary.

3.29 Treasurer

Every District shall elect a Treasurer or provide for the appointment of a Treasurer.

3.31 Qualification of Officers

The President, the Vice-Presidents, the Secretary, the Treasurer, the members of the Board of

Directors, and the Circuit Counselors of every District shall be members of voting congregations.

3.33 Holding More than One Office

No one, either in Synod or in a District, or between Synod and a District, shall hold more than one elective office; or more than two offices, although one or both be appointive; or ever hold two offices of which one is directly responsible for the work done by the other. Doubtful cases shall be decided by the President of Synod.

3.35 Majority of Votes

A majority of all votes cast shall be required to elect the President, the Vice-Presidents, the Secretary, the Treasurer, the Circuit Counselors, and the elective members of the Board of Directors of the Districts.

3.37 Election and Time of Service of District Officers

a. The District President, Vice-Presidents, and Circuit Counselors, and the elective members of the Board of Directors shall be elected in the year following the regular sessions of Synod.

b. All other officers and boards may be elected in the second year following the regular session of Synod for the time of service fixed by the Bylaws and the Constitution of Synod.

D. DUTIES OF DISTRICT PRESIDENTS

3.41 Official Duties as Advisers

The District Presidents, in accordance with the Constitution of Synod, shall supervise the doctrine, the life, and the official administration on the part of the pastors and the teachers of their District and shall inquire into the prevailing religious conditions of the congregations of their District. Therefore, as often as possible, they shall attend the conferences of pastors and teachers held in their District, advise the congregations of their District as to the calling of pastors and teachers, give counsel when requested, and reply to inquiries. They may call upon their Circuit Counselors to assist them.

3.43 Official Visits and Investigations

The District President, even without formal request therefor, may through the proper channels

arrange for an official visit or an investigation when a controversy arises in a congregation or between two or more congregations of his District. He shall ask for a report on the case of both contesting parties in order that by such a report he may be enabled to have a clearer understanding of the real situation. If the District President authorizes anyone to represent him in such matters, his representative shall be accorded the same rights as the District President.

3.45 Official Roster of Pastors and Teachers

The District President shall annually revise the official roster of pastors and teachers in *The Lutheran Annual* as far as his District is concerned and remove the names of such as have died, have severed their connections with Synod, are regularly engaged in a secular calling, or have in some way disqualified themselves for service in the church.

E. CIRCUIT COUNSELORS AND OFFICIAL VISITS

3.61 Election and Official Visits

a. Every District of Synod shall create a sufficient number of circuits and elect a Circuit Counselor for each circuit from among the pastors of voting congregations thereof, to make possible official visits to each congregation once in three years and at any time when the Circuit Counselor deems it necessary.

b. Every voting congregation of each circuit shall nominate two pastors of voting congregations of the circuit as candidates for the office of Circuit Counselor. The nominations shall be made during the election year prior to the convention of the District and shall be submitted to the Nominating Committee of the District. The two candidates having the highest number of votes shall be placed on the ballot. A majority of votes shall be required for the election.

c. The congregation of a Circuit Counselor shall be visited by the District President or by one of the District Vice-Presidents or by another Circuit Counselor designated by the District President.

3.63 Circuit Counselor and District President

a. Each Circuit Counselor, by virtue of his office, shall assist the District President within the cir-

cuit. Therefore the District President shall meet with the Circuit Counselors of the District at least once a year for the purpose of discussing the work of the Circuit Counselor.

b. The Circuit Counselor shall regularly report on his activities to the District President.

3.65 Circuit Counselor and Member Congregations

The Circuit Counselor shall officially visit the congregations, pastors, and teachers of his circuit. If he deems it necessary, the Circuit Counselor may through the proper channels arrange for a special meeting of the congregation even if he has not been invited.

3.67 Circuit Counselor and Nonmember Congregations

The jurisdiction of Circuit Counselors shall include nonmember congregations whose pastors are members of Synod, but for the purpose of official visits in such a congregation the consent of the congregation shall first be secured.

3.69 Time of Official Visits

The time of his official visits shall be arranged in advance by the Circuit Counselor with the respective pastor and congregation, except under extraordinary circumstances.

3.71 Purpose of Official Visits

The purpose of official visits shall be to bring about to the greatest possible degree the achievement of Synod's objectives as expressed in Article III of its Constitution.

3.73 Circuit Counselor and Pastor

a. The Circuit Counselor shall conduct his official visits in an evangelical manner and not resort to legalistic measures.

b. He shall come to the pastor as a brotherly adviser, reminding him of the glory of the ministry and of its great responsibilities.

c. He shall ascertain whether the pastor is faithful in preaching the Law and the Gospel in their purity, properly dividing and applying them, whether he privately ministers to the needs of the individuals, exercises church discipline in an evangelical manner, and properly supervises all Christian education and training in his parish.

d. He shall in a brotherly manner discuss the spiritual life, home life, and studies of the pastor with him, also his library and professional studies and professional growth.

3.75 Circuit Counselor and Congregation

a. The Circuit Counselor shall keep in mind the glory and responsibility of the universal priesthood of all believers as it applies to the congregations. He shall remind them that they are "a chosen generation, a royal priesthood, an holy nation, a peculiar people" to show forth the praises of Him who has called them out of darkness into His marvelous light. He shall meet with the entire congregation, if possible, rather than with the voting members only.

b. He shall inquire whether the congregations are zealously guarding the purity of doctrine, not tolerating errors or schismatic tendencies.

c. He shall inquire regarding the attendances at services, at Communion, and at voters' meetings; the salaries of pastors and teachers; the participation of the congregation in the work of the church at large and in missions; the reading of Christian literature; the Christian training of the children; the adequate indoctrination of adult catechumens; and the maintenance of the family altar.

d. He shall inquire what means are being used to guard against the evil influences of sects and organizations which endanger the spiritual life of the congregation.

e. He shall inquire concerning excommunications and examine the minutes referring to them, with a view to possible adjustment according to the Word of God.

f. He shall strive to bring about a peaceful adjustment in a Christian manner (Matt. 18:15-17; 1 Tim. 5:19) if any differences between a pastor and his congregation have arisen and have been brought to his attention.

g. He shall report on the work of Synod and urge adequate support of Synod's work on the part of the congregation.

3.77 Circuit Counselor and Lutheran Elementary School

The Circuit Counselor, when visiting elementary schools of all types, shall give his attention to—

- a. the personal attitude of the teacher toward his profession and his pupils;
- b. the general course of study, with special emphasis on the teaching of the Christian religion;
- c. Christian discipline;
- d. the school attendance;
- e. the school equipment;
- f. the school management.

3.79 Circuit Counselor and School Superintendent

The Circuit Counselor may be assisted by a superintendent of schools where Districts have made such a provision.

3.81 Expenses of Circuit Counselor

The Circuit Counselor is authorized to draw on the District Treasury for his expenses.

F. MEETINGS OF CIRCUITS

3.91 Meetings

The Circuit Counselor shall call a meeting of his circuit at least once each year.

3.93 Representation at Meetings

Each congregation of the respective circuit shall be represented at the circuit meetings by its pastor and at least one delegate. It is desirable that the delegate who represented the group of congregations at the convention of Synod shall serve for a term of three years, and the delegate to District conventions for one or two years respectively; other delegates shall be chosen by the congregations as circumstances require. Circuit meetings shall be open to all members of the congregations.

3.95 Purpose

The purpose of the circuit meetings shall be to strengthen the spirit of unity, fellowship, and co-operation among the several congregations. The resolutions of Synod and of the respective District shall be brought to the attention of the congregations, that all may co-operate in carrying them out; the spiritual side of church work, including mission work and all phases of parish education, shall receive special emphasis; information shall

be given as to the condition and needs of the treasuries of Synod and District; reports shall be received from the various congregations as to methods used and contributions made for synodical purposes; and all congregations shall be encouraged to grow in the grace of Christian stewardship.

3.97 Joint Meetings

Joint meetings of two or more circuits may be held where this is desirable.

G. PARISHES

3.105 Parish Lines

The membership of a congregation constitutes its parish. Territorial parish lines are not established by divine right. Nevertheless the following reasons may be cited for establishing such lines.

a. God is not the author of confusion, and therefore He wants all things to be done decently and in order, 1 Cor. 14: 40; 1 Peter 4: 15.

b. Schisms and sects in a congregation should be avoided, and church members should not be given occasion to attach themselves to the person of one pastor in preference to that of another. This in itself is a sectarian tendency, which Paul condemns, 1 Cor. 1: 12; 3: 3-7.

c. The private cure of souls, an essential duty of every pastor, is rendered more difficult where there are no parish lines and in many cases is impossible, nor can church discipline be well exercised. A member who on account of distance no longer regularly attends church services shall be advised to affiliate with the nearest orthodox Lutheran congregation in his neighborhood.

d. The example of the apostolic church favors the separation of congregations by parish lines; for in the days of the apostles, bishops were appointed for every city, Titus 1: 5. The example of the apostles, it is true, is not equal to an express command which must be obeyed by Christians at all times and under all circumstances; yet the custom of apostolic times speaks in favor of the reasons given above, and therefore it is proper that we should not without good reason fail to follow such example.

3.107 Dividing Congregations

Congregations which have grown so large that their members cannot receive proper pastoral care,

or whose members have spread over so much territory that members living at a distance find it difficult to use the means of grace with necessary frequency, shall not oppose a division of the parish; nor shall they oppose the organization of new congregations in neighborhoods which would be thereby better served. All other interests are subordinate to those which seek to promote the glory of God and the extension of His kingdom.

3.109 Principles of Division

The dividing of one congregation into two or more and the establishing of a new mission or congregation adjacent to an existing parish or parishes shall be regulated and effected in accordance with due Christian regard for the spiritual welfare of all concerned. This requires (1) that any such separation or division be brought about — as much as possible — by a voluntary agreement, prompted by the conviction of all concerned; (2) that church property be divided in accordance with justice and equity, so that one party will not be slighted while the other party is given undue advantages; (3) that Christian forbearance rather than the strict letter of the law decide any difficult questions; (4) that lesser evils be borne in order to prevent greater evils; (5) that the dividing of a parish for the purpose of organizing new congregations be not insisted on if thereby a whole congregation would be seriously disturbed.

3.111 Reports of Removal

Pastors shall report the removal of any of their members to the parish to which such members have removed, in order to prevent a deplorable and unnecessary loss of members. Members shall keep their pastors informed of such removals.

IV. PASTORS AND TEACHERS

A. CALLS

4.01 Advising Member Congregations

Congregations shall seek the advice of the respective District officials when calling pastors or teachers.

4.03 Advising Nonmember Congregations

Lutheran congregations not members of Synod making application to Synod for pastors or teachers shall also have the benefit of such official advice.

4.05 Non-Lutheran Congregations

Congregations of non-Lutheran faith making application to Synod for pastors or teachers shall not be denied their request; provided that the congregation making application —

- a. declares its unconditional acceptance of the Bible as the Word of God;
- b. declares its willingness to permit its pastor to minister to it in accordance with the Confessions of the Lutheran Church;
- c. after due instruction declares its willingness to sever its connection with any heterodox body with which it may be affiliated.

4.07 Serving Non-Lutheran Congregations

A pastor of Synod, if requested by a non-Lutheran congregation without a pastor to fill its pulpit, may do so for a longer or shorter period of time, in order that such a congregation may hear the Word of God expounded in its truth and purity. Under such circumstances a pastor will not publicly celebrate the Lord's Supper in that congregation. If such a congregation desires to extend a regular call to one of our pastors, the conditions as provided in Paragraph 4.05c must be observed.

4.09 Assignment of Calls to Candidates

The College of Presidents, acting as the Board of Assignments, shall annually assign to the graduates of Synod's educational institutions the calls for pastors or teachers which congregations and mission boards have sent them. When such assignment is made, the faculties of the respective institutions shall be consulted.

B. ORDINATIONS AND INSTALLATIONS

4.15 Ordination of Candidates

A candidate for the ministry may be ordained only when he has received a legitimate call from and to a certain congregation and after previous examination has been found to be sound in doctrine, apt to teach, blameless in life, has made application for membership in Synod, and has submitted a request for ordination to the respective District President.

4.17 District President Responsible

The District President shall be responsible for the ordination of candidates for the ministry and the installation of pastors and teachers in congregations within his District. If the President is unable to perform these duties in person, he may delegate these duties to another pastor who is a member in good standing of an orthodox Lutheran body. If possible, the pastor officiating at such ordination or installation shall be assisted by one or more pastors.

4.19 Place and Manner

a. The ordination of a candidate shall, as a rule, for the sake of good order in the church, take place in the presence of the congregation to which he has been called. However, the President of the District in which the calling congregation is located may permit the ordination to take place in the home congregation of the candidate and accordingly, with the permission of the calling congregation, authorize the ordination of the candidate in his home congregation. The President of the District in which the calling congregation is located shall issue a diploma of ordination.

b. The installation of candidates or pastors shall always take place in the presence of the congregation to which they have been called.

c. Candidates and pastors shall be ordained and installed in accordance with accepted Lutheran forms for that purpose and shall be solemnly pledged to the Scriptures as the inspired and inerrant Word of God and the Symbolical Books of the Lutheran Church as a true exposition of the Scriptures.

4.21 Installation of Professors

Professors at Synod's educational institutions shall be installed in accordance with accepted Lutheran forms for that purpose and shall be solemnly pledged to the Scriptures as the inspired and inerrant Word of God and to the Symbolical Books of the Lutheran Church as a true exposition of the Scriptures. The installation shall be performed by the respective District President or by his representative.

4.23 Induction of Instructional Staff Members

Candidates assigned to a synodical educational institution by the Board of Assignment shall be

inducted into office in accordance with accepted Lutheran forms for that purpose. They shall be solemnly pledged to the Scriptures as the inspired and inerrant Word of God and to the Symbolical Books of the Lutheran Church as a true exposition of the Scriptures. Having made application for membership in Synod, they may be ordained or installed respectively by the District President or his representative.

4.25 Installation of Teachers

Teachers at Lutheran elementary and secondary schools who have been duly elected and called by a congregation or congregations for full-time service in the church shall, after having made application for membership in Synod, be installed in accordance with accepted Lutheran forms for that purpose and shall be solemnly pledged to the Scriptures as the inspired and inerrant Word of God and to the Symbolical Books of the Lutheran Church as a true exposition of the Scriptures. The installation shall be performed by the pastor of the congregation upon authorization by the District President.

4.27 Transfers

A pastor or a teacher accepting a call to a member or nonmember congregation in a sister District, or to an institution served by such District, shall immediately report such decision to his District President and ask for a transfer of membership. The District President shall forward such transfer to the President of the sister District. Upon receipt of the transfer and of a request for installation from the pastor or teacher, the District President of the sister District shall install or authorize installation of such pastor or teacher.

C. MISSIONARIES

4.41 Commissioning

Missionaries and itinerant preachers who are not called by and to a specific congregation shall be commissioned according to accepted Lutheran forms and shall be pledged to the Scriptures as the inspired and inerrant Word of God and to the Symbolical Books of the Lutheran Church as a true exposition of the Scriptures.

4.43 Order for Commissioning

The order for the commissioning of missionaries called into a foreign field shall be issued by the respective mission board. The order for the commissioning of missionaries for service within a given District of Synod shall be issued by the respective District President.

4.45 Membership in Synod

a. The application for membership in Synod shall be addressed to the respective mission board under which the missionary is serving and shall be acted on at the next convention of Synod. The District affiliation of a missionary in a foreign field shall be with his home District unless he requests membership in another District. If Synod does not meet in that year or the following year, the application shall be presented to the convention of the home District of the applicant and be acted on.

b. The signing of the Constitution may be done by proxy authorized in writing.

D. ADMISSION TO THE PASTORAL MINISTRY BY COLLOQUY

4.51 Committee on Colloquies

The Committee on Colloquies for the pastoral office shall consist of a Vice-President of Synod, appointed by the President of Synod, and the presidents of the theological seminaries at St. Louis and Springfield. The Vice-President shall be chairman of the committee.

4.53 Functions

The Committee on Colloquies shall —

- a. direct the synodical activity in matters of colloquies for the pastoral office according to regulations adopted by Synod;
- b. establish academic and theological standards for admission to the office of the pastoral ministry by colloquy;
- c. recommend applicants for acceptance into the pastoral ministry of Synod to the College of Presidents acting as the Board of Assignment.

4.55 Applications Directed to District President

a. Applications of pastors and candidates for the ministry shall be directed to the President of the District where the application originates.

b. Only such applicants shall be considered as have received partial theological training in Synod's institutions or as have received full or partial training in institutions not affiliated with Synod.

4.57 Applications Referred to Committee

a. The District President, on receipt of an application, shall transmit the application to the Committee on Colloquies. The application shall be accompanied by the following documents:

1. An autobiographical statement by the applicant, setting forth clearly his background and his reason for wishing to qualify for the pastoral ministry in Synod;
2. Official transcripts of the applicant's secondary, collegiate, and seminary training and a full description of noncredit academic work done by the applicant;
3. Testimonials as to Christian character and life, personality, ability, and previous service from no fewer than three competent references who have known and observed the applicant for at least two recent years.

b. The District President shall assure the Committee on Colloquies of his sponsorship of the applicant before the committee can act favorably on the application.

4.59 Publication of Applicant's Request

After having been assured by the Committee on Colloquies that the applicant qualifies as a candidate for the pastoral ministry by colloquy, the District President shall publish in the official organs of Synod the requests of applicants who come from a church body not affiliated with Synod. If no valid objection is filed within four weeks after the notice of the application has been published, the Committee on Colloquies shall proceed with the colloquy program.

4.61 Requirements for Applicants with Partial Training

a. Applicants with partial training shall have had three full years of college education or their equivalent to be considered eligible by the committee for admission to the program of qualifying for the pastoral ministry by colloquy. Additional training shall be carried out under the guidance of the committee.

b. Five years of combined college and seminary education or their equivalent, and a year of supervised vicarage shall be considered the quantitative minima for admission to the pastoral ministry by colloquy.

c. Readiness for admission to the office of the pastoral ministry shall be demonstrated according to standards established by the Committee on Colloquies by:

1. An acceptable level of achievement in the area of general education.
2. Satisfactory completion of a well-rounded and comprehensive training in all major fields of theology.
3. Satisfactory completion of a supervised vicarage.

d. Before being declared qualified for the pastoral ministry in Synod, the applicant shall submit a satisfactory theological paper and sermon and pass an oral examination in the major areas of theology.

4.63 Requirements for Applicants with Full Standard Theological Training

a. Applicants who have received a full standard theological training in institutions of churches not in fellowship with Synod shall be considered as having the quantitative measure of education for admission to the program of qualifying for the pastoral ministry by colloquy. They shall, however, give evidence that they fully understand and accept the doctrinal standards of Synod, are acquainted with its practice, and have the ability and intention to teach, preach, and practice in conformity with these standards.

b. Before being recommended by the committee for acceptance into the pastoral ministry of Synod, the applicant shall be held to an acceptable minimum of academic work in residence at one of the seminaries of Synod and to a supervised vicarage. He shall submit a satisfactory theological paper and sermon and pass an oral examination in the major areas of theology.

4.65 Certificate of Eligibility

Applicants who have satisfactorily passed their examination shall be given a certificate of eligibility by the Committee on Colloquies.

4.67 Placement

Every applicant whom the committee declares qualified for the pastoral ministry shall be assigned his first placement by the College of Presidents acting as the Board of Assignment.

4.69 Report to Convention

The Committee on Colloquies shall render a full report on its activities to each convention of Synod.

4.71 Applicants from Affiliated Church Bodies

Applications from pastors or candidates of theology who are members of an affiliated church body and who have previously given satisfactory evidence of their qualifications for the pastoral ministry may be received without examination of the applicant.

4.73 South American Committee on Colloquies

a. The Committee on Colloquies for applicants for the pastoral ministry in the Brazil District shall be the President of the Brazil District and the president of the seminary in Porto Alegre.

b. The Committee on Colloquies for applicants for the pastoral ministry in the Argentine District shall be the President of the Argentine District and the president of the seminary at Buenos Aires.

E. ADMISSION TO THE TEACHING MINISTRY BY COLLOQUY

4.75 Committee Membership

The Committee on Colloquies for the Teaching Ministry shall consist of a Vice-President of Synod and the presidents of the synodical colleges offering a bachelor degree in teacher education.

4.77 Functions

The Committee on Colloquies for the Teaching Ministry shall —

- a. direct the synodical activity in matters of colloquies for the teaching ministry according to regulations adopted by Synod;
- b. establish academic and theological standards for admission to the teaching ministry by colloquy. In the establishment of these standards the committee shall consult the faculties

of the synodical colleges offering a bachelor degree in teacher education;

- c. recommend applicants for acceptance into the teaching ministry of Synod to the College of Presidents acting as the Board of Assignment.

4.79 Applications Directed to District President

Applications of persons desiring a colloquy for the teaching ministry shall be directed to the President of the District where the application originates.

4.81 Applications Referred to Committee

a. The District President, upon receipt of an application, shall transmit the application to the Committee on Colloquies. The application shall be accompanied by the following documents:

1. An autobiographical statement by the applicant, stating clearly his background, religious affiliation, training, and his reason for wishing to qualify for the teaching ministry in Synod;
2. Official transcripts of the applicant's secondary and collegiate training and a full description of noncredit academic work done by the applicant;
3. A recommendation from the Superintendent of Schools or the chairman of the Board of Education of the District where the application originates.
4. Testimonials as to Christian character and life, personality, ability, and previous service from the applicant's pastor, and two references from a previous employer or people who have observed the applicant for at least two recent years.

b. The District President shall assure the Committee on Colloquies of his sponsorship of the applicant before the committee can act favorably on the application.

4.83 Preliminary Examination and Publication of Applicant's Request

a. The Committee on Colloquies shall evaluate the application and may arrange for a preliminary examination in the fundamentals of Christian knowledge.

b. On completion of the examination, the Committee on Colloquies shall —

1. ask the District President to publish in the official organs of Synod the request of the applicant for a colloquy. If no valid objection is filed within four weeks after the notice of the application has been published, the colloquy program may be carried out;
2. arrange for the appointment of an adviser to the applicant, who shall assist the applicant in arranging the appropriate qualifying program and, when all training requirements have been met, recommend the applicant to the Committee on Colloquies for a final examination.

4.85 Academic and Theological Requirements for the Colloquy

Applicants for the colloquy shall be expected to meet the following academic and theological requirements before their final colloquy examination:

- a. A college program culminating in the bachelor degree;
- b. At least 18 semester hours or 27 quarter hours in education;
- c. At least 18 semester hours or 27 quarter hours in the areas of doctrine, Biblical interpretation, church history, and practice;
- d. One year of successful teaching in a school within Synod prior to permanent placement in the church, or student teaching under the supervision of a synodical college offering a bachelor degree in teacher education;
- e. Residence work for at least one full quarter, either in the summer or during the school year, at a synodical college offering a bachelor degree in teacher education.

4.87 Requirements for Applicants with Full Standard Teacher Training

a. Applicants who have completed a teacher-education program in institutions of churches not operated and maintained by Synod shall give evidence that they fully understand and accept the doctrinal standards of Synod, are acquainted with its practice, and have the ability and intention to teach and practice in conformity with these standards.

b. Before the applicant is recommended by the committee for acceptance into the teaching ministry

of Synod and for permanent placement in the church, he must have completed at least one full quarter of residence work, either in the summer or during the school year, at one of the synodical colleges offering a bachelor degree in teacher education; also one year of successful teaching in a school within Synod.

4.89 The Final Examination

a. The Committee on Colloquies shall arrange for a final written examination in areas previously specified for all applicants.

b. On successful completion of the written examination, the applicant shall take an oral examination at the direction of the Committee on Colloquies. The examiners shall be supplied with all necessary information on the applicant. Ordinarily the adviser shall participate in the final oral examination.

4.91 Certificate of Eligibility

Applicants who have satisfactorily passed their examination shall be given a certificate of eligibility by the committee. The committee shall then officially announce their eligibility for their first placement.

4.93 Placement

Every applicant whom the committee declares qualified for the teaching ministry shall receive his first placement from the College of Presidents, acting as the Board of Assignment.

4.94 Women Teachers

The colloquy procedure outlined for men shall be followed also for women teachers who desire to qualify as Lutheran teachers. They shall receive their first placement from the College of Presidents, acting as the Board of Assignment.

4.95 Report to Convention

The committee shall make a full report of its activity to every convention of Synod.

4.97 Applicants from Affiliated Church Bodies

Applications from teachers or candidates for the teaching ministry who are members of an affiliated church body and who have previously given satis-

factory evidence of their qualifications for a teaching position in Synod may be received without examination of the applicant.

4.99 Teacher Colloquies in South America

Teacher colloquies in the two South American Districts shall also be conducted according to these regulations, adapted to requirements of the respective District. A Vice-President of the District and the faculty engaged in teacher education shall constitute the Committee on Colloquies for Teachers. A District Committee on Assignment shall make the first placement.

F. CONFERENCES OF PASTORS AND TEACHERS

4.101 Pastoral Conferences

Every District of Synod shall arrange conferences for its pastors. Four weeks prior to the convention of the District the minutes and essays or a reasonably comprehensive summary of the essays accepted by these pastoral conferences shall be submitted to a committee appointed by the District President for examination and a report to the District.

4.103 Teachers' Conferences

Every District of Synod shall arrange conferences for its teachers. The minutes and essays or a reasonably comprehensive summary of the essays accepted by these conferences shall be submitted to the District convention in the same way as those of pastoral conferences.

4.105 Joint Conferences

Every District shall encourage joint conferences of pastors and teachers.

4.107 Smaller Conferences

Pastors and teachers are encouraged to organize smaller conferences in addition to their regular conferences and to meet for the purpose of discussing doctrinal, professional, and practical matters.

4.109 Intersynodical Conferences

Intersynodical conferences with members of other constituent and affiliated bodies of the

Synodical Conference are desirable and are encouraged.

4.111 Purposes of Conferences

The official conferences of pastors and teachers shall be conducted for the spiritual and professional growth of their members. Attendance shall be obligatory. Matters pertaining to Christian doctrine and practice, to professional problems, to the proper conduct in office, to private study, to the welfare of the respective congregations and schools, to the work of the District and of Synod at large, or to any other professional matter shall at all times receive due and sympathetic attention. The members of the conferences shall aim to cultivate brotherly relationship, be mutually helpful in every way possible, and encourage, instruct, and admonish one another in a spirit of sincerity and Christian love. Professional conferences have no administrative functions.

V. SUSPENSION, EXPULSION, AND APPEALS

(Constitution, Art. XIII)

ARTICLE I. BOARDS OF APPEALS

5.01 Membership

A Board of Appeals shall be elected by Synod and by each District. The Board of Appeals of Synod shall consist of six clergymen and five laymen. Two teachers may be elected in place of two laymen. The Board of Appeals of a District shall consist of three clergymen and two laymen. One teacher may be elected in place of one layman. No administrative or executive official of Synod or of any of its Districts shall be a member of a Board of Appeals. A Circuit Counselor shall be considered to be such an official.

5.03 Term of Office

Members of the respective Boards of Appeals shall be elected for terms of three years in accordance with the rules governing elections. The nominees failing of election shall serve as alternates.

5.05 Vacancies on Boards

Vacancies, either permanent or temporary, shall be filled by alternates in the order of the number

of votes received in the election of the board. Should there be no alternates available, the Board of Appeals may choose any eligible member of Synod to fill the vacancy. Persons chosen by the Board of Appeals shall serve until the next regular election of Synod or of the District is held.

5.07 Officers of Boards

Each Board of Appeals shall elect a chairman, a vice-chairman, and a secretary, who shall have custody of all records and files. Meetings shall be called by the secretary on instructions from the chairman.

5.09 Disqualification

A member of a Board of Appeals shall be disqualified from acting if he is directly or indirectly involved in any proceedings before the board. If any party to a proceeding regards any member of the board as disqualified, he shall so advise the board, giving his reasons therefor, and the board shall determine whether such reason is sufficient.

5.11 Resignations

If one member of a District Board of Appeals or two members of the Synodical Board of Appeals die, resign, or become unable to serve after proceedings in a case have begun, the remaining members of that board may nevertheless continue the proceedings and render a decision; if a larger number shall die, resign, or become unable to serve, it shall be necessary to appoint alternates and begin the proceedings anew.

ARTICLE II. JURISDICTION OF BOARDS

A. District Boards, Original Cases

5.21 Definition of Original Cases

Original cases are those arising within the District, as when any member of Synod (congregation, pastor, teacher, or official of Synod), voting or advisory, is charged with any action which according to Article XIII of the Constitution of Synod may lead to expulsion from Synod. They remain original cases as long as they are being handled by the agencies of the District (Circuit Counselor, President, or District Board of Appeals).

Procedure

ORIGINAL CASES IN THE DISTRICT

5.23 Ineligibility for Service

If the member involved is a pastor, professor, or teacher and his offense makes him ineligible for further official service in the church and he pleads guilty, the District President shall publish in the official organs of Synod the fact that he is ineligible for further service and shall so report to the District. If the President of the District is charged with any action that would disqualify him from holding office, the Vice-Presidents of the District shall initiate proceedings, and the First Vice-President shall act. If the District officers fail to act, the President of Synod, by virtue of the power given him in the Constitution (Article XI, B, 1, 2, 3) may on his own initiative institute proceedings, take administrative action, and, if necessary, present charges to the District Board of Appeals.

5.25 Action of President

If the member involved does not plead guilty and the officials of the District who have acted in the case, including the District President, have exhausted all administrative efforts and are convinced that final action must be taken, the District President shall submit the case to the District Board of Appeals for adjudication. In doing so, he shall file with the Board of Appeals, in writing, the names of the parties involved, the charges against the accused member, all documentary evidence, and a memorandum of the administrative action which has been taken. In any case in which the District President is disqualified or unable to act, the First Vice-President or the next qualified District officer shall submit the case to the District Board of Appeals in the same manner.

5.27 Consideration of the Case

The Board of Appeals shall consider the case according to the "General Rules Governing Boards of Appeal" (see Sec. 5.141 ff.). If, however, error in procedure is discovered or new evidence is submitted, the board shall remand the case to the source of origin.

5.29 Petition for Rehearing

Within twenty (20) days after receipt of notification either party may petition the board for a

rehearing, with reasons therefor. He is required to do so before he may exercise his right to appeal to the District convention.

5.31 Suspension

If the accused has been found guilty as charged, and no petition for a rehearing has been entered, the District President shall without delay suspend the said member from Synod and shall publish a notice of suspension in the official organs of Synod.

5.33 Referred to District Convention

Since suspension is only a temporary measure, all matters pertaining to membership in Synod and to eligibility for service in Synod must be referred to the next convention of the District for decision.

5.35 Report of President to Convention

In his report to the District the President shall briefly state the case, the charge preferred, the action taken, and the appeal, if any, that has been made to the District. Thereupon the convention shall elect a Committee of Review, consisting of three pastors and two laymen (or one teacher and one layman), which during the convention shall, on the basis of the decision of the District Board of Appeals and the objections that may have been filed by the appellant, determine whether error was made in procedure. It is therefore not the duty of this Committee of Review to hear and adjudge the entire case.

5.37 Meetings of Committee of Review

Interested parties may appear before the Committee of Review, to receive or to give information. The District President shall notify the convention of this opportunity.

5.39 Report of Committee of Review to Convention

If the Committee of Review on the basis of its findings recommends the confirmation of the decision of the District Board of Appeals, such findings shall be reported to the convention for confirmation. If the Committee of Review finds error in procedure, the committee shall remand the case to the District Board of Appeals and report to the convention that the case has been remanded.

5.41 Action of the Convention

Upon the recommendation of the Committee of Review and without debate the District convention shall vote to confirm the decision of the Board of Appeals. If the decision of the Board of Appeals is confirmed by the District convention, this decision by the District shall be final, and no further appeal to the District shall be entertained. Suspension is changed to expulsion when the suspension by the District President is upheld by the decision of the Board of Appeals and confirmed by the District convention. Notice concerning the action taken by the District shall be published by the District President in the official organs of Synod.

5.43 Appeal to Synod

Any party affected by the action of the District shall have the right to appeal to Synod, but in the meantime the action of the District shall be respected by Synod and its members.

APPEAL CASES IN THE DISTRICT

5.51 Definition

Appeal cases are those which arise within a congregation, as when a member has been excommunicated and appeals his case to the officials of the District; or when a controversy arises between two congregations and, being unable to settle the matter between themselves, they appeal to the officials of the District.

5.53 Procedure

Whoever desires to appeal must first go to his Circuit Counselor, who shall endeavor to settle the case. If still dissatisfied, the appellant must go to the President of his District, who shall exhaust all administrative efforts to settle the case. If these efforts fail, the case shall be submitted to the District Board of Appeals, and the District President shall so advise all parties. If the District President is disqualified or unable to act in a case, it shall be handled by the First Vice-President or the next qualified District officer.

5.55 Counselors (Advisers)

Any party to any proceeding may select as counselor (adviser) any communicant member of

Synod, and the board may, if requested, suggest names of persons competent to act as counselors (advisers). The appellant shall pay the expenses of his counselors (advisers).

5.57 Consideration of the Case

The Board of Appeals shall consider the case according to the "General Rules Governing Boards of Appeal." (See Sec. 5.141ff.)

5.59 Petition for Rehearing

Within twenty (20) days after receipt of notification either party may petition the District Board for a rehearing, with reasons therefor. He is required to do so before he may exercise his right to appeal to the District convention.

5.61 Appeal to the District

If an appeal is taken to the District, the President shall, in his report to the District convention, briefly state the case, the decision of the board, and the appeal that has been taken to the District. Thereupon the District convention shall elect a Committee of Review consisting of three pastors and two laymen (or one teacher and one layman), which during the convention shall, on the basis of the decision of the District Board of Appeals and the objections that may have been filed by the appellant, determine whether error was made in procedure. It is therefore not the duty of this Committee of Review to hear and adjudge the entire case.

5.63 Meetings of Committee of Review

Interested parties may appear before the Committee of Review, to receive or to give information. The District President shall notify the District convention of this opportunity.

5.65 Report of Committee of Review to Convention

If the Committee of Review on the basis of its findings recommends the confirmation of the decision of the District Board of Appeals, such findings shall be reported to the District convention for confirmation. If the Committee of Review finds error in procedure, the committee shall remand the case to the District Board of Appeals and report to the convention that the case has been remanded.

5.67 Action of the Convention

Upon the recommendation of the Committee of Review and without debate the District convention shall vote to confirm the decision of the Board of Appeals. If the decision of the Board of Appeals is confirmed by the District convention, this decision by the District shall be final, and no further appeal to the District shall be entertained.

5.69 Appeal to Synod

Any party affected by the action of the District shall have the right to appeal to Synod, but in the meantime the action of the District shall be respected by Synod and its members.

B. General Synodical Board, Original Cases

5.81 Original Cases in Synod

The original jurisdiction of Synod's Board of Appeals shall include controversies concerning membership in Synod and eligibility for service in a particular field of work or in the church in general arising in connection with activities directly under the control of Synod. However, the plaintiff in such cases shall make every effort to settle it. The President of Synod may also initiate proceedings in such cases. Only when all administrative efforts have been exhausted, shall the President of Synod refer the case to Synod's Board of Appeals. If the President of Synod is charged with any action that would disqualify him from holding office, or if he shall be disqualified or is unable to act in a particular case, the Vice-Presidents of Synod, according to rank, shall undertake to settle the matter or, if administrative efforts have failed, refer the case to the Board of Appeals of Synod.

5.83 Inter-District Controversies

The original jurisdiction of Synod's Board of Appeals shall also include inter-District controversies. If a congregation in one District believes that it has cause for complaint against the action of a congregation in another District, it shall first attempt to settle the matter by direct negotiation. If the matter cannot be settled in this manner, the first congregation shall file with the President of its own District a complaint against the action of the second congregation. The President shall then notify the President of the other District, and the

two Presidents shall attempt to settle the case. If their administrative efforts do not produce the desired results, they shall refer the case to the President of Synod, who shall attempt to settle it. After all administrative efforts have been exhausted, the President of Synod shall refer the case to Synod's Board of Appeals.

PROCEDURE

5.85 Ineligibility for Service

If the member involved is a pastor, professor, or teacher and his offense makes him ineligible for further official services in the church and he pleads guilty, the President of Synod shall publish in the official organs of Synod the fact that he is ineligible for further service and shall so report to Synod.

5.87 Action of President

If the member involved does not plead guilty and the President (or in case of his disqualification or inability, a Vice-President) has exhausted all administrative efforts and is convinced that final action must be taken, he shall present the case to the Board of Appeals of Synod. In doing so, he shall file with the Board of Appeals of Synod, in writing, the names of the parties involved, the charges against such member, all documentary evidence, and a memorandum of the administrative action which has been taken.

5.89 Consideration of Case

The Board of Appeals shall consider the case according to the "General Rules Governing Boards of Appeal." (See Sec. 5.141 ff.)

5.91 Petition for Rehearing

Within twenty (20) days after receipt of notification either party may petition the Board for a rehearing, with reasons therefor. He is required to do so before he may exercise his right to appeal to Synod.

5.93 Suspension

If the accused has been found guilty of an action which according to Article XIII of the Constitution of Synod may lead to expulsion, and no petition for a rehearing has been entered, the President shall without delay suspend such member from Synod

and shall publish a notice of suspension in the official organs of Synod. Since suspension is only a temporary measure, all matters pertaining to membership in Synod must be referred to the next convention of Synod for a decision.

5.95 Findings in Inter-District Controversies

If the case concerns eligibility for service or inter-District controversies not necessarily involving membership in Synod, the board shall make such findings as the case indicates.

5.97 Report of President to Convention

In his report to Synod the President shall report that an appeal has been made to Synod. Thereupon the convention shall elect a Committee of Review, consisting of three pastors and two laymen (or one teacher and one layman), which during the convention shall, on the basis of the decision of Synod's Board of Appeals and the objections that may have been filed by the appellant, determine whether error was made in procedure. It is therefore not the duty of this Committee of Review to hear and adjudicate the entire case.

5.99 Meetings of Committee of Review

Interested parties may appear before the Committee of Review to receive or to give information. The President of Synod shall notify the convention of this opportunity.

5.101 Report of Committee of Review to Convention

The Committee of Review shall report its findings to the convention, recommending either to uphold the opinion of Synod's Board of Appeals or, if error in procedure or action was discovered or new evidence submitted, to remand the case to Synod's Board of Appeals.

5.103 Action of the Convention

Upon the recommendation of the Committee of Review and without debate the convention shall vote to confirm the decision of Synod's Board of Appeals. If the decision of the Board of Appeals is confirmed by the convention, this decision by Synod shall be final, and no further appeal to Synod shall be entertained. Suspension is changed to expulsion when the suspension by the President of

Synod is upheld by the decision of Synod's Board of Appeals and confirmed by the convention. Notice concerning the action taken by the convention shall be published by the President of Synod in the official organs of Synod.

APPEAL CASES IN SYNOD

5.111 Definition

An appeal case in Synod is a case coming from a District to Synod.

5.113 Procedure

All appeals from District to Synod shall be referred by the President of Synod directly to Synod's Board of Appeals. This provision does not prevent the President of Synod from exercising his power to advise, admonish, and reprove at his own discretion. In all cases appealed from the District convention to Synod, the decision of the District Board of Appeals and the judgment of the District convention shall form the basis of the appeal. It shall be the responsibility of the administrative officers of the District to defend a District decision.

5.115 Counselors (Advisers)

Any party to any proceeding may select as counselor (adviser) any communicant member of Synod, and the board may, if requested, suggest names of persons competent to act as counselors (advisers). The appellant shall pay the expenses of his counselors (advisers).

5.117 Consideration of Case

The Board of Appeals shall consider the case according to the "General Rules Governing Boards of Appeal." (See Sec. 5.141 ff.)

5.119 Petition for Rehearing

Within twenty (20) days after receipt of notification either party may petition Synod's Board of Appeals for a rehearing, with reasons therefor. He is required to do so before he may exercise his right to appeal to Synod.

5.121 Appeal to Synod

If an appeal is made to Synod, the convention shall elect a Committee of Review, consisting of

three pastors and two laymen (or one teacher and one layman), which during the convention shall, on the basis of the decision of Synod's Board of Appeals and the objections that may have been filed by the appellant, determine whether error was made in procedure. It is therefore not the duty of this Committee of Review to hear and adjudge the entire case.

5.123 Meetings of Committee of Review

Interested parties may appear before the Committee of Review, to receive or to give information. The President of Synod shall notify the convention of this opportunity.

5.125 Report of Committee of Review to Convention

If the Committee of Review on the basis of its findings recommends the confirmation of the decision of Synod's Board of Appeals, such findings shall be reported to the convention for confirmation. If the Committee of Review finds error in procedure, the committee shall remand the case to Synod's Board of Appeals and report to the convention that the case has been remanded.

5.127 Action of Convention

Upon the recommendation of the Committee of Review and without debate the convention shall vote to confirm the decision of Synod's Board of Appeals. If the decision of the Board of Appeals is confirmed by the convention, this decision by Synod shall be final, and no further appeal to Synod shall be entertained. Notice concerning the action taken by the convention shall be published by the President of Synod in the official organs of Synod.

GENERAL RULES GOVERNING BOARDS OF APPEAL

5.141 Copy of Regulations

The Board of Appeals, upon assuming jurisdiction of an appeal case, shall promptly inform all parties of the section of the HANDBOOK governing Boards of Appeal and, when necessary, supply a copy of the HANDBOOK.

5.143 Governing Principles

The Board of Appeals shall be governed in its acts and judgments by the Word of God and Chris-

tian principles and by the generally accepted rules of justice.

When a question of membership in Synod or eligibility for further service in Synod is involved, the Board of Appeals shall review the matter in Christian charity according to the Constitution of Synod and its Bylaws.

5.145 Written Statement by Appellant

Within a time limit fixed by the Board of Appeals, the appellant shall file with the board a written statement, presenting briefly and clearly the facts of the case and the reasons for appealing the prior decision. The board shall provide the appellee with one certified copy of the appellant's statement.

5.147 Written Statement by Appellee

Within a time limit fixed by the board, the appellee shall file with the board a brief answer to the statement of the appellant. In his answer the appellee shall admit such facts as are correct and point out wherein facts and allegations are incorrectly stated by the appellant and shall further give reasons for upholding the prior decision. The board shall provide the appellant with one certified copy of the appellee's answer.

5.149 Documents and Pleadings

All statements, answers, and subsequent pleadings shall be accompanied by any documents or certified copies thereof which it is proposed to introduce in evidence, and the board shall have the right to require the submission of any other documents which it deems essential or helpful in judging the case. Certified copies of parts of congregational minutes shall suffice for filing with pleadings, but the minute book itself shall be produced at the hearing.

5.151 Pleadings Amended

The board may permit any party to amend its pleadings at any time before the final decision is rendered.

5.153 Witnesses

Each party shall inform the board and the opposite party of the names of probable witnesses not less than fourteen (14) days before the hearing.

If notice is not possible, such witnesses may be heard if the board consents, but the opposite party shall have opportunity to produce witnesses in rebuttal at an adjourned hearing if necessary.

5.155 Time and Place of Hearings

The board shall fix the time and place of hearings, and all parties shall receive reasonable notice thereof.

5.157 Technical Rules

The board shall endeavor to elicit all factual information and evidence bearing on the case, without regard to the technical rules of evidence. Any member of the board may participate in the discussion.

5.159 Hearings Public or Private

The board shall determine whether a hearing shall be public or private, and it shall also arrange for an official stenographic transcript or recording of all testimony presented at the hearings.

5.161 Written and Signed Pleadings

a. At the beginning of a hearing the board shall state all facts on which there is agreement between the parties as shown by the pleadings. This agreement shall be put in writing and signed by both parties.

b. The board shall require the parties to enter into stipulations on all uncontradicted facts adduced during the hearing. These shall be put in writing and signed by both parties.

c. The board shall endeavor to obtain from all parties stipulations as to facts not mentioned in minutes or documents or as to the real meaning of loosely drawn resolutions or documents which may be variously interpreted. These facts shall be put in writing and signed by both parties.

5.163 Disputed Facts

Where facts are in dispute, the appellant and his witnesses shall be called first and shall be followed by the appellee and his witnesses. The board shall determine the extent of the testimony which it requires, and all parties shall be given the opportunity of rebuttal.

5.165 Arguments Presented

After the presentation of the evidence, the board shall hear the arguments in the same order.

5.167 Excommunication

In cases of excommunication the board shall be especially careful to determine whether the sin is of such a nature as to make the person "an heathen man and a publican," i. e., a manifest and impenitent sinner.

5.169 Sovereignty of Congregation

When an appeal in a matter of excommunication by a congregation is in question, the Board of Appeals shall recognize the sovereignty of the Christian congregation and may only review the action of the congregation according to the principles laid down in Scripture and advise the congregation accordingly. Either the congregation's action will be upheld, or it may be advised to review and eventually to revise its action. If the Board of Appeals decides that a person has been improperly excommunicated and the congregation does not revise its action, the congregations of Synod shall not be required to respect such an excommunication. The District shall take such action towards the congregation as it may deem necessary.

5.171 Unanimity in Excommunication

In a case of excommunication, unanimity in the Board of Appeals is required as far as the judgment of the congregation is concerned, while there may be disagreement as to procedure on the part of the congregation. In other cases a majority is sufficient.

5.173 Subcommittees of the Board

In cases where a hearing by the entire board would cause considerable inconvenience and expense, the board may authorize a subcommittee of its members to conduct a hearing or hearings. The stenographic transcript or recording of such hearing or hearings shall be made available for the entire board.

5.175 Decision of Board

a. The decision of the board shall be in writing and shall state:

1. The facts of the case as ascertained by the board from the evidence; and
2. The conclusions of the board and the reasons therefor. It shall not be necessary to print these in full in the official report of the District or Synod unless the convention shall so direct.

b. All files of cases in which an opinion has been rendered by the Board of Appeals of Synod shall be preserved in a locked file in the synodical office building. Any such closed files shall be made available to others than the synodical Board of Appeals then in office only upon application to the Board of Appeals and when good cause is shown.

5.177 Registered Mail

Each Board of Appeals shall promptly send copies of its decisions to the appellant, the appellee, and the District President, or the President of Synod, by registered mail, return receipt requested (noted thereon, "Deliver to addressee only"). The board shall retain the originals in its own files.

5.179 Rehearing

If at any time either party discovers evidence of the existence of which it was unaware when the case was being considered, and if such evidence has a material bearing on the merits of the case, the party concerned shall notify the Board of Appeals of such evidence, and the Board of Appeals shall have the authority to order a new trial if such contention is proved correct. If the District has not acted, the evidence shall be brought to the attention of the District Board of Appeals. If the District has acted, the evidence shall be brought to the attention of Synod's Board of Appeals.

5.181 Circularizing Members of District or Synod

While the case is still undecided, or while appeals are contemplated or pending, neither party shall circularize the members of the District or of Synod, such action being prejudicial to any final decision. A person guilty of circularizing must disavow his conduct before his case will be entertained by any Board of Appeals.

5.183 Expenses

All parties concerned must assume their expenses and those of their counselor (adviser) in

connection with the case. Synod or the District pays the expenses of its Board of Appeals.

5.185 Plaintiffs and Defendants

All provisions herein with reference to appellants and appellees shall apply also to plaintiffs and defendants in all cases of original jurisdiction.

VI. HIGHER EDUCATION

A. BOARD FOR HIGHER EDUCATION

6.01 Personnel and Election

A Board for Higher Education consisting of three pastors, one teacher or superintendent of Christian day schools, and three laymen shall be appointed by the President of Synod in conjunction with the Vice-Presidents of Synod, subject to the approval of the College of Presidents. Vacancies shall be filled in the same manner.

6.03 Advisory Committee

The presidents of Synod's educational institutions in North America, or their representatives, shall constitute a standing Advisory Committee, which shall meet at the call of the board.

6.05 Functions of Board

The Board for Higher Education shall strive to maintain the educational institutions of Synod at a high level of efficiency and generally promote, improve, supervise, and direct adequate education for the preparation of its ministers and teachers, and assist, encourage, and advise with regard to means and objectives of higher Christian education, always keeping in mind the specific religious, spiritual, and professional ideals and objectives of our whole educational system.

6.07 Duties

The Board for Higher Education, in carrying out its functions, shall —

a. supervise the execution of all rules, regulations, and resolutions of Synod relating to its educational system or its institutions;

b. determine, direct, and supervise, within the intent and resolutions of Synod, the educational and administrative standards, policies, and pro-

cedures of Synod's educational system and institutions;

c. prescribe such student admission and transfer standards as are required in the interest of effective educational procedures and are in harmony with Synod's objectives of professional training and commensurate with the purposes and capacities of the individual institutions;

d. study the curricula in operation at each of the educational institutions of Synod to determine whether these are adequate to carry out the synodically prescribed purposes of the school; assure itself that the policies and standards pursued at the institution are in harmony with the synodically prescribed purposes of the school; direct the institution to take appropriate corrective measures where changes and improvements are necessary to bring the school into harmony with synodically prescribed objectives;

e. study and survey, or cause to be studied and surveyed, with the necessary professional assistance, the trends and the philosophy of modern education; determine the relation and the implications thereof to Synod's educational standards, policies, and objectives; make the results and conclusions of such studies and surveys available to the faculties of Synod's educational institutions and to Synod generally;

f. provide for visits to the institutions and require stated reports from the boards of control, the presidents, and the faculties;

g. assess its need for professional staff, prescribe duties and functions to each position, determine the qualifications necessary to fill the respective offices, and, with the approval of the President of Synod, engage the necessary personnel;

h. engage such additional clerical and professional help as may be necessary;

i. gather, prepare, and maintain records and details of scholastic attainments, academic qualifications, and relevant data concerning persons qualified to teach at the educational institutions of Synod. The board shall make available all these records and data to the Boards of Control of Synod's educational institutions and to persons who are authorized to participate in calling or otherwise engaging personnel for the teaching staffs of these educational institutions;

j. be responsible to the Board of Directors for matters relating to planning, locating, and constructing educational facilities as well as for general supervision of maintenance and repair of Synod's educational properties and for discharge by each Board of Control of its responsibilities in constructing or maintaining the physical properties of its institutions, except that the Board of Directors is directly responsible for all legal aspects of such operations;

k. convey its recommendations to the Board of Directors in all matters relating to purchase, lease, rental, or construction of any buildings of Synod's colleges or seminaries;

l. make recommendations to the Board of Directors as to the order in which specific educational projects for which Synod has made appropriations shall be carried out;

m. gather and make available application forms, statistical data, and other pertinent material relative to the Student Aid Programs of the Districts, and encourage and assist the Districts in obtaining uniformity in the policies and practical administration of these programs;

n. develop plans and procedures for a Synodwide recruitment of students for the ministry and the teaching profession;

o. provide professional guidance in co-operation with the synodical Board of Parish Education to area Lutheran high school associations and to community Lutheran high schools;

p. have such additional powers, duties, and jurisdiction as may from time to time be prescribed and authorized by resolution of Synod.

6.09 Duties of Advisory Committee

The Advisory Committee shall meet at the call of the Board for Higher Education. It shall study such problems and issues in the field of higher education and of the educational system and institutions of Synod and such other matters as may be assigned to it by the Board for Higher Education; and it shall report the results and conclusions of its studies to the Board for Higher Education for consideration in determining and fixing the educational policies, standards, and procedures for the educational system and educational institutions of Synod.

6.11 Meetings with the Faculties

The Board for Higher Education shall call a meeting of the faculties of Synod's educational institutions when in its judgment the welfare of Synod's educational work requires such a meeting for the purpose of studying, co-ordinating, and improving the educational policies, standards, procedures, and curricula of Synod's educational institutions. No member of any faculty shall be excused except for valid reasons. The cost of such meetings, including expenses for travel, room, and board incurred by each person attending in an official capacity, shall be paid by Synod.

6.13 Other Meetings

The Board for Higher Education shall be authorized to convene selected faculties or faculty members or administrators or other educational personnel for conferences which are in the mutual interest of the educational program of Synod and the individual colleges and seminaries. Funds for such purposes shall be included as estimates in the annual budget proposed for administrative purposes by the Board for Higher Education and subject to authorization by the Fiscal Conference.

B. BOARDS OF CONTROL

6.21 Purpose of Boards of Control

Synod administers each educational institution of Synod through a Board of Control, which is to provide effective local administrative organization, to facilitate the achievement of the purposes for which Synod operates and maintains the respective institution, and to foster and safeguard its religious, academic, and financial interests in it.

6.23 Personnel of Boards of Control

Each Board of Control shall include

a. The President of the District in which the synodical institution is located. He may designate a District Vice-President as his standing representative.

b. At least five and no more than nine members, as specified by the charter or corporate articles of the institution, who shall be elected at the conventions of Synod for terms of nine years, in such manner that one third of the members shall be

elected at each convention of Synod. The elective members shall include:

1. one to three pastors;
2. one or two teachers;
3. three to five laymen.

c. The President of Synod shall appoint a Vice-President of Synod to serve as a member of the Board of Control of each theological seminary.

6.25 Qualifications of Elective Members

a. Pastors elected to Boards of Control shall be voting members of Synod or advisory members of Synod who also hold membership in a voting congregation of Synod.

b. Teachers elected to Boards of Control shall be advisory members of Synod and hold membership in a voting congregation of Synod.

c. Laymen elected to Boards of Control shall be members of voting congregations of Synod.

d. Board membership shall be broadly representative of Synod and preferably should include representation from more than one synodical District. Not more than two of the elective members shall be members of the same congregation.

e. Lay members of the Board of Control should be representative of various occupations.

f. Members of the Board of Control shall not be on the salaried staff of a synodical educational institution, nor shall they enter into gainful business contracts or relations with the institution.

6.27 Election of Elective Members

Elective members of the Boards of Control shall be nominated and elected in the following manner:

a. The Committee on Nominations shall solicit names of suitable candidates for the Board of Control of each educational institution of Synod and compile a list of candidates, in accordance with the provisions of Section 2.143 to 2.153 and Sections 6.23 and 6.25 of the Bylaws of Synod.

b. Each District shall designate from among its delegates to the convention of Synod a pastor and a layman who shall constitute an Electoral College which shall elect the required number of elective members for each Board of Control.

c. The President of Synod shall designate and announce an evening meeting at a convenient time

and place for the purpose of conducting the election by the Electoral College.

6.29 Vacancies

Boards of Control shall fill vacancies occurring in their elected membership, subject to the approval of the President of Synod.

6.31 The Board's Executive

The authority and responsibility of the Board of Control shall reside in the board as a whole. The board shall delegate the application of its policies and the execution of its resolutions to the president of the institution as its executive officer.

6.33 Board of Control Meetings

a. The Board of Control shall meet at regular intervals. It shall meet at least five times each year, including special meetings.

b. The president of the institution shall attend Board of Control meetings in an advisory capacity. The president may, with the board's consent, occasionally ask other institutional officers to assist in reporting on special matters.

6.35 Board of Control Organization

a. Each Board of Control shall elect a chairman, a vice-chairman, a secretary, and any other officer whom its charter or corporate articles may require.

b. Each Board of Control may appoint necessary standing and special committees accountable to it.

6.37 Relation to Synod and Legal Capacity

a. Each Board of Control shall operate and manage its institution as the agent of Synod, in which ownership is primarily vested and which exercises its control through the Board of Directors as custodians of Synod's property, the Board for Higher Education, and the respective Board of Control. All matters which according to synodical regulations require the attention of any board, agency, or officer of Synod shall be submitted to the Board for Higher Education for referral to the appropriate board, agency, or officer.

b. Each Board of Control shall constitute the governing body of its respective institution. It shall constitute the body corporate of such institution and shall be vested with all powers which its

members may exercise in law either as directors, trustees, or members of the body corporate, unless in conflict with the laws of the domicile of the institution or its articles of incorporation. In such event the Board of Control shall have power to perform such acts as may be required by law to effect the corporate existence of the institution.

c. Each Board of Control of an institution, or the body corporate thereof, shall receive all grants, gifts, devises, and bequests, either by deed or will or otherwise made to such institution. Report and delivery thereof shall be promptly made to the Treasurer of Synod or such other person as may be designated by the Board of Directors. If delivery is precluded by law or the terms of the grants, gifts, devises, and bequests, the Board of Control shall hold and administer the same, in accordance with the terms of the instrument creating such gift, under the direction of the Board of Directors of Synod.

d. Each Board of Control of an institution, or the body corporate thereof, shall let all contracts and assume all financial obligations and contractual responsibilities in the name of its respective institution and shall supervise and control the execution thereof under the direction of the Board for Higher Education, which is responsible to the Board of Directors of Synod for the discharge by each Board of Control of its responsibilities in these operations, except that the Board of Directors is at all times directly responsible for all legal aspects of such operations.

e. The charter, articles of incorporation, or constitution and bylaws of each institution shall conform to, and be consistent with, those of Synod. Changes in them shall receive the prior consent of the Board for Higher Education and, where applicable in property and financial matters, of the Board of Directors.

6.39 General Functions and Duties

a. The Board of Control shall make certain that the work of the institution entrusted to its care is carried on effectively, in accordance with the theological and academic standards of Synod. To this end, it shall require regular and special reports from the president as its executive officer, or through him from other officers, instructional staff members, or employees of the institution, and

through formal and informal tours of the campus and attendance at its activities.

b. The Board of Control shall be responsible for the educational program and shall see to it that the curriculum approved by the Board for Higher Education for the respective institution is followed.

c. The Board of Control shall be responsible for the general welfare of its instructional staff members and other employees, for their working conditions, and for the proper housing of instructional staff members. It shall adopt standards and regulations governing the off-campus activities of instructional staff members and other employees of the institution. It shall develop policies to include salary and wage scales, provisions for tenure, promotion, vacations, periodic health examinations, sick and service leaves, dismissal, retirement and pension, and other employee welfare and benefit provisions.

d. The Board of Control shall be responsible for the general welfare of the students of its institution, the adequacy of their housing and boarding facilities, the health service available to them, the appropriateness of the cocurricular activities, as well as the off-campus interests, activities, and employment of the students.

e. The Board of Control shall be responsible for the efficient business management of its institution, in accord with the system of accounting and business practices and records as may be prescribed by the Board for Higher Education in consultation with the Board of Directors. The board shall exercise its responsibility in this area through a business manager appointed by it on recommendation of the president of the institution and responsible to him. The business manager shall keep accurate accounts of all moneys, goods, property, and assets entrusted to his care. He shall regularly deposit all moneys of the institution and its agencies in a bank or banks designated by the Board of Control, submit his books and records for inspection and audit, and for the faithful performance of his duties furnish bond to Synod in such amount as shall be determined by the synodical Board of Directors and at its expense.

f. The Board of Control shall be responsible for the condition of the physical property of its respective institution and shall operate, manage, control, and supervise the property, grounds, buildings, and equipment, and keep them in good repair and

efficiency. It shall submit reports regarding property and maintenance annually, or on request, to the Board for Higher Education for referral to the Board of Directors as custodians of Synod's property.

g. The Board of Control shall carefully supervise the collection and disbursement of all funds raised by students for student activities, as well as the funds derived from the college store and other agencies and sources.

C. TEACHING STAFF AND FACULTY

6.51 Members of Teaching Staff

The teaching staff of each educational institution of Synod shall be composed of all those administrative officers and teachers who are called by the electors or who are appointed by the Board of Control. The following classifications are provided:

a. *Graduate Assistants*: On recommendation of the president of the institution the Board of Control shall appoint an approved number of graduate assistants recruited primarily from the ranks of current recent graduates of the seminaries and teachers colleges. The original appointment shall be for one year and may be renewed for a second year. Such personnel may also be classified as *fellows* and may at the same time be enrolled as resident students in the school for graduate studies.

b. *Instructors*: On recommendation of the president of the institution the Board of Control shall appoint an approved number of instructors. Such appointments shall be for two-year terms and may be renewed in the manner prescribed for the original appointment. There shall be no restriction on the number of appointments which may be offered to an instructor; however, if reappointment is not contemplated, Boards of Control shall so notify instructors six months prior to the expiration of the current appointment and on their request file the name of such instructors with the Board for Higher Education for listing on the Board's roster of available instructors. On completion of satisfactory teaching experience as well as adjustment of any requisite academic, professional, ministerial, or parish school work, instructors shall be eligible for reappointment as assistant professors or for calls to associate professorships in any synodical institution if the qualifications of such a position have been met. After completing at least one term, instructors

may be advanced to the rank of assistant professors by the Board of Control with the prior consent of the Board for Higher Education, or they may be appointed to the staff of another synodical institution.

c. Assistant Professors: This classification shall be related to the faculty and to the administration of the institution in a manner identical with the relationship established for instructors, except in the following matters:

1. The tenure of an appointment to an assistant professorship shall be four years.
2. Separate salary schedules shall apply to assistant professors.
3. If there is no intent to renew the appointment, notice of the fact shall be conveyed to the personnel involved not later than one year prior to the date of termination of the current appointment.

d. Associate Professors: They shall be chosen in accordance with the synodical regulations governing the nomination, the election, and the calling of associate professors. The position of associate professor shall involve permanent tenure. Associate professors shall be related to the administration of the institution in a manner identical with the relationship established for professors except in matters of salary. Associate professors may be advanced to the rank of professors by the local Board of Control with the consent of the Board for Higher Education without extending a new call.

e. Professors: They shall be chosen in accordance with the synodical regulations governing the nomination, the election, and the calling of professors. This position involves permanent tenure and increased salary.

f. Substitute Teachers: On recommendation of the president of the institution the Board of Control may appoint substitute teachers in extraordinary situations. The original appointments shall not exceed one semester in length and may be renewed once only without the prior consent of the Board for Higher Education.

6.52 Administrative Officers

a. Administrative positions may be created, modified, abolished, or have functions assigned to them by the Board of Control on recommendation by the president of the institution. Such offices are to be those made necessary by the functions assigned to

the institution and appropriate to its size and internal organization. Appointments to these offices are to be for renewable terms. Ordinarily administrative officers are also to carry a partial teaching load.

b. Administrative appointments shall be made by the Board of Control on recommendation by the president of the institution. The Board for Higher Education shall periodically review the internal administrative organization of Synod's institutions.

6.53 The Faculty

a. The faculty of each synodical institution shall consist of the president, the administrative officers holding instructional rank, and the regular instructional staff members.

b. Special lecturers and substitute teachers shall hold advisory membership on the faculty.

6.54 Approval of Staff Appointments

a. Full-time appointments to the teaching or administrative staff of a synodical institution are subject to the prior consent of the Board for Higher Education.

b. Appointments of part-time or of substitute teachers extending beyond one school year are subject to the prior consent of the Board for Higher Education.

c. Initial appointments of instructors or assistant professors at the theological seminaries are subject to the prior consent of their electoral boards.

6.55 Ranking of Members of Staff

The Board of Control of each institution in conjunction with the Board for Higher Education shall determine the status and rank of members of the faculty and other administrative officials and instructors, unless otherwise provided by Synod, and shall fix their salaries in accordance with the salary schedules adopted from time to time by the Fiscal Conference.

6.57 Salary Schedules

The salary schedules of all administrative and teaching personnel paid in whole or in part from synodical funds shall be fixed by the Fiscal Conference on recommendation of the Board for Higher Education to the Board of Directors.

6.59 Faculty Organization and Meetings

a. Instructional staff size or special synodical responsibilities may lead to the organization of a faculty senate. The faculty senate shall consist of the president, the faculty members with tenure, and those administrative officers whom the Board of Control may designate.

b. Faculty and faculty senate meetings shall be held at regular intervals.

c. Special meetings of the faculty or of the faculty senate may be called by the president.

d. In the president's absence the designated acting president shall preside at regular and special meetings.

e. The faculty shall elect a secretary and necessary standing committees and may provide for special committees.

f. Standing committees shall study, evaluate, and report to the faculty on policy matters affecting the academic activity of the institution and the life and welfare of its students.

6.61 Institutional Educational Policies

a. Each faculty shall adopt rules and regulations for the admission, transfer, dismissal, or withdrawal of students, fix the standards of scholarship to be maintained by students, determine criteria for their promotion, graduation, or failure, act on recommendations in the matter of granting certificates, diplomas, and such academic or honorary degrees as may lawfully be conferred by the institution.

b. Each faculty shall develop and construct curricula implementing the recognized and established purposes of the institution and designed to attain the synodically approved objectives of training for professional church workers. Each faculty shall pursue the improvement of teaching and learning and the evaluation of their effectiveness in every segment of the institution and its curriculum.

c. Each faculty shall develop policies, standards, and programs for the out-of-class life and activity of its students so that the cocurricular and off-campus activities of the student contribute to the attainment of the educational objectives of the institution. The faculty shall draw up such standards, criteria, and regulations as will be conducive to the cultivation of a Christian deportment on the part of all students, will stimulate the creation of a cul-

tured and academically challenging atmosphere on and about the whole campus, and will make a spiritually wholesome community life possible.

d. Each faculty shall develop policies, standards, and regulations that will contribute to the maintenance of wholesome conditions of instructional staff service and welfare.

e. The faculty of each institution which trains professional workers directly for service in Synod shall conform its placement policies to the synodical provisions for the distribution of candidates and workers through the synodical Board of Assignment.

6.63 Institutional Policy Formation

a. The regulations, standards, criteria, policies, programs, and curricula developed and adopted by each synodical faculty shall be submitted for approval to the respective Board of Control.

b. After approval, these regulations, standards, criteria, policies, programs, and curricula shall be administered and applied by the administrative officers of the institution.

c. The Board for Higher Education shall periodically review the institutional policies, programs, and curricula to determine whether they are consistent with the stated objectives of Synod's educational system and its institutions.

6.65 Evangelical Discipline and the Right of Appeal

The Board of Control and the faculty shall develop, formulate, promote, and foster ideals, standards, and criteria of personal conduct and of the community life of the campus worthy of the Christian calling and of ministers in training for the church. Each student, together with his parents and advisers, shall be informed regarding the disciplinary procedure and under what conditions and to whom an appeal may be made. Ordinarily the proper line of appeal proceeds from the student's counselors through the dean of students to the president of the institution.

6.67 Experience in Practical Church Work

Candidates for administrative positions, professorships, or associate professorships should have, as a rule, several years' experience in the active ministry or parish school work. Associate profes-

sors or professors who are called to the faculties without having had experience in the ministry or parish school work shall be required, if they are seminary or teachers college graduates, to gain such experience by way of assistant pastorates, summer field work, vacation Bible school, etc.

6.69 Grants for Advanced Study

The Boards of Control of Synod's institutions shall recommend subsidies for advanced study by instructional and administrative personnel when such additional study is made mandatory or desirable by local circumstances beyond the control of the personnel involved (e. g., addition of courses, request to assist in library administration, guidance work, requirements of achieving or maintaining accreditation, modifications which Synod requires the school to make in its program, etc.). Such recommendations are to become effective on review and approval by the Board for Higher Education.

6.71 Sabbatical Leave and Leave of Absence

a. The Board of Control, with approval of the Board for Higher Education, may grant any member of the instructional staff who has served ten years at synodical institutions a sabbatical leave for one-half year with pay or for an entire year with half pay, to pursue advanced studies in his special field of work or in any other acceptable program of experience or research.

b. The Board of Control, with approval of the Board for Higher Education, may grant any member of the instructional staff a leave of absence for a fixed period of time, to pursue advanced studies in his special field of work or to render particular service to Synod at large or to any of its agencies. Time so spent on a special leave shall ordinarily not be accumulated toward a subsequent sabbatical leave. Budgetary provisions shall be arranged in advance by the boards and agencies involved.

6.73 Controversies Among Faculty Members

Controversies and disagreements among members of the faculty (other than those set forth in 6.81) shall be submitted to the president of the institution for mediation. If this proves unsuccessful, he shall report the matter to the Board of Control for arbitration. After hearing the parties the board will render its decision which shall be

final. A record of the proceedings shall be filed with the Board for Higher Education.

6.75 Controversies Between President and Faculty

Controversies and disagreements arising between the president and the faculty or any member thereof (other than those set forth in 6.81) which cannot be peacefully adjusted, shall be reported to the Board of Control by either party. Should the Board of Control be unsuccessful in adjusting the matter, it shall request the Board for Higher Education to act as arbiter. After hearing the parties the Board for Higher Education will render its decision, which shall be final. Records of the proceedings shall be filed with the Board for Higher Education.

6.77 Tenure of Office

All duly called administrative officials, professors, and associate professors shall have permanent tenure of office, terminable only for the following causes:

- a. acceptance of another call
- b. retirement
- c. resignation
- d. incompetency
- e. incapacity
- f. refusal to co-operate
- g. neglect of office
- h. conduct unbecoming a Christian
- i. adherence to false doctrine

6.79 Modified Service and Retirement

a. The president of a synodical institution may relinquish his presidential responsibilities at the end of the school year in which he attains the age of 60. He shall be relieved of his presidential responsibility at the end of the school year in which he reaches the age of 67.

b. Administrative officers of a synodical institution ordinarily shall not be reappointed to their positions after they reach the age of 65. Continued administrative service after that shall be on the basis of annual appointment.

c. Former presidents shall hold the rank of professor.

d. Faculty members may be honorably retired or transferred to modified service at the age of 65

and shall be so retired or transferred to modified service at the age of 72.

e. Service loads and conditions of service after 65 shall be modified according to individual capacity and shall be determined by the Board of Control in consultation with the Board for Higher Education.

6.81 Incompetency, Neglect, or Incapacity

The Board of Control, after due investigation of the facts and circumstances and after consultation with the Board for Higher Education, may relieve of his office any member of the administrative or teaching staff who is manifestly and demonstrably incompetent or neglectful of his office or incapacitated for the successful performance of his duties because of physical, mental, or emotional disabilities. In such event the Board of Control may continue his salary until he receives a call, but not exceeding six months, or may render such other financial assistance as the necessities of the case may require.

6.83 Refusal to Co-operate, Willful Neglect, Unbecoming Conduct, False Doctrine

The Board of Control shall duly investigate all the facts and circumstances and shall refer its findings to the electors when a member of the administrative or teaching staff of any institution is to be formally charged with contumacious refusal to co-operate with the president and faculty of the institution and officers and boards of Synod to an extent that will injure or interfere with the purpose and objectives of the institution, or of willful neglect of official duties, or of conduct unbecoming a Christian, or of promulgation of and adherence to false doctrine. If the electors shall find such person guilty of the offenses complained of, he shall be relieved of his office. His salary shall thereupon be discontinued, and he shall promptly vacate his residence if it is owned by Synod.

D. THE PRESIDENT OF THE INSTITUTION

6.91 Authority and Duties

The president of each of Synod's institutions shall be the spiritual, academic, and administrative head thereof and shall be the executive officer of the Board of Control. Synod, its boards, and its members shall first of all hold him responsible

in all matters pertaining to the institution. In the exercise of his office he shall be charged with duties and vested with authority as follows:

a. He shall represent the institution in its relations to Synod and its officers and boards.

b. He shall supervise, direct, and administer the affairs of the institution in all its departments pursuant to the rules and regulations of Synod and its boards and agencies, and the policies of the Board of Control.

c. He shall make pertinent recommendations to the Board of Control and bring to its attention matters which require its consideration or decision.

d. He shall be the academic head of the faculty and preside at its meetings. He shall be an ex officio member of the standing committees of the faculty and of its instructional divisions or departments.

e. He shall periodically visit the classes of professors and instructors, observe their efficiency and the execution of the prescribed curriculum, and in general secure conformity in teaching efficiency and subject matter to the standards and policies prescribed by Synod through the Board for Higher Education.

f. He shall advise and admonish in a Christian and fraternal spirit any member of the faculty and any instructor found dilatory, neglectful, or inefficient in his duties. Should such action prove ineffective, he shall report the matter to the faculty for further fraternal discussion and persuasion. If this results in failure to correct or improve the situation, the president shall report the matter to the Board of Control for consideration and action.

g. He may in his discretion request a member of the faculty to assume temporarily one or the other of his functions or the functions of some other member of the faculty and, with the consent of the Board of Control, may transfer functions permanently to a member of the faculty, who shall assume these functions (unless excused for valid reasons) and be responsible for them to the president.

h. He shall be responsible for the provision of adequate spiritual counsel for every student. His primary teaching area shall be religion, theology, or vocational orientation.

i. He shall carefully watch over the spiritual welfare, personal life, conduct, educational progress,

and physical condition of the students and in general exercise such Christian discipline, instruction, and supervision as may be expected at a Christian educational institution.

j. He shall be responsible for the employment, direction, and supervision of all employees of the institution.

k. He shall be responsible for the business management of the school and for the proper operation and maintenance of grounds, buildings, and equipment. He shall make periodic and special financial reports to the Board of Control.

6.93 Acting President

The Board of Control shall designate a faculty member of the institution as acting president to serve in case of the president's absence, his temporary incapacity, or a vacancy in the office.

E. ELECTIONS

6.101 Electors

a. Professors, associate professors, and the required administrative officers for all positions officially created by Synod for each of Synod's educational institutions in North America shall be called by the respective Board of Control in accordance with the regulations of Synod. At a meeting of the Board of Control held for the purpose of electing professors, associate professors, or administrative officers, or for the purpose of considering final action relevant to the suspension or the removal from office of professors, associate professors, or administrative officers, there shall be present and voting as electors: the Board of Control as a group, with one vote (the President of the synodical District not voting with his Board of Control); the President of the synodical District in which the institution is located or his official representative; the President of Synod or his official representative; the chairman of the Board for Higher Education or his official representative. The president of the institution shall be present in an advisory capacity.

b. In the case of Synod's educational institutions in South America, the same procedure set forth in the preceding paragraph shall be followed, except that the chairman of the Board for World Missions, or his official representative, shall be one of the electors in the place and stead of the chair-

man of the Board for Higher Education or his official representative.

6.103 President of the Institution to Make Recommendations

The president of the institution shall at an election meeting of the Board of Control present the needs of his institution in the light of his analysis of the local situation; the requirements of Synod and those of the regional accrediting agency involved; and the academic and personal qualifications of the candidates proposed. On the basis of this analysis the president of the institution shall make pertinent recommendations with regard to the choice of suitable personnel from the list of candidates.

6.105 Faculty Committee in Election of President

A faculty committee shall perform such analytical functions and make the recommendations in the event that a president is to be called for an institution.

6.107 Call for Nominations

The Board of Control of each institution shall in the official publications of Synod issue a call for the nomination of candidates whenever an administrative position, professorship, or associate professorship is to be filled. The call for nominations shall give full particulars of the duties of the office and the qualifications required of its incumbent. Approval for filling vacancies must first be obtained from the Board for Higher Education.

6.109 Who May Nominate Candidates

Candidates for such positions may be nominated by congregations of Synod, the Board for Higher Education, the Board of Control, and the faculty of the institution.

6.111 Status and Parish Experience of Candidates

a. Candidates for teaching and administrative positions as associate professors and professors on Synod's instructional staffs shall be graduates of a synodical theological seminary or teachers college or have achieved the status of Lutheran pastor or teacher by colloquy or have acquired similar status in a church body in fellowship with Synod.

b. Candidates shall ordinarily have several years' experience in the active parish ministry or parish school work. When, exceptionally, associate professors or professors with no previous parish experience are called to the faculties, they shall be required, if they are seminary or teachers college graduates, to gain this experience by way of assistant pastorates or a program of equivalent parish experience approved by the Board of Control on recommendation of the president of the institution.

6.113 Publication of Names of Nominees

All nominations, together with recommendations and statement of qualifications, must be filed with the secretary of the Board of Control which has issued a request for nominations, within thirty days of its first publication, unless the request sets a later date. All such information shall be made available to the president of the institution. The secretary of the Board of Control shall thereupon publish the names of the nominees in the official publications of Synod, stating also the date on which the election is to be held, which shall be not less than three weeks after the date of the publication of the names of the nominees. Copies of the notice shall at the same time be sent to the President of Synod and the Board for Higher Education.

6.115 Recommendations or Objections

Additional recommendations and statements of qualifications of any nominees, or objections to any nominee with reasons therefor, must be filed with the secretary of the Board of Control before the time fixed for the election. If a charge of false doctrine or offensive life is registered, the Board of Electors shall investigate and reach a decision on such charge before proceeding with the election.

6.117 Elections

The election shall be held on the day designated in the notice published in the official publications of Synod or as soon thereafter as feasible; and after due consideration of the recommendations and statements of qualifications submitted on behalf of all nominees, or of objections to any, there shall be elected from the list of candidates as originally proposed by the president or as amended by him

after mutual consent with the electors, as the case may be, the person best qualified for the position to be filled, or the Board of Control shall be requested by the electors to postpone the election or to issue a new call for candidates as conditions may indicate. All elections shall be conducted with due regard for the welfare of other institutions and agencies of Synod.

6.119 Publication of Election

The name of the person elected shall be published in the next issues of the official publications of Synod.

6.121 Formal Call

The Board of Control of the institution shall extend the formal call promptly after the election.

6.123 Procedure if Call Is Declined

Whenever a call is declined, the chairman shall promptly call another meeting of the electors, at which meeting the call may be reissued or another person be elected from among the remaining candidates or the Board of Control be requested to issue a new call for candidates.

6.125 Synod Reserves Authority to Create and Abolish Professorships, etc.

Synod reserves the power to create or to abolish any administrative or teaching position at its educational institutions, determine the manner of filling such a position, specify the required qualifications therefor, and designate the status of an incumbent; or to delegate any or all of these powers to any of its boards or agencies; or to revoke these powers, notwithstanding any provisions in any of the foregoing or succeeding sections.

6.127 Appointment to Positions Not Requiring a Call

The Board of Control of each institution, under the supervision of the Board for Higher Education and with its approval, shall appoint the necessary administrative officials or teachers not required to be called, or whose election or appointment has not been provided for otherwise, and shall fix their tenure of service.

F. FINANCES

6.141 Uniform Accounting Methods

The Board for Higher Education shall, in consultation with the Board of Directors and on the basis of reasonable and generally accepted educational practice, establish and prescribe uniform accounting methods, financial controls, budgetary classifications, and allocations for operating income and costs and for capital investments of each of the educational institutions of Synod.

6.143 Budget for Administrative Activities

The Board for Higher Education shall prepare an annual budget covering its administrative activities and submit it to the Board of Directors for recommendation and for referral to the Fiscal Conference.

6.145 Budget for Operation of Institutions

a. All funds which an institution receives from Synod shall be budgeted and shall be subject to budgetary control.

b. A detailed estimate of the income, costs of operations, maintenance and repair, student work funds, replacement of equipment, contingency fund, and all other costs shall be prepared each year by each Board of Control and submitted to the Board for Higher Education on or before April 1. After considering the estimates the Board for Higher Education shall transmit its synodical subsidy proposals to the Board of Directors for recommendation and referral to the Fiscal Conference, which shall then fix the subsidy for the synodical educational institutions.

c. A reserve for contingencies in repair, remodeling, and minor capital replacements shall be included in its budget by the Board for Higher Education. This fund shall approximate fifteen per cent (15%) of the total replacement and repair items included in the budget for all institutions.

d. The funds remaining in this contingency repair fund at the close of any fiscal year in which Synod has met its budget shall be accumulated from year to year as a reserve for major remodeling or minor capital improvements. This fund shall be administered by the Board for Higher Education in the same manner prescribed for all other sections of the subsidy budget assigned to the educational institutions.

e. Whenever accumulated funds exceed one third of the total allocation for maintenance and repair for a given fiscal year, the excess shall become a part of the regular allocation to institutions for maintenance and repair in the following year and shall reduce to that extent the amounts which must be drawn from the budgeted funds of the fiscal year involved.

6.146 Budget Adjustments

a. The Board for Higher Education shall be given final responsibility for administering the annual budget assigned the educational institutions by the Fiscal Conference.

b. Each Board of Control may on recommendation of its president make necessary transfers of current budget funds from one classification to another within the institution's synodical budget allocation, not exceeding the amount of \$100.00 per transfer. Notification of this internal transfer of synodical funds is to be conveyed in duplicate copy to the Board for Higher Education and Synod's fiscal office. Larger amounts may be transferred from one account to another with prior approval of the Board for Higher Education.

c. Boards of Control shall obtain the approval of the Board for Higher Education before making any commitments or expenditures from their contingency funds.

d. The Board for Higher Education may approve an expenditure which exceeds the total budgetary allocation for a given institution only with the consent of the Board of Directors.

e. All expenditures which exceed the total budgetary allowance for higher education must be authorized by the Board of Directors.

6.147 Budget for Capital Improvements

In the month of January preceding each synodical convention the Board of Control shall, on the basis of comprehensive space-utilization data and a program of requirements, submit to the Board for Higher Education proposals for major repairs, capital improvements, and equipment for the succeeding six-year period. These proposals shall include a suggested priority listing and time schedule for construction. After due consideration of the proposals and after consultation with the Board of Directors the Board for Higher Education shall

submit the proposals with its recommendations to the President of Synod for action at the convention.

6.149 Objections to or Changes in Budget

The Board for Higher Education shall give notice to the respective Board of Control of any objection to, or of a proposed change in, the budget (either operating or capital-investment) submitted by such board and shall, upon request, give a hearing to such board with reference thereto, prior to transmitting the same to the Board of Directors or the President of Synod, as the case may be.

6.151 Contracts for Capital Improvements

Each Board of Control shall make all contracts for major repairs, capital improvements, and expansion of the physical plant and equipment of its institution only after recommendation of the Board for Higher Education and on the authority of the Board of Directors of Synod and shall supervise and control the execution thereof on behalf of and by order of the Board of Directors.

G. SPECIFIC REGULATIONS FOR EDUCATIONAL INSTITUTIONS

6.161 Special Academic Programs

a. The educational institutions of Synod may be authorized by the Board for Higher Education to conduct summer schools under the direction of the respective Board of Control and faculty for regular and special students and for the in-service education of pastors and teachers.

b. The terminal institutions of Synod may be authorized by the Board for Higher Education to conduct schools for graduate studies or correspondence schools under the direction of the respective Boards of Control and faculties for regular and special students and for the in-service education of pastors and teachers.

c. The Board for Higher Education shall aid the institutions operating approved summer schools, schools for graduate studies, or correspondence schools in securing teaching personnel, preparing adequate curricula and programs of studies, and co-ordinating the programs of the various institutions offering such special programs and shall assist in the financing of these programs where this becomes necessary.

6.162 The Transfer Student

A qualified student applying for admission to an educational institution of Synod after previous attendance at another synodical institution shall be admitted only after the admitting institution has received proper credentials, cumulative records, and a recommendation from the president of the synodical institution which the student last attended.

6.163 Placement of Church Workers in Synod

a. Every regular student, special supply student, vicar, or graduate of an authorized synodical institution or approved synodical training program declared qualified for placement shall be assigned his first placement by the College of Presidents, acting as the Board of Assignment.

b. Students who have not completed their program of studies at Synod's educational institutions shall not be eligible for temporary or permanent engagement by congregations or other agencies within Synod without the consent and approval of the respective faculty and District President. The faculties of Synod's terminal schools shall consider applications for temporary supply work by their students only when such applications have received prior approval of the respective District President.

c. Theological students shall serve as vicars, ordinarily in the second year before graduation.

d. Candidates eligible for calls are students who have completed the prescribed courses of studies, have received their diplomas from their respective institutions, and have in every respect been declared qualified by the faculties for their specific type of service in the Church.

e. Women graduates of Synod's teachers colleges or women who have given satisfactory evidence of having met the minimum requirements of Synod are eligible for teaching positions in the schools of the Church and shall receive their teaching placement through the Board of Assignment.

f. A graduate of one of Synod's terminal schools who desires to continue his professional studies after he has completed the prescribed undergraduate curriculum or who for any other valid reason is not ready for his first placement in the Church shall continue to be eligible for unqualified recommendation for placement as long as he can be recommended by the faculty of the institution from

which he has graduated. The respective faculty shall annually ascertain through personal interviews with the candidate or through satisfactory testimonials that each candidate so classified is still qualified for recommendation for regular placement in the Church.

6.165 Concordia Seminary, St. Louis

a. The faculty of Concordia Seminary, St. Louis, shall be Synod's official doctrinal censor of all manuscripts of religious or theological nature before they are published by Synod or any of its agencies. The faculty of Concordia Seminary, St. Louis, may depute theological faculties and/or other qualified persons in foreign countries to act as censors for religious and theological literature published in their respective countries.

b. The faculty of Concordia Seminary, St. Louis, shall offer guidance for the work of pastoral institutes and summer conferences.

6.167 Concordia Seminary, Springfield

The admissions policies of Concordia Seminary, Springfield, Ill., shall be determined by its faculty in concurrence with the Board of Control and the Board for Higher Education and should be reviewed periodically in the light of the needs of the church.

6.169 Teachers Colleges

a. Students who for any reason have not completed their studies at Synod's teachers colleges shall not be eligible for temporary or permanent service in congregations without the consent and approval of the respective faculties and District Presidents.

b. The number of women students to be enrolled at the teachers colleges for teacher training shall be determined from time to time on the basis of need by the College of Presidents in conjunction with the faculties of the teachers colleges.

c. Women graduates from Synod's teachers colleges or such women as have given satisfactory evidence of having met the minimum requirements set by Synod are eligible for teaching positions in Synod's schools. To obtain such positions, these women shall present themselves for placement by applying to either the River Forest or the Seward

faculty, who through their placement committees will present these candidates to the official synodical committee for assignment to teaching positions. Congregations may obtain these women teachers by making formal applications, endorsed by the respective District President, to the faculties of the teachers colleges.

VII. PARISH EDUCATION

A. CHRISTIAN TRAINING OF THE YOUNG

7.01 Responsibility of Home and Church

God has placed the responsibility for the training of the young on the home and the church. To meet this responsibility, both institutions must do their full duty, each in its own sphere and both in co-operation with each other. Synod therefore urges:

a. That every congregation in Synod keep before its members the gravity of parental responsibility and that it assist the home in every way possible to meet this responsibility.

b. That every congregation in Synod be mindful of its own great responsibility toward the young; that it provide thorough and systematic instruction in the Bible, Christian doctrine, and Christian life; and that to this end it avail itself of educational agencies such as confirmation classes, the Lutheran elementary school, Sunday school, Bible classes, Saturday school, vacation Bible school, weekday classes for elementary and high school pupils, or any other means which may best fit the existing circumstances.

7.03 Instruction for Confirmation

In harmony with the best traditions of the Lutheran Church, every pastor of Synod shall regard the careful and conscientious instruction of his catechumens preparatory for confirmation as one of the primary duties of his ministry. This duty must be regarded as particularly urgent when the catechumen has had no religious training or Christian background.

7.05 Lutheran Parochial School

The most effective educational agency available to the Church for the Christian training of the young is the full-time parochial school. Synod therefore urges:

a. That congregations of Synod establish Lutheran elementary schools and Lutheran high schools wherever possible, either singly or in conjunction with other congregations.

b. That parochial schools be stressed in the mission program of the Church as a vital factor for the upbuilding of Christ's kingdom, both in self-sustaining and in subsidized congregations; and that Synod encourage the Districts to advance the cause of the parochial schools by granting subsidies to schools where such action is necessary.

c. That congregations engage only such men and women as teachers in their schools as have been trained in Synod's teachers colleges or have the equivalent qualifications as to both character and professional training.

d. That congregations extend permanent calls to teachers eligible for calls, that they pay equitable salaries to their teachers and give them any financial aid needed to make further study and professional growth possible.

e. That congregations conducting schools provide suitable and sanitary buildings to house their schools, sufficient and adequate grounds for play and recreation, and such school supplies as are essential to carry on an efficient instructional program in keeping with modern educational requirements, and that the school use, as far as possible, textbooks published by Synod.

7.07 Sunday Schools

The Sunday school is an important teaching department and a valuable mission agency of the church. Synod therefore urges:

a. That congregations and preaching stations in Synod put forth earnest efforts to conduct Sunday schools in conformity with Lutheran principles.

b. That all Sunday schools use Synod's Sunday school literature and Sunday school teacher helps.

c. That all pastors and congregations provide for careful and efficient supervision of all their Sunday schools and adequate Sunday school teacher training for all teachers and to that end establish regular weekly Sunday school teacher meetings and Sunday school institutes and use every other means at their disposal to improve the teaching ability of the men and women appointed to instruct the young of the church in the sacred doctrines of the Christian religion.

d. That all Sunday school associations and institutes in Synod be supervised and directed by the respective District officers.

7.09 Other Part-time Agencies

Other part-time agencies should be added because the Sunday school, however effective its program, is limited to one hour a week and is therefore inadequate as an educational agency. Synod therefore urges:

a. That, wherever possible, congregations establish Saturday schools, providing at least two additional hours of instruction per week; that these classes be not restricted to older children preparing for confirmation but that also younger children be enrolled and receive systematic instruction in the Catechism and Bible History.

b. That congregations organize daily vacation Bible schools for children between the ages of five and thirteen, that these schools be held over a period of at least three weeks, and that they be utilized as a missionary agency.

c. That congregations introduce weekday religious instruction on released time wherever practicable and that these released-time classes be likewise used as a means of gaining children from unchurched homes for the Sunday school and the Christian day school and as a means of gaining parents for membership classes.

d. That congregations introduce and maintain any combination of agencies that will insure the most adequate program of religious instruction for all age groups.

B. BOARD OF PARISH EDUCATION

7.23 Membership

The Board of Parish Education, in co-operation with the District Boards of Parish Education, three teachers, and three laymen — shall be elected by Synod; a representative from each of the theological seminaries and teachers colleges shall be appointed by the President of Synod on recommendation of the Board of Parish Education.

7.25 Functions

The Board of Parish Education, in co-operation with the District Boards of Parish Education, shall in every possible manner assist the congre-

gations of Synod in arranging and carrying out a comprehensive and effective program of Christian education, so that the Gospel of Jesus Christ may become ever more effective in the life of the individual Christian and that the Biblical principle that "the fear of the Lord is the beginning of wisdom" may be and remain the basis and the motive for the entire program of parish education.

The Board of Parish Education shall therefore —

a. assist in planning an effective program of parish education and especially seek to improve and extend the system of parochial schools in all congregations;

b. watch for all movements and tendencies which might endanger the program of parish education and marshal all available resources to counteract such tendencies and movements;

c. plan and direct the production of textbooks and other printed materials necessary to carry out an effective program of parish education;

d. assist in co-ordinating and integrating the various educational agencies and activities intended to promote parish education;

e. assist the District Boards of Parish Education in supervising and directing all formal educational activities of the congregations of Synod, such as the Lutheran elementary and secondary schools, the Sunday school, summer school, vacation Bible school, and the part-time weekday religious school;

f. initiate and direct research activities necessary to promote and improve parish education;

g. advise Synod, its Districts, and congregations concerning problems, needs, and possibilities in the field of parish education;

h. arrange an educational conference of representatives of the Boards of Parish Education of Synod and the Districts which, as a rule, shall meet every year;

i. provide adequate material for the training of Sunday school teachers and other parish workers;

j. conduct invitational meetings as needed with members of the departments of education of our colleges and seminaries to deal with basic problems of Christian education.

7.27 Annual Budget

The board shall annually submit a budget to the Board of Directors of Synod for recommendation and for referral to the Fiscal Conference.

7.29 Executive Secretary of Board

The Board of Parish Education shall appoint an Executive Secretary from a list of candidates nominated by individuals, boards, conferences, or congregations, subject to the approval of the President of Synod. The Executive Secretary shall under the direction of the board carry out the program of duties assigned to him by the board.

7.31 Secretary of Schools

The Board of Parish Education shall be empowered to appoint a full-time Secretary of Schools and an assistant, subject to the approval of the President of Synod. These secretaries shall work in the interest of our parochial schools and under the direction of the board.

7.33 Editor of Sunday School Literature

The Board of Parish Education shall be empowered to appoint a full-time Editor of Sunday School Literature, subject to the approval of the President of Synod. He shall work under the direction of the board in such areas as are assigned to him.

7.35 Secretary of Adult Education

The Board of Parish Education shall be empowered to appoint a full-time Secretary of Adult Education, subject to the approval of the President of Synod. Under the direction of the board he shall initiate, foster, and co-ordinate such adult educational endeavors as will assist the local parish and the church at large in achieving continuous Christian education in all areas of faith and life.

C. DISTRICT BOARD OF PARISH EDUCATION

7.41 Membership

Each synodical District shall elect or in some other way create a committee or board of parish education.

7.43 Functions

The District board shall co-operate with Synod's Board of Parish Education and shall assist and advise the local congregation in the organization and maintenance of its parish schools and offer suggestions for furthering the work of parish education.

7.45 Educational Director

The Districts of Synod are advised to provide for the systematic supervision and professional guidance and promotion of Christian education and to that end, wherever possible, establish and maintain the office of a full-time superintendent, director, or secretary of education, who shall be responsible to the District Board of Parish Education in the performance of his duties.

D. CONGREGATIONAL BOARDS OF PARISH EDUCATION

7.51 Functions

Every congregation should be encouraged to elect or in some other way create a board or committee of parish education. This board or committee should be charged with the responsibility of encouraging parish education in all of its phases and conduct or in some other way supervise the various educational agencies of the congregation in a manner prescribed by the congregation.

E. HIGH SCHOOL ASSOCIATIONS

7.53

Congregations in the same area should be encouraged to form associations to establish and maintain high schools and to seek the advice of Boards of Parish Education of Synod and the Districts and of the Board for Higher Education for professional guidance in setting up the programs. The general supervision of this program, however, shall be provided by the District Board of Parish Education.

F. YOUNG PEOPLE'S WORK

7.61 Purpose

The purpose of young people's work is—

a. to provide for the youth during their post-confirmation years continued training in Christian knowledge, Christian living, and Christian service;

b. to give special attention to those who are lax in their attendance at divine services and at the Lord's Table;

c. to seek to reclaim those who have strayed away.

The youth program is designed to give particularly definite aid during the critical postconfirmation

tion period, when youth especially needs the careful and sympathetic guidance of the Christian congregation.

7.63 Agencies and Activities

a. Young people's societies can be an effective aid in providing the young people with opportunities for training in Christian knowledge, Christian living, and Christian service. Every congregation should therefore consider young people's societies a valuable agency in its youth program.

b. The Bible must be the basis for all training in Christian knowledge and must therefore occupy the most important place in the program of young people's work. Every young people's society should be a Bible group with Bible study as its most important activity.

c. Other valuable activities for a youth program are: Bible lectures, slide or motion-picture lectures on the Bible, Bible topic studies; debates, open forums, lectures, and discussions of topics connected with Christian life; mission study; methods of soul winning and soul keeping; history of missions at home and abroad, mission plays and pageants; hymn dramatizations; promotion of summer camps, winter conferences, leadership institutes, and wholesome recreation.

d. Practical experience in Christian service is another valuable activity. Such service might include: canvassing, tract distribution, visiting and cheering the sick, caroling at Christmas and Easter, institutional mission work, installing window displays, erecting highway markers, participating in the annual roll call and reunion service of the previous confirmation classes, gaining subscribers for the church and youth periodicals, establishing a library on the basis of suggestions offered by the youth leaders in the church, or any other activities which would give the young people experience in the church's work and thus help make them useful workers in the service of the Savior.

e. The activities of a young people's society should also meet the need of Christian fellowship and healthful, harmless amusements.

7.65 Administrative Organizations

In order to help carry out an effective Synod-wide youth program, the following should serve as administrative organizations:

- a. The synodical Board for Young People's Work;
- b. The District Committee for Young People's Work;
- c. The Youth Committee for the Congregation;
- d. The Walther League.

G. SYNODICAL BOARD FOR YOUNG PEOPLE'S WORK

7.71 Membership

a. The Board for Young People's Work, consisting of two pastors, two teachers, and one layman, shall be elected by Synod.

b. The Executive Director of the Walther League or his designated representative shall be a voting member of Synod's Board for Young People's Work.

7.73 Functions

a. The Board for Young People's Work shall promote work among young people in all Districts and congregations of Synod and shall encourage and guide the activities of all existing young people's societies throughout Synod.

b. The Board for Young People's Work shall effect full co-operation between the board and the Executive Board of the Walther League, inasmuch as the program of the Walther League is recognized by Synod as its youth program. This is to be brought about by exchange of representatives and reports between these boards. All larger matters pertaining to young people's work which affect the congregations or Synod shall be undertaken only after approval by the Board for Young People's Work.

c. The Board for Young People's Work shall encourage all congregations to organize their young people into young people's societies and to affiliate such societies with the Walther League.

d. The Board for Young People's Work shall make suggestions to the faculties of Synod's theological seminaries and teachers colleges for courses in youth leadership.

e. The Board for Young People's Work shall supply the official periodicals of Synod with suitable materials in the interest of young people's work.

f. The Board for Young People's Work, together with the Executive Board of the Walther League, shall promote the annual roll call and reunion service in every congregation of Synod and tabulate this work through the Bureau of Statistics for the purpose of retaining and regaining our confirmed youth.

g. The Board for Young People's Work shall be encouraged to arrange youth conferences.

h. The Board for Young People's Work shall have jurisdiction over Boy Scouts and similar junior organizations (Girl Scouts, Campfire Girls, 4-H Clubs, etc.).

H. THE DISTRICT COMMITTEE FOR YOUNG PEOPLE'S WORK

7.81 Election or Appointment

Each synodical District shall elect or in some other way create a committee for young people's work.

7.83 Functions

The District committee shall co-operate with Synod's Board for Young People's Work and shall assist and advise the local congregation in its youth program and offer suggestions in the interest of furthering this work.

I. CONGREGATIONAL YOUTH COMMITTEE

7.91 Purpose and Duties

The congregation shall be encouraged to elect a youth committee annually. This committee shall have as its purpose the maintenance of close and sympathetic relations between the congregation and its young people and the furtherance of the best interests of youth work in the congregation. It shall counsel and assist young people's societies. It shall report to the congregation at its regular meetings and shall be responsible for promoting interest in, and support of, youth work within the congregation.

J. THE WALTHER LEAGUE

7.95 Affiliation Advised

Synod recognizes the work of the Walther League and advises all youth groups within Synod to affiliate with the Walther League.

VIII. MISSIONS

A. NORTH AMERICAN MISSIONS

8.21 Personnel and Election of Board

The Board for North American Missions shall consist of nine members—five pastors and four laymen—who shall be elected by Synod.

8.23 Vacancies

The board shall be empowered to fill any vacancy which may occur, subject to the approval of the President of Synod.

8.25 Executive Secretary and Staff

a. The Board for North American Missions shall appoint an Executive Secretary, subject to the approval of the President of Synod, determine the qualifications necessary for his office, and prescribe his duties and functions.

b. The Board for North American Missions shall engage staff personnel and assign its duties, subject to synodical resolution or approval of the Board of Directors.

c. The Board for North American Missions shall engage such additional professional and clerical help as may be necessary.

8.27 Functions of Board

The board shall be responsible to Synod for striving to maintain, administer, and promote:

a. a strong missionary consciousness in Synod and its congregations;

b. a maximum evangelistic outreach to all people of North America;

c. congregations truly representative of, and ardently ministering to, their communities;

d. a high degree of efficiency in missionary operation and the organization necessary to accomplish this efficiency. It shall provide assistance to and shall co-ordinate the work of Synod's Districts and congregations in this area and shall advise on the objectives and means of mission work on every level of our church's activity.

8.28 Duties of Board

The Board for North American Missions, in carrying out its functions, shall—

a. keep itself informed on all developments which have any bearing on the expansion of our church in North America, communicating such findings to the officials of Synod, to the mission fields within the area, to the District mission boards, and to the congregations of Synod;

b. counsel with the mission boards of the Districts and the mission fields with reference to their total mission program and administer the program in such a way that Synod's resources of men and money may be used to the best advantage;

c. work closely with the District mission boards and congregations of Synod and the mission fields under its direct administration to promote an intensive program of all phases of evangelism and offer such helps and assistance as may be needed;

d. consult with every District mission board and suggest expansion rates, both long-range and immediate, for the inauguration of new projects, making available financial assistance as needed;

e. supply every District with the information needed to evaluate the projects it proposes to undertake, taking into consideration available manpower, available financial resources, and a comparison with other opportunities in North America;

f. communicate all information regarding immediate and future expansion needs to the Church Extension Department so that this department will be in a position to make available the church extension funds needed;

g. arrange mission conferences of representatives of the mission and church extension boards of Synod, of the Districts, and of the mission fields for the purpose of discussing problems, opportunities, and mission procedure;

h. determine the general policies and practices which guide, direct, and govern Synod's work in the mission fields of North America and provide the guidance and help necessary to achieve Synod's objective in these areas;

i. call and engage workers as available and needed for the mission fields under its immediate administration, assigning them to the fields and stations in which they shall work;

j. make necessary provisions for the specific missionary training and orientation of mission personnel;

k. annually submit a budget to the Board of

Directors of Synod for recommendation and for referral to the Fiscal Conference.

8.29 The District Mission Boards

Every synodical District shall elect or otherwise provide for a District Mission Board whose functions within the District shall express the functions outlined for the Board for North American Missions. In carrying out these functions every District Mission Board shall —

a. keep itself informed on all mission developments and opportunities within its District;

b. investigate and utilize new and established techniques and procedures which will expedite its work and help to realize the mission potential of its District;

c. regard the mission performance of all congregations in the District as its responsibility, toward which help, encouragement, and guidance are to be directed;

d. channel to the congregations of the District all helpful information and materials in the area of missions and evangelism and in co-operation with the Board for North American Missions implement the synodical program and emphases on the District, circuit, and congregational levels;

e. make regular, complete, and intensive surveys of the mission opportunities in its area, using the resources and assistance made available by Synod's Board for North American Missions;

f. submit annually to Synod's Board for North American Missions its survey findings regarding long-range opportunities and a complete report on each new project to be undertaken in the ensuing year, seeking the counsel of Synod's Board for North American Missions regarding its plans and needs;

g. report annually to the Board for North American Missions concerning the number of missionaries and stations served, salaries paid, receipts and disbursements for home missions, and such other matters as will give a clear view of the mission activities in the District;

h. provide appropriate subsidy to fields and congregations for the expansion, extension, or intensification of the mission program;

i. solicit the guidance and assistance of competent authorities in community planning and re-

search, real-estate development, and construction toward the selection of adequate sites and the provision of suitable facilities;

j. give special attention to congregations located in communities which are either changing or declining in population and seek opportunity to confer with such congregations, offering counsel and financial assistance as needed;

k. co-operate with the Commission on College and University Work to the end that the mission outreach among campus personnel may be extended;

l. concern itself with the outreach at hospitals and other institutions, and work closely with Synod's Department of Social Welfare;

m. with the approval of the District establish the executive offices which are necessary to administer its duties;

n. solicit the support of congregations and auxiliary organizations for specific mission projects and the total mission program of the District.

B. MISSIONS TO THE DEAF

8.31 Personnel and Election of Board

The Board for Missions to the Deaf shall consist of five members — three pastors and two laymen — who shall be elected by Synod.

8.33 Vacancies

The board shall be empowered to fill any vacancy which may occur, subject to the approval of the President of Synod.

8.35 Executive Secretary

The board shall appoint an Executive Secretary, subject to the approval of the President of Synod. He shall perform such duties as are assigned to him by the board.

8.37 Functions and Duties

a. The Board for Missions to the Deaf shall conduct the missions among the deaf, and to that end it shall have power to call, recall, and dismiss missionaries, direct their activities, and establish all general policies and practices to prevail in these missions, always safeguarding the rights of the congregation or congregations involved.

b. The board shall publish Synod's publications for the deaf. All publications issued by and in the interest of the deaf shall be subject to censorship by the faculty of Concordia Seminary, St. Louis.

c. The board shall annually submit a budget to the Board of Directors of Synod for recommendation and for referral to the Fiscal Conference.

C. MISSIONS TO THE BLIND

8.41 Personnel and Election of Board

The Board for Missions to the Blind shall consist of five members — three pastors and two laymen — who shall be elected by Synod.

8.43 Vacancies

The board shall be empowered to fill any vacancy which may occur, subject to the approval of the President of Synod.

8.45 Executive Secretary and Assistants

The board shall appoint an Executive Secretary and such assistants as are authorized by Synod, subject to the approval of the President of Synod. The Executive Secretary and the assistants shall perform such duties as are assigned to them by the board.

8.47 Functions and Duties

a. The Board for Missions to the Blind shall conduct the missions among the blind and to this end promote and augment the library for the blind; interest itself in and if possible introduce the use of talking books and similar modern aids; provide more help and equipment for transcribing books and pamphlets; publish a Lutheran magazine for blind adults and for blind children; and publish literature for the blind also in Spanish and in German.

b. The board shall appoint a Director of Missions to the Blind and such other personnel as may become necessary.

c. The board shall publish Synod's publications for the blind. All publications issued by and in the interest of the blind shall be subject to censorship by the faculty of Concordia Seminary, St. Louis.

d. The board is to co-operate with and carry on its work through the District Home Mission Boards.

e. The board shall annually submit a budget to the Board of Directors for recommendation and for referral to the Fiscal Conference.

D. BOARD FOR EUROPEAN AFFAIRS

8.51 Personnel and Election of Board

The Board for European Affairs shall consist of five members—three pastors and two laymen—who shall be elected by Synod.

8.53 Vacancies

The board shall be empowered to fill any vacancy which may occur, subject to the approval of the President of Synod.

8.57 Duties and Functions

a. The Board for European Affairs shall conduct, promote, or assist in all church work carried on in Europe by Synod or affiliated bodies.

b. The board may create an advisory council or councils in Europe, composed of clergy and lay members of sister churches, whose duty it shall be to counsel with the Board for European Affairs in all matters under its care.

c. The board shall annually submit a budget to the Board of Directors of Synod for recommendation and for referral to the Fiscal Conference.

E. WORLD MISSIONS

8.71 Personnel and Election of Board

The Board for World Missions shall consist of eleven members, six of whom shall be pastors. The possibility of including former missionaries in the nominations shall not be overlooked. The board shall be elected by Synod.

8.73 Vacancies

The board shall be empowered to fill any vacancy which may occur, subject to the approval of the President of Synod.

8.77 Organization of Board

The Board for World Missions shall elect its officers and shall meet as often as may be necessary. It shall appoint from its own membership such committees as it may deem necessary.

8.79 Duties and Functions

a. The Board for World Missions shall conduct the missions which may be undertaken outside of North America.

b. It shall be authorized to call, recall, and dismiss missionaries and to assign them to the districts and stations in which they shall work, always safeguarding the rights of the congregation or congregations involved.

c. It shall determine the general policies and practices which are to prevail in these missions.

d. It shall draft the necessary regulations for its committees, which shall transact such routine business as may be assigned to them by the board.

e. The board shall annually submit a budget to the Board of Directors of Synod for recommendation and for referral to the Fiscal Conference.

8.81 Executive Secretary

a. An Executive Secretary and such assistants as may be necessary shall be appointed by the Board for World Missions with the approval of the President of Synod.

b. The Executive Secretary of the Board for World Missions and his assistants shall devote their full time to the work of missions in foreign countries under the direction of the board, to which they shall be responsible.

8.83 New Fields, Foreign Countries

The Board for World Missions shall begin work in additional foreign countries on resolution of Synod assembled in convention or may do so with the approval of the President of Synod, the Board of Directors, and the College of Presidents.

8.85 Training of Missionaries

In conjunction with the Board of Directors and the faculty of the St. Louis seminary, the Board for World Missions shall make the necessary provisions for the specific preliminary training of its missionaries.

8.87 Training of Women

The Board for World Missions may make provision for the training of wives and future wives

of missionaries and of women workers in foreign missions.

8.89 Resident Superintendents

The Board for World Missions, together with the President of Synod, may call or appoint resident superintendents of missions in all non-Christian countries in which Synod has established missions. The board shall define the duties of these resident superintendents.

F. CHURCH EXTENSION BOARD

8.101 Personnel and Election of Board

The Church Extension Board shall consist of eight members—two pastors, two teachers, and four laymen—who shall be elected by Synod. One half of the board membership shall be elected at every convention of Synod.

8.103 Vacancies

The board shall be empowered to fill any vacancies which may occur, subject to the approval of the President of Synod.

8.105 Objectives

a. To make funds available to newly organized congregations to provide adequate facilities for an effective parish program, and to assist wherever possible in the missionary expansion program of Synod.

b. To assist in acquiring adequate and strategic sites for future expansion and service in areas of opportunity and need.

8.107 Functions

a. To provide sufficient funds to aid and assist District and synodical mission boards with loans for sites and facilities in our mission expansion program.

b. To interest individuals, congregations, organizations, and Districts in soliciting deposits in the Church Extension Fund in an organized and regular manner.

c. To strive for co-ordination, uniformity, and solidarity of policies and programs of all District and synodical church extension funds.

8.109 Duties of Board

The Church Extension Board shall —

- a. administer Synod's Church Extension Fund and grant loans in accordance with Synod's loan regulations (see 8.119);
- b. promote and maintain an adequate fund to assist District and synodical mission boards with loans in their mission expansion program beyond their own financial ability;
- c. study District loan application requests and allocate necessary funds as loans to make possible the acquisition of sites and/or the construction of facilities for parish building programs;
- d. approve repayment schedules to borrowing Districts and boards so as to provide for loan repayments in order that the Church Extension Fund revolves in a lending rather than a spending cycle;
- e. establish the necessary policies for maintaining, supervising, and enlarging the Church Extension Fund on a sound financial basis so that financial assistance during our projected mission expansion is possible;
- f. study and review the monthly financial statement in order to assure the financial security and safety of the program; also periodically review the financial statements of all District church extension funds;
- g. through its Executive Secretary confer, review, and agree with the Treasurer's office on matters pertaining to Church Extension administration;
- h. strive for greater uniformity in policy and program of all District church extension boards or committees;
- i. assist the Districts in co-operatively promoting the church extension funds;
- j. send a copy of its minutes to the President, the First Vice-President, Committee No.1 of the Board of Directors, the Executive Director, the Controller, the Treasurer's office, the Secretary of Missions, and members of the Board for North American Missions;
- k. include a complete financial statement in its report to Synod, including money borrowed, received, and loaned.

8.111 Executive Secretary

a. The Church Extension Board shall appoint an Executive Secretary, subject to the approval of the President of Synod. He shall perform such duties as are assigned to him by the board.

b. The board shall be empowered, subject to a resolution of a synodical convention or approval by Synod's Board of Directors, to make such staff appointments as may be necessary for a proper administration and program. Staff appointments are subject also to the approval of the President of Synod.

c. Salaries of personnel are to be paid from the income of the Church Extension Fund.

8.113 Treasurer of Synod as Depositary

a. The Treasurer of Synod shall be the depositary of the Church Extension Fund and custodian of its assets.

b. The Treasurer's office shall receive the collections, do the essential accounting, and make a monthly report to the board.

c. The Treasurer's office and the Church Extension Board shall discuss and agree on policies and programs of loans, withdrawals, reserves, and investments. Policies shall have the approval of the Board of Directors.

d. The Treasurer of Synod shall be an *ex-officio* member of the Church Extension Board.

8.115 Report of Board

The Church Extension Board shall include in its report to Synod the total amounts of loans outstanding and the amounts delinquent in each District.

8.117 The Fund

a. The Church Extension Fund is a permanent fund from which loans can be made to erect or purchase churches, schools, parsonages, and teacherages or to acquire property for new preaching places or congregations and, if approved by the Board of Directors, to assist agencies in other areas of Synod's program, in conformity with the objectives of the Church Extension Fund.

b. This fund shall be increased —

1. through the synodical budget when authorized by the Fiscal Conference;

2. by special Synodwide offerings;
3. by gifts, bequests, and devises;
4. by commercial loans arranged by the Board of Directors of Synod;
5. by borrowing programs among our constituency conducted under the direction of the Church Extension Board of Synod, authorized by the Board of Directors and in co-operation with our District church extension committees.

8.119 Loans

a. Loans shall be granted at the discretion of the board to incorporated Districts, whether subsidized or self-supporting, and to synodical mission boards and agencies for other areas of our church program approved by the Board of Directors, in conformity with the objectives of the Church Extension Fund.

b. The amount of the loan shall be determined by the needs of the applicant and the ability to repay. The needs shall be viewed in the light of the most promising and/or strategic mission fields. The Church Extension Board shall work in close co-operation with the Board for North American Missions and seek its evaluation of loan applications.

c. No loan shall be made without mutual agreement on a repayment schedule. In the event of a default on a payment, no further loan shall be made to a defaulting District until the default has been removed.

d. Interest shall be charged the respective Districts at a rate determined by the Church Extension Board of Synod.

e. As security for loans, the borrowing District or board shall give its notes signed by its officers.

f. Districts having loans shall make financial reports available to the Church Extension Board of Synod annually or whenever such reports are requested by this board. They shall have these accounts audited by Synod's Auditor or submit an audit acceptable to him.

8.121 The District Church Extension Program

The District church extension boards or committees shall administer the District's church extension program in accordance with District regulations and policies and in close co-operation with the Church Extension Board of Synod and in conformity with Synod's church extension program.

8.123 Division of Expansion and Division of Investment

The work of the Church Extension Board of Synod shall be separated into two divisions: Division of Expansion and Division of Investment.

a. The Division of Expansion shall be charged with the responsibility of making loans available for a period of five years to District church extension boards or committees in behalf of new congregations at a low rate of interest and a graduated repayment program for the purpose of acquiring a site and/or constructing facilities.

b. The Division of Investment shall be charged with the responsibility of financing parish building programs after the first five years if other means of financing are not available. Terms and policies for this division shall be separated from policies of the Division of Expansion. This division would provide for longer periods of financing and at higher interest rates than those offered in the Division of Expansion.

G. COMMISSION ON COLLEGE AND UNIVERSITY WORK

8.131 Personnel and Election of Commission

A Commission on College and University Work, consisting of two pastors and one layman, shall be elected by Synod.

8.133 Objectives

The commission shall assist the Districts of Synod —

a. in caring for the spiritual welfare of members of Synod who are attending colleges and universities not affiliated with Synod;

b. in reclaiming members who have strayed spiritually;

c. in bringing the Gospel to non-Christian students and college personnel;

d. in encouraging Lutheran students and personnel in serving the church.

8.135 Functions

In achieving its objectives the commission shall —

a. suggest effective procedures and desirable facilities;

- b. advise in the calling of campus pastors;
- c. co-operate with the District Co-ordinators of Campus Work;
- d. provide counsel and professional aids to campus pastors;
- e. establish and supervise such credit courses in religion at public institutions as Synod may from time to time authorize, call qualified instructors for the courses, and fix salaries and provide housing subject to the approval of the Board of Directors of Synod;
- f. annually submit a budget to the Board of Directors for recommendation and for referral to the Fiscal Conference.

8.137 Executive Secretary and Assistants

The commission shall appoint an Executive Secretary and such assistants as are authorized by Synod, subject to the approval of the President of Synod. They shall be responsible to the commission and shall perform such duties as are assigned to them by the commission. The Executive Secretary shall serve in an advisory capacity to the Commission on College and University Work and to whatever agency is responsible for student service work in any District.

8.139 District Co-ordinators

Each District is urged to appoint a Co-ordinator of Student Work.

H. ARMED SERVICES COMMISSION

8.151 Personnel and Appointment

An Armed Services Commission consisting of five pastors and two laymen shall be appointed by the President of Synod in conjunction with the Vice-Presidents. As emergencies arise, the personnel of this Committee may be increased.

8.153 General Duties

The commission shall—

- a. function as a liaison agency between the chiefs of the Armed Services and Veterans Administration and the chaplains representing Synod;
- b. endeavor to keep our Synod well represented in all branches of service by soliciting and processing applications for appointment as chaplains in

the Armed Services, Reserve Corps, and Veterans Administration;

c. maintain an executive office and appoint an Executive Secretary if and when necessary, subject to the approval of the President of Synod;

d. work in close co-operation with synodical and District officials and give information to them concerning the service maintained by the commission;

e. annually submit a budget to the Board of Directors of Synod for recommendation and referral to the Fiscal Conference;

f. report to Synod on its activities.

8.155 Chaplains

The commission shall —

a. give counsel to chaplains;

b. insist on regular monthly reports to the commission from chaplains on active duty;

c. withdraw ecclesiastical endorsement from such chaplains as depart from the accepted Scriptural teachings and practices of our church body or persist in an ungodly life or when such withdrawal is demanded for the good of the services;

d. provide financial support for a reasonable length of time for chaplains who have been honorably discharged from the service.

8.157 The Armed Services

The commission shall —

a. keep an accurate record of all men serving in the various branches of the Armed Services;

b. urge the pastors of Synod to keep the Armed Services Commission informed concerning the men and women of their congregations who enter the Armed Services;

c. provide Christian literature for the men and women in the Armed Services;

d. maintain service centers when and where needed and call pastors to operate them, conduct divine services, administer the sacraments, and offer pastoral counsel.

8.159 The Military and Veterans in Hospitals

The commission shall —

a. provide for the spiritual needs of members of our church and of such as desire its service in

hospitals maintained by the Armed Services and Veterans Administration;

b. endorse chaplains for Veterans Administration Hospitals;

c. secure the services of civilian pastors to minister in hospitals not served by a chaplain of our church;

d. provide hospital chaplains and pastors with appropriate literature;

e. review the monthly reports submitted by all hospital chaplains and pastors.

I. MEDICAL MISSIONS

8.165 Medical Mission Council

a. The Board of Directors of Synod shall appoint a Medical Mission Council composed of the president of the Lutheran Medical Mission Association or his representative; the executive director of the Wheat Ridge Foundation or his representative; the administrator of a Lutheran Hospital; and four members at large. The executive secretaries of Synod's mission boards shall be advisory members of this council.

b. The council shall seek to develop interest in and support for medical missions, especially among the members of the medical profession in our Synod.

c. The council shall meet regularly to consult with and to advise the Executive Secretary of Medical Missions and to consider all plans for medical missions before they are recommended to the respective mission boards.

d. The ultimate authority for and administration of medical mission work shall be the responsibility of the respective mission board operating in a given area.

8.167 Executive Secretary

An Executive Secretary of Medical Missions, preferably a member of the medical profession, shall serve as the administrative staff officer for the mission boards of Synod for all their medical work. He shall be appointed by the Board of Directors of Synod with the approval of the Medical Mission Council and of the various mission boards.

8.169 Duties of Executive Secretary

As a member of the secretarial staff of the various mission boards of The Lutheran Church—Missouri Synod engaged in medical missions, the Executive Secretary shall—

a. attend all meetings of the various mission boards;

b. direct and administer all medical mission work for the various boards involved;

c. maintain close liaison between other agencies interested in medical missions;

d. recruit, interview, and approve medical personnel for appointment by the mission board concerned. The appointment of medical personnel or the acquisition of medical equipment or properties shall be made only on the advice and approval of the Executive Secretary of Medical Missions;

e. give counsel and guidance in training medical personnel. He shall recommend candidates for special grants or scholarships;

f. give counsel and guidance to missionaries and boards in regard to health problems and arrange for the necessary examinations;

g. advise concerning the expenditure of special funds raised for medical mission work;

h. submit plans and programs for the conduct and expansion of medical mission work, taking into full account both professional medical experience and mission objectives and policies;

i. offer advice, after consultation with the boards concerned, to various agencies within the church, e. g., the Lutheran Laymen's League, the Lutheran Women's Missionary League, the Wheat Ridge Foundation of the Walther League, and other church-related organizations, with reference to medical mission projects;

j. develop and maintain contact with the members of the church at large, but specifically with the members of the medical profession, in order to promote interest and activity in the medical mission program of our church;

k. keep the medical mission program of the church in all its phases under constant review and evaluation, using the services and experience of the Lutheran Medical Mission Association and all other church-related organizations, societies, and agencies.

l. annually submit a budget to the Board of

Directors of Synod for recommendation and referral to the Fiscal Conference.

m. process and submit to the various boards involved a budget for the needs of medical missions in their respective areas.

8.171 Lutheran Medical Mission Association

The Lutheran Medical Mission Association is recognized as a service group within Synod to co-operate with the Medical Mission Council and with the Executive Secretary of Medical Missions.

J. MISSION COUNCIL

8.175 Personnel

A Mission Council shall be formed, composed of representatives from each of the following agencies of Synod:

Board for North American Missions

Board for Missions to the Deaf

Board for Missions to the Blind

Board for European Affairs

Board for World Missions

Church Extension Board

Commission on College and University Work

Armed Services Commission

Radio and Television Committee

Board of World Relief

Lutheran Television Productions Committee

Missionary Board of the Synodical Conference

8.177 Basic Functions

The basic functions of the Mission Council shall be:

a. To give each mission agency of Synod an opportunity to share with all the other mission agencies its program, plans, and problems.

b. To work closely with the Department of Stewardship, Missionary Education, and Promotion in order to determine those phases of missionary education which ought to receive special emphasis.

c. To offer advice to various agencies within Synod, e.g., the Lutheran Laymen's League, the Lutheran Women's Missionary League, the Family Worship Hour, the Lutheran Medical Missions Association, the Walther League, and other church-related organizations, with reference to their missionary projects.

IX. FINANCES

A. APPROPRIATIONS

9.01 Two-thirds Majority

Appropriations by Synod shall require a two-thirds majority of all votes cast at a convention.

B. FISCAL CONFERENCE

9.03 Membership and Organization

The Fiscal Conference shall be composed of the President, the Vice-Presidents, the members of Synod's Board of Directors, the District Presidents, and two additional representatives from each District, one of whom shall be a fiscal officer and at least one of whom shall be a layman. The Fiscal Conference shall triennially elect a chairman and a secretary. The chairman shall be chosen from among the Vice-Presidents of Synod.

9.05 Duties

a. The Fiscal Conference shall meet annually at the call of its chairman to —

1. review and discuss the financial situation of Synod;
2. fix the synodical budget;
3. devise ways and means to raise the budget;
4. suggest improvements in the financial situation of Synod;
5. help the various Districts solve their financial problems.

b. All expenditures authorized by the synodical convention shall be subject to appropriations made by the Fiscal Conference.

9.07 Expenses

The expenses of the meetings of the Fiscal Conference shall be paid by Synod.

C. BOARD OF TRUSTEES OF SYNOD'S TRUST FUNDS

9.21 Membership and Appointment

The Board of Trustees of Synod's Trust Funds shall consist of the President or one of the Vice-Presidents of Synod, to be chosen by the Board

of Directors, the Treasurer of Synod and five (5) members to be appointed by the Board of Directors from the laity of Synod.

9.23 Term of Office

The five (5) lay members of the Board of Trustees of Synod's Trust Funds shall be appointed for a term of three (3) years. No lay member shall be appointed to succeed himself more than once.

9.25 Vacancies

Vacancies occurring in the lay membership of the Board of Trustees of Synod's Trust Funds shall be filled by the Board of Directors.

9.27 Duties and Powers

The Board of Trustees of Synod's Trust Funds shall manage, conserve, and be responsible for all legacies, bequests, devises, endowments, foundations, annuity gifts, and all other trust funds of Synod and of Synod's institutions and activities. It shall have power to buy, sell, invest in, and reinvest in securities in accordance with rules drafted by the board and approved by the Board of Directors.

9.29 Executive Committees

The Board of Trustees of Synod's Trust Funds shall be authorized to appoint such executive committees from its own membership as it may find necessary for the efficient and punctual performance of its duties; but it shall be responsible to the Board of Directors for the actions of such committees as well as for its own actions.

9.31 Missouri Synod Foundation

Nothing contained in 9.21—9.29 shall apply to the funds, devises, bequests, legacies, endowments, foundations, annuity gifts, investments, and trust funds of The Lutheran Church—Missouri Synod Foundation, a subsidiary corporation of The Lutheran Church—Missouri Synod.

D. ANNUITIES

9.41 Synod's Policy

Annuity agreements may name as ultimate beneficiary any activity of Synod or one of its

Districts, which activity is operated by, or is solely under the control of, Synod or one of its Districts.

9.43 Annuity Agreements

Annuity agreements may be made with individual annuitants (single-life agreements) or with two annuitants (joint or survivorship agreements).

9.45 Annuity Rates

The annuity rates payable to annuitants shall be fixed by the Board of Directors.

9.47 Administration of Funds

The annuity funds shall be administered by the Treasurer of Synod.

E. MISSOURI SYNOD FOUNDATION

9.61 Incorporation

a. The Lutheran Church — Missouri Synod Foundation shall be maintained and controlled by Synod as a separate corporate entity organized under the laws of the State of Missouri and shall be operated by a separate Board of Trustees, responsible to Synod, in accordance with the provisions of its articles of incorporation and corporate bylaws.

b. Any amendments to the Articles of Incorporation or the corporate Bylaws as heretofore adopted shall be subject to approval by the Board of Directors of Synod.

9.63 Purpose

The general purpose of the Foundation shall be to promote, solicit, receive, administer and distribute special gifts and bequests of all kinds for all phases of Synod's work, provided such activities do not conflict directly with the provisions of Article VI of the Articles of Incorporation of Synod.

9.65 Board of Trustees

a. Elections. The members of the Board of Trustees shall be elected or appointed by the Board of Directors of Synod in accordance with the provisions of the articles of incorporation and corporate bylaws of the Foundation.

b. Terms. Members of the Board of Trustees

shall serve for terms of three years in such manner that one third of the members shall be elected annually.

F. SOLICITATION OF FUNDS

9.71 Collections Beyond Congregational Bounds

Individuals, congregations, or groups of congregations within any District shall not collect moneys in the District beyond the confines of the respective congregations without obtaining the approval of the District or its officials. This also applies to institutions, societies, or associations located within a given District.

9.73 Collections Beyond District Bounds

Prior approval of the Board of Directors shall be obtained whenever the financial assistance of members of Synod at large is sought. Plans for such financial assistance shall be arranged with due regard for collections within a District.

9.75 Approval Is Recommendation Only

The approval by Synod or by a District of any special undertaking referred to in 9.71 and 9.73 shall be only a recommendation and shall not be construed to obligate Synod or a District as such to support the undertaking financially.

X. SUPPORT AND PENSIONS

A. BOARD FOR SUPPORT AND PENSIONS

10.01 Personnel and Election

a. The Board for Support and Pensions shall consist of ten members — three pastors, two teachers, and five laymen — who shall be elected by Synod.

b. The chairman, secretary, and three lay members to be appointed by the board and residing within convenient distances shall constitute the executive committee of the board. They shall attend to such business as is assigned to them by the board.

10.03 Vacancies

The board shall be empowered to fill any vacancy which may occur, subject to the approval of the President of Synod.

10.05 Duties

The duties of the Board for Support and Pensions shall be:

a. to grant support on recommendation of the subcommittees hereinafter mentioned;

b. to report its decision in any individual case to the respective District subcommittee;

c. to send semiannually to the respective District subcommittees a report of the number of persons cared for, the amount of money expended, and other relevant facts;

d. the board shall annually submit a budget to the Board of Directors of Synod for recommendation and referral to the Fiscal Conference.

10.07 Executive Secretary

The Board for Support and Pensions shall appoint an Executive Secretary, subject to the approval of the President of Synod.

10.09 District Subcommittees

Every District shall elect or appoint a subcommittee of the Board for Support and Pensions and fix the number of members and time of service.

10.11 Duties of Subcommittees

The duties of the District subcommittee shall be:

a. to investigate the applications of all persons who ask for support and to report its findings and recommendations to the board;

b. to represent the Board for Support and Pensions in its District.

10.13 Persons Entitled to Support

The following shall be entitled to support:

a. Professors, pastors, and teachers who on account of old age or illness have been compelled to resign their office and whose pension annuities are not sufficient for their reasonable needs.

b. The widows of professors, pastors, and teachers, and their children up to 18 years of age, provided they are in need of support.

c. Servants of the church who were called and employed by eleemosynary, educational, missionary organizations, and boards within Synod and are advisory members of a synodical District, and mis-

sionaries, pastors, professors, and teachers serving Synod in home and foreign countries and their dependents or survivors.

d. Women teachers, and women workers otherwise professionally engaged in church work, incapacitated after years of faithful service and with no other means of support. These may be considered as being in the same class with pastors' and teachers' widows.

10.15 Persons Not Entitled to Support

The following shall not be entitled to support:

a. Professors, pastors, and teachers —

1. who through illness have been compelled to resign but are able to support themselves in some other manner;
2. who have sufficient means so that they need not be supported by Synod;
3. who for sufficient reasons have been compelled to resign or who without good reasons have resigned of their own accord. Such cases shall be decided by the board after it has consulted with the respective synodical officers.

b. Widows who have remarried or who have obtained employment enabling them, in the opinion of the board, to support themselves.

c. The workers in Synod who are not participating members in Synod's Pension Plan forfeit all claims to support benefits.

d. In all borderline cases the Board for Support and Pensions shall be the judge, basing its verdict on the principles of right, tempered with Christian love and charity.

10.17 Official Lists

The lists of pastors, teachers, and professors appearing in the current records of the various Districts shall be the official lists for the purpose of the Board for Support and Pensions.

10.19 Application for Support

Each application for support shall be addressed to the Board for Support and Pensions and shall be investigated and endorsed by the subcommittee of the District in which the applicant was living at the time when support was applied for. The board may, however, ask the subcommittee of the District to

which the applicant has moved to process the application.

10.21 Support and Pensions Conference

The Board for Support and Pensions shall meet from time to time with the representatives of the District subcommittees for the purpose of achieving greater co-ordination of efforts and uniformity of practice.

B. LUTHERAN LAYMEN'S LEAGUE ENDOWMENT FUND

10.31 The Covenant

The Lutheran Laymen's League Endowment Fund was collected with the promises that it is to be a permanent fund and that the proceeds are to be used for the care of our Veterans of the Cross — our incapacitated pastors, professors, and teachers — and of the widows and orphans of pastors, professors, and teachers. Therefore the Lutheran Laymen's League turned this fund over to Synod under these two unalterable conditions:

a. The capital fund may be increased, but it must never be reduced or disposed of.

b. The proceeds must always be used for the care of our Veterans of the Cross in the manner adopted by Synod for the purpose and must not be used for any other purpose.

Except for these two conditions, the Lutheran Laymen's League placed this fund into the hands of Synod unconditionally and without stipulations.

C. THE PENSION PLAN FOR PASTORS AND TEACHERS

10.41 Definitions

a. "The Board": The Board for Support and Pensions.

b. "The Pension Fund": The fund created by the regular contributions of the workers, combined with the contributions of the congregations and salary-paying boards, and by special donations, to which is to be added interest as credited by the board.

c. "The Contingent Fund": The fund to be created by the accumulation of certain amounts set aside for that purpose as provided in Section 10.45, paragraphs f and g; 10.49, paragraphs a and b;

or by special gifts and legacies. The Contingent Fund will be used for supplemental benefits at the discretion of the board and shall be available, if necessary, in case of loss through investment depreciation.

d. "Annuity": The sum that shall accrue annually to the beneficiary, payable in monthly or other convenient installments.

e. "Fiscal Year": The period from October 1 to September 30.

f. "Workers":

1. Regularly called professors, pastors, missionaries, and teachers who are members of The Lutheran Church — Missouri Synod and such as are recommended by the Board for European Affairs.
2. Graduates of Synod's seminaries and non-graduate supply workers who are engaged in regular church work under contract with a congregation or board.
3. Women teachers and women workers otherwise professionally engaged in church work. Whenever the masculine pronoun is used, it shall be construed to include women workers.
4. Participation in Synod's Pension Fund shall be required of every pastor, professor, missionary, teacher, deaconess, or other full-time church worker who accepts a position in, and receives his salary from, The Lutheran Church — Missouri Synod or a District in Synod.

g. "Members' Contributions": The basic payments of members shall be fixed at the rate of 4 per cent of the workers' salary basis as herein defined.

h. "Employers' Contributions": The basic payments of the congregations and other salary-paying organizations shall be fixed at the rate of 8 per cent of the respective worker's salary basis as herein defined.

i. "Salary Basis": The salary basis for the purposes of the Pension Fund shall be the fixed salary, and in cases where a parsonage or similar free official residence is provided for the worker, this privilege shall be considered the equivalent of 15 per cent of his fixed salary and shall be added thereto. If both lodging and board are provided in addition to salary, the fixed salary is considered as being increased by 40 per cent.

j. "Personal Accumulation": The amount credited to a member from his personal contributions and the interest thereon as set forth in Section 10.43, paragraphs a to c.

k. "Allocations": The amounts credited to a member from the contributions, and the interest thereon, remitted by a congregation or a salary-paying board, as set forth in Section 10.43, paragraphs d to i.

10.43 Contributions to the Pension Fund

a. Every worker will become eligible for the benefits of the Pension Fund by paying to the Pension Fund the contributions required of members. All such payments shall be credited in full to his respective individual account, and the sum of such payments or personal accumulation (10.41 j) shall be held by the board for the respective workers. Interest shall be credited to each such individual account at the close of each fiscal year on the total accumulation at the end of the previous fiscal year at the rate determined by the yield on investments of the Fund. Such interest shall become part of the reserve and shall be compounded annually.

b. Any worker or beneficiary may at any time make contributions additional to his required contributions. Such contributions are to be credited to his individual account in full in the same manner as the regular members' contributions. On thirty days' notice from a worker the board may refund to him a part or all of the amount contributed by him over and above his regular required contributions and not yet applied to provide an annuity for him, provided, however, his required contributions are made in full and to date, it being understood that the board shall have the right to apply any such additional accumulation to pay the arrears of the member's contributions.

c. A worker who makes only a partial payment may request that such partial payment be carried forward as a credit on the member's contribution for the succeeding year or years.

d. The congregation or board having the services of a worker shall also be required to make regular contributions to the Pension Fund as specified under Section 10.41 h.

e. After the completion of each fiscal year the contributions by their congregations and/or boards

which have been paid in full shall be credited to those workers who in that year have remitted their contributions in full.

f. Employer's contributions paid for a non-member shall be placed to his credit as employer's payments. Interest shall be added to such credits at the end of each fiscal year. And from the resulting accumulation said nonmember or non-participating member, or his widow and dependent children, shall receive the actual earned annuity.

g. In the event that only a partial payment be made by a congregation or board within a year, such partial payment shall be credited to the respective worker's account provided he has remitted at least an equal amount.

h. All contributions shall be made monthly, quarterly, semiannually, or annually in advance.

i. Any congregation or board may at any time make payments in addition to the required contributions, which additional payments are to be credited in full to the respective individual accounts, provided all required contributions have been made in full to the account of such workers.

10.45 Benefits of the Pension Plan

a. The worker, upon his retirement, after attaining the age of sixty-five years (or later), or in the event of total and presumably permanent disability prior to attaining the age of sixty-five, shall receive an annuity provided from the accumulated value of his personal accumulation (10.43, a to c) and his allocations from the contributions of the congregations and boards which he has been serving (10.43, d to h). Such accumulation shall be applied to provide an annuity for the worker and his widow and his orphaned children under seventeen years of age or up to eighteen years of age if the child is attending school, according to the tables adopted by the board.

b. Retirement shall be construed as the giving up of a pastorate, office, or position and the termination of a salary relationship by a worker who has attained the age of sixty-five years or who is compelled to resign on account of total and presumably permanent disability and whose salary relationship thereby is terminated. Disability must be certified to by a competent physician and the officials of the respective District as well as by the member himself and must be approved by the

board, with the right to call for proof of continued disability from time to time, by a competent physician chosen by the board. If the disabled worker recovers sufficiently to resume active work (church or secular), he must inform the board immediately, and the board may reduce or terminate his disability pension and require him and his congregation to resume the contributions if he returns to church work. Incidental, temporary, or limited church work of a nonpermanent nature shall not be deemed as invalidating a worker's retirement status.

c. The annuity of a widow whose husband at the time of his death was receiving annuity shall be an amount equivalent to 60 per cent of her husband's annuity except as provided in Section 10.45 f.

d. The orphans' annuity shall be 30 per cent of the father's annuity, provided the total widow's and orphans' annuity shall not exceed the father's annuity.

e. In the event that a worker marries while receiving an annuity, his widow and her children shall have no claim on the benefits of the Pension Fund.

f. In the event of the death of a worker before he has begun to draw on his old age or disability annuity, the accumulation to his credit from all sources shall be applied toward providing an annuity for his widow and orphans under eighteen years of age. However, in no case shall the widow's and orphans' annuities exceed the 60 or 30 per cent that would have been provided for them in the event that the worker had continued in active service until the attainment of the age of sixty-five on the salary basis of the last twelve months of service, provided, however, that this rule shall not be applied (a) if the widow's annuity provided by the accumulation is less than \$720, or (b) to reduce below \$720 a widow's annuity provided by the accumulation which would otherwise be in excess of \$720. An accumulation thus released shall be credited to the Contingent Fund (10.41c).

g. 1. In the event of the death of a worker before entering upon an old-age or disability annuity and of his leaving no widow and no minor orphans, that part of his accumulation which originated from his personal contributions (see 10.43 a to c) shall be remitted to his adult children in equal shares unless he has otherwise stipulated in his last will and testament. If there are no adult

children or if the member has failed to make designation as hereinbefore provided, then the entire accumulation shall be added to the Pension Contingent Fund.

2. In the event that the member, before he has begun to draw on his old-age or disability annuity, has elected (which privilege of election is hereby made a part of the Pension Plan) a partial refund option, under which, if the amounts paid in annuities to the member and to his surviving widow and/or minor orphans, if any, aggregate less than the personal accumulation of the member at the time any such annuity was entered upon, then an amount equivalent to the excess of such personal accumulation over such annuity payments shall be paid to such living beneficiary as may have been designated by the member; otherwise such excess payments shall be paid to the legal representative of the member or of the surviving widow, as the case may be. The value of the reduced annuity payable under the terms of this option shall be the actuarial equivalent of the full annuity otherwise payable. A like privilege of election shall be extended to the widow of the member who dies prior to the date of drawing on an old-age or disability annuity.

h. If a member receiving retirement or disability annuity or a widow receiving an annuity ceases to be a member of a congregation connected with the Synodical Conference, such annuity shall be terminated as soon as the sum of all annuity payments shall equal the personal accumulation when he received his first annuity payment. The same applies to a widow who remarries.

i. In the event of the death of a female worker leaving a dependent husband surviving her, the term "widower" shall be construed to replace the term "widow" in the provisions of the Pension Plan. The term "dependent husband" shall mean a husband who has been receiving at least 50 per cent of his support from a female member of Synod's Pension Plan for normally not less than 12 months immediately preceding the member's death. The benefits granted to a dependent husband shall be subject to the approval of the board, based on the evidence of dependency submitted.

10.47 Special Benefits of the Pension Plan

The following special benefits are not paid from the Pension Fund but from Synod's budget.

a. 1. **Death Benefit.** For the families of members paying dues or drawing retirement pensions and who joined within three months after they became eligible for membership (Oct. 1, 1937), or when they became active, and who have remitted from that date continuously, a cash death benefit shall be immediately available. For those who joined more than three months after they became eligible the death benefit will become operative six months after entry, and for those who were reinstated after a delinquency of sixty days or more it shall become operative after a period corresponding to the duration of the delinquency, but in no case longer than six months, under like conditions.

2. The death benefit shall be such an amount as available funds justify but is not to exceed \$500 for members whose salary-paying organization or organizations did participate, and is not to exceed \$300 for members whose organizations did not participate, provided that in the case of a member or his organization deferring the taking of membership such benefit will be reduced at the rate of \$25 for each year of delayed membership; but in no case shall the reduced amount be less than \$200. A like reduction shall apply in the case of any year of membership during which the required contributions of the member or of his participating organization were not paid in full. For those who remit from October 1, 1938, the \$25 for not participating during the first year shall not be deducted, but the death benefit shall not become operative until six months after entry, except for workers who joined three months after becoming eligible. In the case of candidates the circumstances bringing about the delay shall be taken into consideration with the aim of removing the reduction.

3. A period of sixty days' grace shall be allowed in making the payments. In the event of death during the period of grace the death benefit shall be paid after the arrears have been remitted in full.

In order to encourage all workers and organizations to cultivate punctuality and regularity, and in fairness to those members who have remitted on time and in full, the death benefit is forfeited when the member and the organization are in arrears more than sixty days. If both worker and employer participated, but one of the accounts is delinquent, the death benefits shall be reduced in the amount of \$25 for every fiscal year in which

one account is not paid in full, or \$50 if both accounts are not paid in full, but in no case shall the reduced amount be less than \$200.

Upon remittance of the back dues with interest from the due date to the date of settlement at the rate of five per cent per annum and the resumption of regular payments the delinquent account may be reinstated as stated in 10.47 a 1.

b. 1. Old-age Benefit. A worker retiring at the age of 65 or over, or his widow, shall be granted a free subsidy for life, to increase his earned pension annuity to such an amount as may from time to time be determined by Synod, provided the worker has been active in Synod for at least 25 years and that his widow was married to him prior to his retirement. If this income does not provide for reasonable needs, the Board for Support and Pensions shall supplement the annuities after the regular application has been submitted and according to the current rates. In the event that a worker marries while receiving an annuity, his widow and her children shall have no claim on the benefits of the Pension Fund.

2. A corresponding reduction of the worker's and widow's subsidy is to be made if the worker failed to join within three months after he became eligible for membership or if his salary-paying organization participated not at all or only in part.

3. A worker retiring at the age of 65 or over shall be entitled to receive his old-age benefit in full if his annual earnings from church work and/or secular work do not exceed an average of \$180 a month. If he receives average earnings in excess of \$180 a month from church and/or secular work, a corresponding reduction shall be made in his old-age benefit.

In all borderline cases the Board for Support and Pensions shall be the judge, basing its verdict on the principles of right, tempered with Christian love and charity.

c. A worker retiring from active service in the church before age 65 because of disability shall be granted a free subsidy from Synod's treasury during the period of this disability to increase his earned pension annuity to such an amount as may from time to time be determined by Synod.

d. A widow whose husband passed away prior to age 65 shall be granted a free subsidy from Synod's treasury during the period of her widow-

hood to increase her earned pension annuity to such an amount as may from time to time be determined by Synod.

e. Workers who are not participating members of Synod's Pension Plan are not entitled to any of the special benefits set forth above. However, the Board for Support and Pensions may make such exceptions as may be justified on principles of right or in the exercise of Christian love and charity.

f. The Fiscal Conference is authorized and instructed to make the necessary appropriations for the above-mentioned Special Benefits.

10.49 Workers Leaving Service

a. A worker leaving the service of Synod or any component part thereof before the retirement age, except for disability, relinquishes all claims for benefits provided under Sections 10.45 and 10.47. He shall have the right, however, to withdraw all payments made by him under Section 10.43 a to c, and the interest thereon, but all accumulations made for this account under Section 10.43 d to h shall be transferred to, and become a part of, the Contingent Fund as defined by Section 10.41 c.

b. A worker leaving the service before retirement for reasons other than total disability, but remaining eligible for or intending to accept again a call within Synod, may discontinue the payments required under Section 10.43 a to c provided he has no income. If his income warrants it, such worker shall pay twelve per cent of his income to the Pension Fund in order to remain eligible for the pension benefits. His personal accumulation shall remain in the custody of the board until it becomes evident that he will not return to office or until he dies before reinstatement. When a District through its officials has informed the board that such a worker is no longer considered an advisory member of that District, or when he has died, the board shall return his personal accumulation to him or his personal representative, and all claims under Sections 10.45 and 10.47 shall terminate. All accumulations made for his account under Section 10.43 d to h shall be thereupon transferred to and become a part of the Contingent Fund.

c. In the event that both the worker and the

congregation resign from membership in Synod, it shall be the policy of the Pension Fund to refund to the congregation the contributions made in behalf of only this particular worker, with accrued interest.

10.51 Operating Expenses

a. The cost of all accounting for the Pension Fund shall be charged to the earnings of the Pension Fund instead of Synod's budget account.

b. The Board of Directors shall appropriate the funds for all other expenses incurred by the operation of the Pension Fund.

10.53 Accounting and Investment

a. The Treasurer of Synod shall be the treasurer and custodian of the assets of the Pension Fund, and he shall attend to the essential accounting. Disbursements for other than investment purpose shall be made only on order of the Board for Support and Pensions.

b. The Board of Trustees of Synod's Trust Funds shall keep the assets of the Pension Fund invested in accord with Synod's rules governing the investment of trust funds.

c. Loans may be made from the Pension Fund to incorporated congregations holding membership in Synod; such loans shall be secured by first mortgages or first deeds of trust and shall be made on a sound investment basis on such other terms and subject to such rules as may from time to time be established by the Board of Directors for the purpose of administering such loans, taking into consideration rate of return, ability to repay, and value of security.

10.55 Amending the Pension Plan

The plan or any part thereof may be amended (a) by Synod assembled in regular convention, provided that the proposed amendment has been submitted in writing to the board not less than seven weeks prior to the opening of the convention and has been printed in the official *Reports and Memorials* to the Delegate Synod; or (b) by the Board for Support and Pensions with the consent of the Board of Directors, subject to ratification by Synod.

XI. PUBLICATIONS

A. CONCORDIA PUBLISHING HOUSE

11.01 Incorporation

Concordia Publishing House shall be maintained and controlled by Synod as a separate corporate entity organized under the laws of the State of Missouri and shall be operated by a separate Board of Directors, responsible to Synod, in accordance with the provisions of its corporate charter and bylaws.

11.03 The Board of Directors

a. Personnel. The Board of Directors of Concordia Publishing House shall be composed of the Treasurer of Synod and seven elective members: one pastor, one parish school teacher, and five laymen. No person who has business connections with Concordia Publishing House shall be elected as a member of the board.

b. Election and Term. The elective members of the board shall be elected at the triennial convention of Synod for terms of six years. The terms of three members shall alternate with the terms of the remaining four members.

c. Vacancies. Vacancies occurring in the Board of Directors between regular meetings of Synod by resignation, death, or otherwise shall be filled for the unexpired term by the remaining members of the Board of Directors of Concordia Publishing House, with the consent of the President of Synod.

d. Meetings of Directors. Regular meetings of the Board of Directors shall be held on the fourth Thursday in each month at the office of the corporation or at such other time and place as the Board of Directors shall by resolution adopt.

Special meetings may be called by the president, the general manager, or any two directors, by giving two days' notice to each director. A majority of the directors shall constitute a quorum; but if at any meeting of the board there be fewer than a quorum present, a majority of those present may adjourn the meeting from time to time. Unless otherwise indicated in the notice thereof, any and all business may be transacted at a special meeting. At any meeting at which every director shall be present, even though without notice, any business may be transacted.

The annual meeting of the Board of Directors, for the election of officers and the transaction of such other business as may come before the meeting, shall be held on the fourth Thursday in June at eight o'clock P. M. at the office of the company.

e. Powers of Board of Directors. The Board of Directors shall be responsible and accountable to Synod in all things and shall have control of the business and affairs of this corporation solely for its benefit and shall exercise all the powers that may be exercised or performed by the corporation under the Statutes of the State of Missouri, the Articles of Agreement, and these bylaws. It shall keep the Board of Directors of Synod informed by means of regular financial and administrative reports.

f. Compensation of Directors. Directors shall receive no salary or compensation for their services as directors of this corporation.

g. Removal of Directors. The Board of Directors, by and with the consent of the President of Synod, shall have power by a majority vote, at a special meeting called for that purpose, to remove any director or officer from office, for cause.

h. Resignation of Directors. Any director or member of any committee may resign at any time. Such resignation shall be made in writing and shall take effect from the date of its acceptance.

i. Order of Business. At meetings of the Board of Directors, business shall be transacted in such order as the board may from time to time determine by resolution. At all meetings of the Board of Directors the president, or, in his absence, the vice-president, or, in the absence of both of these officers, a member of the board to be selected by the members present, shall preside. The secretary of the corporation shall act as secretary at all meetings of the board; in case of his absence the chairman of the meeting may designate any other person to act as secretary.

11.05 Officers

a. Election of Officers. The Board of Directors shall elect a president, a vice-president, and a secretary from among its members; and a treasurer and such other officers as may be necessary from time to time.

b. President. The president shall preside at all meetings of the Board of Directors. He shall be

the chief executive officer and as such shall have power, with the consent of the Board of Directors, to sign and execute all contracts and all instruments of conveyances in the name of the corporation.

c. Vice-President. The vice-president shall have such powers and perform such duties as may be delegated to him by the Board of Directors. In the absence or disability of the president the vice-president may perform the duties and exercise the power of the president.

d. Secretary. The secretary shall keep a record of the minutes of all meetings of the Board of Directors; the minutes shall be promptly entered in a book provided for that purpose and duly attested by his signature. The secretary shall also give notice, as required by these bylaws, of all meetings. He shall have custody of all books, records, and papers of the company except such as shall be in charge of the treasurer or some other person authorized to have custody and possession thereof by a resolution of the Board of Directors. The secretary shall also sign, together with the president or vice-president, in the name of the corporation, all contracts and all instruments of conveyances authorized by the Board of Directors; and when so ordered by the Board of Directors, he shall affix the seal of the corporation thereto. In general he shall perform all the duties incident to the office of the secretary, subject to the control of the Board of Directors.

e. Treasurer. The treasurer shall keep account of all moneys of the corporation received and disbursed and shall deposit all moneys and valuables in the name and to the credit of the corporation in such bank and depositories as the Board of Directors shall designate.

f. General Manager. The Board of Directors shall, by and with the consent of the President of Synod, engage or dismiss the general manager of the corporation. The general manager shall have general supervision of the business of the corporation, subject to the rules and regulations of the Board of Directors. He shall not, during his employment with this corporation, be engaged in any other business or be employed by any other person, firm, or corporation. The general manager shall engage and dismiss all the necessary help; but in the employment and dismissal of heads of departments and junior executives, such appointments and dismissals must be approved by the Board of

Directors. All salaries, including that of the manager, shall be fixed by the Board of Directors. A monthly report shall be submitted by the general manager at each regular meeting of the Board of Directors, showing operations of the previous month and the then existing financial condition of the corporation.

g. Assistant Managers. Whenever the Board of Directors shall deem it necessary, it may, with the consent of the President of Synod, engage and dismiss one or more assistant managers. The board shall also prescribe the duties and fix the salary of the assistant manager or managers.

h. Compensation of Officers. The president, vice-president, secretary, and treasurer of this corporation shall receive no salary or compensation for their services.

11.07 Seal

The corporate seal of the corporation shall be a circular seal with the name of the corporation and St. Louis, Missouri, around the border and the word "Incorporated" in the center.

11.09 Waiver of Notice

Whenever, under the provision of these bylaws or the laws of the State of Missouri, the Board of Directors is authorized to take any action after notice or after lapse of a prescribed period of time, such action may be taken without notice and without the lapse of any period of time if such action be authorized and approved and the requirements waived in writing by each member entitled to notice. Such authorization or approval and such waiver shall be filed with the secretary of the corporation.

11.11 Committees

The Board of Directors may, by resolution passed by a majority of the total number of directors, designate one or more committees, each such committee to consist of two (2) or more of the directors of the corporation. Such committee or committees shall have such powers and names as may be determined from time to time by resolution adopted by the Board of Directors, in the management of the business and affairs of the corporation. The Board of Directors shall have power at any time to fill vacancies in, to change the membership of, or to dissolve any such committee.

11.13 Fiscal Year

The fiscal year of this corporation shall begin on the first day of May in each year.

11.15 Surplus Funds

Surplus funds, when not needed in the operation of the publishing house, may be ordered paid to Synod by the corporation's Board of Directors at any regular or special meeting.

Such surplus funds, income, increase, issues, rents, or accruals of every kind and nature whatsoever and any and all of the property of the corporation shall in no wise or in any manner inure to, or be used for the benefit of, any private person or persons or any officer, director, employee or agent of this corporation; but these shall be used wholly and solely for the exclusive use and behoof of The Lutheran Church — Missouri Synod.

11.17 Bond of Officers

The Board of Directors may by resolution require any and all officers and employees of the corporation to give bond to the corporation with sufficient sureties, conditioned for the faithful performance of the duties of their respective offices and such other conditions as may from time to time be required by the Board of Directors.

11.19 Bonds or Mortgages

No bond of the corporation nor any mortgage on any of the property of this corporation shall be created or issued without the written consent of the President of Synod.

11.21 Credit Policy

The Board of Directors shall have sole power and authority to dictate the credit policy of the corporation. This authority shall include the power to designate the persons to whom credit should or should not be extended, the amount of such credit, and the terms of payment. In the event of failure or refusal of pastors, teachers, congregations, or any other person or organization to pay such indebtedness incurred, the Board of Directors shall report such delinquencies to the respective District Presidents for necessary action in accordance with Christian principles and practice.

11.23 Miscellaneous

a. Unless otherwise instructed by Synod, the Board of Directors shall determine what shall be published by the corporation. All manuscripts of a religious or theological nature shall have the approval of the faculty of Concordia Seminary, St. Louis, Missouri, before publication.

b. The Board of Directors shall be represented at the triennial convention of Synod by two (2) of its members. A written report of the financial condition and operation of the business of the corporation for the previous three-year period shall be submitted to the convention.

c. A copy of either *Der Lutheraner* or *The Lutheran Witness* shall be sent free of charge to all retired pastors, professors, and teachers in Synod, at the expense of Synod.

d. Concordia Publishing House shall provide a sufficient number of copies of the periodicals published by Synod for the reading rooms of Synod's educational institutions at the expense of Synod. The presidents of the institutions shall determine the kind and number of such publications required.

e. Concordia Publishing House shall supply the Secretary of Synod with two copies of each *Statistical Yearbook* and of all proceedings printed by it of Synod and of the several Districts, for deposit in Synod's archives.

f. Concordia Publishing House shall, at the expense of Synod, mail a printed copy of the official *Proceedings* of the synodical conventions and of the *Statistical Yearbook* to every active and retired pastor and every active and retired male teacher of Synod for his own and his congregation's information and use.

g. Concordia Publishing House shall not send to the congregations of Synod any circulars referring to internal matters of Synod and issued by officials of Synod unless the President of Synod has given his consent.

h. Synod is responsible for every doctrinal statement made in its official organs. If any statement be made therein deviating from the Word of God and the Confessions of the Lutheran Church, every member of Synod perceiving such error shall bring it to the attention of the responsible editors and insist on the necessary correction.

B. LITERATURE BOARD

11.41 Personnel and Appointment

The Literature Board shall consist of seven members, who shall be appointed by the President of Synod in conjunction with the Vice-Presidents and in consultation with the general manager of Concordia Publishing House. The majority shall be theologically trained. All shall have a sound judgment in literary matters, shall have a college education or its equivalent, and shall have practical experience in their respective callings.

11.43 Advisory Members

a. The general manager of Concordia Publishing House shall attend the meetings of the Literature Board as advisory member.

b. The board may appoint specialists to examine manuscripts pertaining to specialties, such as music or textbooks. These specialists shall report their findings to the board and shall act as advisory members of the board in the matter submitted to them.

11.45 Meetings

The Literature Board shall meet at least ten times a year.

11.47 Duties of Secretary

The secretary of the Literature Board shall perform the regular duties of a secretary. He shall send copies of all minutes to the President and Vice-Presidents of Synod.

11.49 Functions of Board

The functions of the Literature Board shall be advisory to the Board of Directors of Concordia Publishing House. The latter board, which may also initiate publications, shall determine whether or not to publish any material recommended by the Literature Board, as well as the manner and style of publication. Should these two boards fail to agree in a given instance, the President of Synod shall act as arbiter. So far as doctrinal contents are concerned, books, periodicals, official church papers, tracts, circulars, etc., published on the order of or in behalf of synodical boards or officers, do not come under the jurisdiction of the Literature Board

but under the censorship of the St. Louis seminary faculty.

11.51 Duties

The Literature Board shall study the needs of the Lutheran Church, particularly of Synod, to determine what literature may be required, and also select authors to undertake literary tasks; but the formal commission to write books shall be issued by Concordia Publishing House, not by the Literature Board.

All manuscripts shall be critically examined by the board to determine their literary value, timeliness, and expediency. The censorship as to doctrine shall be exercised by the faculty of Concordia Seminary, St. Louis.

The Literature Board shall submit a written report to each convention of Synod.

11.53 Expenses

Concordia Publishing House shall bear the expense of the Literature Board.

C. YOUNG PEOPLE'S LITERATURE BOARD

11.61 Personnel and Appointment

The Young People's Literature Board shall consist of five members, to be appointed by the President of Synod in conjunction with the Vice-Presidents and in consultation with the general manager of Concordia Publishing House. The board shall have authority to appoint advisory members.

11.63 Chairman

The chairman of the board shall be a member of the faculty of the St. Louis seminary

11.65 Duties

a. The Young People's Literature Board, in cooperation with the Board for Young People's Work, shall select suitable books from existing literature and provide new literature.

b. The Young People's Literature Board shall submit to Concordia Publishing House for eventual sale or publication all books selected and revised and manuscripts approved by it. Censorship as to doctrine shall be exercised by the faculty of Concordia Seminary, St. Louis.

11.67 Reading Lists

The editors of our official papers, when requested by the Young People's Literature Board, shall publish reading lists as space permits.

Pastors and teachers are urged to call the attention of their members to these reading lists and the Concordia Publishing House catalog. Whenever new books are purchased for church, young people's, Sunday school, and day school libraries, the catalog should be used as a guide.

11.69 Expenses of Board

The expenses of the Young People's Literature Board shall be paid by Concordia Publishing House.

D. THE LUTHERAN WITNESS AND DER LUTHERANER

11.81 Official Organs

The Lutheran Witness and *Der Lutheraner* shall be official organs of Synod.

11.83 Editorial Board

An Editorial Board of nine members shall be appointed by the College of Presidents with the approval of the President and Vice-Presidents of Synod. They shall serve for terms of six years in such manner that the terms of four members shall alternate with the terms of the other five members.

11.85 Editors

a. The editors of *The Lutheran Witness* and *Der Lutheraner* shall be appointed by the Editorial Board from a list approved by the College of Presidents.

b. The editors shall be responsible to the Editorial Board.

c. Members of the Editorial Board shall be ineligible to serve as editors.

11.87 Editorial Policies

The Editorial Board shall be responsible for the editorial policies of the official organs.

11.89 Censorship

Censorship of doctrinal contents of the official organs shall be the responsibility of the faculty of Concordia Seminary, St. Louis.

11.91 Salary and Expenses

Concordia Publishing House shall pay the salaries of the editors and all expenses of the editors and the Editorial Board.

E. COMMITTEE FOR RESEARCH

11.101 Personnel and Appointment

A Committee for Research composed of two pastors, two professors, and one teacher shall be appointed by the President of Synod in conjunction with the Vice-Presidents.

11.103 Duties and Functions

The committee shall —

a. consider research projects which may be proposed by members of Synod, approve those which meet certain standards, and allocate funds for carrying on these projects;

b. initiate research in the following areas: (1) Bible research, (2) Reformation research, (3) church history, (4) subsidizing the production of pertinent theological literature when necessary, (5) church problems of today;

c. allocate funds to underwrite the scholarly work of pastors, teachers, and retired professors when such projects meet the standards set by the committee.

11.105 Operating Expenses

The committee shall submit a budget annually to the Board of Directors of Synod for recommendation and referral to the Fiscal Conference.

F. COMMISSION ON WORSHIP, LITURGICS, AND HYMNOLOGY

11.111 Personnel and Appointment

a. A Commission on Worship, Liturgics, and Hymnology shall be appointed by the President of Synod in conjunction with the Vice-Presidents. It shall be composed of six men and include pastors, teachers, and laymen. They shall serve for terms of six years in such manner that three members shall be appointed after each convention.

b. The commission may solicit the assistance of other persons who are well qualified to render valuable and necessary service to the church through

the commission. Such persons shall serve as advisory members.

c. Vacancies may be filled by the commission, subject to the approval of the President of Synod.

11.113 Functions and Duties

a. The Commission on Worship, Liturgics, and Hymnology shall be responsible for preparing, revising, and making available official service books and hymnals of Synod.

b. The Commission shall —

1. make literature available to members of Synod, to develop and deepen an understanding and love for the Lutheran heritage in Christian worship and for the various media of expression needed for our worship;
2. clear all literature related to corporate Christian worship in liturgics and hymnology made available through Synod's boards or through Concordia Publishing House;
3. recommend worship materials to the Church and advise and warn against the use of worship materials which are unworthy of use in the Christian worship of the Lutheran Church;
4. represent Synod in the preparation of service books and hymnals in which Synod may engage in co-operation with other synods;
5. consult with the practical and the music departments of synodical schools to establish principles and practices in liturgics, hymnology, church music, and church art which best express the true spirit of worship of the Lutheran Church.

11.115 Budget

The commission shall annually submit a budget to the Board of Directors of Synod for recommendation and referral to the Fiscal Conference.

XII. PUBLICITY

A. DEPARTMENT OF PUBLIC RELATIONS

12.01 Personnel and Appointment

The Department of Public Relations shall be administered by a board of seven members: three pastors, three laymen, and one member of the faculty of one of our teachers colleges. This board

shall be appointed triennially by the Board of Directors in consultation with the President together with the Vice-Presidents.

12.03 Functions and Duties

a. The department shall be responsible for the work of Synod's public relations organization, coordinating the public relations efforts of Synod and its auxiliary organizations to develop greater understanding of Synod, its doctrine, and its work among the public.

b. The department shall disseminate factual information on Synod and its work through all the accepted means of communication.

c. The department shall present the Lutheran point of view on the issues of the day.

d. The department shall answer attacks on our Church.

e. The department shall co-ordinate and conduct Synod's relations with governmental agencies, except those assigned to other departments of Synod directly, promoting the interests of Synod while safeguarding the constitutional guarantees of the separation of church and state.

f. The department shall be responsible to the President of Synod for policy and action but shall be related to the Board of Directors of Synod in financial and all other matters.

12.05 Executive Secretary

An Executive Secretary shall be appointed by the Board for Public Relations, subject to the approval of the President and the Board of Directors of Synod. He shall be Synod's Director of Public Relations. He may be released from office by the Board for Public Relations, with the consent of the Board of Directors.

12.07 Headquarters

The board shall establish and maintain an office for its Executive Secretary in one of the nation's principal cities to be selected by the board in consultation with the Board of Directors.

12.09 Budget

The board shall annually submit a budget to the Board of Directors of Synod for recommendation and referral to the Fiscal Conference.

B. RADIO AND TELEVISION

12.11 KFUE Operating Board

The Operating Board for Station KFUE shall be appointed by, and is directly responsible to, the Board of Directors.

12.13 Television

The Operating Board for Lutheran Television Productions shall be appointed by, and is directly responsible to, the Board of Directors.

12.15 Mass Communications Council

a. The Mass Communications Council shall consist of representatives from each of the following boards: KFUE, Lutheran Television Productions, Concordia Publishing House, and the Department of Public Relations. The Lutheran Laymen's League shall be represented in an advisory capacity.

b. The Board of Directors shall appoint from its midst a member who shall function as chairman of the Mass Communications Council and who shall be responsible for calling the meetings of the council.

c. The council shall meet at least once a year and report its findings and recommendations to the Board of Directors. The council shall also prepare a report for the Board of Directors prior to each triennial convention of Synod.

d. The council shall give particular attention and thorough study to: common objectives, with the aim of co-ordination and integration; the problem of duplication and overlapping; economy and efficiency in the development and production of materials and programs; new developments and trends; and any phase in the area of mass communications which the Board of Directors would ask the council to discuss or which the council itself would agree to discuss.

XIII. DEPARTMENT OF WELFARE

A. BOARD OF SOCIAL WELFARE

13.01 Personnel and Appointment

A Board of Social Welfare consisting of six members, at least two of whom shall be laymen, shall be appointed by the President of Synod in consultation with the Vice-Presidents.

13.03 Vacancies

The board shall be empowered to fill any vacancies which may occur, subject to the approval of the President of Synod.

13.05 Duties and Functions

a. The Board of Social Welfare shall serve as a general advisory and correlating agency for the social welfare interests within The Lutheran Church — Missouri Synod.

b. It shall stimulate Christian social service, establish standards of social work activities, promote research in the field of social work, give counsel to the Board of Directors concerning the advisability of giving synodical endorsement to newly founded agencies, conduct institutes and seminars in social service work, participate in international relief, represent the interest of social service agencies within Synod with national, state, municipal, and other agencies, and co-operate with nonsynodical social service agencies as authorized by Synod.

13.07 Executive Secretary

An Executive Secretary shall be appointed by the Board of Social Welfare, subject to the approval of the President of Synod. He shall be responsible to the board and shall perform such duties as are assigned to him by the board and shall serve the board in an advisory capacity.

B. BOARD OF WORLD RELIEF

13.11 Personnel and Appointment

The Board of World Relief shall consist of seven members — three pastors and three laymen who shall be appointed by the Board of Directors of Synod, and the Executive Secretary of the Board of Social Welfare.

13.13 Vacancies

Vacancies shall be filled by the Board of Directors of Synod in consultation with the chairman of the Board of World Relief and its Executive Director.

13.15 Duties of Board

a. The Board of World Relief, mindful of the Savior's example, shall serve as Synod's arm of love, reaching out to give assistance as it can to the suffering and needy of the world. While it shall have a special concern for those of "the household of faith," it shall seek to "do good unto all men" on the basis of need, regardless of nationality or creed, in distinctive witness of the love of Christ.

b. The Board of World Relief shall give assistance to individual brethren, congregations, or others in dire emergencies or disaster situations resulting from floods, famines, fires, earthquakes, wars, and related situations. Assistance may take the form of cash grants, loans without interest, distribution of food, clothing, medical and other supplies, or whatever other means best suit the need.

c. The Board of World Relief shall advise individuals, congregations, or District committees in times of disaster. Emergency needs which cannot be met with gifts from congregations from the area or District shall, upon referral, be considered by the Board of World Relief for action. Relief funds may be solicited on a Synodwide level by any District, congregation, or individual only after prior consultation with and consent of the Board of World Relief, subject to the approval of the Board of Directors of Synod.

d. The Board of World Relief, with the approval of the Board of Directors of Synod, may appeal to the congregations of Synod for funds needed in the total operation and in special cases of emergency.

e. The Board of World Relief, together with the District President, may appoint a subcommittee within a District to assist in the collection or distribution of funds and materials.

f. Funds raised by a District for any emergency and not expended for the emergency shall be deposited in the treasury of Synod to the account of the Board of World Relief.

13.17 Executive Director

An Executive Director shall be appointed by the Board of World Relief, subject to the approval of the President of Synod. He shall be responsible to the board, performing such duties as are assigned to him by the board and serving the board in an advisory capacity.

XIV. FRATERNAL ORGANIZATIONS

14.01 Commission on Fraternal Organizations

a. A Commission on Fraternal Organizations consisting of five members—one pastor, one teacher, two laymen, and a professor of the St. Louis seminary faculty—shall be appointed by the President in conjunction with the Vice-Presidents.

b. The commission shall gather and provide information, advice, and literature concerning lodges.

c. The commission shall prepare and disseminate periodic reports, listing the names of such fraternal orders as have changed their official declarations and practices, as well as descriptions of such changes.

d. The office of the commission shall be located in the synodical office building and shall be supervised by the professor on the commission.

14.03 Synod's Position Concerning Lodges

a. Synod is firmly opposed to lodges or societies of an unchristian or anti-Christian character.

b. It is the solemn, sacred, and God-given duty of every pastor properly to instruct his people on the sinfulness of such lodges as deny the Holy Trinity, the deity of Christ, the Vicarious Atonement, and other Scriptural doctrines and to induce his congregation(s) to take action against all members who after thorough instruction refuse to leave such a lodge.

c. It is the duty of every fellow Christian, fellow pastor, and especially the officials of Synod to admonish all pastors who neglect their duty in this respect; and if Christian admonition has been administered in the spirit of Matthew 18 without the proper results, the officials of Synod shall bring such cases to the attention of the respective District for further action.

d. Synod instructs its officers to exercise vigilant care and urges all pastors and congregations to admonish such congregations and pastors as permit the "lodge evil" to exist in their churches without countertestimony and decisive action. If after due investigation it becomes evident that such congregations and pastors refuse to change their attitude and practice, they shall be suspended and eventually expelled from Synod.

e. Synod earnestly requests the various Districts

to carry out these provisions and faithfully to assist their congregations in eradicating the "lodge evil."

f. It is and shall be the practice of the congregations of Synod not to administer Holy Communion to members of such lodges, nor to admit such persons to communicant membership, since Holy Communion expresses an exclusive spiritual relationship of the communicant to his Lord and to his brethren. (Matt. 10:32; 1 Cor. 10:16, 17; and 1 Cor. 11:25)

g. 1. A pastor will sometimes encounter exceptional cases in which he is called upon to administer Holy Communion to a person who is still outwardly connected with such a lodge.

2. Such exceptional cases, however, are normally limited to those instances in which the individual involved has renounced, to his pastor and/or the church council, the unchristian or anti-Christian teaching of the lodge of which he is a member. In such cases the pastor shall consult with his brethren in the ministry or with officials of Synod, as the case may require.

3. Furthermore, in such exceptional cases the pastor should earnestly beware of procrastination and of giving offense, both to the members of the congregation and to brethren in general.

4. Finally, the pastor should put forth continuous effort to bring the individual to an early decision in this matter so that he may be fully won for Christ and become or remain a communicant member of the congregation, as the case may be.

XV. DEPARTMENT OF ARCHIVES AND HISTORY

15.01 Concordia Historical Institute

a. The Concordia Historical Institute shall be the official Department of Archives and History of The Lutheran Church — Missouri Synod.

b. The institute shall be maintained and controlled by Synod as a separate corporate entity organized under the laws of the State of Missouri and shall be operated by a separate board of governors responsible and accountable to Synod for all transactions and decisions in accordance with the provisions of its corporate charter and bylaws. It shall be related to the Board of Directors of

Synod in the same way as are other synodical boards.

15.03 The Board of Governors

a. The Board of Governors of the institute shall consist of eleven members. Five members shall be appointed by the President of Synod in conjunction with the Vice-Presidents; five members shall be elected by the membership of the institute at its triennial meeting; one member shall be a representative of the Evangelical Synod of Lutheran Churches. The members of the board shall serve for terms of six years in such a way that the terms of six members shall alternate with the terms of five members.

b. The board shall elect its own officers.

c. The board shall fill vacancies subject to the approval of the President of Synod.

d. The board shall have authority to appoint advisory members.

15.05 Purposes and Functions

a. The purpose of the department shall be:

1. To promote interest in the history of the Lutheran Church of America, particularly of The Lutheran Church — Missouri Synod.
2. To serve as a general advisory and correlating agency for the historical interests within The Lutheran Church — Missouri Synod.
3. To collect and preserve articles of historical value, especially as outlined in Section 15.13 of the HANDBOOK.
4. To stimulate historical research and publish its results.
5. To serve as the official depository for such other groups as designate the institute as their depository.

b. The functions of the board shall be:

1. To cause suitable catalogs and inventories of the institute's property to be made and all books, papers, manuscripts, and historical material to be properly classified, numbered, and arranged for security and convenient reference.
2. To provide for the development and growth of the museum, library, and archives by such purchases and acquisition as it may deem

proper and to accept donations and loans of historical materials on behalf of Synod.

3. To cause a record to be kept of all such donations and loans.
4. To facilitate the achievement of the purposes for which the department is maintained and to safeguard the financial interests of Synod in this area.

15.07 Director

A director shall be appointed by the Board of Governors, subject to the approval of the President of Synod. He shall be in charge of the collections and shall be responsible to the board, performing such duties as are assigned to him by the board and serving the board in an advisory capacity.

15.09 Headquarters

The board shall establish and maintain an office for its historical archives, library, and museum as well as offices at the Concordia Historical Institute, on the campus of Concordia Seminary, Clayton, Mo.

15.11 Budget

The board shall annually submit a budget to the Board of Directors of Synod for recommendation and for referral to the Fiscal Conference.

15.13 Transfer

a. The President, the Vice-Presidents, the Board of Directors, and all other official boards, standing committees, and agencies serving Synod shall transfer correspondence, records, and other papers from their respective offices to the archives when they are no longer of current operational value.

b. The protocols, records, correspondence, and other archives of officers, boards, committees, and departments of Synod shall be transferred to the archives at the expiration of not more than fifteen years, unless such records are still open.

c. Temporary committees of Synod shall upon their dissolution transfer to the archives all records and material relating to their work.

d. Institutions, congregations, and organizations that are disbanding permanently (not merging) are requested to transfer their records and other historical material to the archives for preservation and future reference.

XVI. AMENDMENTS TO BYLAWS

16.01 How Made

Changes in the Bylaws and additions thereto may be made provided they (1) are not contrary to the Constitution, (2) are presented in writing to Synod, (3) are separately considered and acted on, and (4) are passed by a majority of the voting representatives.

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