

HANDBOOK  
OF  
THE LUTHERAN CHURCH  
MISSOURI SYNOD  
2001 EDITION

2001  
Constitution, Bylaws,  
and  
Articles of Incorporation  
as amended by the  
2001 national convention  
14–20 July 2001

Copyright © 2001 The Lutheran Church—Missouri Synod  
1333 S. Kirkwood Road, St. Louis, MO 63122  
Telephone: (314) 965-9000

Manufactured in the United States of America

# Contents

Foreword	5
Constitution of The Lutheran Church—Missouri Synod	6
Bylaws of The Lutheran Church—Missouri Synod	15
I. Relationships within and through the Synod	15
II. Membership	19
A. Eligibility and Admission of Congregations	19
B. Initial Eligibility and Admission of Individuals	20
C. Continuing Eligibility of Individual Members	23
D. Restricting, Suspending, and Expelling Congregations or Individuals from Membership	24
E. Reinstatement of Individuals into Membership	28
F. Miscellaneous Provisions with Respect to Members	28
III. Synodical Organization	32
A. Conventions	32
B. General Provisions for Officers, Boards, and Commissions	38
C. Officers of the Synod	46
1. The President	46
2. The Vice-Presidents	48
3. The Secretary	49
4. The Vice-President—Finance—Treasurer/Chief Financial Officer	50
5. The Chief Administrative Officer	51
6. The Administrative Team	52
D. Synodical Board of Directors	52
E. Synodwide Corporate Entities	54
1. Concordia Historical Institute	56
2. Concordia Publishing House	58
3. Concordia University System/Board for Higher Education	58
4. The Lutheran Church Extension Fund—Missouri Synod	61
5. The Lutheran Church—Missouri Synod Foundation	63
F. Worker Benefit Plans	65
G. Program Boards	67
1. Board for Black Ministry Services	67
2. Board for Communication Services	67
3. Board for District and Congregational Services	68
4. Board for Higher Education	68
5. Board for Human Care Ministries	69
6. Board for Mission Services	70
H. Commissions	70
1. Commission on Constitutional Matters	70
2. Commission on Doctrinal Review	71
3. Commission on Ministerial Growth and Support	72
4. Commission on Structure	72
5. Commission on Theology and Church Relations	73
6. Commission on Worship	75
I. Council	76
J. Staff	77
K. Nominations and Elections	78
1. Nomination and Election of President and Vice- Presidents	78
2. Nomination and Election of Other Offices, Operating Boards, and Commissions	80

IV. District Organization	85
A. Governing Principles	85
B. Conventions	86
C. Officers	87
D. District Presidents	87
E. Boards of Directors	89
F. Nominations, Elections, and Appointments	90
V. Circuits and Conferences	92
A. Governing Principles	92
B. Officers	92
1. Circuit Counselor	92
2. Other Officers	94
C. Circuit Forum	94
D. Convocations	95
E. Conferences	95
VI. Colleges, Universities, and Seminaries	97
A. Boards of Regents	97
B. Presidents	99
C. Faculties	102
D. Finances	110
E. Vicarage	110
F. Admission to the Pastoral Ministry by Colloquy	111
G. Admission to the Teaching Ministry by Colloquy	113
H. Admission as Directors of Christian Education by Colloquy	114
I. Admission as Directors of Parish Music by Colloquy	114
J. Admission to the Deaconess Ministry by Colloquy	114
VII. Certified Church Workers, Lay	118
VIII. Synodical Dispute Resolution	120
IX. Resource Development and Utilization	128
X. Doctrinal Review	129
XI. Publications	132
XII. Interchurch Relations	133
A. National Inter-Lutheran Entities	133
B. Church Fellowship	133
XIII. Auxiliary and Other Recognized Service Organizations	134
XIV. Amendments to Bylaws	137
Articles of Incorporation	138
Index	140

# Foreword

Change is inevitable. In these first years of the twenty-first century, change is also rapid and sweeping, in part caused by amazing technological advancement, in part caused by world events. Often our own fathers, to say nothing of our forefathers, would not recognize the world in which we live.

But for us who are Christians taking our first steps into this new millennium, it is encouraging to know that the things that matter most do not and will not change. The writer to the Hebrews summed it all up in a single phrase: “Jesus Christ is the same yesterday and today and forever” (13:8). So also is the Great Commission Jesus gave to His church, reflected clearly and succinctly by our Synod in its mission statement adopted by the 1998 convention:

In grateful response to God’s grace and empowered by the Holy Spirit through Word and Sacraments, the mission of The Lutheran Church—Missouri Synod is vigorously to make known the love of Christ by word and deed within our churches, communities, and the world.

Not that the church is beyond change. One of the things we change regularly in our Synod is our *Handbook*, as we continually strive to structure our walk and work together with a Constitution and Bylaws that will enable us most effectively to proclaim the unchanging Gospel in a constantly changing world. Our 2001 convention was no exception. Incorporated into this 2001 edition of the *Handbook* are a number of changes intended by the convention to facilitate our walking and working together.

These changes aren’t as comprehensive as they might have been. The convention determined to take an additional three years before seriously considering the adoption of the entirely revised *Handbook* that had been proposed by the ad hoc Commission on Structure established by the 1998 convention.

But this 2001 *Handbook* does contain change, carefully introduced into the text to bring it into harmony with the resolutions or changes adopted by the convention. The Commission on Organizations has been incorporated into the Commission on Theology and Church Relations. The nominating process for Vice-Presidents Two through Five has been significantly changed. An action was taken to alter and then phase out in three years the “Consecrated Lay Workers” category of church workers. Directors of Parish Music have been placed on the roster of the Synod. And a permanent Commission on Structure was established by the convention to address future need for change.

The Commission on Constitutional Matters, in presenting this 2001 edition of the *Handbook* to the Synod, does so with the fervent prayer that it truly will assist the Synod in achieving its unchanging mission to “Tell the Good News about Jesus” in a rapidly changing world.

Raymond L. Hartwig, *Secretary*

# 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

The Synod, and every member of the 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 Objectives

The Synod, under Scripture and the Lutheran Confessions, shall—

1. Conserve and promote the unity of the true faith (Eph. 4:3–6; 1 Cor. 1:10), work through its official structure toward fellowship with other Christian church bodies, and provide a united defense against schism, sectarianism (Rom. 16:17), and heresy;
2. Strengthen congregations and their members in giving bold witness by word and deed to the love and work of God, the Father, Son, and Holy Spirit, and extend that Gospel witness into all the world;
3. Recruit and train pastors, teachers, and other professional church workers and provide opportunity for their continuing growth;
4. Provide opportunities through which its members may express their Christian concern, love, and compassion in meeting human needs;
5. Aid congregations to develop processes of thorough Christian education and nurture and to establish agencies of Christian education such as elementary and secondary schools and to support synodical colleges, universities, and seminaries;
6. Aid congregations by providing a variety of resources and opportunities for recognizing, promoting, expressing, conserving, and defending their confessional unity in the true faith;

7. Encourage congregations to strive for uniformity in church practice, but also to develop an appreciation of a variety of responsible practices and customs which are in harmony with our common profession of faith;

8. Provide evangelical supervision, counsel, and care for pastors, teachers, and other professional church workers of the Synod in the performance of their official duties;

9. Provide protection for congregations, pastors, teachers, and other church workers in the performance of their official duties and the maintenance of their rights;

10. Aid in providing for the welfare of pastors, teachers, and other church workers, and their families in the event of illness, disability, retirement, special need, or death.

## Article IV Powers

The Synod shall have legal powers:

1. To purchase, hold, administer, and sell property of every description in the interest of the 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 the Synod is held and may be acquired by congregations, ministers of religion—ordained, and ministers of religion—commissioned, such as teachers, directors of Christian education, directors of Christian outreach, \*[directors of parish music,] deaconesses, parish assistants, and certified lay ministers of the Evangelical Lutheran Church who confess and accept the confessional basis of Article II.

### A. Voting Members

All organized congregations that have joined the Synod hold voting membership. At the meetings of the Districts of the 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 the 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 the Synod;

2. Assistant pastors;

3. Ministers not in charge of congregations;

4. Professors at the Synod's educational institutions;

5. Teachers of the Evangelical Lutheran Church;

6. Directors of Christian education;

7. Directors of Christian outreach;

\*[8. Directors of parish music;]

9. Deaconesses;

---

\* Words in brackets will become a part of the Constitution upon ratification by the congregations of the Synod.

- 10. Parish Assistants;
- 11. Certified Lay Ministers;
- 12. Candidates for the office of the ministry, for that of a teacher of the Evangelical Lutheran Church, for director of Christian education, for director of Christian outreach, \*[for director of parish music,] for deaconess, for certified lay minister, or for parish assistant.

## Article VI Conditions of Membership

Conditions for acquiring and holding membership in the Synod are the following:

- 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, teachers, directors of Christian education, directors of Christian outreach, \*[directors of parish music,] deaconesses, certified lay ministers, and parish assistants 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 the 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, directors of Christian education, directors of Christian outreach, \*[directors of parish music,] deaconesses, certified lay ministers, or candidates for these offices not coming from recognized orthodox church bodies must submit to a colloquium before being received.
- 7. Congregations and individuals shall be received into membership at such time and manner, and according to such procedures, as shall be set forth in the Bylaws to this Constitution.

## Article VII Relation of the Synod to Its Members

\*[1.] In its relation to its members the 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 the 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.

\*[2. Membership of a congregation in the Synod gives the Synod no equity in the property of the congregation.]

## Article VIII Synodical Meetings

### A. Time and Legality of Meetings

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

---

\* Words in brackets will become a part of the Constitution upon ratification by the congregations of the Synod.

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 are necessary.

#### B. Special Sessions of the Synod

1. The 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 the Synod must be notified 30 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 Bylaws, to wit:

1. Representatives of congregations, entitled to vote;
2. Advisory representatives of the advisory members of the Synod;
3. Advisory representatives of boards, commissions, and educational institutions and such as by virtue of their office are required to attend the Synod.

### Article X Officers

—A—

The officers of the Synod are:

1. A President;
2. Vice-Presidents, in line of succession, as prescribed by the Bylaws;
3. A Secretary;
4. A Vice-President—Finance—Treasurer not in line of succession;
5. A Board of Directors;
6. Other officers, as specified in the Bylaws.

—B—

1. The President, the Vice-Presidents in line of succession, and the Secretary must be ordained ministers of The Lutheran Church—Missouri Synod and, like the Vice-President—Finance—Treasurer, other officers, 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 the Synod.

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

## Article XI Rights and Duties of Officers

### A. In General

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

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

4. Conventions of the 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 the Synod;
- b. All such as are employed by the Synod;
- c. The individual Districts of the Synod;
- d. All District Presidents.

2. It is the President's duty to see to it that all the aforementioned act in accordance with the 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 the 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 the Synod.

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

5. When the Synod meets in convention, the President shall give a report of his administration. He shall conduct the sessions of the convention so that all things are done in a Christian manner and in accord with the Constitution and Bylaws of the Synod.

6. It is the duty of the President, or an officer of the Synod appointed by the President, to be present at the meetings of the Districts, to advise them, and to report at the next session of the Synod.

7. The President shall perform all additional duties assigned to him by the Bylaws or by special resolution of the Synod in convention.

8. When matters arise between meetings of the Synod in convention which are of such a nature that action thereon cannot be delayed until the next convention, the President is authorized to submit them to a written vote of the member congregations of the Synod only after full and complete information regarding the matter has been sent to member congregations by presidential letter and has been published in an official periodical of the Synod. If such matters are related to the business affairs of the Synod, such a vote shall be conducted only after the President has consulted with the synodical Board of Directors. In all cases at least one-fourth of the member 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 when the Synod meets in convention;
2. Perform such other work as the Synod may assign to him through the Bylaws or special resolutions of the Synod.

### E. Duties of the Vice-President–Finance—Treasurer

The Vice-President–Finance—Treasurer is the custodian of all moneys and records normally related to the Office of Treasurer of the Synod and shall

1. Keep an exact record of all moneys received and expended by the Synod;
2. Administer the 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 the Synod or its officers.

### F. Duties of the Board of Directors

1. The Board of Directors shall consist of not fewer than seven voting members, to wit: the President, the Secretary, one pastor, and four laymen. The First Vice-President and the Vice-President–Finance—Treasurer shall be nonvoting members.

2. The Board of Directors is the legal representative of the Synod. It is the custodian of all the property of the Synod, directly or by its delegation of such authority to an agency of the Synod. It shall exercise supervision over all the property and business affairs of the Synod except in those areas where it has delegated such authority to an agency of the Synod or where the voting members of the Synod through the adoption of Bylaws or by other convention action have assigned specific areas of responsibility to separate corporate or trust entities, and as to those the Board of Directors shall have general oversight responsibility as set forth in the Bylaws.

## Article XII Districts of the Synod and Their Regulation

1. The Synod is divided into Districts, the geographical boundaries of which are determined by the Synod and are altered by it according to circumstances.

2. This Constitution is also the constitution of each District of the 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 the 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 the Synod.

6. All officers of the Districts have the same rights and duties as those outlined in this Constitution for the officers of the 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 ordained and commissioned ministers 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. District Presidents are empowered to suspend from membership ordained and commissioned ministers for persistently adhering to false doctrine or for having given offense by an ungodly life, in accordance with such procedure as shall be set forth in the Bylaws of the Synod.

9. Furthermore, the District Presidents shall

a. See to it that all resolutions of the 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 the 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 the Synod are composed of the following:

#### A. Voting Representatives

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

#### B. Advisory Members

Advisory members are:

a. Pastors whose congregations do not hold membership in the Synod;

b. Assistant pastors;

c. Ministers not in charge of congregations;

d. Professors at the Synod's educational institutions;

e. Teachers of the Evangelical Lutheran Church;

- f. Directors of Christian education;
- g. Directors of Christian outreach;
- \*[h. Directors of parish music;]
- i. Deaconesses;
- j. Parish assistants;
- k. Certified lay ministers;
- l. Candidates for the office of the ministry, for that of a teacher of the Evangelical Lutheran Church, for director of Christian education, for director of Christian outreach, \*[for director of parish music,] for deaconess, for certified lay minister, or for parish assistant.

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 the Synod.

13. The regular sessions of the Districts are held in the year immediately preceding the general convention of the Synod. Only the 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 the Synod of the purpose of the intended special session.

### Article XIII Expulsion from the 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 the Synod.

2. Expulsion shall be executed only after following such procedure as shall be set forth in the Bylaws of the Synod.

3. If the member expelled is a pastor or teacher in a congregation of the 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 the Synod.

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

\* Words in brackets will become a part of the Constitution upon ratification by the congregations of the 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 the 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 the Synod by means of three announcements in the official periodical within three months after the close of the convention.

4. Amendments to the Constitution of the Synod shall be submitted directly to each voting congregation of the Synod on an official ballot, and the congregations shall by official action express their affirmative or negative vote and indicate the same to the Secretary of the Synod on this official ballot. The proposed amendment shall become effective at the expiration of six months from the date on which the amendment is submitted for vote, provided a two-thirds majority of the votes cast within that period shall have favored the amendment. At the end of the six-month period the Secretary of the Synod shall announce the outcome of the voting by Districts in the official periodical of the Synod.

# BYLAWS OF THE LUTHERAN CHURCH MISSOURI SYNOD

## I. RELATIONSHIPS WITHIN AND THROUGH THE SYNOD

### 1.01 Reasons for Organizing a Synod

Committed to a common confession and mission, congregations of The Lutheran Church—Missouri Synod join with one another in the Synod to support one another and to work together in carrying out their commonly adopted objectives. The Synod functions *in support of* its member congregations by providing assistance as congregations conduct their ministries locally, as well as their ministries at large. The Synod *on behalf of* its member congregations administers those ministries which can be accomplished more effectively in association with other member congregations through the Synod. In this way member congregations utilize the Synod to assist them in carrying out their functions of worship, witness, teaching and nurture, service and support as they seek to serve (1) our Lord Jesus Christ, (2) the members of His body, and (3) the world which stands in need of the Word and the impact of His redeeming love.

### 1.03 Confessional Position

The confessional position of the Synod is set forth in Article II of its Constitution, to which all who wish to be and remain members of the Synod shall subscribe.

### 1.05 Relationships: Congregation, Synod, District, Circuit

a. Individual Christians are joined together in a worshiping and serving community, the congregation. Congregations, the basic units of the Synod, have joined together to form the Synod and relate to one another through the Synod.

b. The Synod divides itself into Districts and authorizes its Districts to create Circuits. The criteria for the creation of Districts and Circuits are determined by the Synod in convention. Districts and Circuits are included among the component parts of the Synod.

c. The Synod, including its component parts, is regarded as an extension of the congregations to the extent and for the purposes determined by the congregations acting through conventions. The Synod and its component parts are designed to assist the congregations and their members in conserving and promoting the unity of the faith and in carrying out their mission and ministry. The Synod, including its component parts, also serves as the structure through which congregations carry out certain functions which can be performed more effectively and efficiently together with other member congregations.

d. Congregations together establish the requirements of membership in the Synod (Art. VI). In joining the Synod, congregations and other members obligate themselves to fulfill such requirements. Members agree to uphold the confessional position of the Synod (Art. II)

and to assist in carrying out the objectives of the Synod (Art. III), which are objectives of the members themselves. Thus, while congregations of the Synod are self-governing (Art. VII), they, and also individual members, commit themselves as members of the Synod to act in accordance with the synodical Constitution and Bylaws under which they have agreed to live and work together and which the congregations alone have the authority to adopt or amend through conventions.

e. Membership is held in the Synod itself. However, in accordance with the objectives of the Synod, each member enjoys certain privileges and accepts certain responsibilities also in and through the respective District and Circuit.

f. Districts and Circuits as component parts of the Synod are obligated to carry out resolutions of the Synod. Districts and Circuits to the extent they are extensions of the congregations are structures for congregations to review synodical decisions, to motivate one another to action, and to shape and suggest new directions.

g. The formation of any corporation by the Synod itself or any agency of the Synod involving any other church body requires the approval of the Board of Directors and the President of the Synod.

#### 1.07 Relationships: Conventions, Officers, Boards, Commissions, Staff

a. The delegate convention of the Synod is the legislative assembly which ultimately legislates policy, program, and financial direction to carry on the Synod's work on behalf of and in service to the member congregations, reserving to itself the right to give direction to all officers and agencies of the Synod (including the Districts, seminaries, universities and colleges, and other component parts of the Synod). Consequently, all officers and agencies, unless otherwise specified in the Bylaws, shall be accountable to the Synod, and any concerns regarding the decisions of such officers or agencies may be brought to the attention of the Synod in convention for appropriate action. (This provision does not apply to specific member appeals to Worker Benefit Plans, which has its own appeal process for such cases.) The delegate convention of each District of the Synod receives reports and counsel from the national Synod, makes recommendations thereto, assists in implementing synodical decisions, and adopts or authorizes programs to meet the unique needs of the District.

b. Elected officers serve the Synod in accordance with duties assigned to them or otherwise authorized by the Constitution and appropriate Bylaws. Primary responsibility is given to each officer, to the extent of his jurisdiction, for implementing specific decisions of the appropriate conventions, boards, and commissions and for supervising and coordinating the day-to-day activities of the respective staffs. Each elected officer is to report his activities and recommendations to the respective convention and, as appropriate, to the respective president and board.

c. The Board of Directors serves the Synod as its legal representative and as custodian of all property of the Synod, and upon it is incumbent the general management and supervision of the business affairs of the Synod. Each other board of directors, board of regents, and board of trustees also serves the Synod with respect to the property of the Synod, to the extent of its jurisdiction, as provided or authorized in these Bylaws. Upon each such board of the Synod is incumbent the general management and supervision of the business affairs of the Synod to the

extent of its jurisdiction. Also, each board of directors, board of regents, and board of trustees shall, to the extent of its jurisdiction, between conventions and subject to advice or direction from any other appropriate board that has been given authority by these Bylaws or by convention resolution, (1) determine general operating policies, (2) approve program budgets, (3) allocate resources for such programs, (4) review program performance, and (5) coordinate the administration of convention resolutions. Each board of directors shall also be empowered to settle disputes within that corporate entity. Each board shall report its activities and recommendations to the respective convention.

d. Each board and commission or other agency that serves the Synod or a District in a specific area of program or ministry in accordance with the Synod's Constitution and applicable Bylaws adopts programs in its assigned area of responsibility; administers the programs and resources as provided or authorized by the Constitution and applicable Bylaws, or as assigned by the respective convention or agency; and proposes modifications thereto. It also provides program policies, as well as directions, for its staff and shall establish, together with staff, evaluation criteria for its programs. It shall report its activities to the respective convention, president, and responsible agency. National agencies obtain counsel from Districts in developing programs, and Districts maintain communication with and provide for utilization of national programs, as well as design programs to meet their own unique needs.

e. Each staff develops procedures, recommends and reviews programs and ministries, manages programs, and recommends policy and program modifications. It implements decisions in accordance with approved policy. It is responsible to the Synod at the national or District level in accordance with the Constitution and Bylaws of the national Synod or District, resolutions of the respective convention, and the policies of a District or any agency to which it is responsible. Each executive officer shall report on staff activities and recommendations to the national Synod, District, or agency to which that officer is responsible and, as requested, to the president of the District or of the Synod. Staff ordinarily serves as the liaison between the national and District. Synod levels and staffs consult with one another in developing program proposals to present to their respective boards.

#### 1.09 Doctrinal Resolutions and Statements

a. The Synod, in seeking to clarify its witness or to settle doctrinal controversy, so that all who seek to participate in the relationships that exist within and through the Synod may benefit and may act to benefit others, shall have the right to adopt doctrinal resolutions and statements which are in harmony with Scripture and the Lutheran Confessions.

b. Doctrinal resolutions may be adopted for the information, counsel, and guidance of the membership. They shall conform to the confessional position of the Synod as set forth in Article II of its Constitution and shall ordinarily cite the pertinent passages of the Scriptures, the Lutheran Confessions, and any previously adopted official doctrinal statements or resolutions of the Synod. Such resolutions come into being in the same manner as any other resolutions of a synodical convention and are to be honored and upheld until such time as the Synod amends or repeals them.

c. Doctrinal statements set forth in greater detail the position of the Synod especially in controverted matters. A proposed statement or a proposal for the development of such a statement shall be

1. submitted by the Commission on Theology and Church Relations directly to those listed in paragraph c 2 or submitted by a convention of the Synod (including that of a District), a synodical faculty, or an official District conference of ordained and/or commissioned ministers to the Commission on Theology and Church Relations for evaluation, refinement, development, or recommendation, as the case may be;

2. submitted by the commission, if it acts favorably, to the colleges, universities, and seminaries, and to the congregations and other members of the Synod for study and suggestions for no more than one year (failure by the Commission on Theology and Church Relations to submit a proposed doctrinal statement within a year may be appealed to the convention through a proper overture);

3. refined further by the commission on the basis of suggestions received;

4. submitted by the commission to a convention of the national Synod for further consideration and possible adoption by majority vote; amendments shall require a two-thirds affirmative vote of those present and voting;

5. resubmitted to the congregations for ratification in its final existing form;

6. ratified and operative if a two-thirds majority of the member congregations which respond within six months registers an affirmative vote on a ballot supplied by the synodical Secretary for that purpose. Failure to ratify makes the statement inoperative, and this fact shall be reported by the Secretary to the members of the Synod through an announcement in an official periodical;

7. Such adopted and ratified doctrinal statements shall be regarded as the position of the Synod and shall be "accepted and used as helpful expositions and explanations" (FC SD Rule and Norm 10). They shall be honored and upheld ("to abide by, act, and teach in accordance with" [1971 Res. 2-21]) until such time as the Synod amends or repeals them;

8. An overture to amend such an adopted ratified doctrinal statement shall follow the same procedure as listed in paragraph c 1-6, above;

9. An overture to repeal such an adopted and ratified doctrinal statement shall require a majority vote of a convention of the national Synod in answer to an overture properly submitted and be subject to the procedure of congregational approval set forth in paragraph c 6 above;

10. In the interim, those who submit overtures to amend or to repeal shall, while retaining their right to dissent, continue to honor and uphold publicly the statement as the position of the Synod, notwithstanding further study and action by the Synod.

d. Dissent from doctrinal resolutions and statements shall be governed by Bylaw 2.39 c.

## II. MEMBERSHIP

### A. ELIGIBILITY AND ADMISSION OF CONGREGATIONS

#### 2.01 Application by Congregations

a. Each application for membership in the Synod by a congregation shall be submitted to the appropriate District President and acted upon by the Board of Directors of the District at any regular meeting.

b. Upon request by a congregation whose application for membership has been denied, the District President shall submit the application and a report concerning its denial by the District Board of Directors to the next succeeding convention of the District, which shall determine whether to grant the application or to affirm the denial by the Board of Directors.

#### 2.03 Constitutions of Congregations

a. A congregation which applies for membership in the Synod shall, before its application is submitted to the District Board of Directors, submit its constitution and bylaws to the appropriate District President, who shall refer such to the standing constitution committee of the District. This committee shall examine the constitution and bylaws to ascertain that they are in harmony with Holy Scripture, the Confessions, and the teachings and practices of the Synod in order that any necessary changes may be made by the congregation before the application is acted upon. An application for membership by a congregation shall not be acted on by the District Board of Directors until the congregation has made such changes as may be deemed necessary.

b. A member congregation which revises its constitution or bylaws or adopts a new constitution or bylaws shall, as a condition to continued eligibility as a member of the Synod, submit such revised or new constitution and/or bylaws to the District President, who shall refer such to the District's constitution committee for review to ascertain that the provisions are in harmony with Holy Scripture, the Confessions, and the teachings and practices of the Synod. Upon advice of the constitution committee and recommendation by the District President, the District Board of Directors shall determine if the changes are acceptable to the Synod. Upon favorable action by the District Board of Directors, the congregation shall be notified that the changes are acceptable to the Synod and that the congregation is entitled to continue to function as a member of the Synod in good standing under the new or changed constitution or bylaws. Actions by the District Board of Directors under this paragraph shall be reported to the next convention of the District.

c. It shall be the policy of the Synod to decline membership to congregations whose constitutions deny membership or other congregational privileges to any Christian because of race or ethnic origin.

#### 2.05 Signing Synodical Constitution

a. The president and secretary of each newly admitted congregation shall, as representatives of the congregation, sign the Constitution of the Synod in a special worship service held by the congregation. In recognition of the importance of the event, the appropriate District President shall normally attend the service. Such shall occur as prompt-

ly as possible following approval of the congregation's application for membership.

b. The signatures to the Constitution on behalf of the congregation shall be preserved by the District Secretary and the year in which the congregation is received into membership shall be noted.

## B. INITIAL ELIGIBILITY AND ADMISSION OF INDIVIDUALS

### 2.07 Individual Membership

a. "Ministers of the Gospel" are designated by the Synod as "ministers of religion—ordained." "Teachers of the Evangelical Lutheran Church, directors of Christian education, directors of Christian outreach, \*[directors of parish music,] deaconesses, certified lay ministers, and parish assistants" are designated by the Synod as "ministers of religion, commissioned." These are the only individuals eligible for membership in the Synod. They will be referred to in these Bylaws as "ordained ministers" and "commissioned ministers" respectively.

b. Individuals who have been declared qualified for a first call and assigned first calls, in accordance with sections 2.09–2.11 of these Bylaws, shall, by the rites of both ordination or commissioning and installation, in accordance with section 2.13, become members of the Synod. There is no inherent right to membership in the Synod, and the decision as to qualification for a first call and the assignment of first calls shall be at the sole discretion of the Synod.

c. Each individual shall evidence an intent to accept membership in the Synod promptly after the assignment of first calls and prior to ordination or commissioning. This is to be done by signing and filing with the President of the District, in which membership will be initially held, a statement, to be supplied by the District President, which acknowledges subscription to the Constitution of the Synod. Upon installation following ordination or commissioning, the signing of that statement shall be deemed equivalent to the member having signed the Synod's Constitution.

### 2.09 Eligibility for Individual Membership

a. A graduate of an authorized synodical institution must be declared qualified for a first call and recommended by the faculty of the respective synodical institution before the effective date of the first call to service in the church, as assigned by the Board of Assignments as provided in Bylaw 2.11.

b. Candidates who have satisfactorily completed an approved synodical colloquy program for the pastoral, teaching, director of Christian education, \*[director of parish music,] deaconess, certified lay minister, or parish assistant ministry must be declared qualified for a first call and recommended by the appropriate colloquy committee (see Bylaws 6.99, 6.117, and 6.137) before the effective date of the first call to service in the church as assigned by the Board of Assignments as provided in Bylaw 2.11.

c. Candidates who may be declared qualified for first calls are those who before the effective date of the first calls will have satisfactorily completed the prescribed courses of studies and will have received diplomas from their respective institutions or have fulfilled the requi-

---

\* Change dependent upon ratification of amendment to the Constitution.

sites of a colloquy. In addition, they must have indicated complete dedication to the ministry and evidenced a readiness for service in the church. Finally, to be declared qualified and recommended by the faculties or colloquy committees for their specific types of service in the church, the appropriate faculty or colloquy committee must be satisfied that the individual will meet all personal, professional, and the theological requirements of those who hold the office of ministry to which the individual aspires. In addition, an academic year of supervised internship (vicarage) is required of all seminary students before graduation, ordinarily in the second year before graduation.

d. A graduate of one of the Synod's terminal schools who desires to continue his or her professional studies after he or she has completed the prescribed undergraduate curriculum, or who for any other valid reason is not ready for a first call to service in the church, shall continue to be eligible for unqualified recommendation for a first call as long as he or she can be recommended by the faculty of the institution from which he or she 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 a first call to serve in the church.

e. Candidates who have satisfactorily completed an approved synodical educational program for the pastoral or teaching ministry involving extensive use of distance learning and/or a mentoring system must be declared qualified for a first call and recommended by the faculty of one of the seminaries, colleges, or universities of the Synod before the effective date of the first call to service in the church, as assigned by the Board of Assignments as provided in Bylaw 2.11.

f. For purposes of declaring candidates qualified for placement and recommending them for synodical membership, the Synod considers the "faculty" of a terminal school to be defined as follows:

1. Seminaries: all full-time faculty members who are in good standing on the Synod's roster of "ministers of religion—ordained."

2. Colleges and universities: all full-time faculty members who are in good standing as individual members of the Synod (i.e., as pastors, teachers, directors of Christian education, directors of Christian outreach, \*[directors of parish music,] deaconesses, parish assistants, or certified lay ministers), or are members in good standing of a member congregation of The Lutheran Church—Missouri Synod.

## 2.11 Assignment of First Calls

a. Except as noted below, the Council of Presidents, acting as the Board of Assignments, shall regularly assign to qualified graduates of synodical educational institutions and workers available from colloquy programs as "first calls" those calls that have been duly extended by authorized calling bodies (Bylaw 2.15) for ordained ministers and commissioned ministers if positions for which candidates are qualified are available.

b. The placement officers of the respective institutions shall be consulted before the assignments are made.

c. The President of the District in which a candidate is to be placed shall be consulted, and his suggestions and recommendations shall be part of the final recommendation to the Board of Assignments.

---

\* Change dependent upon ratification of amendment to the Constitution.

d. A pastor emeritus from another church body may be placed on the roster of the Synod without call by action of the Council of Presidents on the basis of policies adopted by the Council of Presidents, after having completed an approved synodical colloquy program. Such placement shall be acknowledged by a rite of recognition in a worship service of the congregation of the Synod, preferably where he holds membership. Such rite is to be authorized by the District President.

## 2.13 Ordination, Commissioning, and Initial Installation

a. *Prerequisites.* Candidates for the office of ordained minister and candidates for the office of commissioned minister in The Lutheran Church—Missouri Synod may be ordained or commissioned when the following prerequisites have been met:

1. They shall have been declared to be qualified as provided in section 2.09 of these Bylaws.

2. They shall have received and accepted a call, through an assignment by the Board of Assignments pursuant to section 2.11 of these Bylaws.

3. They shall have submitted a request for ordination or commissioning, as the case may be, to the respective District President, who shall grant the request and schedule the ordination or commissioning when he is satisfied that all requirements for such have been fulfilled.

b. *Rites of ordination or commissioning.* The President of the District of which the calling congregation is a member or in which the eligible calling agency is located or with which it is otherwise identified shall be responsible for the rites of ordination and commissioning of candidates for the ministry called to that congregation or agency. The rite of ordination or commissioning should normally take place in the presence of the congregation or other agency to which the candidate has been called. A service of celebration on the part of the candidate's home congregation is encouraged. If an unusual circumstance warrants it, the appropriate District President may authorize that the rite take place in the home congregation of the candidate, or other appropriate congregation, with the permission of the calling congregation or other agency. The District President shall issue a diploma of ordination or commissioning.

c. *Initial installations.* Acting under the authority provided in section 4.71 c 1 of these Bylaws, the District President shall be responsible for initial installations of ordained ministers and commissioned ministers called to positions with congregations which are members of his District or with other eligible calling bodies subject to his ecclesiastical jurisdiction. The rite of installation shall always take place in the presence of the calling congregation or other calling body, except that in the case of missionaries called by the Synod, members of a faculty of a synodical institution, or institutional chaplains, the rite shall take place in a setting approved by the District President.

d. *Forms and practices.* The rites of ordination and commissioning and the rites of installation should be in accordance with forms and practices developed by the Synod for that purpose, and in all events the minister 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.

## C. CONTINUING ELIGIBILITY OF INDIVIDUAL MEMBERS

### 2.15 Active Members

To remain on the roster of the Synod as an “active member,” an ordained or commissioned minister of religion must be a communicant member of a congregation which is a member of the Synod (except as provided in paragraph c of this section) and be regularly performing the duties of one of the following:

- a. An ordained minister serving a congregation of the Synod;
- b. A commissioned minister serving a congregation of the Synod;
- c. A minister of religion, ordained or commissioned, serving a congregation which is not a member of the Synod, provided that such is approved (on the basis of policies adopted by the Council of Presidents) by the President of the District in which the congregation is located;
- d. An elected officer of the Synod, including a District or other agency of the Synod;
- e. An executive or professional staff member serving the Synod, including a District or other agency of the Synod;
- f. A missionary serving under a call by the Synod, including a call by a District;
- g. A person serving on the faculty or professional staff of a synodical educational institution;
- h. A military or institutional chaplain or other specialized ministry endorsed by the Synod, including endorsement by one of its Districts;
- i. An executive or professional staff member called or appointed by a national inter-Lutheran agency referred to in section 12.01;
- j. An executive or professional staff member called or appointed by an auxiliary (13.01) or other recognized service organization (13.03), including a person serving an educational institution, whether elementary or secondary, recognized by the Synod.

### 2.17 Inactive Members

Inactive members are advisory members of the Synod. As such, they have all the rights, privileges, and responsibilities of advisory membership in the Synod as defined in the Constitution and Bylaws of the Synod. To remain on the roster of the Synod as an “inactive member,” an ordained or commissioned minister of religion must be a communicant member in good standing of a congregation which is a member of the Synod and must qualify and make application for one of the following categories:

a. An “emeritus” member is one whose membership is held for retention on the roster upon retirement after reaching the age of 55 or for reasons of total and permanent disability. Any unusual case shall be decided by the Council of Presidents if the appropriate District President so requests.

b. A “candidate” member is one who is eligible to perform the duties of any of the offices of ministry specified in Bylaw 2.15 but who is not currently an active member or an emeritus member. A candidate may be continued on the roster for a period not to exceed four years by act of the President of the District through which the person holds membership. The candidate shall, by January 31, make an annual report to the District President who shall evaluate the member’s eligibility for remaining on candidate status. The candidate’s report shall include current contact information and address the criteria for remaining on candidate status. Among criteria for determining whether candidate

status should be granted or continued are: (1) the health of the applicant; (2) a spirit of cooperation in any efforts to address any unresolved issues involving fitness for ministry; (3) the extent of current involvement on a part-time and assisting basis in his/her respective ministry; and (4) a demonstrated willingness to consider a call or appointment to any of the offices of ministry specified in Bylaw 2.15.

c. A “non-candidate” member is one who is eligible to perform the duties of any of the offices of ministry specified in Bylaw 2.15 but who is not currently an active member or an emeritus member and who chooses not to be a candidate member. The member may be continued on the roster for a period of up to eight years by act of the President of the District through which the member holds membership. The non-candidate shall, by January 31, make an annual report to the District President who shall evaluate the member’s eligibility for remaining on non-candidate status. The non-candidate’s report shall include current contact information and the member’s efforts to fulfill the responsibilities of an advisory member of the Synod. Non-candidate members are eligible to serve in ministry situations upon approval of their District President and according to guidelines established by the Council of Presidents. The Council of Presidents may grant an extension of non-candidate status for a second period of up to eight years upon request of the appropriate District President.

#### D. RESTRICTING, SUSPENDING, AND EXPELLING CONGREGATIONS OR INDIVIDUALS FROM MEMBERSHIP

##### 2.21 General

Although the Constitution (see Art. VI, 3, and Art. XII, 7–8) deals with the “life” of ordained and commissioned ministers of the Synod and provides for dealing with “ungodly life” of ordained and commissioned ministers, this does not suggest that the Synod, including any District of the Synod, has the duty or even an opportunity to observe the activities in the life of an individual member of the Synod or has the means or authority to regulate, restrict, or control those activities. The only remedy available to the Synod in response to improper activities in the life of such a member of the Synod is, as is true with respect to violations of other conditions of membership or is otherwise appropriate under the Constitution or these Bylaws, and following the procedures set forth in these Bylaws, to take such action as may lead to the termination of that membership and the attendant rights and privileges.

##### 2.23 Restricted Status

a. An individual member of the Synod may be placed on restricted status by the District President of the District who has ecclesiastical supervision of the member. The District President may take this action if information with respect to such member provides a substantial basis to conclude that such member

1. has engaged in conduct which could lead to expulsion from the Synod under Article XIII of the Constitution; or
2. is incapable of performing the duties of the office or position because of a physical, mental, or emotional disability; or
3. neglects or refuses to perform the duties of the office or position.

b. An individual member of the Synod on restricted status is ineligible to

1. perform functions of ministry except in the position of service, if any, held at the inception of restricted status and otherwise only if approved by the District President; and

2. accept a call to any other position of service in the Synod.

c. An individual member of the Synod shall be notified in writing as to the specific reasons for having been placed on restricted status. Such restricted status shall continue for a period of one year or a lesser period if the matter is satisfactorily resolved. In order to extend the restricted status beyond one year, the District President shall annually thereafter notify the member in writing as to the reasons for such continuance of restricted status.

d. An individual member of the Synod who is placed on restricted status shall have the right to appeal the placement on, or continuance of, restricted status by filing a Petition for Removal of Restricted Status with the Council of Presidents. A party on restricted status may petition for removal therefrom no more than once in a 12-month period. Such Petition for Removal of Restricted Status shall be addressed solely to the Council of Presidents through the office of the President of the Synod. The Council of Presidents shall rule on such petition within six months from the date of the receipt.

e. While a member is on restricted status, the District President shall minister to that member either directly or through others, concern himself with the spiritual well-being of that member, and continue efforts to resolve those matters which led to the imposition of restricted status.

f. The records maintained by the respective District President shall reflect the restricted status. In addition, the District President shall notify in writing the President of the Synod and all other District Presidents of such restricted status.

## 2.25 Suspended Status

a. When formal proceedings have been commenced against a member of the Synod (individual or congregation), under the procedure set forth in Bylaw 2.27, which may lead to expulsion from the Synod under Article XIII of the Constitution, the member shall have suspended status. If such member was on restricted status at the commencement of formal proceedings, the restricted status shall become suspended status.

b. Suspended status shall continue until membership is duly terminated or the formal proceedings are completed favorably to the member. While on suspended status, the member shall continue to hold all rights under the Constitution and Bylaws subject to the limitations set forth herein.

c. An individual member of the Synod on suspended status shall

1. be relieved of duties as a member of the Synod (e.g., as a delegate to a District or synodical convention, as a member of any District or synodical board or commission);

2. be relieved of the duties and responsibilities which the member holds with the Synod, District, or other agency of the Synod;

3. be ineligible to accept a call to any other position of service in the Synod;

4. continue to be eligible to perform those duties and responsibilities of any other position held by the member, including a position with

a member congregation, which such member held at the time when placed on suspended status.

d. When a member is placed on suspended status, the District President who has ecclesiastical supervision of the member shall

1. reflect the suspended status in the records maintained by him;
2. notify, in writing, the President of the Synod and all other District Presidents of the affected member's suspended status;
3. notify the congregation or other agency being served by the individual member of the suspended status to take appropriate action so that the rights of both the member and congregation or other agency are preserved.

e. While a member is on suspended status, the District President shall minister to that member either directly or through others, concern himself with the spiritual well-being of such member, and continue efforts to resolve those matters which led to imposition of the suspended status.

f. If the member on suspended status is a District President, the duties assigned to the District President under sections d and e hereof shall be performed by the next proper successor District officer.

## 2.27 Commencing an Action to Terminate Congregational or Individual Membership

a. When, either by a written complaint of any person or by his own personal knowledge, facts which could lead to the expulsion of a member from the Synod under Article XIII of the Constitution are made known to the District President who has ecclesiastical supervision of such member, the District President shall

1. thoroughly investigate whether the allegations can be substantiated. In the event the District President is disqualified because he is a party to the matter in dispute, has a conflict of interest, or is unable to act, the First Vice-President or the next qualified District officer to function in this instance shall act in the place of the District President. Any challenge to the eligibility of the District President to act, which is not agreed to by the District President, shall be determined by the Praesidium of the Synod.

2. follow guidelines of Matt. 18:15–16 and may appoint a small committee to assist in reconciliation efforts.

b. If the District President declines to suspend the member or fails to act within 90 days after receipt of the written complaint, the complainant may present the written complaint to the Praesidium of the Synod, which consists of the President and the Vice-Presidents of the Synod. If after investigation the Praesidium concludes that the facts form a basis for expulsion of the member under Article XIII of the Constitution, the Praesidium shall proceed in the same fashion as hereafter required of the District President. If the Praesidium determines not to proceed, it shall in writing so inform the complainant and the involved member, which shall terminate the matter.

c. If the District President concludes that the facts form a basis for expulsion of the member under Article XIII of the Constitution, the District President shall

1. prepare a written statement of the matter in dispute which sets forth the alleged facts and states that he is requesting expulsion of the member from the Synod in accord with Article XIII of the Constitution.
2. provide the member with
  - a. a copy of the written statement of the case;

b. a written notification of the member's suspended status under Bylaw 2.25;

c. written notification that the member has 15 days from the date of receipt of the statement of the case to advise the Secretary of the Synod that there is a desire to have the matter heard and resolved. Failure by the member to file such written request for hearing and resolution within the 15-day period shall be deemed to be consent to termination of membership in the Synod.

d. If the request is made, the Secretary of the Synod shall inform the District President and form a Dispute Resolution Panel in accordance with the Bylaws. At that time, the District President shall forward to the Secretary of the Synod the statement of the matter in dispute and a written memorandum describing the manner in which there was compliance with the mandate of Matt. 18:15–16.

e. The District President shall take those steps necessary to assure that the spiritual needs of the member are attended to and continue efforts to resolve those matters which led to the commencement of the formal action against such member.

f. When the matter has been formally presented to the Dispute Resolution Panel, it shall promptly undertake a hearing of the matter in accord with the provisions of Chapter VIII of these Bylaws. If the matter involves individual membership, the calling or contracting body is encouraged to continue financial support, existing housing, and insurance of individual members until the final decision is rendered.

g. Because the President of the Synod has ecclesiastical supervision of all District Presidents, the President of the Synod shall proceed in the same fashion as a District President if he receives a complaint relative to a District President. In cases under this subparagraph the synodical President shall not participate as a member of the Praesidium (section a, 1 and b). If disqualified for the reasons set forth in section b, the next qualified officer of the Synod shall function in the place of the President.

#### 2.29 Procedure to Consider Petition for Removal of Restricted Status

a. A hearing on the petition for removal of restricted status shall be conducted by a hearing panel consisting of three District Presidents selected as follows:

1. One District President selected by the petitioner.
2. One District President selected by the District President who imposed restricted status (hereinafter referred to as the involved District President). The involved District President may not choose himself.
3. The third District President selected by the other two hearing-panel members. If the two hearing-panel members cannot agree on the third hearing-panel member, then such third member shall be chosen by blind draw from among the remaining District Presidents.

b. Upon receipt of a petition for removal of restricted status, the chairman of the Council of Presidents (COP) shall promptly notify the petitioner and the involved District President of their respective right to choose one hearing-panel member and direct that the identity of their selection be transmitted to the chairman of the COP within one month from the date of such notice. If either party declines to make a selection within such one-month period, such selection shall then be made by the chairman of the COP.

c. When two hearing-panel members have so been chosen, the chairman of the COP shall promptly notify them of their selection to the hearing panel and direct that they select the third member of the hearing panel and notify the chairman of the COP of their selection.

d. After the hearing panel is constituted, it shall select one of its members as chairman, who shall then, after conferring with the petitioner and the involved District President, select a date and location where the hearing panel will consider the petition.

e. The hearing before the panel shall be private, attended only by the parties and the witnesses who can substantiate the facts relevant to the matter in dispute. The panel shall establish the procedure to be followed in the hearing and the relevancy of evidence so that each party shall be given an opportunity fully to present its respective position. Upon completion of the hearing, the hearing panel shall deliberate and then issue its written decision within 60 days, a copy of which shall be mailed to the petitioner, the involved District President, and the chairman of the COP. The decision of the hearing panel shall be the decision of the COP and shall be final with no right of appeal.

## E. REINSTATEMENT OF INDIVIDUALS INTO MEMBERSHIP

### 2.31 Eligibility for Reinstatement

Any person who at any time has held individual membership in the Synod but has resigned that membership, or whose membership in the Synod has been terminated, is eligible to seek reinstatement into membership. However, there is no inherent right to membership in the Synod, and the decision as to whether to accept or deny a request for reinstatement shall be at the sole discretion of the Council of Presidents.

### 2.33 Procedure

All applications by individuals for reinstatement into membership in the Synod shall be addressed to the President of the District in which the applicant last held membership. Procedures for investigating and processing requests for reinstatement which are generally applicable to all situations shall be the responsibility of the Council of Presidents. The President of the District shall review the matter and shall ordinarily make a recommendation to the Council of Presidents, but may be excused by the council from making such a recommendation where circumstances warrant. A decision to reinstate shall require an affirmative vote of at least 75 percent of the District Presidents present and voting, and shall be by written ballot. If the applicant is reinstated, the District President shall publish this fact in an official periodical of the Synod. A decision not to reinstate shall be unappealable, but the individual may reapply for reinstatement three or more years after his or her last preceding application has been denied.

## F. MISCELLANEOUS PROVISIONS WITH RESPECT TO MEMBERS

### 2.35 Duties of Members

Every member of the Synod shall diligently and earnestly promote the purposes of the Synod by word and deed.

## 2.37 Duties of Advisory Members

Advisory members of the Synod shall attend District conventions, but they shall not be elected by any congregation or by any group of congregations as lay delegates to a national convention of the Synod, nor shall they be accredited as such.

## 2.39 Relation of the Synod to Its Members

a. The Constitution, Bylaws, and all other rules and regulations of the Synod apply to all congregational and individual members of the Synod. The Synod expects congregations that have not been received into membership, but are served by the Synod, and whose ministers of religion, ordained and commissioned, hold membership in the Synod, to honor its rules and regulations.

b. The 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 applicable as far as the condition of the congregation is concerned. The Synod, being an advisory body, recognizes the right of the congregation to be the judge of the applicability of the resolution 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. While retaining the right of brotherly dissent, members of the Synod are expected as part of the life together within the synodical fellowship to honor and to uphold the resolutions of the Synod. If such resolutions are of a doctrinal nature, dissent is to be expressed first within the fellowship of peers, then brought to the attention of the Commission on Theology and Church Relations before finding expression as an overture to the convention calling for revision or rescission. While the conscience of the dissenter shall be respected, the consciences of others, as well as the collective will of the Synod, shall also be respected.

## 2.41 District through Which Membership Is Held; Ecclesiastical Supervision

a. An individual member of the Synod who is serving a congregation shall hold synodical membership through the District of which the congregation is a member.

b. An individual member of the Synod who is serving a District shall hold synodical membership through that District.

c. A missionary or chaplain serving under a call by the Synod shall hold synodical membership through the District designated by the missionary or chaplain if approved by the President of that District after consultation with the Board for Mission Services and the President of the District through which membership is currently held.

d. An individual member of the Synod who is serving an agency other than a congregation or District, and other than a missionary or chaplain serving under call by the Synod, shall hold membership through the District designated by that person if approved by both the President of that District and the President of the District in which the agency is located, but shall be subject to the ecclesiastical supervision of the President of the geographical District in which the agency is located. However, if all voting members of the agency are members of a non-geographical District, the membership shall be held through that District.

e. An emeritus member not regularly serving any congregation or other agency shall continue to hold membership through the District through which membership was held at the inception of the emeritus status unless a transfer is approved by both the President of that District and the President of the District to which membership would be transferred.

f. An inactive member having emeritus, candidate, or non-candidate status shall continue to hold membership in the Synod through the District through which membership was held at the inception of candidate or non-candidate status except when a transfer is approved by both the President of that District and the President of the District to which membership would be transferred.

g. A member having restricted status while not serving a congregation or other eligible agency shall continue to hold membership through the District through which membership was held at the inception of restricted status unless a transfer is approved by both the President of that District and the President of the District to which membership would be transferred.

h. A member having suspended status shall continue to hold membership through the District through which membership was held at the time of the suspension.

i. Except as is expressly otherwise provided in this section, a member shall be under the ecclesiastical supervision of the President of the District through which synodical membership is held.

j. The District through which an individual holds membership and the District through which a member is ecclesiastically supervised, will not be determined in any case on the basis of District membership of the congregation to which the individual belongs.

#### 2.43 Clergy, Teacher, Director of Christian Education, Director of Christian Outreach, \*[Director of Parish Music,] Certified Lay Minister, Deaconess, and Parish Assistant Rosters

Subject to the provisions of the Constitution and Bylaws, the District Presidents shall be responsible for the initial placement of the names of all ministers of religion on the clergy, teacher, director of Christian education, director of Christian outreach, \*[director of parish music,] certified lay minister, deaconess, and parish assistant rosters, respectively, of the Synod and also for their removal. An ordained or commissioned minister accepting a call to a congregation in a sister District, or to an institution which relates to 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 minister of religion, the District President of the sister District shall install or authorize installation of such minister. The District President shall be responsible for maintaining records of transfers into and out of his District.

#### 2.45 Calling Ministers of Religion

a. Congregations shall seek the advice of the respective District President when calling ordained or commissioned ministers.

---

\* Change dependent upon ratification of amendment to the Constitution.

b. Congregations that are members of the Synod shall call and be served only by ordained ministers who have been admitted to their ministries in accordance with the rules and regulations set forth in these Bylaws and have thereby become members of the Synod.

c. Congregations that are members of the Synod shall call only commissioned ministers who have been admitted to their ministries in accordance with the rules and regulations set forth in these Bylaws and have thereby become members of the Synod.

d. Congregations that violate these requirements and persist in such violation shall, after due admonition, forfeit their membership in the Synod.

## III. SYNODICAL ORGANIZATION

### A. Conventions

#### 3.01 Function of Convention

The national convention of the Synod shall afford an opportunity for worship, nurture, inspiration, fellowship, and the communication of vital information. It is the principal legislative assembly, which amends the Constitution and Bylaws, considers and takes action on reports and overtures, and handles appropriate appeals. It establishes general synodical positions and policies, provides overall program direction and priorities, and evaluates all such positions, programs, policies, directions, and priorities in order to provide responsible service for and on behalf of its members. Only a national convention of the Synod shall authorize affiliation or association of the Synod with other church bodies, synods, or federations, and the discontinuance of such affiliation or association.

#### 3.03 Voting Delegates

Voting delegates shall consist of one pastor and one layman from each electoral Circuit. An electoral Circuit shall consist either of one or two adjacent visitation Circuits, as shall be determined by each District, on the basis of the following requirements: each pair of delegates shall represent from 7 to 20 member congregations, involving an aggregate communicant membership ranging from 1,500 to 10,000. Exceptions to these requirements and limitations can be made only by the President of the Synod upon request of a District Board of Directors.

#### 3.05 Election of Delegates

a. Each electoral Circuit shall meet at the call of the Counselor(s) to elect its delegates not later than nine months prior to the opening day of the convention. The election shall be by written ballot. All pastors who are not advisory members under Article V, B, of the Constitution shall be eligible for election. The privilege of voting shall be exercised by one pastor and one layperson from each member congregation of the Circuit, both of whom shall have been selected in the manner prescribed by the congregation. Multiple parishes shall be entitled to a lay vote from each member congregation. Each delegate may write in the names of two pastors on the initial ballot. The three pastors (or more, in case of a tie vote) who receive the highest number of votes in this preliminary ballot shall be placed on the next ballot. Each voter shall now vote for only one candidate. Balloting shall continue with the lowest candidate being removed from each succeeding ballot until one pastor shall have received a simple majority of all votes cast, whereupon he shall be declared the pastoral delegate. The congregation or congregations served by the elected pastoral delegate shall be removed from consideration for supplying any other voting delegate or alternate for that particular convention.

b. Prior to the meeting of the electoral Circuit, each congregation may nominate one layperson, either from its congregation or from the Circuit. These names must be submitted to the Circuit Counselor prior to the day of the Circuit meeting and shall constitute the slate of candidates. All congregational nominees, except those who have been eliminated through the election of the pastoral delegate, shall be eligible for election. Each delegate may write in the name of two of the remaining lay nominees on the initial ballot. The three laypersons (or more, in case

of a tie vote) who received the highest number of votes in this preliminary ballot shall be placed on the next ballot. Each voter shall now vote for only one candidate. Balloting shall continue with the lowest candidate being removed from each succeeding ballot until one layperson shall have received a simple majority of all votes cast, whereupon he or she shall be declared the lay delegate. The congregation from which the lay delegate has been elected shall then be removed from consideration for supplying any remaining alternates to that particular convention.

c. All other pastors who received votes in the initial write-in ballot, except those who were eliminated through the election of the lay delegate, shall be eligible for election as the alternate. Each voter shall now vote for only one candidate. Balloting shall continue with the lowest candidate being removed from each succeeding ballot until one pastor shall have received a simple majority of all votes cast, whereupon he shall be declared the alternate pastoral delegate. The congregation or congregations served by him shall be removed from consideration from supplying the remaining lay alternate.

d. All lay nominees except those which have been disqualified through the procedures listed above shall be eligible for election as the alternate lay delegate. The election of the alternate shall follow the same procedure as in paragraph c above.

e. All four persons elected shall come from four different member congregations.

f. The Counselor(s) shall report the results of the election to the Secretary of the District in writing immediately after said election. If neither the delegate nor the alternate (pastoral or lay) can serve, the vacancy shall be filled by the District President in consultation with the respective Circuit Counselor(s).

### 3.07 Responsibilities of Delegates

Congregations shall not require their delegates to vote in accordance with specific instructions, but every delegate shall be permitted to vote according to his or her own conviction. Delegates are nevertheless responsible to their Circuits, whom they represent, and shall attempt to discover the sentiment of the members thereof. They shall be expected to be faithful in attendance at all sessions of the convention. After each convention they shall report the actions of the Synod to their Circuits, preferably appearing before each of the congregations which they represent. Voting delegates shall serve a three-year term beginning with the convention; they shall function as advisory members of the Circuit Forum, shall serve as resource persons in the Circuit, and shall assist in the dissemination and implementation of synodical resolutions in their area.

### 3.09 Advisory Delegates

Each District shall send one advisory delegate for every 60 advisory ordained ministers and one advisory delegate for every 60 commissioned ministers on the roster of the Synod. Fractional groupings shall be disregarded except that each District shall be entitled to at least one advisory delegate in each category. These selections shall be made by the respective groups meeting at the call of the District Secretary either during the District convention or at official District conferences of ordained and/or commissioned ministers. Such elections must be completed at least nine months prior to the opening day of the convention. Individuals who are eligible for selection in any category under Bylaw

3.13 shall not be counted in determining the number of advisory delegates from each District. They shall not be eligible to be selected as delegates from the groups defined in Bylaw 3.09, neither shall they participate in the election process.

### 3.11 Certification

The names and addresses of all voting and advisory delegates and representatives and their alternates shall be forwarded by the District Secretary before the announced registration deadline to the Secretary of the Synod on registration forms provided by the latter. This procedure shall constitute certification.

### 3.13 Other Advisory Representatives

a. The President, the Vice-Presidents, the Secretary, and the Vice-President–Finance–Treasurer of the Synod, and the District Presidents, shall be advisory representatives to the convention.

b. Each elected and appointed board and commission of the Synod shall be represented by its chairman or another board or commission member and by its principal staff person. Standing exceptions shall be the Board of Directors, the Commission on Constitutional Matters, and the Commission on Theology and Church Relations, who may be represented by as many of their membership as they deem necessary. Other exceptions must have the approval of the Board of Directors prior to each convention.

c. Each of the Synod's educational institutions shall be represented at synodical conventions by one of its board members in addition to the District President, by its president, and by one faculty member for every 30 faculty members who are members of the Synod. Fractional groupings shall be disregarded.

d. Each foreign mission area, as defined and established from time to time by the Board for Mission Services, but not to exceed 10 in number, may be represented at a synodical convention by one advisory representative from within the mission area who is on home leave at the time of convention and will return to the mission area represented. These representatives shall be elected by the Board for Mission Services in consultation with the field authority (Missionary Advisory Council) for each field and shared with the missionaries at least nine months in advance of a synodical convention—provided, however, that each said mission area shall be entitled to a representative, even though there may be no other than terminating missionaries on home leave at convention time.

e. Chaplains in each branch of the Armed Forces of the United States may be represented at a synodical convention by active-duty chaplains stationed stateside, approved by the Board for Mission Services at least nine months before the synodical convention.

f. Each District Board of Directors shall be entitled to send one representative from the District Board of Directors and one from the District executive staff, other than the District President. If the District has no executive staff, it may select two members of its Board of Directors.

### 3.15 Rights of Advisory Delegates and Representatives

a. Advisory delegates and representatives to the convention shall be entitled to the floor and may express their opinion the same as voting members.

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

### 3.17 Youth Representation

Each District may be represented by two youths to be selected as a District may specify. They may speak at the request of a floor committee and by express permission of the chair.

### 3.19 Reports and Overtures

a. The principal business of a synodical convention shall be the consideration of reports and overtures.

1. Reports are (1) statements of work performed or contemplated by those who are charged with conducting the business of the Synod between conventions, (2) communications to a convention with respect to studies which may have been made for the Synod in order to further its work, or (3) other types of communications to the Synod.

Reports to a convention of the Synod may be submitted only by the President, a Vice-President, the Secretary, the Vice-President—Finance—Treasurer of the Synod, a board or commission of the Synod as listed in Bylaws 3.55 and 3.57, and other individuals or duly constituted groups of individuals who may be required or permitted by the Bylaws, by action of a prior synodical convention, or by the President to report to a convention. A report shall not include an overture unless the report is submitted by someone authorized (in the following paragraph 2) to submit overtures.

2. Overtures are recommendations in the form of proposed resolutions requesting action on the part of the convention.

Overtures to a convention of the Synod may be submitted only by a member congregation of the Synod, a convention or Board of Directors of a District, an official District conference of ordained and/or commissioned ministers, the faculty of an educational institution of the Synod, a board or commission of the Synod listed in Bylaws 3.55 and 3.57, a committee established by a prior convention, or a forum of a Circuit.

b. Reports and overtures must be submitted in triplicate to the President of the Synod not later than 18 weeks prior to the opening date of the convention. No report or overture received subsequent to that date shall be accepted for convention consideration unless a committee consisting of the President, the First Vice-President, and the Secretary adjudge it to be a matter of overriding importance and urgency which is not adequately covered by documents already before the convention.

c. Overtures with reference to a case in which a member has been suspended or expelled and which is at present in the process of or subject to appeal, as well as overtures which, upon advice of legal counsel, may subject the Synod or the corporate officers of the Synod to civil action for libel or slander, or which contain libel or slander, shall not be accepted for convention consideration.

d. The synodical President shall determine if any overture contains information which is materially in error or contains any apparent misrepresentation of truth or of character. He shall not approve inclusion of any such overture in the convention manual and shall refer any such overture to the District President who has ecclesiastical supervision over the entity submitting the overture for action. If any published overture or resolution is found to be materially in error or contains any misrepresentation of truth or of character, it shall be withdrawn from con-

vention consideration and referred by the President of the Synod to the appropriate District President for action.

e. A convention manual containing reports, overtures, names and mailing addresses of all voting delegates, and other information shall be published under the editorship of the Secretary subject to the approval of the President. The President shall also decide which of the matters accepted for presentation to and consideration by the convention shall be published in the convention manual.

f. A copy of the convention manual shall be sent not later than 10 weeks prior to the opening date of the convention to each ordained and commissioned minister on the official rosters of the Synod, to each lay delegate and alternate, to each lay member of synodical boards and commissions, and to all such lay teachers and lay ministers as are designated by their District Presidents.

g. All reports and overtures accepted by the President in accordance with the foregoing paragraphs shall be referred by him to convention committees appointed by him in the name of the convention from among the voting delegates (Bylaw 3.03), advisory delegates (Bylaw 3.09), and advisory representatives (Bylaw 3.13). Ordained ministers, commissioned ministers, and laypersons shall be represented on all committees. The President shall notify committee members of their appointment and of the time and place of their first meeting no later than 12 weeks before the start of the convention. The committee rosters shall be published in an official periodical at least 10 weeks before the convention. After due consideration of the matters referred to it, each committee is to report its findings and recommendations to the convention. If the President deems it advisable, he may convene any committees prior to the opening of the convention. The first issue of *Today's Business* shall be issued containing tentative resolutions. This issue of *Today's Business* shall be sent to all registered delegates of the convention and to each congregation of the Synod.

h. Any member of the Synod (congregation, ordained minister, commissioned minister) and any lay delegate to the convention wishing to express comments on reports and overtures appearing in the convention manual may submit them in triplicate at least seven weeks prior to the convention to the Secretary of the Synod, who shall transmit them to the appropriate convention committee for consideration. Responses to the tentative resolutions contained in the first issue of *Today's Business* shall be submitted in triplicate to the chairman of the appropriate floor committee at least one week prior to the convention. All floor committees shall meet at the convention site at a time prior to the opening of the convention to review such responses and reconsider their tentative resolutions accordingly.

i. Overtures and recommendations involving capital outlay or current expenditures shall be accompanied, to the extent feasible, by cost projections and the basis thereof; furthermore, each proposed resolution involving expenditures, prior to its consideration on the floor of the convention, shall be presented to the floor committee on financial matters, which in consultation with the Accounting Department shall attach to the recommended resolution accompanying information on estimated cost thereof on an annual basis or on a project basis, as the case may be.

### 3.21 Convention Preachers, Worship Leaders, and Essayists

These shall be appointed by the President prior to the convention.

### 3.23 Convention Orientation

The President shall arrange for suitable orientation and guidance of delegates. A convention manual or guide shall be furnished.

### 3.25 Organization and Agenda

The convention shall organize at its first session on the basis of its registration and the report of the Committee on Credentials. The President shall then make his presidential address and submit his official report. He shall, at the first session and during the course of succeeding sessions of the convention, announce the order of business for the day and following days. He shall conduct the sessions according to parliamentary law and make every effort so to arrange the schedule of business so that the sessions do not exceed one week in duration. Daily minutes shall be prepared by the Secretary's office for inclusion in *Today's Business*.

### 3.27 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.

### 3.29 Time and Place of Next Convention

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

b. Conventions shall be conducted in the St. Louis area, with the understanding that consideration may be given by a previous convention to other areas upon special request.

c. Prior to submitting an invitation a host group shall determine the minimum requirements from the convention manager and then shall submit a proposal to the Board of Directors of the Synod for evaluation and recommendation to a convention.

d. The President may also submit a site to the synodical Board of Directors. Prior to submission, the District President for the area in which the site is located shall be made aware of the submission and agree to provide any needed local support.

### 3.31 Convention Management

The Director of General Services, within the assigned general meeting and conference planning function, shall be responsible to the President for making arrangements for and directing the externals of the synodical delegate convention and other major synodical assemblies and may assist with planning and arranging for District conventions.

### 3.33 Local Convention Committee

When necessary, the President in consultation with the convention manager may appoint a local convention chairman and a local convention committee to assist the synodical convention manager.

### 3.35 Convention Expenses

a. The primary sources of income which are to offset the operating costs of the synodical convention are the District levy, registration fees, exhibit space rentals, and other miscellaneous receipts.

b. The amount of the District levy per communicant member and the registration fees will be based on the convention budget submitted by the convention manager to the Board of Directors of The Lutheran Church—Missouri Synod, for approval who shall notify the District Treasurers of the amount of their assessments by Sept. 1 of the year preceding the synodical convention.

c. The District Treasurer shall remit the amount of the District levy to the synodical Accounting Department not later than the month of March before the convention.

d. The Accounting Department of the Synod shall prescribe, install, and supervise convention accounting procedures, financial controls, and budgetary classifications for operating income and costs of the synodical convention.

### 3.37 Expenses of Delegates and of Representatives

a. All travel and convention expenses of the synodical Praesidium, Secretary, Vice-President—Finance—Treasurer, Board of Directors of The Lutheran Church—Missouri Synod, District Presidents, Commission on Constitutional Matters, and legal counsel are included in the operating cost of the synodical convention and as such are included in the District levy. Those of the delegates and representatives shall be paid by the Districts, the boards, or the commissions which are represented by the respective delegates or representatives. The convention manager shall arrange for lodging and may also provide for joint meals while the convention is in session. Rates for lodging and joint meals shall be established and published.

b. The President of the Synod shall indicate which convention committees must meet before the convention opens and shall notify the convention manager, who shall provide preconvention housing and meeting facilities for them. All direct expenses incurred by these preconvention meetings shall be borne by the Synod.

### 3.39 Publicity

The Synod's Board for Communication Services shall be the channel for telling the story of the synodical convention to the public.

### 3.41 Distribution of Official Proceedings

The official *Proceedings* of each convention shall be sent by Concordia Publishing House to every congregation in the Synod for the information and use of the pastor and his congregation. All delegates (voting and advisory) and all members of synodical boards and commissions shall be sent a copy. The cost shall be paid by the Synod.

## B. GENERAL PROVISIONS FOR OFFICERS, BOARDS AND COMMISSIONS

### 3.51 Definitions

a. *Agency of the Synod*: An instrumentality other than a congregation, whether or not separately incorporated, which the Synod in convention or its Board of Directors has caused or authorized to be formed to further the Synod's objectives. It includes each board, commission, council, seminary, university, college, District, Worker Benefit Plans, and each synodwide corporate entity. The term "agency of the Synod"

does not describe or imply the existence of principal and agency arrangements as defined under civil law.

b. *Commission*: A group of persons, elected or appointed as prescribed in the Bylaws, rendering a precisely defined service function of the Synod and responsible, as the case may be, to the Synod in convention, to the President of the Synod, or to the Board of Directors of the Synod. The commissions of the Synod are:

1. Commission on Constitutional Matters;
2. Commission on Doctrinal Review;
3. Commission on Ministerial Growth and Support;
4. Commission on Structure;
5. Commission on Theology and Church Relations; and
6. Commission on Worship.

c. *Corporate Synod*: The Lutheran Church—Missouri Synod, the Missouri nonprofit corporation, including the program boards, commissions, and all other departments operating under the supervision of the Board of Directors of the Synod. “Corporate Synod” is a term to define that portion of the Synod for which the Synod’s Board of Directors has direct responsibility, and is not an agency of the Synod. Worker Benefit Plans, while operating under the supervision of the Board of Directors, is a trust agency whose assets are not the property of corporate Synod.

d. *Council*: An officially established group elected or appointed as an advisory body. The council of the Synod is:

1. Council of Presidents.

e. *Governing Board*: A board that directs an agency of the Synod and to which the staff of that agency is responsible, such as a board of directors, a board of trustees, a board of managers, or a board of governors.

f. *Member of the Synod*: See Article V of the Constitution.

g. *Oversight*: For the purpose of these Bylaws, to monitor; to make inquiry and receive a response thereto; to make suggestions; to bring concerns to the attention of a higher authority.

h. *Program board*: An officially established group of persons elected or appointed as prescribed in the Bylaws, charged with developing policies and programs for an operating function of the Synod and supervising their implementation. The program boards of the Synod are:

1. Board for Black Ministry Services;
2. Board for Communication Services;
3. Board for District and Congregational Services;
4. Board for Higher Education;
5. Board for Human Care Ministries;
6. Board for Mission Services.

i. *Property of the Synod*: “Property of the Synod” includes all assets, real or personal, tangible or intangible, whether situated in the United States or elsewhere, titled or held in the name of the Synod, its nominee, or an agency of the Synod. Provided, however, “property of the Synod” does not include any assets held by the Lutheran Church Extension Fund—Missouri Synod or by an agency of the Synod in a fiduciary capacity (including, for purposes of example, the funds administered by Worker Benefit Plans and certain funds held by The Lutheran Church—Missouri Synod Foundation).

j. *Subcommittee*: Persons who are voting or advisory members of a board or commission who perform a specific function and are in a reporting relationship to the parent group. Subcommittees may be standing or ad hoc.

k. *Supervision*: For the purpose of these Bylaws, other than those pertaining to ecclesiastical supervision, to have authority over, to direct actions, to control activities. The definition of ecclesiastical supervision shall be determined exclusively by those Bylaws pertaining to ecclesiastical supervision.

l. *Synod*: The term Synod refers collectively to the association of self-governing Lutheran congregations initially incorporated on July 3, 1894, and presently named The Lutheran Church—Missouri Synod, and all agencies of the Synod as defined in Bylaw 3.51 a. Synod, as defined herein, is not a civil-law entity.

m. *Synodwide corporate entity*: A separate corporation established by the Synod for business and legal reasons. For purposes of these Bylaws, the “synodwide corporate entities” of the Synod are the following corporations:

1. Concordia Historical Institute;
2. Concordia Publishing House;
3. Concordia University System;
4. The Lutheran Church Extension Fund—Missouri Synod;
5. Lutheran Church—Missouri Synod Foundation.

(The term “synodwide corporate entity” is not used in these Bylaws to include foreign corporations created by the Synod in order to undertake foreign missions.)

n. *Task Force*: An appointed group which has an ad hoc assignment to accomplish a specific task and whose duties have a definite expiration date.

o. *Voting member*: See Article V A of the Constitution.

### 3.53 Officers Elected by the Convention

The officers of the Synod elected by the convention shall be a President, five Vice-Presidents in line of succession, a Secretary, and a Vice-President—Finance—Treasurer, who shall also be designated as Chief Financial Officer.

### 3.55 Board Entities

The boards of the Synod shall be elected or appointed as follows:

- a. Elected by the convention of the Synod:
  - A Board of Directors of The Lutheran Church—Missouri Synod
  - A Board for District and Congregational Services
  - A Board for Mission Services
  - A Board of Directors for Concordia Publishing House
  - A Board of Regents for each synodical seminary
- b. Elected or appointed as otherwise prescribed in these Bylaws:
  - A Board for Black Ministry Services
  - A Board for Communication Services
  - A Board for Human Care Ministries
  - A Board for Higher Education
  - A Board of Directors of the Concordia University System
  - A Board of Directors of the Lutheran Church Extension Fund—Missouri Synod (Synodical Board for Church Extension)
  - A Board of Managers for Worker Benefit Plans
  - A Board of Trustees for The Lutheran Church—Missouri Synod Foundation
  - A Board of Regents for each synodical college, university, or high school
  - A Board of Governors of Concordia Historical Institute

### 3.57 Commission Entities

The commissions of the Synod shall be elected or appointed as follows:

- a. Appointed by the President as prescribed:
  - A Commission on Constitutional Matters
  - A Commission on Doctrinal Review
  - A Commission on Ministerial Growth and Support
  - A Commission on Worship
- b. Appointed by the Board of Directors as prescribed:
  - A Commission on Structure
- c. In part by election and in part by appointment as provided in the Bylaws:
  - A Commission on Theology and Church Relations

### 3.59 Term of Office

a. The term of office of all elected synodical officers shall be three years; of the members of all elected synodical boards six years; of all members of college and university boards of regents three years;\* and of all appointed boards, commissions, and standing committees three years, unless these Bylaws shall hereinafter specifically provide otherwise.

b. The President, Vice-Presidents, Secretary, Vice-President–Finance–Treasurer, and members of all elected boards shall assume office on Sept. 1 following their election. The newly appointed members of all appointed boards and commissions shall begin their service on Sept. 1 following each regular meeting of the Synod in convention. Incumbents shall serve until their successors assume office.

### 3.61 Successive Terms

a. The offices of the President, of the First Vice-President, of the Secretary, and of the Vice-President–Finance–Treasurer of the Synod shall be without limitation as to reelection.

b. All members of all synodical boards and commissions shall be ineligible for reelection or reappointment to the same board or commission after serving a total of two successive six-year elected terms or three successive appointed or elected three-year terms, unless otherwise provided in the Bylaws. They may become eligible again for election or appointment to the same office, board, or commission after an interval of three or more years. One-half or more of a term shall be regarded as a full term under limited tenure rules.

c. Any member of a board or commission who is ineligible for reelection or reappointment may be elected or appointed to another position.

d. The limitation on the tenure of any individual shall not apply in cases which hereinafter are specifically excepted from such limitation.

e. If the President, the First Vice-President, the Secretary, or the Vice-President–Finance–Treasurer of the Synod is not reelected to his office or does not stand for reelection, he shall continue to receive his full salary for a period of six (6) months while rendering transitional service with the understanding that such service and salary will cease at the time such person accepts another full-time position.

---

\* Three-year terms for synodically elected regents of college and university boards begin with the 2004 elections.

### 3.63 Vacancies

a. Unless otherwise specified in these Bylaws, vacancies that occur on synodically elected boards or commissions shall be filled by the Board of Directors of The Lutheran Church—Missouri Synod.

b. The Secretary of the Synod shall be responsible for gathering a list of nominees from the board or commission where the vacancy occurs, the synodical President, the District boards of directors, and the slate of candidates from the previous synodical convention within 90 days of notification of the vacancy. A list of at least three but no more than five candidates shall be submitted as soon as possible to the appropriate appointing body. This list shall be determined by the Secretary of the Synod, the Director of Human Resources, and the chairman of the synodical nominating committee.

c. Vacancies in any appointed board or commission of the Synod shall be filled by the appointing authority unless otherwise specified in these Bylaws. The board or commission may submit suggestions to the appointing authority.

### 3.65 Induction

a. All those elected at the convention or appointed by the President or Board of Directors of The Lutheran Church—Missouri Synod shall be inducted into office on a date on or subsequent to Sept. 1 following the convention.

b. The initial meeting of boards and commissions shall ordinarily be held in association with the induction and shall begin with a combined orientation program conducted under the direction of the President.

### 3.67 Interim Authority

a. Before his successor assumes office, the outgoing President shall use the intervening time to settle the affairs of his administration and assist the newly elected President as requested to become acquainted with the responsibilities of the office.

b. The existing boards of directors and other elected boards and commissions shall continue to function until the newly elected and re-elected members of these boards and commissions assume office. They shall continue to carry out programs initiated prior to the electing convention.

c. No appointments to synodical boards or commissions shall be made and no new programs shall be initiated by the outgoing President or the boards of directors or elected or appointed boards or commissions during the interim. Emergency action that demands immediate attention may be taken in consultation with and with the consent of the newly elected President.

d. In the interim, the newly elected President shall meet with the re-elected and newly elected Vice-Presidents to assess the state of the Synod, to plan for the communication and carrying out of the resolutions adopted at the convention, to assign areas of responsibility to the Vice-Presidents, to gather names and obtain information helpful for making wise appointments; he shall meet with the chairmen and executive directors of boards and commissions to discuss their convention reports, to assess with them the financial support they will need; he shall meet with the financial and administrative officers to assess the

financial status of the Synod and the estimate of the financial resources available for the coming year.

e. The newly elected members of the boards of directors and other elected boards and commissions shall attend whatever meetings are held in the interim, without vote, to become acquainted with their new responsibilities and functions.

### 3.69 General Regulations

In accord with relationships referred to in Chapter I of these Bylaws, especially Bylaw 1.07 d, the following general regulations will apply to all corporate entities, councils, boards, commissions, and agencies:

a. All members of all agencies shall be members of member congregations of the Synod.

b. Every agency shall organize itself as to officers and subcommittees at its initial meeting after election or appointment and shall conduct its business in accordance with accepted parliamentary procedures.

c. Every agency shall meet at least quarterly unless otherwise stipulated in the Bylaws; exceptions require the approval at least annually of the synodical President.

d. Executive committees may be employed by agencies to act in times of emergency between plenary meetings of the agency and to act on delegated assignments. Executive committees may not perform acts specifically required by statute or by synodical legislation to be performed by the agency, nor may they overturn actions of the agency. All executive committee actions shall be reported to plenary sessions of the agency. The entities may also delegate a specific assignment for a limited time to a committee composed of its own members.

e. Every board, commission, and synodwide corporate entity shall operate under synodical Human Resources policies. Such policies may recognize the unique character of the operations of each board, commission, and synodwide corporate entity. Every board, commission, and synodwide corporate entity may create officer and executive staff positions and fill the same in accordance with such policies. The chief executive of such board, commission, and synodwide corporate entity shall serve at the pleasure of the governing board. The governing board of each executive shall conduct an annual review and, before the expiration of five years, conduct a comprehensive review. At the conclusion of each five year period, the appointment shall terminate unless the governing board takes specific action to continue the person in the office. The slate of candidates for the initial appointment of the executive officer of a board, commission, or synodwide corporate entity shall be selected by the board or commission in consultation and mutual concurrence with the President of the Synod.

f. The executive officer shall normally attend all meetings of the agency except when his own position is being considered. Other staff may attend upon request of the agency.

g. Unless otherwise specified or permitted by the Bylaws, executives, faculty, and staff on either the national or District level shall not be members of the agency under which they serve, nor shall any such executives or staff be members of any other agency of the Synod, as identified in Bylaws 3.55 and 3.57.

h. Each board of directors shall develop policy statements regarding the relations between boards and staffs. These shall be supplemented as required by the respective entities.

i. Agencies shall make available upon request and at a reasonable price a verbatim copy of the minutes of their meetings except for their executive sessions.

j. Administrative and programmatic conflicts between agencies shall be handled by the parties concerned in a Christian manner with the assistance of the President of the Synod. Conflicts between an agency and its staff shall be handled in accordance with the corporation's grievance policies.

k. Boards and commissions may appoint standing committees of specialists to provide professional or technical assistance to the board or commission and may delegate certain responsibilities to such committees while retaining supervision. The creation of standing committees shall be reported to the President and Board of Directors of The Lutheran Church—Missouri Synod.

l. Members of boards and commissions and officers and executive staff of the Synod and its entities and agencies shall be sensitive in their activities to taking or giving offense, causing confusion in the Synod or creating potential liability. Dissent to decisions made by the entities and agencies shall ordinarily be expressed within the structure of the respective entity and agency.

### 3.71 Disclosure of Conflict of Interest

Every board, commission, officer, and staff member of the Synod and every agency or entity of the Synod shall avoid conflicts of interest as described in this Bylaw.

Each governing board shall maintain and monitor a conflict-of-interest policy which shall be applicable to the boards, commissions, officers, and executive staff operating under the respective entity or agency. Each policy shall include the following provisions:

a. Each board or commission member shall disclose to the chairman of the entity or agency and each staff person shall disclose to the executive officer of the entity or agency any potential conflicts of interest. Each chairman or executive officer shall disclose personal potential conflicts of interest to the governing board. All such disclosures shall be reported to the respective board or commission or its designated representative(s), who shall determine whether an inappropriate interest exists. Such disclosures shall include board membership on, a substantial interest in, or employment of the individual or a relative by any organization doing business with the Synod or any of its entities or agencies.

b. Board members or staff persons who receive honoraria or payments for any sales or services rendered to the Synod or its entities or agencies shall disclose such information.

c. Activities shall not be entered into which may be detrimental to the interests of the Synod and its entities or agencies.

d. Information acquired in the course of carrying out synodical duties shall not knowingly be used in any way which would be detrimental to the welfare of the Synod and its entities or agencies.

e. No board or commission member, and/or staff or executive officer of the Synod or its entities and agencies shall vote on any transaction in which the individual shall receive a direct or indirect financial gain.

f. Gifts, entertainment, or favors in excess of \$100 per person per year from any individual or outside concern which does or is seeking to do business with the Synod or its entities or agencies shall not be accepted.

g. Any inappropriate activity shall cease or the position will be vacated.

h. Each individual, prior to accepting an elected or appointed office or staff position, shall sign a statement that he has received, understands, and agrees to abide by this Bylaw and the conflict-of-interest policy of the respective corporation. Each shall also sign annually a "Statement of Compliance" with the Bylaw and policy.

i. Responsibilities shall be conducted in a manner reflecting the highest degree of integrity and honesty consistent with the Scriptures, the Lutheran Confessions, the synodical *Handbook*, board policies, and civil laws.

### 3.72 Full Financial Disclosure

a. The Synod and each of its entities and agencies shall fully disclose their financial books and records to any member congregation of the Synod. Full disclosure includes all information (including, but not limited to, information required to be made available under state law) recorded in any fashion, except the following:

1. Information which would violate the expected confidentiality of donors.

2. Personnel files or other information that would violate the expected confidentiality of officers and employees. (Salaries of elected officers of the Synod shall be published annually in an official periodical.)

3. Information which relates to in-process negotiations of financial matters.

4. Information the disclosure of which would breach a legal obligation of the Synod or its entities or agencies or affect pending litigation or claims against the Synod or its entities or agencies.

5. Information which is preliminary in nature or otherwise has not been finalized in its form and content.

b. The Accounting Department of the Synod shall publish annually in an official periodical an invitation to request full, audited financial statements and summary operating budgets of the Synod or its entities or agencies.

c. The Synod and its entities and agencies shall share, upon request, the quarterly financial statements as reported to the respective governing boards.

d. Requests for detailed financial information or the inspection of financial records shall be made in writing to the respective corporate boards by a member congregation and shall state the records desired and the time period to be covered. Any inspection of financial records shall be done by a member(s) of the congregation or its stated authorized agent at a mutually agreeable time and place.

e. All information produced for normal publication or distribution shall be provided free of charge. All requests for information involving research or compilation shall be billed to the member on the basis of actual costs.

f. The board may decline to provide the information requested if the board can demonstrate by clear and convincing evidence that the member's request is with the specific intent to cause harm to the Synod

or one of its entities or agencies or with the sole intent of deliberately and significantly disrupting the operations and affairs of the Synod or one of its entities or agencies.

g. Any declination to provide information or limit inspection shall be explained in writing.

h. Challenges to any board decisions declining to provide information or to limit inspection may be reviewed under the synodical dispute resolution process.

### 3.73 Accountability of Officers, Boards, and Commissions

All officers, boards, and commissions shall be accountable to the Synod for all their actions, and any decision of such officers, boards, and commissions may be appealed to the national convention of the Synod.

### 3.75 Holding More Than One Office

a. No one, either in the Synod or in a District, or between the 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.

b. An office shall be regarded as elective only if it is an office filled through election by a national or a District convention, even though a vacancy in such an office may be filled by appointment.

c. Doubtful cases shall be decided by the President of the Synod.

### 3.77 Other Officers

The Board of Directors of The Lutheran Church—Missouri Synod, subject to the approval of the President of the Synod, may appoint vice-presidents not in line of succession, assistant officers, and other staff required from time to time to carry out the business and legal affairs of the Synod.

## C. OFFICERS OF THE SYNOD

### 1. The President

#### 3.101 Powers and Duties

##### A. Ecclesiastical

The President shall

1. supervise the doctrine taught and practiced in the Synod, including all synodwide corporate entities. In the Districts of the Synod, he shall carry out his ecclesiastical duties through the District's President. The President of the Synod has ecclesiastical supervision of all officers of the Synod and its agencies, the individual Districts of the Synod, and all District Presidents;

2. at regular intervals officially visit or cause to be visited all the educational institutions of the Synod to exercise supervision over the doctrine taught and practiced in those institutions;

3. meet regularly with the Council of Presidents and, as deemed necessary, with individual District Presidents or small groups of District Presidents, to see to it that they are in accordance with Article II of the Constitution, synodically adopted doctrinal statements, and doctrinal resolutions of the Synod. He shall receive regular reports on this subject from the District Presidents. In cases of doctrinal dissent, Bylaw 2.39 c shall be followed;

4. represent the Synod, in consultation with the appropriate board or commission, in official contacts with all partner churches by aiding, counseling, and advising them and strengthening the relations with and among them;

5. be the chief ecumenical officer of the Synod. He or his representative shall represent the Synod in official contacts with other church bodies.

B. Administrative

The President shall

1. oversee the activities of all agencies of the Synod to see to it that they are in accordance with the Constitution, Bylaws, and resolutions of the Synod;

2. at regular intervals officially visit or cause to be visited all the educational institutions of the Synod and thereby exercise oversight over their administration as it relates to adherence to the Constitution, Bylaws, and resolutions of the Synod;

3. meet regularly with the Council of Presidents and, as deemed necessary, with individual District Presidents or small groups of District Presidents, to see to it that their administration is in accordance with the Constitution, Bylaws and resolutions of the Synod. He shall receive regular reports on this subject from the District Presidents;

4. serve as leader of the Administrative Team (see Bylaw 3.179), and as leader of the team, shall report to the Board of Directors on the activities of the team;

5. call up for review any action by an individual officer, executive, or agency which, in his view, may be in violation of the Constitution, Bylaws, and resolutions of the Synod and, if he deems appropriate, request that such action be altered or reversed. If the matter cannot be resolved, the President shall refer it to the synodical Board of Directors, the Commission on Constitutional Matters and/or the Synod in convention as the President deems appropriate to the issues and party/parties involved. (This provision in no way alters the President's constitutional duty to report to the Synod those who do not act in accordance with the Constitution and do not heed his admonitions, as prescribed in Art. XI B 2.);

6. serve as a voting member of the Synod's Board of Directors.

C. Both Ecclesiastical and Administrative

The President shall

1. report in person or through a Vice-President or other officer of Synod to all District conventions and to that end formulate the report that is to be made;

2. make provisions for new District Presidents and members of synodical boards and commissions to be acquainted with their duties and responsibilities;

3. personally, or by way of a representative, have the option to attend all meetings of the Synod's program boards, the boards of all synodwide corporate entities, and Worker Benefit Plans, including executive sessions. The president's representative shall normally be a member of the Administrative Team. The president shall, in reasonable time, receive notice of such meetings, the proposed agenda, and minutes thereof;

4. engage in consultation with each program board, commission, and the governing board of each synodwide corporate entity to reach

mutual concurrence on a slate of candidates for the position of executive director or chief executive officer;

5. consult with the Vice-Presidents, as elected advisers, whenever important and difficult synodical and intersynodical questions arise;

6. establish the duties and responsibilities of the First Vice-President in consultation with the First Vice-President;

7. make an official report at each meeting of the Synod in convention;

8. approve the draft of the *Convention Proceedings* before it is published by the Secretary of the Synod;

9. have the right to authorize the Vice-Presidents to perform the duties of his office and hold them responsible for their performance. Accountability, however, shall always remain with the President;

10. exercise executive power when the affairs of the Synod demand it and when he has been expressly invested with such power by the Synod in convention;

11. be authorized, in the event that the affairs of the Synod require the exercise of executive power for a purpose for which there is no specific directive of the Synod, to exercise such power after consultation with the Vice-Presidents, the Board of Directors of The Lutheran Church—Missouri Synod or the Council of Presidents, whichever, in his judgment, is most appropriate. Any member of the Synod shall have the right to appeal such action to the Commission on Constitutional Matters and/or the Synod in convention, whichever is appropriate. The Lutheran Church Extension Fund—Missouri Synod is exempt from this Bylaw;

12. in the interval between meetings of the Synod in convention, appoint special boards or committees whenever the purpose for which the Synod has been organized requires or when conditions arising in the course of time demand such action.

### 3.103 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. The President, with the approval of the Board of Directors of The Lutheran Church—Missouri Synod, shall be empowered to engage sufficient staff to carry out the duties of his office.

### 3.105 Inability to Serve

The duties and responsibilities of the office of President shall be assumed by the First Vice-President whenever the Board of Directors of The Lutheran Church—Missouri Synod determines that the President is unable to serve in that capacity because of his prolonged illness or disability, and the First Vice-President shall remain as the acting President until that board determines that such illness or disability has been removed.

## 2. The Vice-Presidents

### 3.121 The First Vice-President

The First Vice-President shall be a full-time executive and shall be responsible to the President at all times.

### 3.123 Other Vice-Presidents

Four additional Vice-Presidents shall be ranked from two to five and are to be selected in the manner prescribed in these Bylaws. These four Vice-Presidents shall serve the Synod in a part-time capacity. They shall be responsible to the President at all times for the performance of their duties as Vice-Presidents.

### 3.125 Relation to President

The Vice-Presidents shall be elected advisers of the President. They may upon his request or as provided by the Synod assist him in discharging his responsibilities or represent him.

### 3.127 Succession to Presidency

The Vice-Presidents shall, in the order in which they have been ranked, assume the presidency if the office is vacated or perform the duties of the President if he becomes incapacitated.

### 3.129 Vacancies

A vacancy in any Vice-Presidency shall be filled by advancing the lower-ranking Vice-Presidents. The resulting vacancy shall remain vacant until filled by election at the next convention of the Synod.

## 3. The Secretary

### 3.141 General Duties

The Secretary shall perform all customary duties of a corporate secretary. He shall serve as a member and Secretary of the Board of Directors of The Lutheran Church—Missouri Synod.

### 3.143 Duties

The Secretary shall

- a. serve as consultant to the local convention committee;
- b. publish the names of the members of the Committee for Convention Nominations in an official synodical periodical as soon as possible after they have been elected;
- c. carry out responsibilities with reference to the Committee for Convention Nominations as determined in the Bylaws;
- d. provide the Committee on Elections with copies of a manual of suggested election procedures;
- e. record the proceedings when the Synod meets in convention;
- f. announce daily the time and the place of committee meetings at conventions;
- g. officially notify every member of the Synod elected to office of election;
- h. edit the *Proceedings* of the Synod in convention and arrange for its distribution in harmony with the provisions of the Bylaws;
- i. serve as a nonvoting member and secretary of the Commission on Constitutional Matters;
- j. serve as a voting member of the Board of Governors of Concordia Historical Institute;
- k. carry out responsibilities with reference to the nomination and election of the President and First Vice-President as detailed in the Bylaws (3.960 and 3.961);

- l. supervise the maintenance of the official roster of member congregations and ordained or commissioned ministers on the basis of information supplied by the District Presidents;
- m. serve as editor of *The Lutheran Annual*;
- n. keep a file of all governing instruments of Districts and entities of the Synod and of its Districts;
- o. administer the Synod's dispute resolution process;
- p. perform such other work as the Synod in convention, the President, or the Board of Directors of the Synod may assign to him.

### 3.145 Vacancy

In the event of the death, resignation, or permanent incapacity of the Secretary, the Board of Directors of The Lutheran Church—Missouri Synod shall appoint a successor for the unexpired term.

## 4. The Vice-President—Finance—Treasurer/Chief Financial Officer

### 3.161 Election

The Vice-President—Finance—Treasurer shall be a layperson. The nominee or slate of nominees for election as Vice-President—Finance—Treasurer/Chief Financial Officer shall be provided by the Board of Directors of The Lutheran Church—Missouri Synod, after consultation with the other boards on which he serves and shall be elected by the convention. Any additional nominations from the floor must meet the requirements of Bylaw 3.985 a, with the Board of Directors serving as the committee for nominations for this position. The term of office shall be for a period of three years, with no limitation of reelection to successive terms. He shall not be in line of succession to the presidency. The Vice-President—Finance—Treasurer shall not be an officer or staff member of a synodwide corporate entity.

### 3.163 General Duties

The Chief Financial Officer shall administer the financial affairs of the Synod, excluding the synodwide corporate entities, the Districts, and Worker Benefit Plans. The Chief Financial Officer shall carry out the duties of the office in accordance with the rules and regulations adopted by the Synod and as directed by the Board of Directors of The Lutheran Church—Missouri Synod. The Chief Financial Officer shall receive and disburse the moneys of corporate Synod, and keep accurate account of them under the instruction of the Board of Directors of The Lutheran Church—Missouri Synod.

### 3.165 Specific Duties

The Chief Financial Officer shall

- a. act as the depository for all funds in the hands of corporate Synod's boards (excluding Worker Benefit Plans), commissions, officers, and employees who by virtue of their office act as custodians or trustees of such funds;
- b. keep informed about the financial affairs of the synodwide corporate entities. In this capacity the chief financial officer shall serve as a nonvoting member of the governing boards of the Concordia University System, The Lutheran Church—Missouri Synod Foundation, The Lutheran Church Extension Fund—Missouri Synod, Worker Benefit Plans and Concordia Publishing House. The Chief Financial

Officer shall serve on the investment committee of Worker Benefit Plans;

c. keep on file a correct list of all devises and bequests which directly or indirectly have been given to corporate Synod. Legacies and bequests made to other agencies of the Synod shall be reported annually to the Chief Financial Officer as part of the audit process;

d. report regularly to the Synod through the official periodical and at every meeting of the Synod in convention on the performance of his office;

e. be authorized to borrow in the name of the Synod, provided the Board of Directors of The Lutheran Church—Missouri Synod has first determined the amounts and conditions under which such moneys shall be borrowed. Instruments relative to such borrowing shall require two signators. One shall be the Chief Financial Officer and the other shall be another synodical officer designated by the Board of Directors of the Synod;

f. at any time submit to an audit of official books and accounts when so ordered by the Synod or its Board of Directors;

g. perform such other work as the Synod in convention, the President, or the Board of Directors of Synod may assign.

### 3.167 Vacancy

In the event of the death, resignation, or permanent incapacity of the Vice-President—Finance—Treasurer, the Board of Directors of The Lutheran Church—Missouri Synod shall appoint a successor for the unexpired term.

## 5. The Chief Administrative Officer

### 3.171 Appointment

The Chief Administrative Officer shall be an officer of the Synod and be appointed by the Board of Directors of the Synod in consultation and mutual concurrence with the President of the Synod, to a three-year renewable term during which he shall serve at the pleasure of the Board of Directors. He may serve an unlimited number of terms, but each reappointment shall be with the mutual concurrence of the President and the Board of Directors of the Synod. The appointment or reappointment shall occur within six months following each regular meeting of the Synod in convention with an annual review and evaluation between conventions.

### 3.173 General Duties

The Chief Administrative Officer shall assist the President and the Board of Directors of Synod as each directs in carrying out the responsibilities given to them by the Constitution, Bylaws, and resolutions of Synod.

### 3.175 Specific Duties

The Chief Administrative Officer shall

a. meet regularly with the executive officers of program boards, commissions, and synodwide corporate entities as the liaison with the Board of Directors and the President of the Synod;

b. provide leadership to assure that the mission and ministry activities of the church are being carried out in a coordinated, cooperative and efficient manner.

## 6. The Administrative Team

### 3.179 Administrative Team

The Administrative Team consists of the President, First Vice-President, Chief Financial Officer, Chief Administrative Officer, and the Secretary and shall be under the leadership of the President. The team shall assist the President and the Board of Directors of the Synod in carrying out their respective responsibilities for oversight, supervision, management, and coordination as set forth in the Constitution, Bylaws, and resolutions of the Synod.

## D. SYNODICAL BOARD OF DIRECTORS

### 3.181 Membership

The Board of Directors of the Synod is the legal representative of the Synod and the custodian of all of the property of the Synod. It shall be accountable to the Synod in convention for the discharge of its duties.

a. The Board of Directors shall consist of 15 voting members, 13 of whom are elected by the Synod in convention, serving a maximum of two six-year terms: four ordained ministers, one commissioned minister, and eight laypersons. No more than one of these 13 may be elected from one District.

b. The President and Secretary shall be voting members of the Board. The First Vice-President and Vice-President–Finance—Treasurer of the Synod shall be nonvoting members.

c. The Board shall elect its own chair and vice-chair and such operating officers as may be necessary. The Board shall name those officers who have authority to sign official documents on behalf of the Synod.

d. A person salaried by the Synod or an agency of the Synod (other than one serving by virtue of his office) may not be a voting member of the Board.

e. Members of the Administrative Team shall assist the Board of Directors in carrying out its responsibilities by completing assignments made to them by the Board. The Board may also designate a member of the Administrative Team other than the President or First Vice-President to function as its staff person to carry out duties and responsibilities not assigned to other team members.

### 3.183 Authority of the Board

The Board of Directors shall

a. have the powers and duties which have been accorded to it by the Articles of Incorporation, Constitution, Bylaws, and resolutions of the Synod, and the laws of the State of Missouri.

b. provide for the coordination of the policies and directives of the Synod authorized by the Constitution, Bylaws, and resolutions of the Synod, evaluate plans and policies, and communicate to the appropriate boards and commissions suggestions for improvement.

c. be responsible for the general management of the business and legal affairs of the Synod and is authorized to take on behalf of the Synod any action related to such business and legal affairs which has not been expressly delegated by the Constitution, Bylaws, and resolutions of the Synod to other officers or agencies of the Synod, and as to those it shall have general oversight responsibility.

d. allocate available funds to the program boards, commissions, councils, and departments of corporate Synod and hold them accountable therefore. To the extent of its responsibilities relative to the general management and supervision of the business and legal affairs of the Synod:

1. It shall receive such reports as it requests on the operations and policies of the program boards, commissions, and councils.

2. It shall have the right to call up for review, criticism, modification, or revocation any action or policy of a program board, commission, or council, except opinions of the Commission on Constitutional Matters.

e. exercise general oversight over the operations and activities of the synodwide corporate entities and Worker Benefit Plans as required of it in the Constitution of the Synod and specified in these Bylaws, and shall assure itself that their accounting, budgeting, and financial policies comply with generally accepted accounting standards.

f. assure itself that audits are performed by internal auditors or independent certified public accountants for the Synod's

1. synodwide corporate entities;

2. colleges, universities, and seminaries;

3. Districts;

4. Worker Benefit Plans.

It shall be furnished with copies of these and any interim financial reports it requests.

### 3.185 Powers and Duties with Respect to the Property of the Synod

a. The Board of Directors is the custodian of all the property of the Synod. Except as otherwise provided in these Bylaws, it shall have such authority and responsibility with respect to the property of the Synod as is generally vested in and imposed upon a board of directors of a corporation, provided, however, it

1. shall delegate to District boards of directors the authority to buy, sell, and encumber real and personal property in the ordinary course of performing the functions which the District carries on for the Synod in accord with general policies (which shall be applicable to all Districts) established from time to time by itself or the Synod in convention; and

2. may delegate to any agency of the Synod powers and duties with respect to property of the Synod for which such agency of the Synod has direct supervisory responsibility. Such delegation shall be in writing and shall be subject to change at any time by the Synod's Board of Directors provided that reasonable deliberations, as determined by the Board of Directors, take place with such agency prior to the change.

b. For the definition of "Property of the Synod," see Bylaw 3.51 i.

### 3.187 Budget

The Synod's budgeting process and the budget itself shall be designed to support the worldwide mission and ministry of the Synod.

a. The Board of Directors shall establish policies and guidelines relating to the preparation of the annual budget of the Synod.

b. The Board of Directors shall adopt the annual budget of the Synod.

### 3.189 Capital-Fund Borrowing Authority

1. The Board of Directors shall be empowered to authorize the synodical Vice-President–Finance–Treasurer to borrow capital funds after the board has determined the amounts and the conditions under which these capital funds shall be borrowed, for capital-fund outlay, for site acquisition, or for construction projects which are authorized by synodical conventions.

2. The Board of Directors and the responsible officers of the Synod are empowered to do all things necessary to effect such capital-fund borrowings if and when required, including the pledging of real and other property belonging to the Synod in order to secure loans to obtain the necessary funds.

3. The borrowed capital funds shall not be used for any operating expenditures and shall be subject to provision for amortization.

## E. SYNODWIDE CORPORATE ENTITIES

### 3.190 Role

The Synod in convention has authorized the creation of corporate and legal entities which are to be servants of and to the Synod and its members. Their purpose, function, and assigned areas of responsibility are set forth in these Bylaws. They are referred to in the Bylaws as “synodwide corporate entities” and are as follows:

- Concordia Historical Institute
- Concordia Publishing House
- Concordia University System
- The Lutheran Church Extension Fund—Missouri Synod
- The Lutheran Church—Missouri Synod Foundation

### 3.191 Members

The members, if any, of a synodwide corporate entity shall be as set forth in these Bylaws.

### 3.192 Governing Board

a. Each synodwide corporate entity shall have a governing board.

b. A minimum of approximately one-third of the voting members of every governing board shall be elected by the Synod in convention as described in these Bylaws.

c. The names of the individual members of each of these governing boards shall be reported annually in an official periodical of the Synod.

### 3.193 Officers of the Boards

Each governing board shall elect its own chair, vice-chair, and secretary and such operating officers as may be necessary. The executive officer of each synodwide corporate entity shall serve at the pleasure of the governing board. The governing board of each executive shall conduct an annual review and, before the expiration of each five-year period, the appointment shall terminate unless the governing board takes specific action to continue the person in the office. The slate of candidates for the initial appointment of the executive officer of a synodwide corporate entity shall be selected by its governing board in consultation and mutual concurrence with the President of the Synod.

### 3.195 Functions of the Boards

Each governing board

a. shall have such powers and duties as have been assigned to it by the Constitution and Bylaws of the Synod, the resolutions of the Synod in convention, and the governing instruments of the synodwide corporate entity. Within such limitations it shall operate in accord with federal and state laws;

b. is vested with the supervision of the business, financial, property, personnel, and legal affairs of the Synod assigned to that synodwide corporate entity and shall develop policies governing its operations. Each shall have an independent audit and shall provide for insurance and fidelity bonding, and use common policies with other synodwide corporate entities whenever possible;

c. establish and monitor long- and short-range plans and operating and capital budgets to carry out such plans in accord with the objectives of the Synod and its convention resolutions;

d. reply to inquiries and suggestions from the Synod's Board of Directors relative to its operations and activities. If the governing board and the Synod's Board of Directors do not reach an accord on such suggestions, the matter may be brought by the Synod's Board of Directors to the Synod in convention for decision;

e. be accountable to the Synod in convention for the discharge of its assigned duties and shall submit a report relative thereto for inclusion in the *Convention Workbook*;

f. be accountable to the President of the Synod for doctrinal faithfulness. It shall respond to any questions asked by the President of the Synod as he carries out his constitutional duties.

### 3.197 Governing Instruments

a. The governing instruments of a synodwide corporate entity shall be in conformity with the Synod's Constitution, Bylaws, and applicable resolutions of the Synod in convention.

b. Before becoming effective, such governing instruments, and any amendments thereto, shall be reviewed and approved by the Board of Directors of the Synod and the Commission on Constitutional Matters. A negative decision by either of these two bodies may be appealed to the Synod in convention, which retains the right on its own initiative to require amendments to such governing instruments.

c. A copy of the current governing instruments of each synodwide corporate entity shall be filed with the Secretary of the Synod and shall be made available by the synodwide corporate entity upon request to any member of the Synod.

d. Each synodwide corporate entity shall provide the following in its governing instruments:

1. Upon dissolution of a synodwide corporate entity, its remaining assets shall be transferred to the Synod. Any amendment of this provision shall require the affirmative vote of the Synod in convention.

2. Every member of the governing board shall be a member of a congregation that is a member of the Synod.

3. That it is a component part of the Synod, is subject to the Constitution, Bylaws, and resolutions of the Synod, and its governing instruments are subordinate to the Constitution and Bylaws of the Synod.

4. Any amendments to a provision of its governing instruments which relate to

- a. its objects and purposes;
- b. designating its members; or
- c. the procedure for amending its governing instruments, shall require a two-thirds affirmative vote of its members, if any, who are appointed by the Board of Directors of the Synod.

#### 3.198 Formation of a Synodwide Corporate Entity

Formation of a synodwide corporate entity shall require the approval of the Synod in convention or the Board of Directors of the Synod. At least six months prior to such approval an announcement thereof shall be given in an official publication of the Synod together with a detailed explanation of the problems or factors which make the formation of the proposed synodwide corporate entity advisable or necessary and an invitation for members of the Synod to submit comments thereon to the Board of Directors of the Synod.

#### 3.199 Dissolution of a Synodwide Corporate Entity

Dissolution of a synodwide corporate entity shall require the approval of the Synod in convention or the Board of Directors of the Synod.

### 1. Concordia Historical Institute

#### 3.201 Membership

Membership in the Concordia Historical Institute is defined in the articles of incorporation and bylaws of the institute.

#### 3.203 Board of Governors

The Board of Governors of the institute shall have nine members: the Secretary of the Synod, five members who shall be elected by the membership of the institute, and three who are elected by the Synod in convention, two of whom shall be ordained ministers. Members may not serve more than two successive six-year terms, except the Secretary, who may serve unlimited terms.

#### 3.205 Functions

a. Concordia Historical Institute, a corporation, shall be the official Department of Archives and History of the Synod.

b. It shall promote interest in the history of Lutheranism in America, particularly of The Lutheran Church—Missouri Synod, serve as an advisory and correlating agency for historical interests within the Synod, collect and preserve articles of historical value, stimulate historical research, and publish its results. It may, at its discretion, serve as the official depository for such other groups as designate the institute as their depository.

c. It shall provide guidelines for the establishment of an archive-historical unit by each District, seminary, synodical college, university, and other agencies.

#### 3.207 Transfer of Records

a. All records created by officers of the Synod, boards, commissions, committees, task forces, and other agencies owned or controlled by the Synod are the property of the Synod and may be disposed of only under

procedures and guidelines established by the Department of Archives and History and supervised by it.

b. The President, Vice-Presidents, Secretary, and Vice-President—Finance—Treasurer; the Board of Directors of The Lutheran Church—Missouri Synod, and its officers and staff; the Council of Presidents; and all other synodical boards, commissions, committees, and other synodical agencies shall transfer correspondence, records, minutes, reports, and other files from their respective offices to the archives when they are no longer of current operational value.

c. The records of retiring officers (President, First Vice-President, Secretary) not needed by their successors shall be transferred to the Department of Archives and History within six months after they leave office. Such transfer shall be done under the auspices of the Department of Archives and History's staff and in consultation with the successor in the office.

d. Such minutes, files, records, and reports shall ordinarily be transferred to the archives at the expiration of not more than 15 years after their creation unless such records are still currently being used by the officer or board. If the latter is the case, this shall be reported to the archives.

e. Temporary committees, task forces, and other entities or agencies serving the Synod shall immediately on their dissolution transfer to the archives all of their files containing the correspondence, records, minutes, and reports relating to their work.

f. Copies of official documents of the Districts, such as articles of incorporation, constitutions, bylaws, convention proceedings, and other official publications, shall be filed in the archives of the Synod. Each District shall also establish the office of "Archivist-Historian" and pattern the responsibilities of the office after those of the synodical archives and encourage this officer to work in close relationship with the synodical archives.

g. Institutions, organizations, and agencies related to the Synod or to any of its structure or work that are disbanding permanently are urged to transfer their files, correspondence, records, reports, and other historical materials to the archives.

h. All auxiliary agencies and interchurch councils and structures related to the Synod or in which the Synod holds membership shall file copies of all official documents, including articles of incorporation, constitutions, bylaws, convention proceedings, official publications, minutes, and other materials, with the archives on a regular basis.

i. Synodical colleges, universities, and seminaries shall establish departments of archives and history for the preservation of their records and shall transfer bylaws, handbooks, minutes, and official publications to the archives of the Synod. The job description of the college or seminary archivist shall be patterned after that of the synodical archivist. Such archivist shall also be directed to work in close cooperation with the synodical archives.

j. Congregations permanently disbanding (not merging) shall transfer all of their records, such as registers of official acts, minutes, and other historical materials, to the institute.

## 2. Concordia Publishing House

### 3.301 The Corporation

a. Concordia Publishing House shall be maintained and controlled by the Synod as a corporate entity organized under the laws of the State of Missouri and shall be operated by a board of directors elected by the Synod in convention: one ordained minister, one commissioned minister, and seven laypersons. Board composition needs to reflect commitment to the mission of the church. Directors should have training and experience in diverse disciplines necessary for the operation of a publishing house, including product development and business management. The directors shall serve a maximum of two six-year terms. The President of the Synod or his representative from the clergy roster will serve as a voting member of the board. The Synod's Chief Financial Officer will be a nonvoting member.

b. The purpose of Concordia Publishing House is to proclaim the Gospel of our Lord Jesus Christ. Concordia Publishing House shall serve the Synod by publishing and distributing resources for all synodical agencies unless this is deemed detrimental to the agency involved. This includes developing, producing, marketing, and distributing products for use by members of the Synod, other Christians, and the public in general, and by supplying publishing services for the agencies of the Synod as required. Unless otherwise instructed by the Synod, the Board of Directors of Concordia Publishing House shall determine what is to be published by the corporation. Concordia Publishing House shall, however, consult with representatives of other boards when materials are produced in concert with them. All materials of a religious or theological nature shall be approved through the Synod's prescribed procedure for doctrinal review before publication.

c. Surplus funds, when not needed in the operation of the publishing house, as determined by the Concordia Publishing House Board of Directors, may be ordered paid to The Lutheran Church—Missouri Synod by the Concordia Publishing House Board of Directors at any regular or special meeting.

## 3. Concordia University System/Board for Higher Education

### 3.401 Concordia University System and Board for Higher Education

a. The Board for Higher Education shall serve as the Board of Directors of the Concordia University System. Thus, the Bylaws in this section apply to the one board both as the Board for Higher Education, a program board of the Synod, and as the governing board of the Concordia University System. The Concordia University System is a synodwide corporate entity.

b. As the Board of Directors of the Concordia University System, this board has authority with respect to the Synod's colleges and universities. As the Board for Higher Education, it has authority with respect to all the Synod's institutions of higher education, including its seminaries.

### 3.403 Purpose of the Concordia University System

Concordia University System, as a corporation under the laws of the State of Missouri, is operated by its Members and Board of Directors in accordance with its articles of incorporation and corporate bylaws to further the objectives and duties of the Board for Higher Education within the Synod.

Any amendments to the articles of incorporation shall be subject to approval by the Members.

### 3.405 Membership of the Concordia University System

The Members of Concordia University System shall consist of two groups, one group consisting of individuals appointed by the Board of Directors of The Lutheran Church—Missouri Synod and the Council of Presidents, and the other group consisting of individuals representing the colleges and universities as established by the corporation's bylaws.

### 3.407 Membership of the Board

The Board for Higher Education shall consist of 18 members (16 voting and 2 nonvoting members). Seven of its voting members shall serve on a Committee for University Education, and 8 members, including the District Presidents' representative, shall serve on a Committee for Pastoral Education. One member shall be elected by the board to serve as chair and may sit with either committee but without committee vote.

a. Elected by the Council of Members of the Concordia University System: four laypersons who are not regents of any synodical higher education institution and who have financial or administrative or education experience. Three of these will serve on the Committee for University Education. The other, as chosen by the plenary Board for Higher Education, will serve on the Committee for Pastoral Education.

b. Elected jointly by the members of the seminary boards of regents meeting together: two laypersons who are not regents of any synodical higher educational institution and who have financial or administrative or education experience and two ordained ministers. Three of these four will serve on the Committee for Pastoral Education. The other, as chosen by the plenary Board for Higher Education, will serve on the Committee for University Education.

c. Elected by the Council of Presidents: one District President who will be a nonvoting member on both the Committee for Pastoral Education and the plenary board.

d. Elected by the Synod in convention: three ordained ministers who must be parish pastors; two commissioned ministers; and two laypersons. These members will be assigned to one of the two committees by action of the plenary Board for Higher Education. No more than one of these seven members elected by the Synod in convention can be from the same District of The Lutheran Church—Missouri Synod.

e. The President of the Synod or his representative shall be a voting member of the plenary board. The Chief Financial Officer shall be a nonvoting member of the plenary board. The President of the Synod or his representative and the Chief Financial Officer shall be nonvoting members of both committees.

Any of the 16 voting members is eligible to serve as chair of the board. If one of the four members elected by the Concordia University System Council of Members or one of the four elected by the joint sem-

inary regents is elected chair, that member will leave the Committee for University Education or Pastoral Education. The vacated committee seat will be filled via an appointment made by the plenary board from among the board members elected by the Synod in convention. The seminary presidents will serve as ex officio members of the Committee for Pastoral Education without vote. Two presidents from the Concordia University System campuses shall be selected by the college and university presidents to be ex officio members of the Committee for University Education, without vote.

### 3.409 Functions

The board shall have the overall responsibility to provide for the education of ordained and commissioned ministers and other professional church workers for the Synod by supervising and coordinating the activities of the Synod's colleges, universities, and seminaries as a unified synodical system through their respective boards of regents. To that end and in keeping with the objectives and the Constitution, Bylaws, and resolutions of the Synod, the board shall

a. develop detailed coordinating policies and procedures for implementing structural arrangements and individual college, university, and seminary roles established by the Synod and be responsible for their implementation;

b. coordinate institutional planning and prepare and execute systemwide plans for adoption by the Synod for meeting constituency needs and interests;

c. review and approve programs, both church work and nonchurch work, both undergraduate and graduate, in the interest of the institutions and the constituency;

d. review and approve institutional budgets as related to system needs and plans, and recommend a systemwide budget;

e. establish policy guidelines involving distribution of synodical subsidy and efforts for securing additional financial support from other sources;

f. through use of standardized forms secure data from the colleges, universities, and seminaries; gather, interpret, and forward to the institutions national and systemwide information including current trends in education and government programs and regulations;

g. determine detailed policies for the administration of synodical student financial aid funds for the system and recommend individual institutional allocation;

h. provide details for the application of policies regarding personnel selection and grant prior approval for initial appointments of theological faculty;

i. approve capital projects in terms of constituency priorities and system and institutional needs in accordance with campus property-management agreements;

j. assist congregations and Districts in student recruitment for both professional church work and lay higher education and in the development of student aid programs;

k. establish criteria for determining institutional viability, fiscal and otherwise;

l. have authority, after receiving the consent of the Board of Directors of The Lutheran Church—Missouri Synod by its two-thirds vote and also the consent of either the Council of Presidents by its two-thirds vote, or the appropriate Board of Regents by its two-thirds vote,

to expand, consolidate, relocate, change to a junior college level, or separate a college or university from the Synod. In the case of the closure of a college, university, or seminary, the approval of a two-thirds majority of the Synod in convention is also required.

m. visit colleges and seminaries on a periodic basis to assist in identifying strengths and weaknesses of the institutions on the basis of agreed-upon standards and provide support for their growth in excellence;

n. serve as resource for the development of lists of potential teaching and administrative personnel.

#### 3.411 Standing Committees

The board shall be assisted by standing committees dealing with the following areas:

- Colloquy for the Pastoral Ministry
- Colloquy for the Teaching Ministry
- Colloquy for Deaconess Ministry

#### 3.413 Boards of Regents, Presidents, Faculties

Each college, university, and seminary, with its president and faculty, shall be governed by a board of regents as detailed elsewhere in these Bylaws.

#### 3.415 Advisory Council

Presidents and acting presidents of the Synod's educational institutions shall comprise an advisory council which shall meet at the call of the Board for Higher Education and report the results of its studies to the board for consideration in making its decisions.

## 4. The Lutheran Church Extension Fund—Missouri Synod

#### 3.501 Incorporation

a. The Lutheran Church Extension Fund—Missouri Synod, as established on June 15, 1978, as a corporate entity under the laws of the State of Missouri, is operated by its Members and Board of Directors, in accordance with its articles of incorporation and corporate bylaws, to further the objectives and duties of the Church Extension Fund within the Synod.

As established by its bylaws, the Members of the Lutheran Church Extension Fund—Missouri Synod are divided into two classes, one consisting of the President of the Synod or his representative, the Vice-President—Finance—Treasurer of the Synod, and such additional members appointed by the Board of Directors of The Lutheran Church—Missouri Synod as shall equal 1 for each 10 Members of the other class, and the other class consisting of that number of individuals representing participating Districts determined according to the following formula:

$$\begin{array}{rclcl}
 \text{Baptized} & & & & \\
 \text{Members} & + & \text{Investments} & + & \text{Investments} \times .015 \\
 50,000 & & 10,000,000 & & \text{Baptized} \\
 & & & & \text{Members} \\
 & & \text{Fund} & & \text{Number of} \\
 & + & \text{Balance} \times .010 & = & \text{Members per} \\
 & & 100,000 & & \text{District}
 \end{array}$$

Any fraction derived by application of the formula will be rounded to the nearest whole number.

b. Until such time that all Districts of the Synod conduct their church-extension activities through the Lutheran Church Extension Fund—Missouri Synod, there shall also be a Board for Church Extension of The Lutheran Church—Missouri Synod, the functions and duties which are set forth in sections 3.507 and 3.509 of these Bylaws.

c. The Board of Directors for the Lutheran Church Extension Fund—Missouri Synod shall consist of such number of directors as are specified in the Bylaws of The Lutheran Church Extension Fund—Missouri Synod. Three directors shall be elected by the Synod in convention and shall include one ordained or commissioned minister and two laypersons. The remaining voting directors shall be elected by the members. All directors shall have an understanding of the church-extension program and/or demonstrate an expertise in fields or areas closely related to church-extension activities, such as knowledge of real estate, management, and financial planning. The Chief Financial Officer of the Synod shall also be a nonvoting member of the board.

d. The individuals elected to the Board of Directors for the Lutheran Church Extension Fund—Missouri Synod shall serve a maximum of four three-year terms and shall also serve as members of the Board for Church Extension of the Synod.

e. Any amendment to the articles of incorporation and the corporate bylaws of the Lutheran Church Extension Fund—Missouri Synod as heretofore adopted shall be made by a two-thirds vote of the members of the Lutheran Church Extension Fund—Missouri Synod as set forth in its articles of incorporation and bylaws and shall be reported to the next synodical convention.

f. In the event the Lutheran Church Extension Fund—Missouri Synod is ever dissolved, its net assets shall be distributed to The Lutheran Church—Missouri Synod or its successor.

### 3.503 Objectives

This corporation is formed to provide financial resources and related services for ministry, witness, and outreach of The Lutheran Church—Missouri Synod. In so doing it shall raise funds primarily through the issuance of corporate notes and other debt instruments. Its assets shall be used exclusively for the following:

a. To provide financing and services for the acquisition of sites; the construction of facilities; the purchase of buildings and equipment; operating expenses; professional church worker education; the residential housing needs of professional church workers; promoting strategic ministry planning and assisting in capital campaigns; and other purposes approved by its governing board consistent with the ministry and mission of the Synod under policies approved by the Board of Directors of the Synod.

b. To provide financing for its own operations and for distribution of operating results to its member Districts, congregations, and corporate Synod, as determined by its governing board.

#### 3.505 Assets and Liabilities

The assets and liabilities of the Lutheran Church Extension Fund—Missouri Synod are separate and distinct from those of the Synod and its assets cannot be used to satisfy the liabilities and obligations of the Synod.

#### 3.507 Functions of Synodical Board for Church Extension

The board shall

a. aid Districts in motivating individuals, congregations, and organizations in acquiring investments for church extension in a systematic manner;

b. strive to coordinate and obtain uniformity in the church extension programs of the Districts; and

c. provide leadership in advance site acquisition for further expansion.

#### 3.509 Duties of Synodical Board for Church Extension

The board shall

a. establish policies within which Districts are to operate with respect to the making of loans and the type of security required, taking into consideration the financial status of the organization to which the loan is being made and circumstances of the loan;

b. establish policies and programs for maintaining, supervising, and enlarging the District church extension funds on a sound financial basis;

c. periodically review financial statements of all District church extension funds;

d. confer with Districts in cooperatively promoting church extension funds and seeking greater uniformity in the policies and programs of the District;

e. include a complete financial statement of District funds in its report to the Synod, including money borrowed and received, the total amounts of loans outstanding, and the amounts delinquent in each District;

f. provide architectural advice and site selection counsel, when requested, to congregations, synodical and District boards and commissions, and agencies of the Synod and District.

#### 3.511 The District Church Extension Program

The District Church Extension boards or committees shall administer the Districts' church extension programs in conformity with policies established by the Synod's Board for Church Extension and in accordance with District regulations.

### 5. The Lutheran Church—Missouri Synod Foundation

#### 3.601 Incorporation

a. The Lutheran Church—Missouri Synod Foundation shall be maintained and controlled by the Synod as a corporate entity organized under the laws of the State of Missouri and shall be operated by a Board

of Trustees, responsible to the Synod, in accordance with the provisions of its articles of incorporation and corporate bylaws.

b. Any amendments to the articles of incorporation shall be subject to approval by the Members of the Foundation.

### 3.603 Membership

a. The Members of the Foundation shall consist of two groups, one consisting of individuals appointed by the Board of Directors of The Lutheran Church—Missouri Synod and the other consisting of that number of individuals representing Districts, colleges, universities, seminaries, high schools, agencies, or auxiliaries of The Lutheran Church—Missouri Synod as established by the Foundation bylaws.

b. The Board of Trustees of the Foundation shall consist of the following:

- Two members elected by the Synod in convention, one ordained minister and one layperson
- The chairman of the Board for District and Congregational Services or his representative from that board
- At least seven members appointed by the members, as provided in the Bylaws of the Foundation
- The Chief Financial Officer of the Synod as a nonvoting member
- The President of the Synod or his representative

### 3.605 Functions

a. The Foundation shall provide investment management services for legacies, bequests, devises, endowments, annuity gifts, and other trust funds of the Synod and its agencies as established by the Foundation bylaws. It shall also provide such services to congregations, auxiliaries, other recognized service organizations, and others under policies approved by the Board of Trustees.

b. The Foundation shall

1. devise synodwide programs of deferred giving, including legacies, bequests, devises, endowments, foundations, and other trusts for the advancement, promotion, endowment, and maintenance of the Synod and its Districts, colleges, seminaries, and other agencies, and such other causes as may be designated by the Board of Trustees and the Board of Directors of The Lutheran Church—Missouri Synod;

2. provide estate-planning services, materials, and training events in accordance with applicable policies established by the Board of Trustees to assist estate-planning counselors throughout the Synod in consummating gifts;

3. maintain a current catalog of North American and worldwide missions and social ministry, higher education, and other projects, on a prioritized basis, which could be funded by gifts from individuals, congregations, and auxiliaries, and develop prospectuses for use by counselors in making all calls;

4. provide materials and conduct training events to assist both volunteer and salaried counselors throughout the Synod.

c. The Foundation Board of Trustees shall elect a president/chief executive officer. The board shall assemble the slate of candidates for this position in consultation and mutual concurrence with the President of the Synod. The chief executive officer of the Foundation shall give regular reports to the Board of Directors of the Synod.

d. The Foundation shall distribute designated funds in accordance with the contractual instructions of the donor. The distribution of

undesignated funds shall be determined by the Board of Trustees in consultation with the Board of Directors of The Lutheran Church—Missouri Synod.

e. The Foundation shall be audited annually by independent certified public accountants selected by the Board of Trustees. The audit report shall be made available upon request. The auditors shall also provide an annual letter commenting on the administrative and financial controls.

### 3.607 Other Foundations

Since the Foundation serves all the Synod, no new foundations shall be established by Districts, colleges, seminaries, universities, and agencies without prior approval of the Board of Directors of The Lutheran Church—Missouri Synod.

## F. WORKER BENEFIT PLANS

### 3.701 Board of Managers

The Board of Managers of Worker Benefit Plans shall consist of 10 voting members appointed by the Board of Directors of the Synod and the Chief Financial Officer of the Synod as a nonvoting member. The 10 voting members shall include 2 parish pastors, 1 teacher, and 7 lay persons, at least 3 of whom shall be experienced in the design of employee benefit plans and the others in the management of benefit plan investments.\*

When the Board of Managers is carrying out its functions with respect to any such separate plan, it may be designated as the Board of Managers of such separate plan; and when it is carrying out its functions generally, it may be designated as the “Board of Managers—Worker Benefit Plans of The Lutheran Church—Missouri Synod.”

### 3.703 Functions

The Board of Managers shall

a. administer the assets and trust funds in the Concordia Retirement Plan, Concordia Health Plan, the Concordia Disability and Survivor Plan, and the Pension Plan for Pastors and Teachers in accordance with the Synod’s policies governing the investment of trust funds;

b. have all general and incidental powers and duties appropriate for the performance of its functions, including the powers and duties set forth in the respective plans, as amended from time to time. It may create or amend any plan within limits established by the Board of Directors of the Synod so long as such changes are reported to the Board of Directors, since such power is finally vested in the Board of Directors;

c. make investment decisions at its own discretion or select and utilize investment counsel other than the Board of Managers and select agents and actuaries;

d. design for the Board of Directors of The Lutheran Church—Missouri Synod approval benefit plans which compare favorably with typical plans in the country while meeting unique needs of the full-time church workers in the Synod;

---

\* Paragraph to be implemented following the 2001 convention.

e. provide copies of all audit reports to the Board of Directors of The Lutheran Church—Missouri Synod for information, advice, and counsel;

f. settle disputes which arise in the enrollment in the plans and the payment of claims and benefits.

### 3.705 Pension Plan for Pastors and Teachers

The “Pension Plan for Pastors and Teachers of The Lutheran Church—Missouri Synod” is the pension plan established by the Synod as of Oct. 1, 1937, as heretofore or hereafter amended. The text of the plan, as amended from time to time, shall be published in booklet form under the supervision of the Board of Managers—Pensions and Support.

### 3.707 Concordia Retirement Plan

The “Concordia Retirement Plan for Ministers of Religion and Lay Workers of The Lutheran Church—Missouri Synod, Its Member Congregations, Controlled Organizations, and Affiliated Agencies” is the retirement plan adopted by the Board of Directors of The Lutheran Church—Missouri Synod pursuant to Res. 10-02 of the 45th convention of the Synod, as such plan has been heretofore or may hereafter be amended by the Board of Directors of The Lutheran Church—Missouri Synod. The text of the plan, as amended from time to time, shall be published in booklet form under the supervision of the Board of Managers—Concordia Retirement Plan.

### 3.709 Concordia Health Plan

The “Concordia Health Plan for Ministers of Religion and Lay Workers of The Lutheran Church—Missouri Synod, Its Member Congregations, Controlled Organizations, and Affiliated Agencies” is the health plan adopted by the Board of Directors of The Lutheran Church—Missouri Synod pursuant to Res. 10-02 of the 45th convention of the Synod, as such plan has been heretofore or may hereafter be amended by the Board of Directors of The Lutheran Church—Missouri Synod. The text of the plan, as amended from time to time, shall be published in booklet form under the supervision of the Board of Managers—Concordia Health Plan.

### 3.711 Concordia Disability and Survivor Plan

The “Concordia Survivor Plan for Ministers of Religion and Lay Workers of The Lutheran Church—Missouri Synod, Its Member Congregations, Controlled Organizations, and Affiliated Agencies” is the plan adopted by the Board of Directors of The Lutheran Church—Missouri Synod in accord with directives adopted at a prior convention of the Synod (Res. 10-02 of the 45th convention) to provide for surviving widows and children those benefits previously provided under the Concordia Retirement Plan. The text of the plan, as amended from time to time, shall be published in booklet form under the supervision of the Board of Managers—Concordia Disability and Survivor Plan.

### 3.713 Support Program

The Support Program of the Synod is a program of financial assistance to those eligible ordained ministers, commissioned ministers, and other professional church workers and their eligible dependents who are in financial need. This aid is in the form of a gift from the budget

funds of the Synod. Eligibility standards shall be determined by the Board of Managers.

### 3.715 Official Lists

The lists of ordained and commissioned ministers appearing in the current records of the synodical Department of Human Resources shall be the official lists for the purpose of the Board of Managers.

## G. PROGRAM BOARDS

### 1. Board for Black Ministry Services

#### 3.801 Membership

The Board for Black Ministry Services shall consist of nine members. One ordained minister, one commissioned minister, and one layperson shall be elected by the Synod in convention. Three ordained ministers and three laypersons shall be appointed by the President of the Synod. The President shall appoint from a list of at least three candidates for each vacant seat on the board which the representatives of the black congregations, meeting in convocation, will have reviewed, evaluated, and approved. Vacancies on the board shall be filled by appointment by the President of the Synod from the remaining nominees on the same slate of candidates.

#### 3.803 Functions

The board shall

a. develop policies that will assist congregations in reaching out more effectively with the Gospel of Jesus Christ among African Americans;

b. evaluate the effectiveness and administration of plans and programs designed to coordinate and expand black ministry in the Synod in cooperation with the convocation of black Lutheran congregations, appropriate boards, and the President of the Synod;

c. represent the concerns of black ministry before the boards, commissions, committees, and judicatories of the Synod.

### 2. Board for Communication Services

#### 3.811 Membership

The Board for Communication Services shall have seven members. One ordained parish pastor and one commissioned minister shall be elected by the Synod in convention. Two ordained ministers and three laypersons shall be appointed by the Board of Directors of The Lutheran Church—Missouri Synod. Faculty members of synodical colleges, universities, and seminaries shall be eligible for board membership, including those serving as administrators. Membership shall include representatives of both print and electronic media.

#### 3.813 Functions

To interpret, subject to the approval of the applicable officers and boards, the Synod's purpose and program to its members and to promote an increased understanding on the part of the church's publics of the mission of the church, the Board for Communication Services shall

a. organize the communications activities of the church at general synodical, District, and Circuit levels into a coordinated, functioning unit;

b. authorize and supervise the production of the necessary print and broadcast materials for the church and its publics;

c. have responsibility for the official periodicals of the Synod;

d. recommend communication policies to guide staff;

e. assist the appropriate officers of the Synod in their communication responsibilities;

f. maintain liaison and cooperation with recognized service organizations and other appropriate entities and agencies;

g. serve as a resource to the various boards, commissions, congregations, and other entities and agencies of the Synod by providing creative ideas and information along with programs, production facilities, and other assistance for print and electronic media;

h. encourage and assist the Synod's high school, colleges, universities, and seminaries in providing educational opportunities in print and electronic media.

### 3. Board for District and Congregational Services

#### 3.821 Membership

The Board for District and Congregational Services shall consist of 8 members to be elected by the Synod in convention: 2 pastors, 2 commissioned ministers, 2 laypersons, and 2 at-large members.

#### 3.823 Functions

The Board for District and Congregational Services exists to enable vision and outcome development, to prepare and revise policies responsive to both current and anticipated situations, and to initiate action in order to meet the changing needs of Districts and congregations.

The Board for District and Congregational Services serves with Districts in assisting congregations to develop and foster vibrant ministries to bring the saving, life-giving Gospel of Jesus Christ to the sinful, dying world. The Board shall determine the number and nature of ministry areas necessary to meet expressed District and congregation needs and develop policies to guide the staff in providing assistance in meeting them.

The Board for District and Congregational Services exists to serve with Districts in assisting congregations in arranging and carrying out a comprehensive and effective program of Christian education, especially counseling that the most effective education agencies available to the church for equipping children and youth for ministry are the Lutheran early childhood centers and full-time Lutheran elementary and secondary schools, so that the Gospel of Jesus Christ may become even more effective in the life of the individual Christian and of the congregation.

### 4. Board for Higher Education

(See Concordia University System, Bylaw 3.401.)

## 5. Board for Human Care Ministries

### 3.831 Membership

The Board for Human Care Ministries shall have seven voting members. One ordained parish pastor and one commissioned minister shall be elected by the Synod in convention. Two ordained ministers and three laypersons shall be appointed by the Board of Directors of The Lutheran Church—Missouri Synod.

### 3.833 Functions

The board shall

a. assist Districts in their institutional chaplaincy, pastoral counselor, and social ministry programs, and participate in social education and endeavors to remove or alleviate human suffering;

b. subject to the provisions of chapter XIII of these Bylaws, grant Recognized Service Organization status to health, chaplaincy, and social ministry agencies and institutions to validate their merit for use and support with assurance that they meet acceptable standards;

c. provide assistance to congregations and through them to their members and others in dire emergencies and disaster situations through Lutheran Disaster Response, a cooperative endeavor of The Lutheran Church—Missouri Synod and the Evangelical Lutheran Church in America as well as with its own World Relief domestic grant funds;

d. provide advisory services to the program boards in order that their materials and programs will cultivate congregation members in their concern for human care;

e. provide materials and programs that will assist congregations and their members in responding to human needs and providing for human care;

f. maintain liaison and cooperation with the appropriate units of other church bodies, with approved inter-Lutheran agencies, and with recognized service organizations and domestic projects endorsed by Districts;

g. sponsor and participate in World Relief activities for the alleviation of human suffering through cooperation with Lutheran World Relief, Lutheran Immigration and Refugee Services, Lutheran Services in America, the Board for Mission Services, and domestic projects endorsed by Districts;

h. promote the health and healing ministry of the Gospel throughout the Synod;

i. serve as a channel for the love and compassion of the church for helping the homeless, the persecuted, the sick, and the needy as a witness to our faith in Jesus Christ.

### 3.835 Standing Committees

The board shall be assisted by standing committees dealing with the following area:

- Sanctity of Life Ministry

## 6. Board for Mission Services

### 3.841 Membership

The Board for Mission Services shall consist of nine members who shall be elected by the national convention of the Synod: four ordained ministers, one commissioned minister, four laypersons.

### 3.843 Seminary Representation

The Board of Regents of each seminary shall be entitled to designate a representative on the Board for Mission Services to serve as an advisory member.

### 3.845 Functions

The board shall

a. formulate, recommend, review, and supervise the mission policies of the Synod, recommend and monitor budgets, review organizational effectiveness, and provide for an aggressive and united mission effort for the Synod;

b. call, appoint, assign, withdraw, and release missionaries (ordained and commissioned ministers) and other workers for the ministries and areas within its direct responsibility, always safeguarding the rights of the partner churches and workers involved;

c. serve as the only sending agency through which workers and funds are sent to the mission areas of the Synod, even though programs are supported by Districts or other agencies;

d. maintain a concern for the specific training of missionaries and other workers related to the mission endeavors of the Synod and establish a continuing liaison with the terminal schools of the Synod;

e. counsel with the mission boards of the Districts and partner churches with reference to their total mission program and supervise the planning and implementation of programs which will best utilize the Synod's resources of people and possessions;

f. have a special concern for the mission and ministry among minorities, among sensory impaired, and on campuses;

g. provide a ministry for all the Synod's military personnel, dependents of military personnel overseas, civilians and their dependents overseas, and patients of veterans hospitals;

h. function as a recruitment, liaison, and endorsement agency with the various governmental units involved in the Armed Forces and Veterans Administration and between these units and the Synod's chaplains and directors of religious education;

i. maintain liaison and cooperation with assigned auxiliary and other recognized service organizations.

## H. COMMISSIONS

### 1. Commission on Constitutional Matters

#### 3.903 Membership

a. The Commission on Constitutional Matters shall consist of five voting members, (whose terms shall be for six years renewable once). Three of the appointed members, shall be ordained ministers and two shall be lawyers.

1. Candidates shall be nominated only by the District boards of directors acting singly and shall be presented to the Council of Presidents through the office of the Secretary.

2. The Council of Presidents shall elect five candidates for each vacant position and present them through the office of the Secretary of the Synod to the President of the Synod.

3. The President of the Synod, in consultation with the Vice-Presidents of the Synod, shall appoint the members of the commission from the list presented by the Council of Presidents.

b. The Secretary of the Synod shall serve as a nonvoting member of the commission and its secretary.

c. Vacancies in appointed positions shall be filled by following the procedure set forth above.

### 3.905 Functions

The commission shall

a. examine all reports and overtures to the Synod asking for amendments to the Constitution and Bylaws of the Synod or which in any manner affect the Constitution and Bylaws, to determine their agreement in content and language with the Constitution and Bylaws of the Synod;

b. be represented at the meetings of the floor committees considering constitutional matters at the convention of the Synod;

c. revise the synodical *Handbook* immediately after each convention of the Synod to bring it into harmony with the resolutions or changes adopted by the convention;

d. interpret the Synod's Constitution, Bylaws, and resolutions upon the written request of a member (congregation, ordained or commissioned minister), official, board, commission, entity, or agency of the Synod. Such a request may be accompanied by a request for an appearance before the commission. An opinion rendered by the commission shall be binding on the question decided unless and until it is overruled by a synodical convention;

e. maintain a complete file of succeeding *Handbooks* so that a comparison can be made between current regulations and those immediately preceding;

f. maintain a file of the articles of incorporation and bylaws and regulations of all synodical entities; examine in advance the articles of incorporation and the bylaws or regulations of every synodical entity and all proposed amendments of such documents to ascertain whether they are in harmony with the Constitution, Bylaws, and resolutions of the Synod. A synodical entity shall make such amendments to or changes in these documents as may be necessary to conform.

## 2. Commission on Doctrinal Review

### 3.907 Membership

The Commission on Doctrinal Review shall consist of five members appointed by the President of the Synod from the total number of doctrinal reviewers.

### 3.911 Functions

The commission shall carry out the functions set forth in chapter X of these Bylaws on doctrinal review.

### 3. Commission on Ministerial Growth and Support

#### 3.913 Membership

The Commission on Ministerial Growth and Support exists to provide opportunity for the continuing education and vocational growth of the church's workers, to advocate and facilitate care and counsel for the church's workers to support them in the performance of their official duties, and to advocate and facilitate support for the personal well-being of the church's workers and their family members.

The Commission on Ministerial Growth and Support shall consist of 13 members: three ordained ministers who shall be parish pastors, three commissioned ministers (two teachers, one other than a teacher), three laypersons (one of whom shall be a parish pastor's wife), one District President, two seminary faculty members (one from each seminary), and one Concordia University System faculty member. The members shall be appointed by the President of the Synod.

#### 3.915 Functions

The Commission on Ministerial Growth and Support shall fulfill the following objectives:

a. It shall assist and encourage the church's workers in the planning of their continuing educational and vocational growth and the personal well-being of them and their family members.

b. It shall assist and encourage congregations in assessing and promoting the continuing educational and vocational growth of the church's workers and the personal well-being of them and their family members.

c. It shall assist and encourage Districts in the development of support systems for the continuing educational and vocational growth of the church's workers and the personal well-being of them and their families.

d. It shall provide opportunities and settings for the church's workers to continue to grow in Christ and in the knowledge, attitudes, skills, and personal well-being they need to serve Him in His church.

e. It shall develop, sponsor, and coordinate continuing educational and vocational growth and personal well-being initiatives among the entities of the Synod whose work impacts the church's workers and their families.

f. It shall seek grants and maintain funds from outside sources for the support of its objectives when it deems necessary to do so.

### 4. Commission on Structure

#### 3.917 Membership

The Commission on Structure shall consist of eight members, seven voting and one nonvoting:

a. Five members appointed by the Board of Directors of the Synod in consultation and mutual concurrence with the President of the Synod, these appointments to be made in conjunction with the first meeting of the Board of Directors following each national convention of the Synod;

b. The Secretary and the Chief Administrative Officer of the Synod, who shall serve as voting ex officio members; and

c. A voting member of the Commission on Constitutional Matters selected by that Commission, who shall serve as an advisory member of the Commission on Structure.

#### 3.918 Purpose

The Commission on Structure serves the members of the Synod in convention by providing direction for ongoing maintenance and management of the *Handbook*: the Articles of Incorporation, Constitution, and Bylaws of the Synod.

#### 3.919 Function

The Commission on Structure shall assist the convention in maintaining the *Handbook* of the Synod by identifying and recommending modifications to areas of concern in the *Handbook* and for promotion of its ease of use, thereby to enable the Synod most effectively to accomplish its mission.

### 5. Commission on Theology and Church Relations

#### 3.921 Membership

The Commission on Theology and Church Relations shall consist of 16 voting and 4 advisory members, to be selected as follows:

a. The synodical convention shall elect two ordained ministers who are parish pastors, one commissioned minister who is a parish teacher, and two laypersons.

b. The Council of Presidents shall elect by ballot two ordained ministers (one of whom shall be a District President) and two laypersons.

c. The St. Louis and Fort Wayne theological faculties shall each appoint or elect two members of its faculty.

d. The President of the Synod, in consultation with the Vice-Presidents, shall appoint two additional members.

e. The President shall appoint a member from the faculties of the synodical colleges.

f. The President and the First Vice-President of the Synod shall be advisory members.

g. The Presidents of the St. Louis and Fort Wayne seminaries shall be advisory members.

#### 3.922 Vacancies

a. Vacancies that occur in the positions that were filled by appointment shall be filled by the same appointing body.

b. In the case of vacancies that occur in positions that were filled by election of a national synodical convention, the appointing body shall be the Board of Directors of The Lutheran Church—Missouri Synod, and they shall follow the nominating procedures as outlined in the Bylaws of the Synod for synodically elected boards or commissions.

#### 3.923 Purpose

The Commission on Theology and Church Relations exists to assist the President of the Synod in matters of church relationships and to assist congregations in achieving the objectives of Art. III, 1 and 6, of the Constitution of the Synod.

### 3.925 Functions

a. The commission shall assist the President at his request in discharging his constitutional responsibilities for maintaining doctrinal unity within the Synod and doctrinal integrity as he relates to other church bodies.

1. It shall address itself to and evaluate existing fellowship relations for the purpose of mutual admonition and encouragement.

2. When a church body applies for formal recognition of altar and pulpit fellowship with the Synod, such recognition shall be proposed at a synodical convention only after the approval of the commission.

3. When a synodical mission applies for formal recognition as a self-governing partner church, such recognition shall be proposed at a synodical convention by the Board for Mission Services with the approval of the commission.

b. The commission shall provide guidance to the Synod in matters of theology and church relations.

1. It shall bring matters of theology and church relations through special studies and documents to the membership of the Synod and to conferences.

2. It shall refer theological issues and questions to the proper individuals or groups of individuals for additional study.

3. It shall suggest and provide studies of contemporary issues, including also current social issues, as they affect the church and as the church may affect such social issues.

4. It shall foster and provide for ongoing theological education through institutes, seminars, and other means.

5. It shall obtain and study theological treatises, conference papers, and similar documents and studies.

c. The commission shall assist congregations and ordained and commissioned ministers of religion in fulfilling their commitment to witness publicly and privately to the one and only Gospel set forth in the Holy Scriptures, specifically as they carry out their responsibilities relating to membership in societies, lodges, cults, or any organizations of an unchristian or antichristian character to which the Synod has declared itself firmly opposed. The commission shall

1. provide information and counsel concerning organizations, philosophies, and worldviews about which ordained or commissioned ministers and congregations may make inquiry relative to objectives, tenets, programs, practices, or ceremonies;

2. seek to explain the Synod's concerns to any organizations that are involved in religion and have unchristian or antichristian features, with the goal of persuading them to abandon such features;

3. prepare and disseminate periodic reports concerning new organizations, philosophies, and worldviews, changes within existing agencies, and developments relative to the world religious scene in general;

4. serve as the resource center for the Synod with reference to information on religious agencies and worldviews, publish study materials, and assist pastors and congregations in providing counsel;

5. assist the pastors and congregations of the Synod in carrying out the policy of the Synod regarding fraternal organizations as set forth in the following guidelines:

a. Pastors and congregations alike must avoid membership or participation in any organization that in its objectives, ceremonies, or practices is inimical to the Gospel of Jesus Christ or the faith and life of the

Christian church. It is the solemn, sacred, and God-given duty of every pastor properly to instruct his people concerning the sinfulness of all organizations that

1. explicitly or implicitly deny the Holy Trinity, the deity of Christ, or the vicarious atonement;

2. promise spiritual light apart from that revealed in the Holy Scripture;

3. attach spiritual or eternal rewards to the works or virtues of men; and/or

4. embrace ideologies or principles that clearly violate an express teaching of the Holy Scriptures concerning the relationships of men to one another.

b. The responsibility of diligent and conscientious pastoral care requires that pastors of the Synod do not administer Holy Communion to nor admit to communicant membership members of such organizations who, after thorough instruction, refuse to sever their affiliation with the organizations, 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; 1 Cor. 11:25). Earnest, continuous efforts should be put forth to bring individuals to a clear-cut decision regarding their contradictory confessions, in order that they may become or remain communicant members of the congregation, as the case may be.

c. The responsibility of conscientious pastoral care recognizes that a pastor will occasionally encounter an exceptional case in which he is called on to administer Holy Communion to a person who is outwardly connected with such an organization. Such exceptional cases ordinarily involve an individual who

1. has accepted the pastoral care of the congregation and is being instructed by its pastor in an effort to lead that person to see the inconsistency of contradictory confession and witness; and

2. has renounced to the pastor and/or church council the unchristian or antichristian character of the organization in which membership is held.

In such exceptional cases the pastor should consult with his brethren in the ministry or with officials of the Synod, as the case may require. He should, furthermore, beware of procrastination and the giving of offense to members of either the congregation or sister congregations.

d. The Synod instructs its officials to exercise vigilant care and urges all pastors and congregations to carry out these provisions and faithfully eradicate all compromise or negation of the Gospel through members' identification with objectionable organizations. It shall be the duty of every member, pastor, and especially officials of the Synod to admonish those pastors and congregations that fail to offer counter-testimony and take decisive action in matters pertaining to this subject. Refusal to heed brotherly admonition shall lead to suspension and eventual expulsion from the Synod.

## 6. Commission on Worship

### 3.927 Personnel and Appointment

a. A Commission on Worship shall be appointed by the President of the Synod after consultation with the Vice-Presidents. It shall consist of

seven members and include ordained and commissioned ministers and laypersons.

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 may serve as advisory members.

### 3.928 Functions and Duties

The commission shall

a. make literature available to congregations of the 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;

b. clear all literature related to corporate Christian worship in liturgy and hymnody made available through the Synod's various boards, commissions, auxiliaries, and recognized service organizations and through Concordia Publishing House;

c. recommend worship materials to the church and advise and warn against the use of worship materials that are unworthy of use in the corporate worship of the Lutheran Church;

d. represent the Synod in the preparation of service books and hymnals in which the Synod may engage in cooperation with other synods;

e. consult with the practical theology and the music departments of synodical schools to establish and affirm principles and practices in liturgy, church music, and church art which best express the true confessional theology of worship in Word and Sacrament of the Lutheran Church.

### 3.929 Official Service Books and Hymnals

a. All service books and hymnals that are to be accepted as official service books and hymnals of the Synod shall be given such status only by a convention of the Synod after a process of exposure and testing decided upon by the Synod in convention.

b. Revisions in such books shall be made only by a convention of the Synod after requesting the Commission on Worship for an evaluation and recommendations.

## I. COUNCIL

### 3.930 Council of Presidents

The President and Vice-Presidents of the Synod in line of succession and the District Presidents shall form the Council of Presidents. The council shall meet three times each year and in addition at the call of the President or at the request of one-third of the Council of Presidents

a. to enable the President to advise and counsel his representatives in the Districts;

b. to enable the District Presidents in turn to give counsel to the President;

c. to counsel with one another on matters regarding the doctrine and administration of the Synod and its Districts;

d. to edify and support one another in the work they share;

e. to serve as the Board of Assignments for the first calls to candidates for the offices of ordained and commissioned ministers and to handle or assist with placement of other professional church workers;

f. to carry out such assignments as the Synod may give to the council from time to time.

## J. STAFF

### 3.950 Tenure and Termination

Unless otherwise specified by the board of directors of the respective corporate entity, all employees shall serve at the pleasure of the appointing authorities. Members of the Synod who are appointed to positions requiring an ordained minister or a commissioned minister shall receive a solemn call. Other ordained or commissioned ministers appointed to positions in the Synod shall be affirmed by the respective board or commission through a solemn call. All positions requiring called ministers shall be filled in consultation with the President of the Synod subject to all appropriate provisions of the Constitution and Bylaws as well as the respective board of directors' policy manual.

### 3.951 Common Functions

Staff, in accord with relationships referred to in chapter I of these Bylaws, especially Bylaw 1.07 e, through the respective executive officer shall

- a. implement decisions of its respective board or commission in accordance with its policies and those of its board of directors;
- b. prepare, for the chairman's approval, meeting dockets and mail them in advance of the meetings;
- c. prepare program and policy recommendations for action by the board or commission;
- d. maintain procedures manuals to implement board policies and programs;
- e. make day-to-day operating decisions in the administration of adopted programs in accordance with approved policies;
- f. provide for reports to the board or commission and President of the Synod on staff activities and implementation of assignments;
- g. solicit information and counsel from Districts, colleges, universities, and seminaries, as appropriate, to learn their needs and expectations;
- h. design, in cooperation with Districts, for board approval program resources for Districts and congregations and survey Districts and congregations regarding the use of program resources;
- i. provide counsel and advice to Districts and at their request to congregations in program areas;
- j. coordinate work with assigned auxiliaries and other recognized service organizations;
- k. draft annually for board or commission approval long- and short-range plans and budget requests for programs, and evaluate program budget performance against agreed-upon evaluation criteria;
- l. propose staffing levels and review staff performance;
- m. normally represent the board or commission in contacts within and outside the Synod.

## \*K. NOMINATIONS AND ELECTIONS

### 1. Nomination and Election of President and Vice-Presidents

#### 3.960 Nomination

Nominations for the offices of President, First Vice-President, and other Vice-Presidents in line of succession shall be made in the following manner:

a. Each voting congregation shall be entitled to nominate from the clergy roster of the Synod two ordained ministers as candidates for President, two ordained ministers as candidates for First Vice-President, and four ordained ministers as candidates for other Vice-Presidents in line of succession.

b. The Secretary of the Synod shall mail to each voting congregation of the Synod ballots for nominating these candidates.

c. Each nominating ballot shall be signed by the president and the secretary of the voting congregations and shall be sent to the Secretary of the Synod not later than four months prior to the opening date of the convention.

d. The Secretary of the Synod, with the approval of the Board of Directors of The Lutheran Church—Missouri Synod, may engage an external auditing firm to tabulate the nominations and shall report to the convention by means of the convention manual the names and tallies of all clergymen who have received nominating votes for the offices of President, First Vice-President, and other Vice-Presidents in line of succession.

e. Groups and individuals within and without the Synod are urged to refrain from circularizing the Synod or areas thereof relative to favoritism in nominations for President, First Vice-President, and other Vice-Presidents in line of succession.

#### 3.961 Candidates

a. Candidates for the offices of President and First Vice-President shall be in each instance the five ordained ministers receiving the highest number of votes in the nominating ballots of the congregations, and the candidates for the offices of Vice-Presidents two through five shall be the twenty ordained ministers receiving the highest number of votes in nominating ballots of the congregations for other Vice-Presidents in line of succession.

b. The Secretary of the Synod shall notify each candidate and shall secure his approval in writing for inclusion of his name on the convention ballot. Each candidate shall reply within 10 days as to his willingness to serve if elected.

c. In the event of the death, declination, or unavailability of any candidate, the nominee having the next highest number of votes shall become a candidate.

d. In the event of a tie for the final candidate position, all names involved in the tie shall be listed as candidates.

e. The Secretary of the Synod shall publish in the convention manual brief biographies of the five candidates for President, the five candidates for First Vice-President, and the twenty candidates for Vice-Presidents two through five, giving adequate information on each candidate. This report shall contain such pertinent information as age, residence, number of years in the Synod, present position, District or synodical offices

previously held, year of ordination, former pastorates, involvement in community, government, or interchurch affairs, and any other specific experience and qualification for the office.

f. The convention shall have the right to alter each slate at the proper time by amendment. The amendment procedure shall include merely a motion, a second, and a vote on the amendment, deliberately excluding verbal characterizations and discussion of the motion (except for the chair to ascertain that the requirements have been met as to eligibility, consent, and the filing of the biographical form). Any delegate making a nomination from the floor shall have secured prior written consent of the candidate whom he wishes to nominate. Such delegate shall immediately submit to the Secretary of the Synod this document and written pertinent information concerning his nominee as detailed in Bylaw 3.961 e.

g. After all such amendments have been voted on, the convention shall ratify the slate of candidates prior to each election.

### 3.963 Election of President

a. Each voting delegate shall be entitled to vote for one of the candidates for President.

b. The candidate receiving a majority of the votes cast shall be declared elected.

c. If no candidate receives a majority of the votes cast, the four candidates receiving the highest number of votes shall be retained on the ballot, and another vote shall be taken. Thereafter, the candidate receiving the smallest number of votes shall be eliminated on each subsequent ballot until one candidate receives a majority of the votes cast.

### 3.965 Election of First Vice-President

After the results of the presidential election have been announced, the convention shall take action as outlined in Bylaw 3.961 f and g on the slate of candidates for the First Vice-President and shall then elect the First Vice-President according to the procedures outlined for the election of President.

### 3.967 Election of Vice-Presidents Two through Five

a. After the results of the First Vice-Presidential election have been announced, the convention shall take action as outlined in Bylaw 3.961 f and g on the slate of candidates for Second through Fifth Vice-Presidents and shall then elect these other Vice-Presidents in line of succession.

b. In the election for the other Vice-Presidents each voting delegate shall be entitled to vote for as many candidates as there are offices to be filled. A candidate whose total vote equals or exceeds a majority of the number of delegates voting shall be declared elected. If more candidates receive a majority than there are offices to be filled, those receiving the greatest number of votes shall be declared elected. If not all offices are filled in such voting, the candidate or candidates receiving the least number of votes shall be eliminated so that two candidates remain for each office to be filled. Another vote shall then be taken. This procedure shall be followed until all the offices have been filled.

### 3.969 Ranking

The rank of Vice-Presidents shall be determined by the order of their election, or if more than one is elected in the same voting, by the number of votes received by each.

## 2. Nomination and Election of Other Offices, Operating Boards, and Commissions

### 3.980 Committee for Convention Nominations

a. Seventeen of the Districts shall elect through their regular election procedures at the District convention one member to the Committee for Convention Nominations, plus an alternate. For the next convention, the other 18 Districts shall elect in the same manner. Half of the electing Districts shall be designated by the Secretary of the Synod to elect a professional church worker and the other half a layperson, with roles reversed every six years.

b. The following demographic cycle shall be adopted:

I	II
Atlantic	Eastern
California-Nevada-Hawaii	English
Central Illinois	Iowa East
Florida-Georgia	Kansas
Indiana	Michigan
Iowa West	Mid-South
Minnesota South	Minnesota North
Missouri	Montana
Nebraska	New England
North Wisconsin	New Jersey
Northern Illinois	North Dakota
Northwest	Ohio
Oklahoma	Rocky Mountain
SELC	South Wisconsin
South Dakota	Southeastern
Southern	Pacific Southwest
Wyoming	Southern Illinois
	Texas

c. The Committee for Convention Nominations shall take office on or about Sept. 1, following the District conventions.

d. The Secretary of the Synod shall begin to solicit names of potential nominees from officers, boards, commissions, and agencies of the Synod and its Districts at least 24 months prior to the convention.

e. The Secretary of the Synod shall handle the preliminary work and, on behalf of the committee, shall issue the first call for nominations from the Synod at large 18 months before the synodical convention.

f. The committee shall elect its own chairman, vice-chairman, and secretary and shall organize its work in whatever way it deems necessary.

g. The Committee for Convention Nominations is to be regarded as an ad hoc convention committee, to which limitations on holding multiple offices do not apply.

### 3.981 Solicitation of Suggestions for Candidates

a. Approximately 24 months before a regular meeting of the Synod in convention, the Secretary of the Synod shall solicit from the program boards and the synodwide corporate entity boards descriptions of criteria for qualified candidates to serve on those boards. With such criteria in view, the Secretary shall solicit from those program boards and synodwide corporate entity boards, as well as from congregations, District Presidents, District Boards of Directors, Circuit Counselors, and other likely sources, names of persons who are regarded as suitable candidates for election to the various offices and boards of the Synod. Qualifications of each candidate suggested are to be submitted together with the names. All incumbents eligible for reelection shall be considered for nominations. The Secretary shall begin such solicitations of names at least 18 months prior to the Synod in convention through a publication going to the members of the Synod, including the congregations, and shall present the names and information gathered to the Committee for Convention Nominations at its first meeting. The Secretary shall not serve as a member of the committee, but he shall convene the initial meeting of the committee and be available, upon call, for consultation.

b. All suggested names and information for consideration by the Committee for Convention Nominations shall be submitted to the committee no later than nine months prior to the synodical convention.

### 3.983 Functions

a. The first meeting of the Committee for Convention Nominations shall be at the call of the Secretary of the Synod within nine months prior to the synodical convention, at which meeting the committee shall name its chairman and secretary.

b. The committee shall inform itself as to the duties and requirements of each position to be filled and thereby be guided in its selection of nominees. In the case of the boards of regents of synodical institutions, the committee shall consult with the Board for Higher Education and receive its nominations for the various boards of regents for the committee's consideration.

c. The committee shall nominate candidates for all elective offices, boards, and commissions except the President, Vice-Presidents, and Vice-President—Finance—Treasurer.

d. Two candidates shall be nominated for each position.

e. At least five months prior to the convention the committee 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 the Synod in ample time to provide for its publication in a preconvention issue of an official periodical of the Synod and also in the official convention book of reports and overtures (*Convention Workbook*). This report shall list the qualifications of various positions used in the solicitation of candidates and contain pertinent information concerning each candidate, such as age, occupation or profession, District affiliation, residence, specific experience, and qualifications for the office in question, and if the candidate so desires, also a brief personal statement.

f. The Committee for Convention Nominations in consultation with synodical officials shall maintain a description of the desirable expertise required for each elected board and shall transmit this information

together with suggestions for improvement of procedures to the next committee through the Secretary.

### 3.985 Report

a. The chairman of the Committee for Convention Nominations shall submit the committee's report in person to the convention at one of its earliest sessions. The convention may amend the slate by nominations from the floor. Such floor nominations may only be made from the list of names which have previously been offered to the Committee for Convention Nominations prior to the final deadline established and published by the committee, unless the convention shall otherwise order by a simple majority vote. If the convention approves the receipt of such additional nominations, any delegate making such a nomination shall have secured prior written consent of the candidate being nominated and shall immediately submit it to the chairman of the Committee for Convention Nominations along with written pertinent information concerning the nominee as detailed in Bylaw 3.983 e.

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

### 3.987 Order of Names on Ballot

The names and District affiliation of the candidates in all elections—at least two for each position—shall be placed on the election ballot in alphabetical order. All names shall be listed without any distinctive mark, except where regional representation is a synodical preference or requirement.

### 3.990 Committee on Elections

a. Prior to the convention of the Synod the President shall appoint a Committee on Elections and designate a chairman. The Secretary of the Synod shall provide the chairman with a current manual of suggested election procedures.

b. The committee shall make the necessary arrangements for the elections, shall be responsible for the preparation and distribution of ballots, and shall supervise the elections and the tabulation of the votes. It shall be empowered to adopt procedures and methods which will insure efficiency and accuracy, including the use of mechanical, electronic, or other methods of casting, recording, or tabulating votes.

c. The committee shall report the official results of each election to the convention and shall file a written report of the tabulation of votes of each election, certified by the chairman and at least one other member of the committee, with the convention chairman and the Secretary of the Synod.

d. All ballots in each election shall be preserved by the chairman of the committee until the close of the convention and shall then be destroyed.

### 3.993 Schedule

The President shall determine and announce a period of time during the convention for the election of the members of all elective boards and commissions.

### 3.995 Order of Elections

a. The President, the First Vice-President, and the other Vice-Presidents shall be elected in that order and in the manner herein provided.

b. After the election of the President and the Vice-Presidents, a ballot shall be submitted listing the candidates for Secretary, Vice-President—Finance—Treasurer, and the elective members of the Board of Directors of The Lutheran Church—Missouri Synod. Their elections shall thereafter be conducted as hereinafter prescribed.

### 3.997 Election Procedures

a. A majority of all votes cast shall be required for election to all elective offices and elective board positions.

b. Except in the election of the President and the Vice-Presidents, the following regulations shall apply: Candidates receiving a majority on the first ballot shall be declared elected. When a second or succeeding ballot is required for a majority, the candidate receiving the fewest votes and all candidates receiving less than 15 percent of the votes cast shall be dropped from the ballot, unless fewer than two candidates receive 15 percent or more of the votes cast, in which case the three highest candidates shall constitute the ballot. In every election balloting shall continue until every position has been filled by majority vote.

c. The tally of the votes cast for each candidate shall be announced after each ballot in all elections.

---

\* Throughout section K, additional changes have been made beyond those specifically mandated by 2001 convention Res. 8-02 to bring the entire section into harmony with the changes adopted by the convention.



DISTRICTS  
OF SYNOD

## IV. DISTRICT ORGANIZATION

### A. GOVERNING PRINCIPLES

#### 4.01 Purpose of Districts

The Synod establishes Districts in order more effectively to achieve its objectives and carry on its activities.

#### 4.03 Formation and Realignment of Districts

a. The Synod decides when and whether a District shall be formed, divided, realigned, or merged with another or other Districts, or dissolved; determines the boundaries of a District; and approves the name of a District.

b. A proposal calling for the formation, division, realignment, merger, or dissolution of a District or Districts may be initiated by a national convention of the Synod or the synodical Board of Directors.

c. Such proposals shall

1. be submitted to the President at least six months prior to a synodical convention;

2. be produced in consultation with the Department of Planning and Research;

3. include a substantiated description of the nonviable aspects of the current District(s) on the basis of general principles of viability adopted from time to time by synodical conventions, and shall specify the problems or factors which make the adoption of the proposal advisable or necessary;

4. provide evidence that possible changes in the present structure or function of the District(s) in order to meet the problems have received thorough consideration and have been deemed less desirable than the proposal being offered;

5. provide a specific and realistic development plan for the proposed District(s), including detailed proposals for staff personnel and financial operations;

6. be the object of an evaluation prepared by the synodical Board of Directors and submitted to the convention.

d. Transfer of congregations between Districts is completed upon approval of the respective District Boards of Directors at the request of the congregation. Transfer of congregations between partner churches requires the additional approval of the governing boards of the church bodies.

#### 4.05 Membership

The membership of a District consists of all those members of The Lutheran Church—Missouri Synod (congregations, ordained and commissioned ministers) who have been received into the District at the time of joining the Synod, who have been transferred from another District, or who have been assigned to the District by the Synod. Termination of membership in the Synod terminates membership in a District.

#### 4.07 Relationship between the Synod and Districts

a. The Synod is not merely an advisory body in relation to a District. A District is the Synod itself performing the functions of the Synod. Resolutions of the Synod are binding on the Districts.

b. The Constitution of the Synod is also the constitution of each District. The Bylaws of the Synod shall be primarily the bylaws of the District. A District may adopt additional bylaws, regulations, and resolutions necessary or proper for its own administration or for effectively carrying on the work of the Synod. Such bylaws, regulations, and resolutions shall not conflict with the Constitution and Bylaws of the Synod. The bylaws and regulations of the District and any subsequent change therein shall be submitted to the Commission on Constitutional Matters of the Synod for review and approval.

c. A District may incorporate or adopt such other convenient form of association as may be permitted by the civil laws under which the District carries on its activities. The form of incorporation or association and any subsequent proposed change thereof shall be submitted to the Commission on Constitutional Matters of the Synod for review and approval before adoption by the District and before presentation to the proper civil authorities.

d. Upon dissolution of a District, all property and assets to which the District holds title or over which it has control shall be transferred forthwith to the Synod or to the Synod's nominee. Upon dissolution of a corporation controlled by a District (through its Board of Directors or its member congregations), the assets of such corporation shall be distributed to the District, or, if the District is not in existence, to The Lutheran Church—Missouri Synod.

e. Jurisdiction with respect to everything which is administered by or for the entire Synod resides in the Synod itself, including but not limited to general supervision of doctrine and practice; foreign missions; synodical institutions; qualification for ordination, commissioning, and installation of ordained and commissioned ministers and requirements for individual as well as congregational membership in the Synod; publication of official religious periodicals; conduct of negotiations and affiliations with other church bodies; and the like.

#### 4.09 Relationship between Congregations and District

The relationship of a congregation to the District is the same as the relationship of a congregation to the Synod as defined in Article VII of the Constitution of the Synod and sections 1.05 and 2.39 of the Bylaws.

#### 4.11 Relationships: Conventions, Officers, Board of Directors, Boards and Commissions, Staff

a. Relationships on the District level are those as defined in Bylaws 1.07 and 3.951.

b. Officers of the District shall have primary responsibility for implementation of decisions of the national Synod as they apply to the District and within the boundaries of the respective District and for implementation of decisions of the District convention and District agencies.

c. Communication between national and District levels shall be maintained in order to carry out the most effective and coordinated programs possible.

### B. CONVENTIONS

#### 4.21 Rules of Order

The convention of the Districts shall be governed by the Bylaws adopted by the 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 the 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.

#### 4.23 Accrediting of Delegates

The delegates 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 provided by the District Secretary and signed by two of the congregation's officers.

#### 4.25 Advisory Delegates

All nonvoting ordained ministers who are members of the Synod within the District and all commissioned ministers who are members of the Synod within the District shall serve as advisory delegates entitled to voice and vote on a floor committee, if appointed, and to voice in the convention.

#### 4.27 Attendance

All duly elected voting delegates shall attend all sessions of the convention regularly until the close of the convention. All advisory members are expected to attend all sessions of the convention. Those advisory members whose office in the Synod, District, or other entity or agency imposes professional or service requirements on which full and regular convention attendance makes undue demands, shall nevertheless, in consultation with their supervisory boards, arrange for their own partial or occasional attendance and participation in accordance with policies established by their supervisory boards.

#### 4.29 Synodical Representation

The President of the Synod or his representative shall report on the condition and affairs of the Synod and shall also deliver the sermon at the opening or convention service.

### C. OFFICERS

#### 4.51 Officers

a. The following officers shall be elected from the clergy roster of the Synod by each District: a President, two or more Vice-Presidents, a Secretary, and a Circuit Counselor for each Circuit established by the District.

b. Each District shall have a Treasurer. He shall be a layman and shall be elected or appointed as the bylaws of the District may provide.

c. All officers and members of boards shall be members of member congregations of the District upon assuming office and during the course of their tenure.

### D. DISTRICT PRESIDENTS

#### 4.71 Role of District President

a. The District President is the chief executive officer of the District. Upon him is incumbent the responsibility that the resolutions

of the District are implemented. He shall report to each District convention.

b. Each District President shall represent the Synod in his respective territory. He shall therefore cause the resolutions of the Synod to be implemented in the District and shall therefore regularly report to the President of the Synod. He shall serve the congregations of the District as liaison between the congregations, District, and the Synod.

c. The District President shall represent the Synod in connection with all ordinations, commissionings, and installations as follows:

1. *First calls.* Ordinations, commissionings, and initial installations shall be conducted by or at the direction of the District President when the requirements of Bylaw 2.13 have been satisfied.

2. *Missionaries.* The authorization for the ordination or commissioning, and the installation, of a missionary called into the foreign fields, whether as a first or subsequent call, shall be issued upon the request of the Board for Mission Services by the President of the District in which the missionary resides. The authorization with respect to ordination or commissioning, and installation, for service within a District of the Synod, whether as a first or subsequent call, shall be issued by the President of that District.

3. *Synodical staff members.* Ordained and commissioned ministers who are members of the Synod called or appointed to serve the Synod shall be installed, in accordance with forms and practices developed by the Synod for that purpose, by the President of the Missouri District, or by his representative.

4. *Professors and instructional staff members.* Ordained and commissioned ministers who are members of the Synod called or appointed to serve at the Synod's educational institutions as professors and instructional staff members shall be installed, in accordance with forms and practices developed by the Synod for that purpose, by the President of the District in which the institution is located, or by his representative.

5. *Second and subsequent installations of ministers.* Except as provided in the foregoing paragraphs, ordained ministers and commissioned ministers who have been duly called to a position of full-time service shall be installed upon authorization by the appropriate District President. Each installation shall be conducted, in accordance with forms and practices developed by the Synod for that purpose, by the District President or by an ordained minister designated by the District President.

d. The District President shall, in accordance with the Constitution of the Synod, in his ministry of ecclesiastical supervision visit the congregations of the District.

1. He shall arrange in advance for an official visit to each congregation of his District at least once every three years and otherwise as he deems it necessary. He may call upon the Circuit Counselors and Vice-Presidents to assist him with the triennial visitation of congregations.

2. In his official visits he shall seek to bring about to the greatest possible degree the achievement of the Synod's objectives as expressed in Article III of its Constitution.

3. He shall conduct his official visits in an evangelical manner.

4. He shall come to the pastor and the congregation as a brotherly advisor, reminding them of the joy of serving in the mission and ministry of the church.

5. In his visits he shall include fraternal discussion in regard to worship and communion attendance; participation by the congregation in missions and the work of the church at large; the congregation's evangelism and education endeavors; its cultivation of sound stewardship principles; all aspects of compensation for professional church workers; the need for maintenance of purity of doctrine; the strengthening of the bond of Christian fellowship; and the provision of resources, opportunities, and assistance so God's people can grow in their faith, hope, and love.

6. The jurisdiction of the District President shall include nonmember congregations whose pastors are members of the Synod. However, for the purpose of official visits in such a congregation the consent of the congregation shall first be secured. The District President may appoint the Circuit Counselor in whose Circuit such a congregation is located to be his official representative.

#### 4.73 The President as Adviser

Each District President, in accordance with the Constitution of the Synod, shall supervise the doctrine, the life, and the official administration on the part of the ordained or commissioned ministers who are members through his District or are subject to his ecclesiastical supervision, and shall inquire into the prevailing spiritual conditions of the congregations of his District. Therefore as often as possible he shall attend the conferences of pastors and teachers held in his District, advise the congregations of his District as to the calling of pastors and teachers, give counsel, and respond to requests and inquiries. He may call upon Circuit Counselors to assist him.

#### 4.75 Official Visits and Investigations

The District President, even without formal request therefor, may through the proper channels arrange for an official visit or investigation when a controversy arises in a congregation or between two or more congregations of the District, or when there is evidence of a continuing unresolved problem in doctrine or practice. He shall ask for a full report on the case in order that he may have a clear understanding of the 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.

#### 4.77 Official Rosters

The District President shall revise annually the official rosters of ordained ministers and of commissioned ministers for publication in *The Lutheran Annual*, and remove the names of those who have died or have resigned their membership or have had their membership in the Synod duly terminated. He shall regularly forward roster reports to the Secretary of the Synod.

### E. BOARDS OF DIRECTORS

#### 4.91 Functions

Each District shall elect a Board of Directors, the size and composition of which shall be determined by the bylaws of the District. It shall have such powers and duties as are accorded to it by the Constitution, Bylaws, Articles of Incorporation, resolutions, and policies of the Synod, as well as those of the District. Subject to such limitations, it shall oper-

ate within the applicable federal and state laws. It shall be vested with the general management and supervision of the District's business and legal affairs and shall adopt policies and require procedures which assure that said management and supervision is effected. In fulfilling its functions and in coordinating its work with the Synod, the board shall be guided generally by the functions of the Board of Directors of the Synod as defined in Bylaw 3.181ff. as these apply to Districts and subject to the reservations, limitations, and delegations of such Bylaws. Between conventions it shall provide for implementation within the District of the decisions of national and District conventions and allocate necessary funds for the support of the national and District budgets.

## F. NOMINATIONS, ELECTIONS, AND APPOINTMENTS

### 4.101 Nominating Committee

The Nominating Committee of each District shall be elected by the District convention.

### 4.103 Majority Vote

a. A majority of all votes cast shall be required for election to all elective offices and elective board positions.

b. Except in the election of the President and the Vice-Presidents, the following regulations shall apply: Candidates receiving a majority on the first ballot shall be declared elected. When a second or succeeding ballot is required for a majority, the candidate receiving the fewest votes and all candidates receiving less than 15% of the votes cast shall be dropped from the ballot, unless fewer than two candidates receive 15% or more of the votes cast, in which case the three highest candidates shall constitute the ballot. In every election balloting shall continue until every position has been filled by majority vote.

### 4.105 Term and Tenure

a. Terms of office shall be as follows:

1. Elected officers—three years.

2. Elected board and commission members—three years; however, Districts may adopt bylaws setting such terms at six years instead of three years.

3. Appointed boards and commissions—three years.

b. Limitation of tenure, if any, may be determined by a District.

### 4.107 Election of President and Vice-Presidents

Each District may adopt regulations for the nomination and election of its President; the nomination, election, and ranking of its Vice-Presidents; and the succession in case of vacancies, as long as these provisions do not conflict with the Bylaws of the Synod. Nominating committees may not be employed in the election of the President and Vice-Presidents.

### 4.109 Holding More than One Office

a. No one, either in the Synod or in a District, or between the 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.

b. An office shall be regarded as elective only if it is an office filled through election by a national or a District convention, even though a vacancy in such an office may be filled by appointment.

c. Doubtful cases shall be decided by the President of the Synod.

## V. CIRCUITS AND CONFERENCES

### A. GOVERNING PRINCIPLES

#### 5.01 Structuring of Circuits

Each Circuit shall consist of 7 to 20 member congregations involving an aggregate communicant membership from 1,500 to 10,000. Exceptions to these requirements and limitations can be made only by the President of the Synod upon request of a District Board of Directors.

#### 5.03 Relationships: Officers, Forum, Convocation

a. The Circuit Counselor is the principal officer of the Circuit and serves in accordance with the duties assigned to this position in the Constitution and Bylaws of the Synod and Districts.

b. The Circuit may select such other officers as it deems necessary. The Circuit Counselor and these other officers shall have the primary responsibility of preparing the agenda for the Circuit Forum and Convocation and maintaining liaison between the Circuit and the District and national Synod.

c. The Circuit Forum, consisting of a pastor of each congregation and one member of each congregation designated by the congregation, is the group that aids the process of keeping congregations, particularly the lay leaders, commissioned ministers, and pastors, supportive of one another in their common confession and mutually active in developing programs for the good of member congregations, in considering and recommending new work, and in suggesting improvements for District and synodical services and programming. Depending on each Circuit's adopted objectives, the Circuit may provide for additional representation from each congregation.

d. The Circuit Convocation is a larger gathering of members from Circuit congregations during a year in which there is no synodical or District convention.

e. Conferences, whether official or unofficial, provide a means for ordained and commissioned ministers to relate together on a regular basis.

### B. OFFICERS

#### 1. Circuit Counselor

##### 5.11 Nomination and Election

a. Every voting congregation of each Circuit shall be entitled to nominate as a candidate for the office of Circuit Counselor either one or two individual pastors of the member congregations of the Circuit or from among the emeriti who hold membership in one of the member congregations of that Circuit. The nominations shall be made at least four months prior to the elections and shall be submitted to the Nominating Committee through the Secretary of the District. The pastor who receives a majority of votes cast on the nominating ballot shall be the nominee. If no candidate has received a majority, the District Secretary shall forward to each congregation in that Circuit an additional ballot with the names of the two men, or more in case of a tie, receiving the highest number of votes in the initial balloting. The congregations shall then mark their ballot with one name and return it to

the District Secretary by the date specified by him. The pastor who receives the majority of votes cast shall be the nominee. If no pastor has received a majority in the voting, a Circuit caucus shall be held during an early session of the convention at a specified time on the agenda. Balloting shall take place by the pastors and lay delegates of the Circuit until one pastor receives the majority of votes. Should the candidate(s) no longer be available for this office, the Circuit caucus shall have the right to act on behalf of the congregations to nominate a replacement. The convention shall have the right to alter the slate by amendment. The convention shall then ratify the slate of Circuit Counselors, which ratification shall constitute election.

b. Vacancies which occur in the office of Circuit Counselor between conventions shall be filled by appointment by the District President.

#### 5.13 Relation to Member Congregations

a. The Circuit Counselor shall hold his position by virtue of his election. He shall serve under the direction of and be accountable to the District President and shall serve as his spokesman when so authorized and directed and shall assist him in doctrinal and spiritual supervision.

b. He shall, when requested to do so by the District President, serve as his representative in the triennial visitation of the congregations of the Circuit.

c. He shall serve in a servant role and seek to remind and encourage members of the Circuit of their responsibilities as God's people and the privilege they have in being about His mission. In doing so, he should 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, a holy nation, a peculiar people to show forth the praises of Him who has called them out of darkness into His marvelous light."

d. He shall endeavor to strengthen the spirit of unity among Circuit congregations to effect mission and ministry and shall seek to strengthen and support the spirit of fellowship.

e. He shall endeavor to provide resources, opportunities, and assistance so God's people can grow in their faith, and ordinarily serve as chairman of the Circuit Forum, Circuit Convocation, and other Circuit gatherings.

f. He may, when requested to do so by the District President, serve as a mediator to effect reconciliation of disputes within the Circuit not under synodical adjudication as outlined in chapter VIII of the Bylaws.

g. He shall seek to strengthen the spirit of cooperation among pastors, commissioned ministers, and congregations.

h. He shall be conversant with and supportive of synodwide and District resolutions and programs.

i. He may appoint from member congregations of the Circuit, with the approval of the District President, pastors, teachers, or laypersons to assist him in fulfilling his responsibilities.

j. When the Circuit Counselor is requested to make an official visit to a congregation by the District President, he shall arrange for such visits in advance with the respective pastor and congregation, except under extraordinary circumstances.

#### 5.15 Relation to District President

a. Each Circuit Counselor shall assist the District President within the Circuit.

b. The District President shall meet with the Circuit Counselors of the District at least once per year to discuss their work, to encourage them, and to conduct ongoing training for congregational and pastoral visits.

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

#### 5.17 Relation to Pastors

a. The Circuit Counselor shall serve the pastors of the Circuit as a collegial and brotherly adviser, reminding them of the joy of the ministry and of its great responsibilities.

b. He shall encourage the fellow pastors of the Circuit in their preaching and teaching, in the exercise of church discipline in an evangelical manner, and in the proper supervision of Christian education and training in the parish.

c. He shall encourage, in a brotherly manner, the pastors of the Circuit in their spiritual and family life.

d. He shall encourage the pastors of the Circuit to continue both formal and informal continuing professional education.

#### 5.19 Relation to Other Called Workers

The Circuit Counselor shall assist the District President, as assigned, in the ecclesiastical supervision of the other members of the Synod in the Circuit. He may, with the approval of the District President, appoint appropriate persons to assist him in fulfilling his responsibilities.

#### 5.21 Expenses

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

## 2. Other Officers

#### 5.27 Individual Positions

The Circuit may create such other offices as may be desirable and also appoint committees for specific assignments.

## C. CIRCUIT FORUM

#### 5.31 Representation

Each congregation shall be represented at the Circuit Forum at least by its pastor and one member designated by the congregation, although each Circuit may request additional representation depending on its adopted objectives. The Circuit Forum will meet at least once triennially to elect Circuit delegates to the national convention and in addition is encouraged to meet at least twice a year.

#### 5.33 Functions

Among the functions which the Circuit Forum may perform are the following:

a. To study the Scriptures and the Confessions in order to promote an evangelical spirit in our walking together

b. To develop and adopt within existing policies of the respective District complementary and sometimes joint plans for mission outreach in the Circuit area

c. To devise and develop programs and services relevant to the needs of Circuit congregations, lay leaders, teachers, and pastors

d. To receive and respond as appropriate to advice, guidance, resolutions, and programs in other sections of the Synod as such may be addressed to it from other Circuits, the respective District, and the general Synod

e. To serve as a setting to review and evaluate programs, plans, and long-range directions of the District and the Synod

#### 5.35 Election of Synodical Convention Delegates

It is the Circuit Forum which triennially shall elect the pastoral and lay delegate, and their alternates, to the national convention of the Synod according to the regulations of the Synod. The lay delegate shall upon his election serve through the triennium following the next convention as an advisory member of the Circuit Forum.

#### 5.37 Overtures

The Circuit Forum shall be qualified to submit overtures to synodical and District conventions.

### D. CONVOCATIONS

#### 5.51 Functions

Circuits may arrange for a Circuit Convocation, which is a larger gathering of members from Circuit congregations held during a year in which there is no synodical or District convention. Its purpose is to provide a setting in which congregational members may know of and celebrate the ministry pursued by each congregation, may review and discuss the work of the Circuit Forum, and may receive information on various phases of the work pursued through Districts and the Synod. As such, its emphasis should be on inspiration, education, and motivation.

### E. CONFERENCES

#### 5.61 Official Pastor, Teacher, Director of Christian Education, Director of Christian Outreach, \*[Director of Parish Music,] Deaconess, Parish Assistant, and Certified Lay Minister Conferences

a. In each District of the Synod there shall be an official conference for ordained ministers and official conferences for commissioned ministers. Each official conference shall consist respectively of all ordained and commissioned ministers on the respective rosters. Conferences shall meet, if possible, in plenary sessions at least once each year and may meet more frequently in major sections (not more than four sections) whose geographical boundaries shall be established by the District in convention. Such major sectional meetings shall be regarded as sessions of the official conference.

---

\* Addition dependent upon ratification of amendment to the Constitution.

b. All ordained and commissioned ministers on the District rosters are expected to attend meetings of their official conference or present a valid excuse.

c. The plenary and any sectional conferences may adopt and submit overtures to conventions of the Synod, including those of Districts.

d. The minutes and essays or a reasonably comprehensive summary of the essays accepted by the pastoral conference and by the teachers conference in plenary and sectional meetings shall be mailed to the office of the District President for review and for the District's record within one month following such conference.

#### 5.63 Purposes of Official Conferences

Official conferences shall be conducted for the spiritual and professional growth of their members. 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 Synod, including the District, or to any other professional matter should at all times receive due and sympathetic attention. The members of the conferences are to aim to cultivate positive relationships, to be mutually helpful in every way possible, and to encourage, instruct, and admonish one another in a spirit of sincerity and Christian love. Professional conferences have no synodical administrative functions.

#### 5.65 Attendance at Official Conferences

Attendance at the official conferences shall be obligatory for ordained and commissioned ministers serving in congregations and parishes. Those whose offices in the Synod, District, or other entity or agency imposes professional or service requirements on which full and regular conference attendance makes undue demands shall, nevertheless, in consultation with their supervisory boards, arrange for their own partial or occasional attendance and participation in their own official conferences in accordance with policies established by their supervisory boards.

#### 5.67 Other Conferences

a. The official pastoral, teacher, director of Christian education, director of Christian outreach, \*[director of parish music,] deaconess, certified lay minister, and parish assistant conferences shall be encouraged to meet also jointly for the purpose of discussing doctrinal, professional, and practical matters. Such a joint meeting will not be regarded as an official conference.

b. Ordained and commissioned ministers are also encouraged to organize smaller conferences in addition to their official conferences.

c. Intersynodical conferences for the study of theology are desirable and are encouraged on a regular basis.

#### 5.69 Circuit Conferences

The Circuit Counselor shall regularly convene the pastors of his Circuit for Circuit conferences. The conferences may consider matters of doctrine, exegesis, and practical theology, and may be used for promotion of the basic activities of the church. Circuit conferences are not official conferences.

---

\* Addition dependent upon ratification of amendment to the Constitution.

## VI. COLLEGES, UNIVERSITIES, AND SEMINARIES

### A. BOARDS OF REGENTS

#### 6.01 Membership

Each college, university, and seminary of the Synod shall be governed, subject to general policies set by the Synod, by a Board of Regents.

a. The Board of Regents of each theological seminary shall consist of the following voting members:

1. Three ordained ministers, one commissioned minister, and three laypersons elected by the convention of the Synod

2. A Vice-President of the Synod designated by the President of the Synod

3. A District President elected by the Council of Presidents.

b. Seminary boards of regents members may be elected to serve a maximum of two consecutive six-year terms and must hold membership in a member congregation of the Synod. Not more than two of the elected members shall be members of the same congregation.

c. The Board of Regents of each college and university shall consist of 13 voting members: 2 ordained ministers, 2 commissioned ministers, and 8 laypersons. The President of the District in which the college or university is located or a District Vice-President as his standing representative shall serve as an ex officio member.

1. One ordained minister, one commissioned minister, and three laypersons elected by the synodical convention;

2. One ordained minister, one commissioned minister, and one layperson elected by the geographical District in which the institution is located;

3. Four laypersons elected by the Board of Regents in a nonconvention year.

d. College and university boards of regents members may be elected or appointed to serve a maximum of three consecutive three-year terms\* and must hold membership in a member congregation of the Synod. Not more than two of the elected members shall be members of the same congregation.

e. All Board of Regents members shall comply with Bylaw 3.71 regarding Conflicts of Interest.

#### 6.02 Vacancies

Vacancies that occur on a Board of Regents shall be filled in the following manner:

a. If the vacancy occurs in a position that was previously filled by the Board of Regents, the Board of Regents shall be the appointing body.

b. If the vacancy occurs in a position that was previously filled at a District convention, the District Board of Directors shall be the appointing body.

c. If the vacancy occurs in a position that had been filled by a national synodical convention, the Board for Higher Education shall be the appointing body and shall follow the nomination procedure as outlined in Bylaw 3.63 a and b.

\* Three-year terms for synodically elected Board of Regents members will take effect with the 2004 elections.

### 6.03 Functions

In exercising its relationship to the Synod and to the Board for Higher Education as set forth elsewhere in the Bylaws (3.401), the Board of Regents of each institution shall consider as one of its primary duties the defining and fulfilling of the mission of the institution within the broad assignment of the Synod and shall

a. become familiar with and develop an understanding of pertinent synodical and Board for Higher Education policies, standards, and guidelines;

b. develop details of policies and procedures for governance of the institution;

c. participate in planning for the institution and approve the institution's plans;

d. review and approve academic programs recommended by the administration and faculty after assessment of system policies in accordance with Board for Higher Education standards and guidelines and institutional interests and capacities;

e. review and approve the institutional budget;

f. approve institutional fiscal arrangements, develop the financial resources necessary to operate the institution, and participate in its support program;

g. establish appropriate policies for institutional student aid;

h. participate fully in the procedures for the selection and regular review of the president of the institution and of the major administrators; approve of the appointment of faculty members who meet the qualifications of their positions; approve sabbatical and study leaves; and encourage faculty development and research;

i. take the leadership in assuring the preservation and improvement of the assets of the institution and see to the acquisition, management, use, and disposal of the properties and equipment of the institution within the guidelines set by the Board of Directors of The Lutheran Church—Missouri Synod;

j. operate and manage the institution as the agent of the Synod, in which ownership is primarily vested and which exercises its ownership through the Board of Directors as custodian of the Synod's property, the Board for Higher Education, and the respective Board of Regents as the local governing body; included in the operation and management are such responsibilities as

1. carrying out efficient business management through a business manager appointed on recommendation of the president of the institution and responsible to him;

2. receiving of all gifts by deed, will, or otherwise made to the institution and delivering them to the Vice-President—Finance—Treasurer of the Synod or such other person as may be designated by the Board of Directors of The Lutheran Church—Missouri Synod, unless precluded by law or the terms of the gift. In such case, the Board of Regents shall hold and administer the same, in accordance with the terms of the instrument creating such gift and in accordance with the policies of the Board of Directors of The Lutheran Church—Missouri Synod;

3. concern for the general welfare of the institutional staff members and other employees, adoption of regulations governing off-campus activities, development of policies regarding salary and wage scales, tenure, promotion, vacations, health examinations, dismissal, retirement, pension, and other employee welfare benefit provisions;

4. determining that the charter, articles of incorporation, constitution, and bylaws of the institution conform to and are consistent with those of the Synod;

5. serving as the governing body corporate of the institution 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 Regents shall have power to perform such acts as may be required by law to effect the corporate existence of the institution;

6. establishing and placing a priority on the capital needs of the institution and determining the plans for the maintenance and renovation of the buildings and property and purchase of needed equipment, but having no power by itself to close the institution or to sell all or any part of the property which constitutes the main campus;

7. recognizing that the authority of the Board of Regents resides in the board as a whole and delegating the application of its policies and execution of its resolutions to the president of the institution as its executive officer;

8. reviewing and approving the major policies of the institution regarding student life and activities as developed by the faculty and recommended by the administration;

9. promoting the public relations of the institution and developing the understanding and cooperation of its constituency;

10. requiring regular reports from the president of the institution as the executive officer of the board and through him from other officers and staff members in order to make certain that the work of the institution is carried out effectively.

#### 6.05 Joint Meeting of Seminary Boards

Once annually, the two seminary boards of regents shall meet in the same location on the same dates. Some of the meeting sessions shall be conducted jointly.

### B. PRESIDENTS

#### 6.11 Election

a. As soon as an impending vacancy in the office is known, the Board of Regents, with prior consent of the Board for Higher Education, shall issue in an official periodical of the Synod a call for the nomination of candidates for the presidency of the institution. The call for nominations shall describe the office and qualifications desired to fill it.

b. Candidates may be nominated by congregations of the Synod, the Board for Higher Education, the Board of Regents, and the faculty of the institution.

c. All nominations must be filed with the designee of the Board of Regents within 60 days of the date of its published request unless the request sets a later date. Persons nominated may decline to be candidates, and their names will be removed from the list of nominees. Nominees who allow themselves to be listed as candidates will be asked to pledge, if called, to render a decision within 15 days of receipt of the call, unless granted an extension by the Board of Regents. The designee of the Board of Regents shall publish, in an official periodical of the Synod, the names of the nominees who have permitted themselves to be candidates and the date on which the election is to be held, which shall

not be less than 30 days after the date of the publication of the names of the candidates.

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

e. A Search Committee, in its first phase of activity, shall be composed of three full-time faculty members (elected by the faculty with one alternate), and three Board of Regents members (elected by the board with one alternate). The alternate members shall participate in all meetings but shall not vote while serving as alternates. The Search Committee shall make a written report of the needs of the institution, the requirements of the Synod, and the required and desired qualifications of the nominees. This written report shall be shared with the electors.

The Search Committee, in its second phase of activity, shall be composed of the original Search Committee, with the addition of three full-time faculty members (elected by the faculty). The Search Committee shall prepare reports on the credentials of the nominees. The Board of Regents shall make available to the Search Committee all information it receives regarding the candidates. The Search Committee shall submit to the electors a report of evaluations and recommendations regarding the candidates.

Open forums shall be conducted with administrative staff, students, and other constituents as deemed essential by the Search Committee to gather extensive input to the process.

f. At a meeting of the Board of Regents held to elect a president, there shall be present and voting as electors the members of the Board of Regents as a group with one vote (the District president on the Board not voting with the Board); the District President elected to the Board or his official representative with a distinct vote; the President of the Synod or his official representative with one vote; and the chairman of the Board for Higher Education or his official representative with one vote. The Executive Director of the Board for Higher Education shall attend as an observer.

g. The Search Committee shall prepare a list of at least five candidates that it recommends to the electors as the list from which the election slate is prepared. At least two weeks before the election, the electors shall finalize the slate of nominees to be interviewed in the election meeting. The slate is fixed by a majority of the electors, with the members of the Board of Regents now voting as individuals. They may add names to the Search Committee's list only from the officially published list of nominees, after consultation with the Search Committee. The entire Board of Regents (voting as individuals) shall participate, and the addition or deletion of names shall require a simple majority of all electors and Board of Regents members present. The Search Committee shall be available to answer questions regarding potential interviewees. If there are persons placed on the slate who were not on the Search Committee's recommendation list, they shall complete all interviews and questionnaires prior to the election.

h. The election shall be held on the day designated in the notice published in the official periodical of the Synod or as soon thereafter as feasible. The electors shall give due consideration to the recommenda-

tions and statements of qualifications and objections submitted on behalf of all nominees.

i. The initial election of a president shall require three of four elector votes. If the electors are unable to finalize the slate or complete the election, they shall postpone the election and, if desirable, request the Board of Regents to issue a new call for nominations.

j. The Board of Regents shall extend the formal call promptly after the election and submit its action to an official periodical of the Synod for publication.

k. Whenever a call is declined, the chairman of the Board of Regents shall give notice in an official periodical of the Synod and shall promptly call another meeting of the electors, at which meeting the call may be reissued or another person may be elected from among the remaining candidates, or the Board of Regents may be requested by the electors to issue a new call for candidates.

#### 6.12 Functions

The president of the institution shall be the executive officer of the Board of Regents. He shall serve as the spiritual, academic, and administrative head of the institution. He shall

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

b. supervise, direct, and administer the affairs of the institution and all its departments, pursuant to the rules and regulations of the Synod and its boards and agencies, and the policies of the Board of Regents;

c. bring to the attention of the Board of Regents matters which require consideration or decision and make pertinent recommendations;

d. be the academic head of the faculty, preside at its meetings, and be an ex officio member of all standing committees of the faculty and its departments with the exception of the standing hearings committee or of another standing committee to which the functions of such a committee have been assigned;

e. periodically visit or cause to be visited the classes of professors and instructors, and in general secure conformity in teaching efficiency and subject matter to the standards and policies prescribed by the Board of Regents and by the Synod through the Board for Higher Education;

f. advise and admonish in a fraternal spirit any member of the faculty found dilatory, neglectful, or exhibiting problems in his teaching. Should this action prove ineffective, he shall request selected members of the faculty privately to engage their colleague in further fraternal discussion. If this results in failure to correct or improve the situation, the president shall report the matter to the Board of Regents with his recommendation for action;

g. delegate or reassign one or more of his functions to a member of the faculty or staff, although standing administrative assignments shall be made by the Board of Regents on his recommendation;

h. be responsible for the provision of spiritual care and nurture for every student;

i. 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. be responsible for the employment, direction, and supervision of all employees of the institution;

k. be responsible for the business management of the school and for the proper operation and maintenance of grounds, buildings, and equipment;

l. make periodic and special financial reports to the Board of Regents.

#### 6.13 Term of Office

a. The president of each seminary, college, or university shall serve a five-year renewable term of office, under the terms set forth herewith under Bylaw 6.14, beginning with the date of his assumption of his responsibilities as president.

b. Each president shall relinquish academic tenure upon assumption of the presidency, and shall not be granted academic tenure during the time of presidential service.

#### 6.14 Evaluation

The president and Board of Regents shall develop mutually agreed upon institutional goals and priorities that give direction to the individual as he carries out the duties of the office of the presidency. The Board of Regents will annually evaluate presidential effectiveness based on these goals and priorities.

#### 6.15 Renewal

Nine months prior to the end of each five-year term the Board of Regents will conduct a formal review of the president's effectiveness in the current term of office. The president shall then be eligible for another five-year term by majority action of the Board of Regents, voting with a ballot containing only the current president's name. In addition to considering the evaluation report, the Board of Regents shall consult with the President of the Synod and the chairman of the Board for Higher Education. The Regents may consult with other boards, commissions, and councils of the Synod as they deem wise.

#### 6.16 Nonrenewal Procedure

In the event that a president's term is not renewed, the office of the president shall be considered vacant as of the end of the term of the incumbent. A president whose term is not renewed shall continue to receive full salary and benefits for six months excepting those benefits specifically associated with the office of the president.

#### 6.17 Retirement Procedure

When a president retires, the Board of Regents may continue the president's full salary and benefits for six months excepting those benefits specifically associated with the office of the president.

### C. FACULTIES

#### 6.21 Members

a. These bylaws establish two levels of faculty appointments:

1. Initial level, where the appointment can be terminated with no formal requirement for a show of cause.

2. Continuing level, where termination requires a formal show of cause.

b. Institutions are free to decide for themselves what names to apply to these two levels of appointment.

c. The faculty of each synodical institution shall consist of the president, the full-time faculty, and part-time or temporary nonvoting members distinguished by an appropriate prefix or suffix (“visiting, guest, adjunct, emeritus”) or the term “graduate assistant.”

d. Any part-time or temporary faculty members shall hold nonvoting membership on the faculty.

e. At each school the president shall propose creation, modification, or abolition of administrative positions to the Board of Regents for its approval. The Board of Regents at each school shall maintain clear policies for filling and vacating administrative positions.

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

g. Each Board of Regents shall maintain a clear plan of succession of administration to assure that the institution continues to function effectively in the case of incapacity or lengthy absence of the president.

### 6.23 Appointment of Members

a. The Board of Regents on recommendation of the president of the institution shall appoint all full-time members of the faculty. The Board for Higher Education shall require certification of theological and professional competency. All initial appointments to seminaries and to college/university theology faculties shall require the prior approval of the Board for Higher Education. All other initial full-time appointments shall require prior approval of the Board of Regents and shall include a thorough theological review involving the District President and select members of the Board of Regents.

b. The terms and conditions of every appointment shall be stated in writing and be in the possession of both the institution and the prospective faculty member before the appointment is consummated. Limitations of academic freedom because of the religious and confessional nature and aims of the institution shall be stated in writing at the time of the appointment and conveyed to the person being appointed.

c. Ordinarily candidates for full-time teaching positions shall be rostered members of the Synod. When laypersons are employed in full-time teaching positions, they shall pledge to perform their duties in harmony with the Holy Scriptures as the inspired Word of God, the Lutheran Confessions, the Synod’s doctrinal statements, and the policies of the Synod.

d. The Board of Regents may decline to renew an initial-level appointment faculty member at its discretion and without formal statement of cause. If reappointment to the teaching staff is not contemplated, the Board of Regents shall so notify the faculty member in writing through the president of the institution at least six months prior to the expiration of the current appointment. Notice of nonreappointment shall be made at least six months before the termination of an initial-level appointment of a faculty member.

e. The Board for Higher Education shall state standards of good practice that provide uniform procedures for renewing faculty employment contracts.

f. Each institution shall state policies regarding faculty appointments, contracts, contract renewal, and contract termination for all employees within Board for Higher Education guidelines.

#### 6.25 Promotion of Faculty to Continuing Appointment Status

Each educational institution of the Synod normally shall have at least 35 percent of its full-time faculty serving at the continuing appointment level. Each institution shall require specific action by the Board of Regents for promotion from an initial-level appointment to a continuing-level appointment.

a. Standards or qualifications for moving a faculty member from initial-level appointment to continuing-level appointment shall be the following:

1. The faculty member shall ordinarily have completed four to six years of creditable service (periods of leave are not included) as a member of the faculty of one or more educational institutions of the Synod, at least the last two years of which shall have been in the institution currently served.

2. The faculty members shall, as determined by their academic discipline, regularly continue to demonstrate scholarly achievement which may be institutionally funded as determined by the Board of Regents.

3. The faculty member's reputation, character, concern for students, and ability to honor leaders shall present a good reflection on the institution and the church.

4. The faculty member's aptness to teach has been demonstrated by effective communication in the classroom.

b. Steps in moving a faculty member from an initial-level appointment to a continuing-level appointment shall be the following:

1. If the Board of Regents, on recommendation of the president of the institution, determines that a faculty member meets the above requirements and is still at the initial-level appointment, it shall either carry forward the procedure for promotion to a continuing-level appointment or inform the faculty member of its decision not to do so, in which case the individual either may continue at the initial-level appointment or be terminated. Any continuation of employment at the initial-level appointment shall be on a year-to-year basis. Faculty employment during the initial-level appointment period may be terminated without disclosure of cause. In cases in which the decision is made to terminate the individual's contract, the contract shall be extended for at least six months beyond the time at which notice is given. If the Board of Regents does not take up the question of promotion to a continuing-level appointment at least nine months prior to the end of the sixth year of service, the faculty member may petition the Board of Regents to do so.

2. Notice of intent to promote to a continuing-level appointment status shall be announced in an official periodical of the Synod.

3. The faculty member shall be given the opportunity to respond to any comments or concerns that may have been raised relative to promotion to continuing-level appointment.

4. At least six weeks after the notice is published, consent of the electors of the institution shall be given.

5. If the above steps have all been met, after final review the Board of Regents may promote to continuing-level appointment status.

c. Promotion to continuing-level appointment status shall in no case be construed as requiring or indicating advancement in rank or increase in salary.

d. Other types of faculty appointments may be established by institutions as the need arises.

#### 6.27 Performance Review

A formal procedure shall be in place to carry out performance reviews for all faculty on a regular basis.

a. These reviews shall have two purposes:

1. To help faculty identify their strengths as well as areas in which improvement is needed (formative)

2. To provide the information needed to make a decision about future employment status (summative)

b. A show of cause shall be required if a decision is made to terminate involuntarily or otherwise discontinue the employment of faculty members who have been awarded continuing-level appointment status.

c. The only causes for which continuing-level appointment faculty members may be terminated are those identified in 6.43.

#### 6.29 Performance Review Guidelines

a. Performance reviews shall be based on a set of clearly articulated criteria that are shared with faculty prior to their employment and current assignment.

b. All faculty on initial-level appointments shall be reviewed at least triennially.

c. All faculty on continuing-level appointments shall be reviewed at least every five years.

d. The president of an institution may call for a formal review of any faculty member at any time.

e. The review shall involve input from peers.

f. A written summary of the results of the review shall be prepared.

g. The summary shall be shared with the faculty member involved and he/she shall be given an opportunity to respond.

h. A final decision about any action to be taken as a result of the review shall be made by the Board of Regents of the institution upon recommendation of the president of the institution.

i. An appeal process shall be in place for use by faculty members of a continuing-level appointment (those who already have been granted continuing-level appointment status) who wish to challenge a termination decision. The appeal may be about the substance of the decision or the procedures followed in reaching the decision.

j. Faculty members with an initial-level appointment (who have no expectation of continued employment) shall not be entitled to an appeal process following (or prior to) a decision of nonretention. The only exception is that a faculty member with an initial-level appointment may ask the Board of Regents to assure that appropriate procedures were followed in reaching the decision or the basis on which the decision was made.

#### 6.31 Salary Schedules

The salary schedules of all institutional employees shall be fixed by the Board of Regents on recommendation of the president of the institution. The salary schedules shall be established within the broad guidelines provided by the Board for Higher Education.

### 6.33 Faculty Organization and Meetings

a. The Board of Regents, on recommendation of the president of the institution, shall establish an effective faculty organizational structure.

b. The president or his designee shall preside at regular and special meetings.

c. The faculty shall elect a secretary and provide for the election of committees, consisting of faculty members or of faculty members and other persons, who shall study, evaluate, and report to the faculty on policy matters affecting the academic activity of the institution, the activity and welfare of the members of the faculty, and the life and welfare of the students.

d. The faculty shall elect a standing hearings committee or assign the functions of such a committee to another standing committee.

### 6.35 Institutional Educational Policies

a. Each faculty shall recommend policy to the Board of Regents through the president for the admission, transfer, dismissal, or withdrawal of students, set the standards of scholarship to be maintained by students, determine criteria for 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 preparation for professional church workers and other Christian leaders. 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 recommend policy to the Board of Regents through the president regarding 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 recommend such policies as will be conducive to the cultivation of a Christian deportment on the part of all students, will stimulate the creation of a cultured and academically challenging atmosphere on and about the whole campus, and will make a spiritually wholesome community life possible.

d. Each faculty shall recommend policy to the Board of Regents through the president regarding the maintenance of wholesome conditions of faculty service and welfare.

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

f. 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 the Synod's educational system and its institutions.

### 6.39 Evangelical Discipline and the Right of Appeal

a. Each Board of Regents, on recommendation of the president, shall adopt a comprehensive policy statement committing the school to

the principles of Christian discipline, evangelical dealing, and good order governing the students individually and collectively.

b. Each student shall be informed regarding the disciplinary policy and procedure and under what conditions and to whom an appeal from a disciplinary decision may be made. There shall be no right of appeal under the provisions of Bylaw 8.01ff.

#### 6.41 Controversies among Faculty Members or Other Employees

Controversies and disagreements among faculty members or other employees (other than those involving matters described in Bylaw 6.43) shall be submitted to the president of the institution for mediation. If this proves unsuccessful, he shall report the matter to the Board of Regents for arbitration. After hearing the parties the board will render its decision, which shall be final, without the right of appeal under the provisions of Bylaw 8.01ff. A record of the proceedings shall be filed with the Board for Higher Education.

#### 6.43 Removal from Office

a. The Board of Regents may decline to renew the appointment of a faculty member during an initial-level appointment period without formal statement of cause. (*See Bylaw 6.23 d*)

b. No member of the faculty on a continuing-level appointment or on an initial-level appointment, except at the expiration of the term of appointment, shall be removed from the faculty either by ecclesiastical authority or by the Board of Regents except for causes hereinafter enumerated and by procedures hereinafter described.

c. The only causes for which members of a faculty may be removed from office (within the definitions of a and b above), other than honorable retirement, are

1. professional incompetency, including, but not limited to, the criteria identified in 6.25 a;
2. incapacity for the performance of duty;
3. insubordination;
4. neglect of or refusal to perform duties of office;
5. conduct unbecoming a Christian;
6. advocacy of false doctrine (Constitution, Art. II) or failure to honor and uphold the doctrinal position of the Synod as defined further in Bylaw 1.09 c.

#### 6.44 Termination of Position

a. Positions of initial-level appointment, as well as continuing-level appointment faculty, may be terminated by the Board of Regents under certain institutional conditions that do not reflect on the competency or faithfulness of the individual faculty member whose position is terminated. These conditions are the following:

1. Discontinuance of an entire program (e.g., social work, business).
2. Discontinuance of an entire division or department (e.g., modern foreign language) of a college, university, or seminary.
3. Reduction of the size of staff in order to maintain financial viability in compliance with policies concerning fiscal viability.
4. Discontinuance, merger, or consolidation of an entire college, university, or seminary operation.

b. In the event of termination of a faculty position by the Board of Regents, a minimum of six months advance notice to initial-level appointment faculty and 12 months advance notice to continuing-level appointment faculty must be provided the terminated professor in writing.

c. The opportunity to serve the college, university, or seminary in another capacity for which the terminated professor has credentials and qualifications shall be offered the terminated professor if such a vacancy exists at the time of termination or becomes available within two academic years.

d. In identifying which specific faculty positions are to be discontinued or terminated, the Board of Regents shall follow the guidelines and procedures of that institution's RIF (reduction in force) policy.

e. A terminated position may not be filled subsequently by another person during the next two academic years without first offering the last previous incumbent who held the position with continuing-level appointment status the position at his or her last previous salary plus average annual salary increases provided to that faculty during the interim.

#### 6.45 Board Supervision

a. The Board of Regents shall have authority to investigate, hear and act on any complaint arising out of Bylaw 6.43 c 1-6.

b. Any decision made pursuant to Bylaw 6.47 shall be final and binding on the parties involved with no right of further appeal except as set forth in Bylaw 6.47 g.

#### 6.47 Procedures for Exercising Board Supervision

a. If the Board of Regents receives a complaint against a member of that institution's faculty or administration concerning any matter, including those specified under Bylaw 6.43 c 1-6, it shall direct the complainant first to meet face to face with the respondent in an attempt to resolve the issue (Matt. 18:15). The president of the institution shall assist in this attempt. If the president himself is the respondent, the chairman of the board shall act in his stead.

b. If the complainant is of the opinion that such informal reconciliation efforts have failed and there is a wish to pursue the matter, the complainant shall prepare a written statement of the matter in dispute and a written statement setting forth, in detail, the efforts that have been made to achieve informal reconciliation and forward such statements to the Board of Regents and to the respondent.

c. Within 21 days after receipt of the written statement of the matter in dispute, the respondent shall submit a written reply to the Board of Regents and the complainant. If the respondent fails to reply, the allegations of the statement of the matter in dispute shall be deemed accepted.

d. Upon receipt of a reply from the respondent or if no reply is received, and the Board of Regents determines that all informal reconciliation efforts have failed, the Board of Regents shall form a Review Committee of five persons (Matt. 18:16), which shall be chosen as follows:

1. Each party shall select one faculty member and one regent.
2. The fifth member shall be selected by blind draw from the syndical roster of reconcilers and shall serve as chairman.

3. The selection shall be completed within one month of the date on which the board decides to form the Review Committee.

e. If the board decides that the matter is of such a nature that the interests of the institution will best be served, it may limit the activities of the respondent. It may do so by relieving the respondent of teaching and/or administrative duties pending final resolution of the conflict. However, contractual obligations of the institution shall continue until the matter is resolved.

f. The Review Committee shall proceed as follows:

1. The committee shall hold its first hearing no later than 60 days after the last committee member has been appointed.

2. The chairman of the committee shall notify the complainant and the respondent, at least 28 days in advance, of the date, time, and place of the said hearing.

3. If any part of the dispute involves a specific question of doctrine or doctrinal application, each party shall have the right to an opinion from the Commission on Theology and Church Relations. If it involves questions of Constitution or Bylaw interpretation, each party shall have a right to an interpretation from the Commission on Constitutional Matters. The request for an opinion must be made through the Review Committee, which shall determine the wording of the question(s). The request for an opinion must be made within four weeks of the final formation of the Review Committee. If a party does not request such an opinion within the designated time, such a request may still be made to the Review Committee, which shall, at its discretion, determine whether the request shall be forwarded. The Review Committee shall also have the right, at any time, to request an opinion from the Commission on Theology and Church Relations or the Commission on Constitutional Matters. When an opinion has been requested, the time limitations will not apply until the opinion has been received by the parties. Any opinion received must be followed by the Review Committee.

4. All hearings shall be private, attended only by the parties and the witnesses who can substantiate the facts relevant to the matter in dispute. The Review Committee shall establish the procedure to be followed in the hearing and the relevancy of evidence so that each party shall be given an opportunity to present fully its respective position. In performing its duty, the Review Committee shall continue efforts to reconcile the parties on the basis of Christian love and forgiveness. If a party is a board or commission of the Synod or its Districts, it shall be represented by its chairman or a designated member.

5. Within 60 days after completion of the final hearing, the Review Committee shall issue a written decision which shall state the facts determined by the committee and the reasons for its decision and forward them to the parties and the Board of Regents. The Board of Regents shall then take appropriate action, which shall be final.

g. However, if the complaint involves conduct under Bylaw 6.43 c 5 and 6, the complainant may take the complaint to the District President, who shall follow the procedure set forth in Bylaw 2.27.

h. If the committee decides there is a valid complaint (1) regarding matters under Bylaw 6.43 c 1-4, it may take whatever action it deems appropriate, including recommendation for termination of the employment contract; (2) regarding matters under Bylaw 6.43 c 5-6, it must refer the complaint to the District president, who shall follow the procedure set forth in Bylaw 2.27.

i. At every stage of the above-described procedure, all parties must be furnished copies of all documents filed.

#### 6.49 Ecclesiastical Supervision

A faculty member who is on a roster of the Synod is under the ecclesiastical supervision of the Synod. In the event a member is removed from membership in the Synod pursuant to procedure established in these Bylaws, then that member is also considered removed from the position held and shall be terminated forthwith by the Board of Regents.

#### 6.53 Modified Service and Retirement

a. Faculty members may request early retirement under the applicable provisions of the Concordia Retirement Plan. Upon retirement, faculty members who are ordained or commissioned ministers of religion are retained on the appropriate roster of the Synod on the basis of Bylaw 2.17 a, emeritus, and may, by action of the Board of Regents, be retained on the roster of their faculty as “emeriti” (Bylaw 6.21).

b. Service loads and the conditions of service after retirement shall be determined by the Board of Regents.

#### 6.57 Sabbatical Leave and Leave of Absence

Each institution shall state policies regarding sabbaticals for faculty and leave of absence procedures for all employees within Board for Higher Education guidelines.

### D. FINANCES

#### 6.61 Uniform Accounting Methods

The Board for Higher Education shall, 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 the Synod.

#### 6.63 Financial Management

All surplus institutional funds above an adequate working balance shall be deemed to be surplus and shall be deposited with the Vice-President–Finance—Treasurer of the Synod for investment. Earnings from such investments shall be credited to the depositing institution.

#### 6.65 Line of Credit and Borrowing of Funds

Only the Board of Regents is authorized to establish a line of credit or to borrow for operating needs, subject to the policies of the Board for Higher Education and the Board of Directors of the Synod.

### E. VICARAGE

#### 6.85 Vicarage

An academic year of supervised internship (vicarage) is required of all seminary students before graduation. Every vicar shall be assigned by the Council of Presidents, acting as the Board of Assignments.

## F. ADMISSION TO THE PASTORAL MINISTRY BY COLLOQUY

### 6.87 Colloquy Committee

a. The Colloquy Committee for the Pastoral Ministry shall consist of the First Vice-President of the Synod, a District President appointed by the Council of Presidents, the presidents of the seminaries, and the executive director of the Board for Higher Education or his representative in an advisory capacity. The First Vice-President shall be chairman of the committee.

b. The Colloquy Committee for the Pastoral Ministry functions as a standing committee of the Board for Higher Education.

### 6.89 Functions of the Committee

a. The Colloquy Committee for the Pastoral Ministry shall direct the synodical activity in matters of colloquies for the pastoral ministry.

b. The Colloquy Committee shall also establish and monitor academic, theological, and personal standards for admission to the office of the pastoral ministry by colloquy, and in the establishment of these standards, the committee shall consult the faculties of the seminaries.

c. The Colloquy Committee may consider and approve those applicants who meet the requirements for eligibility as specified in Bylaws 6.91 and 6.93 and concerning whom no valid objection is made pursuant to Bylaw 6.93 d.

### 6.91 Eligibility

1. Only such male applicants shall be considered eligible to apply for colloquy who are

a. ministers who are in good standing in other Christian church bodies, are graduates of programs of study leading to ordination of no less than 60 semester hours or the equivalent thereof in length, and have served at least three years in a recognized ministry of their church body;

b. in exceptional cases, laymen who have carried out the full responsibilities of the pastoral ministry for at least 10 years, who are currently licensed for such ministry by a District President, and who have been recommended by a congregation holding membership in the Synod on the basis of that congregation's observation and experience, and with the stated assurance that such congregation will extend a divine call asking the recommended individual to serve as their pastor;

c. men who are graduates of programs of study leading to ordination of no less than 60 semester hours or the equivalent thereof, in length, and who have been communicant members in good standing of synodical congregations for at least two years.

2. Other applicants for the ministry, such as commissioned ministers of religion, laymen of a special ethnic or linguistic group, and laymen who have fulfilled at least 10 years of significant service in a congregation, will participate in special theological education (alternate routes) under the direction of the seminaries.

### 6.93 Applications

a. Applicants for colloquy shall be directed to the President of the District where the applicant resides.

b. The District President shall refer the applicant to the District Interview Committee (for seminary applicants), who shall give a report and recommendation to the District President.

c. The District President shall recommend qualified applicants to the chairman of the Colloquy Committee. Such recommendation shall be processed according to the policies and procedures adopted by the Colloquy Committee for the Pastoral Ministry.

d. The Colloquy Committee shall publish notice of its intent to interview an applicant in an official periodical of the Synod unless the applicant requests such notice be delayed until after his interview. If no valid objection is received by the committee within 30 days after the publication of such notice, the applicant may be interviewed. If the applicant was interviewed first, notice shall then be published and upon publication 30 days given for valid objections to be received. The committee, in its sole discretion, shall decide whether an objection is valid. Its decision shall not be the subject of any appeal.

e. The Colloquy Committee shall arrange for a personal colloquy, or discussion, with qualified applicants. The decision on each applicant shall be made on the basis of such colloquy examination and shall be the sole prerogative of the Colloquy Committee.

#### 6.97 Criteria for Certification

a. The criteria by which the Colloquy Committee shall determine an applicant's readiness for certification are to be based on adopted standards, including, but not limited to

1. areas of general education;
2. understanding of and agreement with the scriptural and doctrinal positions of The Lutheran Church—Missouri Synod;
3. studies in theology assuring a well-rounded education in the major fields of theological discipline; and
4. positive experience in the work of the pastoral ministry.

b. The Colloquy Committee, at its sole discretion, shall determine the content and amount of academic work, personal study programs, or supervised ministry which may be required prior to certification. To this end, the committee may request the assistance of the seminary faculties, or of qualified pastors or teachers in other locations, to serve as instructors or mentors.

c. The committee, at its discretion, may require a second colloquy interview following the completion of such study and/or supervised ministry programs.

#### 6.99 Certification

The Colloquy Committee shall

a. certify for placement those applicants who have satisfactorily completed the colloquy interview and any other requirements as assigned by the Colloquy Committee;

b. report this action to the chairman of the Council of Presidents Placement Committee for the Pastoral Ministry, to the office of the Board for Higher Education of the Synod, and to the appropriate District President;

c. publish a report of its favorable action in an official periodical of the Synod.

#### 6.101 Placement

Every applicant whom the Colloquy Committee declares qualified for the pastoral ministry shall be assigned his first call by the Council of Presidents acting as the Board of Assignments.

#### 6.103 Report to the Convention

The Colloquy Committee shall report to the Synod in convention.

### G. ADMISSION TO THE TEACHING MINISTRY BY COLLOQUY

#### 6.105 Colloquy Committees

a. The Colloquy Committee for the Teaching Ministry shall consist of a Vice-President of the Synod and two presidents of synodical institutions offering a bachelor's degree in teacher education. All members shall be appointed by the President of the Synod. The Vice-President shall be chairman of the committee.

b. The Colloquy Committee for the Teaching Ministry shall direct the synodical activity in matters of colloquies for the teaching ministry.

c. The Colloquy Committee for the Teaching Ministry shall also establish and monitor academic and theological standards for admission to the teaching ministry by colloquy, and in the establishment of these standards the committee shall consult the faculties of the synodical colleges and universities offering bachelor's degrees in teacher education.

#### 6.106 Eligibility for Admission to the Program

Applicants for admission to the Teacher Colloquy Program shall be at least 25 years of age, shall possess a bachelor's degree, shall have completed student teaching under the supervision of a synodical institution offering a bachelor's degree in teacher education or one year of successful teaching in a school recognized by the Synod, and shall be individuals for whom no valid objection is made pursuant to Bylaw 6.107. (Graduates of the teacher-education program of Valparaiso University need not meet the age requirement to apply for admission to the synodical teacher colloquy program.)

#### 6.107 Publication of Notice

After the Colloquy Committee for the Teaching Ministry has received notification of a student's admission to the colloquy program from a Concordia campus or from Concordia University Education Network (CUEnet), the committee shall seek the endorsement of the respective District President for the student and publish notice in an official periodical of the Synod. If no valid objection to the applicant is received by the Colloquy Committee for the Teaching Ministry within four weeks after the publication of such notice, acceptance into the program shall be deemed final. The committee, in its sole discretion, shall decide whether an objection is valid. Its decision shall not be subject of any appeal.

#### 6.108 Certification

Certification by the faculty of one of the Concordia campuses shall follow satisfactory completion of an oral examination based upon courses in education, doctrine, biblical interpretation, church history, and church practice, of which a minimum of four shall be taken in a traditional classroom setting from a synodical college or university offering a bachelor's degree or with a faculty of a synodical college or university teaching via CUEnet, so as to meet the academic and theological standards established by the Colloquy Committee for the Teaching Ministry.

### 6.109 Placement

When all requirements have been met, including a final oral examination, the student shall be declared eligible for the teaching ministry and shall be assigned his or her first call by the Council of Presidents acting as the Board of Assignments.

a. Such action shall be reported to the chairman of the Colloquy Committee for the Teaching Ministry and the appropriate District President.

b. Such action shall be published in an official periodical of the Synod.

### 6.110 Report to the Convention

The Colloquy Committee shall render a full report on teacher colloquy activities to each convention of the Synod.

## H. ADMISSION AS DIRECTORS OF CHRISTIAN EDUCATION BY COLLOQUY

### 6.123 Colloquy Committees

The foregoing Bylaws 6.105 through 6.110 which are appropriate shall also generally be applied to applicants for recognition as directors of Christian education through the colloquy program. In addition, these applicants shall be expected to meet the academic and theological requirements comparable to the regular director of Christian education program.

## I. ADMISSION AS DIRECTORS OF PARISH MUSIC BY COLLOQUY

### 6.124 Colloquy Committees

The foregoing Bylaws 6.105 through 6.110 which are appropriate shall also generally be applied to applicants for recognition as directors of parish music through the colloquy program. In addition, these applicants shall be expected to meet the academic and theological requirements comparable to the regular director of parish music program.

## J. ADMISSION TO THE DEACONESS MINISTRY BY COLLOQUY

### 6.125 Colloquy Committees

a. The Colloquy Committee for the Deaconess Ministry shall consist of a Vice-President of the Synod, the president of the synodical institution offering a bachelor's degree leading to deaconess certification and any advisory members deemed necessary. All members shall be appointed by the President of the Synod. The Vice-President shall be chairman of the committee.

b. The synodical institution offering a bachelor's degree leading to deaconess certification shall have a colloquy examining committee consisting of the director of deaconess colloquy, the chairman of the theology department, the dean of the College of Continuing Education, a member selected by its faculty, and two active deaconesses appointed to two-year terms by the synodical institution's president. When a non-synodically certified deaconess is the applicant, a representative of the applicant's agency shall be appointed by the synodical institution's president as an advisory member to the committee.

c. The Colloquy Committee for the Deaconess Ministry and the institution's colloquy examining committee shall have the authority and responsibilities described below.

#### 6.127 Functions of the Committees

a. The Colloquy Committee for the Deaconess Ministry shall

1. direct the synodical activity in matters of colloquy for the deaconess ministry;

2. establish and monitor academic and theological standards for admission to the deaconess ministry by colloquy, and in the establishment of these standards, the committee shall consult the faculty of the institution offering a bachelor's degree leading to deaconess certification;

3. approve for admission to the deaconess colloquy program those applicants who have been recommended for admission by the institution's colloquy examining committee and to which no valid objection is made pursuant to Bylaw 6.133 below.

b. The institution's deaconess colloquy examining committee shall

1. initially receive and review applications to the deaconess colloquy program as described in Bylaw 6.131 c;

2. set a specific course of study for each colloquy student as described in Bylaw 6.135.

3. upon completion of the student's course of study, conduct a written and an oral examination of competency and readiness for admission to the deaconess ministry;

4. recommend to the institution's faculty for endorsement those colloquy students who have satisfactorily completed the program and passed the written and oral examinations.

#### 6.129 Eligibility

The applicant shall be a communicant member in good standing of a congregation of the Synod and shall be able to meet the following academic and theological requirements, comparable to the regular synodical deaconess program, before her final examination:

a. The satisfactory completion of certain required courses or their equivalent in deaconess ministry, doctrine, biblical interpretation, biblical studies, church history and churchly practice so as to meet the academic and theological standards established by the Colloquy Committee, of which normally a minimum of eight regular program courses shall be taken with the faculty of a synodical institution which offers a bachelor's degree leading to deaconess certification.

b. Internship under the supervision of a synodical institution offering a bachelor's degree leading to deaconess certification or one year of successful deaconess ministry in a church or agency recognized by the Synod.

c. A bachelor's degree from an accredited educational institution. Exceptions to this requirement may be made by the Colloquy Committee for Deaconess Ministry, in consultation with the institution's colloquy committee, for applicants for whom obtaining a bachelor's degree is deemed not to be feasible.

#### 6.131 Applications for Admission to the Program

a. Applications for admission to the deaconess colloquy program shall be directed to the deaconess colloquy examining committee of the

synodical institution offering a bachelor's degree leading to deaconess certification.

b. The application shall be accompanied by the following:

1. An autobiographical statement setting forth clearly the applicant's background, religious affiliation, education, and reason for wishing to qualify for the deaconess ministry in the Synod

2. Official transcripts of the applicant's collegiate education

3. A recommendation from the District President (or his designee) of the District in which the applicant holds communicant membership

4. Testimonials to Christian character and life, personality, ability, and previous service from the applicant's pastor and two references from previous employers or people who have known and observed the applicant for at least two recent years

c. The institution's deaconess colloquy examining committee shall determine whether an applicant meets the requirements for admission and shall forward the application, together with all required documents and its recommendation for disposition, to the following: the president of the institution, the President of the District in which the applicant holds communicant membership, and the chair of the Deaconess Colloquy Committee of the Synod.

#### 6.133 Publication of Notice

After the Deaconess Colloquy Committee has received an application, the committee shall publish notice of the application in an official periodical of the Synod. If no valid objection is received by the Deaconess Colloquy Committee within four weeks after the publication of such notice, the applicant shall be accepted into the program. The committee, in its sole discretion, shall decide whether an objection is valid. Its decision shall not be subject to any appeal.

#### 6.135 Program of Instruction

a. The institution's deaconess colloquy examining committee shall determine the course of study for each colloquy student on the basis of her needs and ecclesiastical background, determined by the student's application materials and an oral interview. In general, the course of study shall include items mentioned in Bylaw 6.129 a and b.

b. In exceptional cases and in cases of nonsynodically certified deaconesses, the colloquy examining committee may regard prior learning, educational attainments, or church-work experience as meeting portions of the aforementioned requirements, provided that the Synod's high professional standards for the deaconess's ministry are maintained.

c. The institution's director of deaconess colloquy shall supervise the appropriate qualifying program and, when all requirements have been met, recommend the student to the institution's colloquy examining committee for the final oral review outlined in Bylaw 6.127 b 3.

#### 6.137 Certificate of Eligibility

The institution's faculty shall receive the deaconess colloquy examining committee's recommendation of a colloquy student as outlined in Bylaw 6.127 b 4. Upon the institution faculty's endorsement of the colloquy student, the institution shall

a. issue a certificate of eligibility to the colloquy student;

b. report its action to the chair of the Deaconess Colloquy Committee and the appropriate District President;

c. publish a report of its favorable action in an official periodical of the Synod.

#### 6.139 Placement

Every colloquy student declared eligible for the deaconess ministry shall be assigned her first call by the Council of Presidents acting as the Board of Assignments.

#### 6.141 Report to the Convention

The Deaconess Colloquy Committee shall render a full report on deaconess colloquy activities to each convention of the Synod.

## VII. CERTIFIED CHURCH WORKERS, LAY\*

### 7.01 General

Men and women who have completed courses of study prescribed or approved by the Board for Higher Education and offered by one of the Synod's colleges or universities and who have been certified for service by their respective college or university are eligible for receiving appointments from congregations or other eligible entities or agencies as consecrated lay workers.

1. Congregations that are members of the Synod and other eligible entities or agencies, in addition to calling ordained and commissioned ministers of religion, may also wish to appoint one or more certified church workers, lay (hereafter referred to as consecrated lay workers), with the knowledge that the Synod seeks to help congregations and other entities and agencies as they utilize these consecrated lay workers.

2. For purposes of these Bylaws, other eligible entities or agencies shall be Districts, seminaries, colleges, and other agencies of the Synod, church-affiliated social ministry organizations, recognized educational institutions, auxiliaries, and other recognized service organizations.

3. Congregations and other eligible entities or agencies seeking to employ consecrated lay workers are encouraged to contact the appropriate placement officers of the colleges or universities where the programs are housed.

### 7.03 Classification

The classification of consecrated lay workers applies to the following positions or titles currently in use in the Synod:

1. Lay minister
2. Parish worker
3. Lay teacher (teachers opting not to join the Synod)
4. Lutheran social worker

### 7.05 Qualifications

Consecrated lay workers are individuals who have been declared qualified for service in the positions identified and who have received appointments in accordance with the following policy and procedure:

1. Graduates of authorized synodical institutions must be declared qualified for a first appointment, and be recommended by the faculty of the respective synodical institution for their specific types of service before the effective date of the first appointment to service in the church. The faculties must be satisfied that these individuals will meet the personal, professional, and theological requirements of those who hold those positions to which they aspire.

2. Candidates who may be declared qualified for first appointments are those who

a. shall have satisfactorily completed a course of study prescribed or approved by the Board for Higher Education and shall have received an appropriate degree, diploma, or certificate from a synodical college or university; and

---

\* Note: The sixth resolve of Resolution 7-13A of the 2001 convention of the Synod will require the following: "That the category of church workers, Consecrated Lay Workers, be removed immediately prior to the 2004 Synod convention and that Chapter VII be deleted from the Handbook at that time."

b. shall have given evidence of a readiness and desire to serve a congregation or other eligible entity or agency.

#### 7.07 Restrictions

a. If synodical congregations, entities, and agencies desire to be served by consecrated lay workers, they shall appoint and be served only by consecrated lay workers who have been admitted to these respective ministries in accordance with the rules and regulations set forth in these Bylaws.

1. Congregations and other entities and agencies of the Synod shall inform and may seek the advice of the respective District President when appointing consecrated lay workers.

2. Consecrated lay workers accepting new appointments shall inform the respective District Presidents, who shall be responsible for updating the consecrated lay worker listing of the Synod.

3. District Presidents shall be responsible for maintaining records of consecrated lay workers in their Districts, to be made available to congregations, entities, agencies, or other Districts of the Synod.

b. Consecrated lay workers are not members of the Synod and shall be under the supervision of the congregation, entity, or agency that they serve.

1. Consecrated lay workers 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.

2. Rites of consecration and installation should be in accordance with forms and practices developed by the Synod for such purpose and should take place in the presence of the appointing congregation or other appointing body, except that in the case of lay missionaries appointed by the Synod, members of a faculty of a synodical institution, or institutional church workers, the rite should take place in an appropriate setting.

## VIII. SYNODICAL DISPUTE RESOLUTION

### Preamble

When disputes, disagreements, or offenses arise among members of the body of Christ, it is a matter of grave concern for the whole church. Conflicts which occur in the body should be resolved promptly (Matt. 5:23–24; Eph. 4:26–27). Parties are urged by the mercies of God to proceed with one another with “the same attitude that was in Christ Jesus” (Phil. 2:5). In so doing, individuals, congregations, and various entities and agencies within the Synod are urged to reject a “win-lose” attitude that typifies secular conflict. For the sake of the Gospel, the church should spare no resource in providing assistance.

The Holy Scriptures (1 Cor. 6:1–7) urge Christians to settle their differences by laying them before the “members of the brotherhood.” Therefore, the Synod in the spirit of 1 Corinthians 6 calls upon all parties to a disagreement, accusation, controversy, or disciplinary action to rely exclusively and fully on the Synod’s system of reconciliation and conflict resolution. The use of the Synod’s conflict resolution procedures shall be the exclusive and final remedy for those who are in dispute. Fitness for ministry and other theological matters must be determined within the church. Parties are urged, in matters of a doctrinal nature, to follow the procedures as outlined in Bylaw 2.39 c.

The words of Jesus in Matt. 18:15–20 provide the basis for church discipline for the local congregation. The same passage also grants Christ’s guidance to all Christians in seeking to settle other disputes, many of which fall outside the purview of church discipline involving the congregation. In either case, the steps of Matthew 18 should be applied lovingly in both formal and informal settings. The parties and others attempting to effect resolution of a dispute must always remain mindful that the church has been given the “ministry of reconciliation” (2 Cor. 5:18). Hence, conflict resolution in the church is to lead to reconciliation, restoring the erring member in a spirit of gentleness (Gal. 6:1). Its aim is to avoid the adversarial system practiced in society.

The heart and center of all Christian conflict resolution is the justification of the sinner through grace in Christ Jesus. Biblical reconciliation of persons in conflict begins with God’s truth that we are all sinners who have been reconciled to God through the death and resurrection of Christ Jesus. Christ’s “ministry of reconciliation” is one of the church’s foremost priorities.

Christian conflict resolution seeks to resolve disputed issues in a manner pleasing to God. Those in conflict are urged to proceed prayerfully in good faith and trust. Disputes are more likely to be resolved harmoniously if those involved in the conflict recognize one another as redeemed children of God.

Christians involved in conflict must always stand ready to ask for or extend forgiveness in accordance with Scripture. As the church endeavors to help bring about peace, truth, justice, and reconciliation, it always seeks to do so with a proper distinction between Law and Gospel, that is, in the context of God’s judgment and mercy. We are ever to be mindful that it is God who judges the hearts of sinful men and grants His gracious word of forgiveness to us all.

When there is repentance and reconciliation, the body of Christ rejoices in its oneness with Christ and with one another.

## 8.01 Purpose and Objectives

This procedure is established to resolve, in a God-pleasing manner, disputes that involve as parties, members of the Synod, the Synod itself, a District or an organization owned and controlled by the Synod, persons involved in excommunication or lay members of congregations of the Synod holding positions with the Synod itself or with Districts or other organizations owned and controlled by the Synod and shall be the exclusive remedy to resolve such disputes. It is applicable whether the dispute involves only a difference of opinion without personal animosity or is one which involves ill will and sin which requires repentance and forgiveness. No person, entity or agency to whom or to which the provisions of this chapter are applicable because such person, entity or agency is a member of the Synod may render the provisions of this chapter inapplicable by terminating that membership.

## 8.02 Exceptions

This chapter does not prescribe an exclusive remedy in the following matters unless they involve theological, doctrinal, or ecclesiastical issues:

1. Disputes concerning property rights (e.g., real estate agreements, mortgages, fraud, or embezzlement)
2. Disputes arising under contractual arrangements of all kinds (e.g., contracts for goods, services, or employment benefits)

## 8.03 Definition of Terms as Used in This Chapter

**Complainant**—a party to a dispute who initiates action to settle conflict under the provisions of the Synod's dispute resolution process.

**Dispute Resolution Panel**—three persons who are reconcilers selected by blind draw, who shall hear matters in dispute between parties and assist in reconciliation or provide for a resolution of the dispute by rendering a final decision.

**May**—as used in this chapter the word may is permissive, expressing ability, liberty, or the possibility to act.

**Reconciler**—as used in this chapter, a member of The Lutheran Church—Missouri Synod or of an LCMS congregation who is appointed to be available to assist parties to a dispute with a view to reconciling them, or enabling them to adjust or settle their dispute and has completed the synodical training program.

A reconciler does not judge or take sides but rather, with the help of God, assists both parties to find their own resolution to the dispute.

**Reply of respondent**—a written response issued by a party to a dispute containing factual assertions that answer a complainant's statement of the matter in dispute.

**Respondent**—one who is a named party to a dispute brought by a complainant.

**Shall**—as used in this chapter the word shall is a word of command that must always be given an imperative or compulsory meaning.

**Statement of the matter in dispute**—a written concise statement containing factual assertions involving contended or conflicted issues between one or more parties. The statement may also contain a request for the type of relief to be granted.

**Witness**—a person called to give testimony regarding facts to a dispute before a Dispute Resolution Panel. A reconciler appointed to assist parties in dispute resolution or a person called upon by a recon-

ciler at the formal reconciliation meeting shall not testify as a witness before a Dispute Resolution Panel in the same dispute.

#### 8.05 Informal Efforts toward Reconciliation

Before any matter is submitted to the formal reconciliation process, the parties involved in a dispute must meet together, face to face, in a good-faith attempt to settle their dispute (Matt. 18:15).

#### 8.07 Procedure for Reconcilers

a. If the complainant is of the opinion that such informal reconciliation efforts have failed, the complainant shall submit a request to the Secretary of the Synod or District, as appropriate, that a reconciler be appointed to assist in seeking reconciliation. Such request shall be accompanied by (a) a written statement of the matter in dispute and (b) a written statement setting forth, in detail, the efforts that have been made to achieve informal reconciliation.

b. The Secretary of the Synod or District, as appropriate, shall promptly select the reconciler in the manner hereinafter set forth and then notify the parties to the dispute as to the name and address of the reconciler. He shall also forward to the chosen reconciler and the respondent, the statement of the matter in dispute and the written statement of informal reconciliation efforts.

c. If the reconciler determines that informal reconciliation efforts have been inadequate, the reconciler shall direct the parties to engage in further informal reconciliation efforts. Such additional time shall not exceed 60 days.

d. If informal reconciliation efforts do not resolve the matter, the reconciler shall direct the respondent to submit to the reconciler and the complainant a written reply responding to the statement of the matter in dispute. The reconciler shall simultaneously arrange a formal reconciliation meeting with the parties to the dispute. Such meeting shall be scheduled by the reconciler at the earliest reasonable date possible, at a location which will minimize travel for the parties to the dispute.

e. At the formal reconciliation meeting, the reconciler shall listen to the facts as presented by the parties to the dispute and seek to reconcile their differences on the basis of Christian love and forgiveness. With the approval of the reconciler, each party may, in the manner described in Matt. 18:16, bring one or two persons to the meeting "so that every matter may be established by their testimony." Such meeting shall not be open to the public, nor shall any formal record be made thereof. The reconciler may draw upon persons and resources which the reconciler deems necessary to assist in the reconciliation process.

f. Upon conclusion of the formal reconciliation meeting or meetings, the reconciler shall prepare a written report which contains the actions of the reconciler, the facts agreed to, the facts remaining in dispute and whether reconciliation has been achieved. Attached to the report shall be

1. the statement of the complainant as to informal reconciliation efforts;
2. the statement of the matter in dispute;
3. any reply by the respondent.

The report and the attachments shall be forwarded to the parties to the dispute and the Secretary of the Synod or District as appropriate.

g. If the parties with the assistance of the reconciler have been unable to achieve reconciliation, the complainant shall notify the

Secretary of the Synod within 30 days after receiving the report from the reconciler, whether the matter is to be presented to a Dispute Resolution Panel.

h. If the complainant requests formation of a Dispute Resolution Panel, the Secretary of the Synod or his representative shall within 21 days select such a panel in the prescribed manner and then forward to each panel member a copy of the report of the reconciler with its attachments.

#### 8.09 Procedure of Dispute Resolution Panel

a. The Dispute Resolution Panel shall meet in person, or by telephone conference, within 30 days after its appointment, for the purpose of selecting a chairman and secretary. After the chairman confers with the parties to the dispute, the Dispute Resolution Panel shall choose a location and a date for the formal hearing of the matter.

b. The formal hearing before the Dispute Resolution Panel shall take place within 60 days after the date of final selection of the panel members, unless there is unanimous consent by the panel members for a short delay beyond such 60 days for reasons the panel deems appropriate.

c. The following rules for the Dispute Resolution Panel shall apply:

1. The hearing shall be private, attended only by the parties, and one adviser of each party's choice, should any party desire one. This adviser shall not address the panel or participate in the discussion at the hearing. Witnesses who can substantiate the facts relevant to the matter in dispute may be called before, and address, the panel. The panel shall establish the procedure to be followed in the hearing and the relevancy of evidence so that each party shall be given an opportunity fully to present its respective position. In performing its duty, the panel shall continue efforts to reconcile the parties on the basis of Christian love and forgiveness.

2. Within 60 days after the final hearing, the panel shall issue a written decision which shall state the facts determined by the panel and the reasons for its decision.

3. The panel shall forward a copy of its decision to

- a) each party to the matter in dispute;
- b) the Secretary of the Synod;
- c) the President of the Synod;
- d) the President of the respective District;

4. The final decision of a Dispute Resolution Panel shall  
a) be binding upon the parties to that dispute subject to request for review;

- b) have no precedential value;
- c) be carried out by the appropriate person, group, or member of the Synod;
- d) be publicized as deemed appropriate under the circumstances by the District or synodical President.

d. Within 30 days after receiving the decision of the Dispute Resolution Panel, any party to the dispute, or the President of the Synod if a question of doctrine or practice is involved (Constitution Art. XI B 1-3), may request a decision regarding a reconsideration. The President may also request that an opinion of the Commission on Constitutional Matters or Commission on Theology and Church Relations be obtained. Such request for a reconsideration shall be mailed to the Secretary of the Synod, each member of the Dispute

Resolution Panel, and the other parties to the dispute, and shall be accompanied by a written memorandum stating the basis for the request. Within 30 days after receipt, an Appeal Panel shall be selected in the prescribed manner, and the Secretary of the Synod shall send the request for reconsideration to each panel member. The Appeal Panel shall issue in writing its decision as to the request for reconsideration. If a reconsideration is granted, the Secretary of the Synod or his representative shall within 21 days select a Review Panel in the prescribed manner. The Review Panel shall generally decide the issue on the record without further formal hearing but may follow the procedure used by a Dispute Resolution Panel if deemed necessary.

e. The final decision of the Review Panel shall

1. be binding upon the parties to that dispute and not be subject to further appeal;
2. have no precedential value;
3. be carried out by the appropriate person, group, or member of the Synod;
4. be publicized as deemed appropriate under the circumstances by the District or synodical President.

#### 8.11 Congregation's Right of Self-Government

The congregation's right of self-government shall be recognized. However, when a decision of a congregation is at issue, a Dispute Resolution Panel may review the decision of the congregation according to the Holy Scriptures and shall either uphold the action of the congregation or advise the congregation to review and revise its decision. If the congregation does not revise its decision, the other congregations of the Synod shall not be required to respect this decision, and the District involved shall take action with respect to the congregation as it may deem appropriate.

#### 8.13 District Reconcilers

a. Within three months after the synodical convention, each District Board of Directors shall appoint a District roster of four reconcilers, no more than two of whom shall be pastors, from a list supplied by the Circuit Counselors of the District. The term of service shall be six years, renewable once. They shall be people "of good reputation, full of the Holy Spirit and wisdom" (Acts 6:3). Vacancies for an unexpired term shall be filled in the same manner by the District Board of Directors within 30 days following their occurrence. A District Board of Directors may add to the District roster of reconcilers a reconciler who moves into the District from the District where appointed.

b. One of the four shall be chosen by blind draw by the Secretary of the District to serve as reconciler in the following situations arising in the District:

1. Procedural questions involved in excommunication cases
2. Cases in which a member of the Synod shall have been removed from the position which that member holds in a congregation which is a member of the Synod
3. Cases in which a person, whether or not a member of the Synod, is removed from the position which the member holds in the District
4. Cases involving differences between congregations within the same District or between a congregation and its District

c. The members of the District roster of reconcilers of all the Districts shall comprise the synodical roster of reconcilers. One member

of the synodical roster of reconcilers shall be chosen by blind draw by the Secretary of the Synod in all disputes except those (a) enumerated in section b above, or (b) cases under Article XIII of the Constitution, which shall follow the procedure set forth in section 2.27 of the Bylaws.

d. Limitations on holding multiple offices do not apply to reconcilers.

e. If a reconciler moves from the District where appointed, such reconciler shall remain as a member of the synodical roster of reconcilers until the term of service of the reconciler expires.

f. If all of the District reconcilers are unavailable for a particular matter, the Secretary of the District shall request that a reconciler from another District be chosen in the prescribed manner by the Secretary of the adjacent District.

#### 8.15 Dispute Resolution Panels

a. The synodical roster of reconcilers shall comprise the list from which Dispute Resolution Panel members will be selected.

b. Each Dispute Resolution Panel shall consist of three persons, at least one of whom shall be a pastor and one a layman, selected as follows:

1. Nine names shall be selected by a blind draw from the Dispute Resolution Roster.

2. No member of a panel shall be from the District in which the dispute arose or, if it is a synodical question, from any District in which a party holds membership.

3. The list shall be mailed simultaneously to each party, who shall be entitled to strike three names and return the list to the Secretary of the Synod within one week.

4. The Secretary of the Synod will correct any problem in the panel membership by a further blind draw for removals or additions until the panel is constituted.

c. The panel shall elect a chairman and secretary.

d. The chairman of the panel may draw upon persons and resources which he deems necessary for conducting a hearing in a fair and equitable manner.

#### 8.16 Appeal Panels and Review Panels

a. The Appeal Panel shall be made up of three District Presidents; one selected by the complainant, one selected by the respondent, and the third selected by the two Appeal Panel members so selected. If the two Appeal Panel members cannot agree on a third, the Secretary of the Synod shall select the third member by blind draw from the remaining District Presidents.

b. The synodical roster of reconcilers shall comprise the list from which Review Panel members will be selected.

c. Each Review Panel shall consist of five persons, at least two of whom shall be pastors, and at least two laymen, selected as follows:

1. Fifteen names shall be selected by a blind draw from the synodical roster of reconcilers.

2. No member shall be from the District in which the dispute arose, or, if it is a synodical question, from any District in which a party holds membership.

3. The list shall be mailed simultaneously to each party, who shall be entitled to strike five names and return the list to the Secretary of the Synod within one week.

4. The Secretary of the Synod will correct any problem in panel membership by a further blind draw for removals or additions until the panel is constituted.

5. The panel shall elect a chairman and secretary.

#### 8.17 Disqualification

a. The standard for disqualification of a reconciler or panel member shall be actual partiality or the appearance thereof. Any party to a dispute shall have the right to request disqualification of a reconciler or a panel member. If that individual does not agree to the disqualification, the decision shall be made by a separate three-member panel of reconcilers drawn for that purpose.

b. In the event that a reconciler or panel member is disqualified, another individual shall be chosen by blind draw.

c. An individual who has served as a reconciler in a matter shall not be a member of the Dispute Resolution Panel in the same matter.

#### 8.19 Decisions

a. *Quorum*: A majority of the panel members shall be involved in all stages of the decision-making process.

b. *Majority Vote*: The Dispute Resolution Panel, or Review Panel, shall issue a decision based on a majority vote of the panel. In the event that a majority decision cannot be reached, a new panel shall be formed immediately in accordance with the Bylaws and the matter be reheard.

#### 8.21 Rules of Procedure

a. Reconcilers, Dispute Resolution Panels, and Review Panels shall be governed in all their actions by Holy Scripture, the Lutheran Confessions, and the Constitution and Bylaws of the Synod.

b. In the interest of promoting the reconciliation process, any member of the Synod, officer of a congregation, or officer of any organization owned or controlled by the Synod shall, when called upon by the Dispute Resolution Panel or Review Panel to do so, testify or produce records related to the dispute.

c. Each party to a dispute shall assume its own expenses. The expenses of reconcilers, Dispute Resolution Panels, and Review Panels shall be borne by the Synod except for those which arise under Bylaw 8.13 b, which shall be borne by the District.

d. No party to a dispute nor anyone on the party's behalf, shall either directly or indirectly communicate with the reconciler or any member of the Dispute Resolution Panel, Appeal Panel, or Review Panel without the full knowledge of the other party to the dispute.

e. While a matter in dispute is still undecided or while an appeal is contemplated or pending, publicity shall not be given to the issues in the matter by any of the parties involved.

f. Any party may seek, at its own personal expense, the assistance of individuals familiar with the issues involved in the dispute. They may actively participate in research and the preparation of necessary documents. At the hearing, however, each party may have an adviser present but must represent itself, with no public participation by the adviser. If a party is a board or commission of the Synod or its Districts, it shall be represented by its chairman or designated member.

g. A Dispute Resolution Panel or Review Panel shall determine the number of witnesses necessary for a full and complete understanding of

the facts involved in the dispute. It shall question parties and witnesses directly and may also permit the parties to do so.

h. All Dispute Resolution Panel or Review Panel records of disputes in which a final decision has been rendered by the Dispute Resolution Panel or Review Panel shall be placed in the custody of Concordia Historical Institute. All such records shall be sealed and shall be opened only for good cause shown and only after permission has been granted by a Dispute Resolution Panel, selected by blind draw for that purpose.

i. If any part of the dispute involves a specific question of doctrine or doctrinal application, each party shall have the right to an opinion from the Commission on Theology and Church Relations. If it involves questions of Constitution or Bylaw interpretation, each party shall have a right to an interpretation from the Commission on Constitutional Matters. The request for an opinion must be made through the Dispute Resolution Panel or Review Panel, which shall determine the wording of the question(s). The request for an opinion must be made within four weeks of the final formation of the Dispute Resolution Panel or Review Panel. If a party does not request such an opinion within the designated time, such a request may still be made to the Dispute Resolution Panel or Review Panel which shall, at its discretion, determine whether the request shall be forwarded. The Dispute Resolution Panel or Review Panel shall also have the right, at any time, to request an opinion from the Commission on Theology and Church Relations or the Commission on Constitutional Matters. Any opinion so requested shall be rendered within 30 days or such greater time as the Dispute Resolution Panel may allow. When an opinion has been requested, the time limitations will not apply until the opinion has been received by the parties. Any opinion received from the Commission on Constitutional Matters must be followed by the Dispute Resolution Panel or Review Panel (Bylaw 3.905 d).

## IX. RESOURCE DEVELOPMENT AND UTILIZATION

### 9.01 General

The Board of Directors of The Lutheran Church—Missouri Synod shall have the responsibility for providing operating and capital funds for carrying out the work of the Synod and to that end provide for a Department of Stewardship ministry under the Board for District and Congregational Services which will promote stewardship education and nurture. Its work shall be in accordance with the biblical principles of stewardship.

### 9.03 Stewardship Support

In the area of stewardship support the department shall

a. provide input to The Lutheran Church—Missouri Synod Foundation and other units of the Synod to assist them in including proper scriptural motivation in all gift programs;

b. provide to the Board for District and Congregational Services advice and materials which will cultivate congregational members to continue to grow in living their lives as faithful stewards of Jesus Christ, effectively carrying out Christ's ministry and mission collectively through congregations and through the Synod and its agencies as well as in their day-to-day personal relationships;

c. provide, in consultation with Districts, materials and training events to aid Districts, pastors, and congregations in effectively teaching the grace of proportionate giving and in promoting their programs in the congregation and through the District and the Synod.

### 9.07 District Boards

a. *Membership.* Each synodical District shall elect or appoint a committee or board for stewardship.

b. *Function.* The District board shall cooperate with the Synod's Department of Stewardship and shall assist and advise the local congregations in the development and promotion of an adequate stewardship program.

c. *Stewardship secretary.* The Districts of the Synod are advised to provide for the systematic supervision and qualified guidance and promotion of stewardship education. To that end, where possible, they shall establish and maintain the office of a stewardship counselor or secretary, who shall be responsible to the District Stewardship Board.

### 9.09 District Relations

a. Each District may invite a synodical representative to meet for mutual assistance in budget planning for mission and ministry together.

b. Each District shall arrange for adequate time at its convention for a report on the mission and ministry program of the Synod. Such a report shall be made by a representative of the Synod, assigned by the synodical President.

### 9.11 Congregational Boards

Every congregation is encouraged to elect or appoint a board or committee for stewardship, which shall be responsible for carrying on an adequate stewardship program in the manner prescribed by the congregation.

## X. DOCTRINAL REVIEW

### 10.01 Definition

a. Doctrinal review is the exercise of the Synod's responsibility for every doctrinal statement made in its material as defined in Bylaw 10.03.

b. The prime concern of doctrinal review is that the doctrine set forth be in accord with the Scriptures and the Lutheran Confessions.

c. The primary responsibility for doctrinal supervision and review lies with the President of the Synod (Constitution Art. XI B 1).

### 10.03 Material Subject to Doctrinal Review

a. All official periodicals and journals of the Synod as well as any material with doctrinal content issued publicly by boards, commissions, or other subordinate groups of the Synod except as stipulated in these Bylaws shall be subject to doctrinal review.

b. The right to produce study documents and exploratory material plainly designated as such and published by boards, commissions, or other subordinate groups of the Synod is recognized. When such material is to be issued publicly, it shall be subject to doctrinal review.

c. Each District is accountable to the Synod through its respective President and Board of Directors for the content of all of its published materials.

d. Each of the Synod's terminal schools is accountable to the Synod through its respective president and Board of Regents for the content of its professional journals and all of its published materials which are not the official publications of the Synod (Bylaw 11.01 a). The members of the editorial board of such publications shall serve as its doctrinal reviewers.

e. Auxiliary organizations recognized by Chapter XIII of the Bylaws shall be held directly accountable for their material. However, in accord with his office as defined in Article XI B 1 of the Synod's Constitution, the President of the Synod shall require doctrinal review.

f. In the case of broadcasts over the Synod's radio station by other than regular staff members, individuals must be held responsible for their own material, since it is not feasible to apply the process of doctrinal review to such broadcasts.

g. Official reports of the boards, commissions, and committees of the Synod prepared in response to directives from the Synod shall not be subject to doctrinal review.

### 10.05 Personnel and Appointment

a. Each board, commission, and other subordinate group of the Synod shall advise the President of the Synod of the number and desired competency of doctrinal reviewers needed by it and may suggest a list of qualified persons. The President of the Synod shall appoint reviewers for each group according to its needs. They shall be broadly representative of the ministry of the Synod.

b. Reviewers shall be appointed for renewable three-year terms. An appointment may be terminated prior to the completion of the appointed term if the reviewer is unable or unwilling to carry out the reviewing tasks assigned. In the event of such termination, the President of the Synod shall appoint another reviewer to complete the unexpired term.

#### 10.07 Duties of Doctrinal Reviewers

a. The reviewer shall make a careful evaluation of the doctrinal content of all items submitted to him.

b. The reviewer's primary concern is that items submitted to him be in agreement in their doctrinal content with the Scriptures and the Lutheran Confessions.

c. The reviewer shall also be concerned that the items submitted to him do not contain statements that are inadequate, misleading, ambiguous, or lacking in doctrinal clarity.

d. The reviewer shall further be concerned that resolutions of the Synod be honored and upheld and that positions deviating from the doctrinal resolutions of the Synod be clearly identified as such.

#### 10.09 Procedure for Doctrinal Review

a. Each board, agency, or group shall establish procedures that insure that its material as specified in Bylaw 10.03 be sent for doctrinal review to one of the reviewers referred to in Bylaw 10.05.

b. Since time requirements vary according to the type of material being reviewed, the procedure in each case shall be worked out to the mutual satisfaction of the producing group and the publisher.

c. The identity of authors and reviewers shall not be disclosed without the approval of the President. Consultation may at times be advisable, however, where clarification is necessary.

d. When the author is also a reviewer, his material shall be assigned to another reviewer.

e. The reviewer may request that specific material assigned to him also be reviewed by another reviewer.

f. Where changes appear to be necessary, the reviewer(s) shall submit a documented critique which shall be made available to the author, the sponsoring group, and the publisher.

g. The author shall consider the critique and make necessary revisions until there is agreement between the author and reviewer.

h. Should any problem arise between an author, a reviewer, the publisher, or any other party involved, with respect to the material submitted for review, the sponsoring group shall endeavor to resolve it to the satisfaction of the reviewer. If it cannot do so, the problem shall be submitted to the Commission on Doctrinal Review under the appeals procedure stated in Bylaw 10.13.

#### 10.11 Commission Functions

a. The Commission on Doctrinal Review shall meet as often as necessary, effect its own organization, and elect its officers.

b. Its duties shall be

1. to provide guidelines for the work of the doctrinal reviewers;

2. to concern itself with problem areas in the procedures of doctrinal review.

#### 10.13 Appeals Procedure for Materials Prior to Publication

a. An appeal may be initiated by an author, the sponsoring group, or an executive staff member of that group.

b. When an appeal is initiated, the material in question is to be submitted to the chairman of the Commission on Doctrinal Review.

c. After receipt of an appeal, the chairman of the Commission on Doctrinal Review shall inform all concerned and shall appoint three

members of the commission to serve as a review panel and shall designate one as its chairman. A panel member shall disqualify himself on the basis of any kind of personal involvement in the issue.

d. To aid objectivity, the identity of author and review panel shall ordinarily not be disclosed. However, consultation may at times be necessary for clarification.

e. In making its recommendation, the panel shall decide whether the item in question

1. is suitable for publication; or
2. may be published after alteration; or
3. may be published as a study document; or
4. shall be denied publication.

f. The decision of the panel shall be determined by a majority vote and shall be final so far as the Commission on Doctrinal Review is concerned. A report together with the panel's minutes shall be submitted to the chairman of the Commission on Doctrinal Review.

g. The chairman of the Commission on Doctrinal Review shall report the decision to the author, the original reviewer, the sponsoring group, and the President of the Synod.

#### 10.15 Appeals Procedure for Materials Already Published

a. A challenge to the doctrinal review certification of a published item may be initiated by any member of the Synod.

b. A challenge to the doctrinal review certification of a published item should be submitted to the chairman of the Commission on Doctrinal Review.

c. In order for the Commission on Doctrinal Review to consider a challenge, the challenger is obliged to provide specific references of how the published item is not in agreement with Scripture and the Lutheran Confessions.

d. After receipt of the challenge, the chairman of the Commission on Doctrinal Review shall inform the President of the Synod, the sponsoring group, and Concordia Publishing House, and shall appoint three members of the commission to serve as a review panel, and shall designate one as its chairman.

e. To aid in maintaining objectivity, the identity of the challenger and the identity of the panel will ordinarily not be disclosed.

f. The panel shall after reviewing the published material declare

1. the doctrinal review certification of the published material is affirmed because the item is in agreement with Scripture and the Lutheran Confessions; or

2. the doctrinal review certification of the published material is revoked because the item is not in agreement with Scripture and the Lutheran Confessions.

g. If the panel revokes the doctrinal review certification, it must identify the part(s) of the item in need of clarification, amplification, and/or deletion in order to bring it into agreement with Scripture and the Lutheran Confessions and withdraw the publication until such agreement is reached.

h. The panel will appoint one of its members to be the doctrinal reviewer for the recycling of the revised material to assure the item's agreement with Scripture and the Lutheran Confessions if republished.

## XI. PUBLICATIONS

### OFFICIAL PERIODICALS

#### 11.01 Editorial Policy

a. *The Lutheran Witness* and the *Reporter* shall be the official periodicals of the Synod.

b. They shall as a primary purpose promote growth and strengthen the individual Christian life, include official reports and notices, promote the Synod's work, provide current synodical news, transmit to the congregations information concerning the Synod's positions and programs, assist congregational leaders in developing coordinated programs, facilitate the exchange of information concerning successful methods of practical church work, serve as a forum for the responsible exchange of opinion on issues confronting the Synod, and report general church news of interest to the Synod.

c. The Board for Communication Services shall be responsible for the official periodicals, coordinating the Standing Committee on News and Information as appropriate.

#### 11.03 Editors

The director of news and information services, who also serves as executive director of the Synod's official periodicals, shall be appointed by the Board for Communication Services from a list prepared by that board and approved by the Council of Presidents.

#### 11.05 Doctrinal Review

Matters relating to doctrine shall be approved under the prescribed procedure for doctrinal review before publication.

## XII. INTERCHURCH RELATIONS

### A. NATIONAL INTER-LUTHERAN ENTITIES

#### 12.01 Representation

Representatives of the Synod to various national inter-Lutheran entities in which the Synod in convention or through the synodical Board of Directors has authorized holding membership shall be named by the President of the Synod on recommendation of the executive directors of synodical boards and commissions. These representatives shall participate in the activities of the respective inter-Lutheran entities according to the constitutions and bylaws of those entities and in keeping with the theological and constitutional principles of The Lutheran Church—Missouri Synod. These representatives shall submit formal reports to the President.

#### 12.02 Privileges

a. Ordained and commissioned ministers of the Synod shall be entitled to be active members of the Synod while serving a national inter-Lutheran entity of which the Synod is a member.

b. Such entities will be eligible to be “employers” under the various Worker Benefit Plans of the Synod unless the policies of such a plan preclude such organization as an eligible employer.

### B. CHURCH FELLOWSHIP

#### 12.03 Procedure for Recognition

a. When a church body applies for formal recognition of altar and pulpit fellowship with the Synod, such recognition shall be proposed at a synodical convention only after the approval of the Commission on Theology and Church Relations.

b. When a synodical mission applies for formal recognition as a self-governing partner church, such recognition shall be proposed at a synodical convention by the Board for Mission Services with the approval of the Commission on Theology and Church Relations.

### XIII. AUXILIARY AND OTHER RECOGNIZED SERVICE ORGANIZATIONS

#### 13.01 Auxiliaries

a. *Definition.* An organization desiring to be recognized as an auxiliary of the Synod may apply for that status to the synodical convention through the Board of Directors of The Lutheran Church—Missouri Synod if it satisfies the following requirements:

1. It is national in scope and voluntary in membership and participation.

2. It identifies itself with the Synod but is not a part of the Synod's constitutional structure.

3. It exists as an arm of the Synod and has as its primary function aiding the Synod, specifically in programs that extend the ministry and mission of the Synod.

4. It operates with freedom and self-determination as a ministry and is independent of the Synod in its organization and administration, in the establishment and evaluation of its own objectives, activities, and programs, and in financial matters, while complying with the responsibilities outlined in this Bylaw.

5. It coordinates its plans and programs with those of the Synod through regular sharing and contact with representatives of those boards to which the Synod has assigned specific responsibilities (synodical boards will share with the auxiliaries in a similar manner).

6. It is classified by the Internal Revenue Service as a 501(c)(3) corporation.

7. Its membership is made up of persons who are baptized members of congregations that are members of The Lutheran Church—Missouri Synod or the Lutheran Church—Canada.

b. *Recognition.* Auxiliary status is granted only by a synodical convention and is presently limited to the International Lutheran Laymen's League and International Lutheran Women's Missionary League. The auxiliaries shall continue to meet the above requirements for continued recognition.

c. *Responsibilities.* An auxiliary shall

1. report annually, through its president, to the Synod's President, and on request of the Synod's President to the synodical convention;

2. provide the Synod, through its President, with an annual program report for sharing with the appropriate boards;

3. keep the Synod advised of any new program under consideration;

4. submit all material of a biblical or theological nature to the Synod for doctrinal review;

5. be responsible for its own debts and liabilities and so indicate in all of its agreements of a financial nature, statements of ownership, financial offers, and other legal documents, agreements, and promotional materials, and all other communications of a financial nature in accordance with criteria determined by the synodical Board of Directors, so that it is clear that being an auxiliary is not regarded as an endorsement by the Synod of its organization and administration, or as a guarantee on the part of the Synod for the fiscal solvency of, or any financial responsibility for, the organization or for services expressly offered or implied;

6. honor and uphold the doctrine and practice of The Lutheran Church—Missouri Synod as set forth in the Scriptures and the Lutheran Confessions.

d. *Privileges.* Being a recognized auxiliary of the Synod gives the following privileges:

1. Eligibility of ordained and commissioned ministers of the Synod serving such organizations to remain on the membership rosters of the Synod as “active members,” if otherwise eligible

2. Eligibility for obtaining church extension loans from the Lutheran Church Extension Fund—Missouri Synod, unless the policies of LCEF preclude such organization as an eligible borrower

3. Eligibility to be an “employer” under the various Worker Benefit Plans of the Synod unless the policies of such a plan preclude such organization as an eligible employer

4. Recognition of the auxiliary in the *Handbook* of the Synod and listing of the organization in *The Lutheran Annual* as an auxiliary of the Synod, provided that such listing shall be prefaced by a statement that recognition is not a guarantee on the part of the Synod for the fiscal solvency of the auxiliary, or any financial responsibility for such organization or for services expressly or impliedly offered

5. The opportunity to report to conventions of the Synod

6. The opportunity to raise funds within the Synod to support the auxiliary's programs.

### 13.03 Recognized Service Organizations

a. Recognized Service Organization status may be granted to a service organization (other than an auxiliary) that extends the mission and ministry of the Synod but is not part of the Synod as defined by its Constitution and Bylaws. The granting of recognition by the Synod signifies that a service organization, while independent of the Synod, fosters the mission and ministry of the church, engages in program activity that is in harmony with the programs of the boards of the Synod, and respects and does not act contrary to the doctrine and practice of the Synod.

b. Under the governance and policies of its own board, a Recognized Service Organization operates with freedom and self-determination as a ministry organization independent of the Synod or Districts or congregations of the Synod in the establishment and evaluation of its own objectives, activities, and programs, in organization and administration, and in financial matters.

c. Requests for Recognized Service Organization status shall be made to the board of the Synod to which the organization desires to relate. Within the area of its responsibility, each board of the Synod may determine those organizations to which Recognized Service Organization status will be granted.\*

d. The Board of Directors of The Lutheran Church—Missouri Synod shall adopt common policies for granting Recognized Service Organization status. Each operating board of the Synod may also adopt policies and criteria to assure that its unique needs are met and shall report these to the Board of Directors.

---

\* Resolution 2-02A of the 2001 convention of the Synod included this sixth resolve: “That in the future no RSO status be granted to those Lutheran School Associations that have ELCA Affiliated Schools Status (the ELCA counterpart to LCMS RSO status) and that those associations with RSO status who subsequently obtain ELCA Affiliated Schools Status will lose RSO status.”

e. Each board of the Synod shall adopt policies requiring each Recognized Service Organization to give its assurance in its governing documents that recognition as a service organization is not an endorsement by the Synod or a guarantee of financial responsibility for the debts and obligations of the organization or for services provided or offered.

## XIV. AMENDMENTS TO BYLAWS

### 14.01 How Made

Amendments to the Bylaws may be made

1. by the convention provided they are
  - a. not contrary to the Constitution;
  - b. presented in writing to a convention of the Synod;
  - c. specified as Bylaw amendments and considered by a convention floor committee;
  - d. examined by the Commission on Constitutional Matters prior to presentation to the convention to determine that they are not in conflict with the Constitution and Bylaws of the Synod;
  - e. adopted by the affirmative vote of a majority of the delegates present and voting; or
2. by a two-thirds majority of the Board of Directors, in exceptional circumstances and upon the express direction of the convention, incorporating into the *Handbook* of the Synod amendments to the Bylaws that are necessary to implement resolutions adopted by the synodical convention. Such amendments shall be drafted by the Secretary of the Synod and shall be reviewed by the Commission on Constitutional Matters.

# ARTICLES OF INCORPORATION

## Article I Name, Duration, Registered Office, and Agent

- a. The name of this corporation shall be “The Lutheran Church—Missouri Synod.”
- b. The period of duration of the corporation is perpetual.
- c. The address of the registered office of the corporation is 1333 S. Kirkwood Road, St. Louis, Missouri.
- d. The name of the registered agent of the corporation is Bradford L. Hewitt.

## Article II Objectives

The objectives of this corporation shall be:

- a. To unite in a corporate body the congregations of the Evangelical Lutheran Church that 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 power as may be necessary or expedient to carry out the objectives stated in the Constitution of The Lutheran Church—Missouri Synod.

## Article III Membership

Membership in the corporation is held and may be acquired by congregations, ministers of religion—ordained—and ministers of religion-commissioned, such as teachers, directors of Christian education, directors of Christian outreach, deaconesses, and certified lay ministers of the Evangelical Lutheran Church who confess and accept the confessional basis of Article II of the Constitution of The Lutheran Church—Missouri Synod. The member congregations of The Lutheran Church—Missouri Synod shall be the voting members of the corporation. Congregations shall exercise their voting power through clergy and lay delegates distributed among the member congregations in such number as may be determined from time to time by the Bylaws of The Lutheran Church—Missouri Synod.

## Article IV Meetings

This corporation shall have general meetings, called synodical conventions, at least once every three years, or as often as may be determined by resolution of the corporation. Special meetings may be called

in such manner as may be provided by the Constitution or Bylaws of The Lutheran Church—Missouri Synod. All officers, the Board of Directors of corporate Synod, and all corporations, boards, and other subordinate bodies defined in such Constitution or Bylaws shall be responsible to the synodical convention which is the ultimate authority of the corporation.

#### Article V Officers

The corporation shall have a board of directors of such number and qualifications and who shall be elected in such manner and for such terms of office as shall be set forth in the Constitution or Bylaws of The Lutheran Church—Missouri Synod. In addition, the corporation shall have officers having such qualifications and who shall be elected or appointed in such manner and for such terms of office as provided for in the Constitution or Bylaws of The Lutheran Church—Missouri Synod.

#### 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 a 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 Bylaws as may be necessary to accomplish its purposes and shall have power to create such corporations, boards, offices, and other subordinate bodies as may be necessary to accomplish its general and special objectives and in such Bylaws assign responsibilities to those bodies.

#### Article VIII Amendments\*

Amendments to these Articles of Incorporation may be made at any time at a regular called meeting of this Corporation by the affirmative vote of a two-thirds majority of the delegates present and voting or by a simple majority of all delegates, whichever is less, provided such amendments are not inconsistent with the Constitution of The Lutheran Church—Missouri Synod or Constitution and laws of the United States or the State of Missouri.

---

\* The Articles of Incorporation of the Synod were approved July 3, 1894. They were amended in their entirety by the synodical convention of 1956. Article IV was amended by the 1962 synodical convention and Article V, paragraph 2, by the 1965 convention. Both of the amendments were approved by the Circuit Court of the City of St. Louis.

The Synod at its 1967 convention, on advice of counsel, resolved to accept the provisions of the Missouri "General Not-for-Profit Corporation Act" enacted in 1959. This act simplifies corporate procedure and makes it unnecessary to apply to the Circuit Court of the City of St. Louis for approval of amendments. Only two changes were needed. In Article I, sections b, c, and d were added, and the clause in Article VIII for court approval of amendments was deleted.

In 1998 changes were made in Articles I and V deleting references to specific officers, incorporating the objectives of the Synod by reference in Article II, and clarifying Articles III and IV regarding congregations as the voting members of the Synod and the conventions of the Synod as its general meetings. The Constitution and Bylaws were referenced in Articles VII and VIII.

# Index

- Absences at conventions, 37. *See also* Conventions of the Synod, national
- Academic freedom. *See* Colleges, universities, and seminaries, faculties of
- Accountability of officers, boards, and commissions, 46
- Administrative Team of the Synod, 52
- Advisory Council. *See* Concordia University System
- Agency of the Synod, definition of, 38–9
- Archives and History of Synod, Department of. *See* Concordia Historical Institute
- Articles of Incorporation. *See* Incorporation, Articles of
- Assignments, Board of, 20, 21, 22. *See also* Presidents, Council of
- Auxiliary organizations, 134–5
- Black Ministry Services, Board for, 39, 40, 67
- Board of Directors of The Lutheran Church—Missouri Synod, Inc. *See* Lutheran Church—Missouri Synod, Inc., Board of Directors of
- Board of Managers, Worker Benefit Plans. *See* Worker Benefit Plans
- Boards and commissions. *See also* names of individual boards and commissions  
definitions of, 38–9  
District, 16–7, 86  
general regulations, 43–4  
relationships of, 16–7  
synodical, 16–7, 38–46, 52–4, 54–76  
transfer of records, 56–7
- Budget, 53
- Bylaws, amendments to, 137
- Calling ministers of religion. *See* Congregations of the Synod
- Candidate members of the Synod, 23–4. *See also* Membership in the Synod
- Candidate status. *See* Membership in the Synod
- Capital-fund borrowing authority. *See* Lutheran Church—Missouri Synod, Inc., Board of Directors of
- Certified church workers, lay, 118–9
- Chief Administrative Officer of the Synod, 51
- Christian education, directors of, 7, 20, 21. *See also* Ministers of the Gospel  
colloquy program for, 114
- Christian outreach, directors of, 7, 20, 21. *See also* Ministers of the Gospel
- Church Extension. *See* Lutheran Church Extension Fund—Missouri Synod
- Church Extension, Board for. *See* Lutheran Church Extension Fund—Missouri Synod
- Church Extension, District program. *See* Lutheran Church Extension Fund—Missouri Synod
- Church Extension Fund. *See* Lutheran Church Extension Fund—Missouri Synod
- Church fellowship. *See* Interchurch relations
- Circuits of the Synod, 15–6, 32–3, 92–6  
conferences, 95–6  
convocations, 95  
counselors, 92–4  
forums, 94–5  
governing principles, 92  
relationships, 15–6, 92, 94  
structuring of, 92
- Colleges, universities, and seminaries  
boards of regents, 40, 61, 97–9  
faculties of, 61, 102–10  
finances, 110  
presidents of, 61, 99–102
- Colloquy Committee for Directors of Parish Music, 114
- Colloquy Committee for Directors of Christian Education, 114
- Colloquy Committee for the Deaconess Ministry, 61, 114–5. *See also* Deaconess ministry, admission by colloquy
- Colloquy Committee for the Pastoral Ministry, 61, 111. *See also* Pastoral ministry, admission by colloquy
- Colloquy Committee for the Teaching Ministry, 61, 113. *See also* Teaching ministry, admission by colloquy
- Commissioned ministers. *See* Ministers of the Gospel
- Commissioning of candidates, 22. *See also* Ministers of the Gospel
- Commissions and boards. *See* Boards and commissions. *See also*

- names of individual commissions and boards
- Communication Services, Board for, 39, 40, 67–8
- Concordia Disability and Survivor Plan. *See* Worker Benefit Plans
- Concordia Health Plan. *See* Worker Benefit Plans
- Concordia Historical Institute, 40, 56–7
- Concordia Publishing House, 40, 58
- Concordia Retirement Plan. *See* Worker Benefit Plans
- Concordia University System, 40, 58–61. *See also* Colleges, universities, and seminaries
- Conferences, 95–6
- Conflict of interest, 44–5. *See also* Officers of the Synod, disclosure, conflict of interest
- Congregational Services, Board for. *See* District and Congregational Services, Board for
- Congregations of the Synod. *See also* Membership in the Synod
  - application for membership, 19
  - calling ministers of religion, 30–1
  - constitutions of, 19
  - membership in the Synod, 7–8, 19–20
  - relationship with Circuit, 15–6
  - relationship with Circuit Counselor, 93
  - relationship with District, 86
  - relationship with the Synod, 15–6
  - signing synodical constitution, 19–20
  - terminating membership, 13, 26–7
  - transfer of records, 56–7
- Consecrated lay workers. *See* Certified church workers, lay
- Constitutional Matters, Commission on, 39, 41, 70–1
- Constitution of the Synod, 6–14
  - amendments to, 14
  - signing of, 19–20
- Continuing-level appointment. *See* Colleges, universities, and seminaries, faculties of
- Convention Nominations, Committee for, 80–2. *See also* Conventions of the Synod, national; Nominations and elections
- Conventions of the Synod, District. *See* Districts of the Synod, conventions
- Conventions of the Synod, national, 8–9, 16, 32–8
  - absences from, 37
  - advisory delegates and representatives, 34–5
  - certification of delegates, 34
  - committees, 35, 36
  - doctrinal resolutions and statements, 17–8
  - election of delegates, 32–3
  - essayists, 36
  - expenses, 37–8
  - local committee, 37
  - management, 37
  - manual, 35–6
  - officers elected by the convention, 40
  - official proceedings, 38
  - organization and agenda, 37
  - preachers, 36
  - Proceedings*, 38
  - publicity, 38
  - quorum, 9
  - relationship to Synod, 16
  - reports and overtures, 35–6, 95
  - responsibilities of delegates, time and place of convention, 9, 37
  - Today's Business*, 36, 37
  - voting delegates, 32
  - worship leaders, 36
  - youth representation, 35
- Convocations, 95
- Corporate entities, synodwide, 54–67
  - definition of, 41
  - dissolution of, 56
  - formation of, 56
- Corporate Synod, definition of, 39
- Council, definition of, 39. *See also* names of individual councils
- Deaconesses, 7, 20, 21, 30. *See also* Ministers of the Gospel
- Deaconess ministry, admission by colloquy, 114–7
- Delegates to conventions of the Synod, 32–5. *See also* Conventions of the Synod, national
- Directors of Christian education. *See* Christian education, directors of
- Directors of parish music. *See* Parish music, directors of
- Dispute resolution, 120–7
- Dispute resolution panel. *See* Dispute resolution
- Dissent, 18, 29
- District and Congregational Services, Board for, 39, 40, 68
- District boards of directors. *See* Districts of the Synod, boards of directors
- District presidents. *See* Districts of the Synod, presidents of
- Districts of the Synod, 11–2, 84–91
  - appointments, 90–1
  - boards and commissions, 86, 89–90

- boards of directors, 86
- church extension program, 63
- conventions, 86–7
- elections, 90–1
- formation and realignment of, 85
- map, 84
- membership, 29–30, 85
- nominations, 90–1
- officers, 11–2, 87
- presidents of, 87–9. *See also* Presidents, Council of
- relationships, 15–6, 85–6
- staff, 86
- stewardship secretary, 128
- Doctrinal resolutions and statements. *See* Synod, doctrinal resolutions of
- Doctrinal review, 129–31
  - commission on, 39, 41, 71, 130
- Doctrinal reviewers, 129–30
- Ecclesiastical supervision, 29–30, 110, 123
- Elections. *See* Nominations and elections
- Emeritus members of the Synod, 23. *See also* Membership in the Synod
- Expulsion from the Synod, 13. *See also* Membership in the Synod
- Faculties. *See* Colleges, universities, and seminaries
- Financial disclosure, 45–6. *See also* Officers of the Synod
- First calls, 21–2, 112, 114, 117
- First Vice-President. *See* Vice-Presidents of the Synod
- Governing board, definition of, 39, 54–5
- Governing instruments, 55. *See also* names of individual entities of the Synod
- Higher education. *See* Colleges, universities, and seminaries
- Higher Education, Board for. *See* Concordia University System
- Holding more than one office, 46
- Human Care Ministries, Board for, 39, 40, 69
- Hymnals. *See* Official service books and hymnals
- Inactive members of the Synod, 23–4. *See also* Membership in the Synod
- Incorporation, Articles of, 138–9
- Induction of officers, 42. *See also* Officers of the Synod
- Installations, initial, 22
- Interchurch relations, 133
- Interim authority. *See* Officers of the Synod
- International Lutheran Laymen's League, 134
- International Lutheran Women's Missionary League, 134
- Jurisdiction in the Synod, 86
- Lay ministry. *See* Certified church workers, lay
- Lay teachers. *See* Certified church workers, lay
- Leave of absence. *See* Colleges, universities, and seminaries, faculties of
- Lutheran Church Extension Fund—Missouri Synod, 40, 61–3
- Lutheran Church—Missouri Synod Foundation, 40, 63–5
- Lutheran Church—Missouri Synod, Inc., 52–4
  - Board of Directors of, 9, 11, 16–7, 40, 52–4
- Lutheran social workers. *See* Certified church workers, lay
- Lutheran Witness*. *See* Official periodicals
- Meetings, synodical. 8–9. *See also* Conventions of the Synod, national
- Membership in the Synod, 7–8, 19–20
  - candidate status, 23–4
  - conditions of, 8
  - congregations, 8, 24–8
  - definition of, 39
  - duties of members, 28
  - individual, 20–31
  - reinstatement of, 28
  - restricted status, 24–5, 27–8
  - suspended status, 25–6
  - termination of, 26–7
- Ministerial Growth and Support, Commission on, 39, 41, 72
- Ministers of religion—commissioned. *See* Ministers of the Gospel
- Ministers of religion—ordained. *See* Ministers of the Gospel
- Ministers of the Gospel, 7, 20–31
  - conferences, 95–6
  - ecclesiastical supervision, 29–30
  - rosters of, 30
- Mission Services, Board for, 39, 40, 70
- Modified service and retirement. *See* Colleges, universities, and seminaries, faculties of
- Nominations and elections, 78–83, 90–1, 92–3. *See also* Conventions of the Synod, national
  - committee on, 82
  - order of, 83
  - procedures, 83
- Non-candidate members of the Synod, 24. *See also* Membership in the Synod
- Objectives of the Synod, 6–7, 15

- Officers of the Synod, 9–11, 16–7, 40, 46–52  
 accountability, 46  
 disclosure, conflict of interest, 44–5  
 disclosure, financial, 45–6  
 holding more than one office, 46  
 induction, 42  
 interim authority, 42–3  
 nominations and elections, 78–83  
 successive terms, 41  
 term of office, 41  
 transfer of records, 56–7  
 vacancies, 42
- Official conferences, 95–6  
 Official investigations, 89  
 Official lists. *See* Worker Benefit Plans. *See also* Rosters  
 Official periodicals, 132  
 Official service books and hymnals, 76  
 Official visits, 89  
 Ordained ministers. *See* Ministers of the Gospel  
 Ordinations, 22. *See also* Ministers of the Gospel  
 Oversight, definition of, 39  
 Overtures. *See* Conventions of the Synod, national, reports and overtures  
 Parish assistant, 8, 13, 20, 21, 30.  
 Parish music, directors of, 13, 20, 21, 30, 95–6, 114  
 Parish worker. *See* Certified church workers, lay  
 Pastoral ministry, admission by colloquy, 111–3  
 Pastors and teachers. *See* Ministers of the Gospel  
 Pension Plan for Pastors and Teachers. *See* Worker Benefit Plans  
 Performance review. *See* Colleges, universities, and seminaries, faculties of  
 President of the Synod, 9, 10, 40, 46–8, 78–9, 82–3. *See also* Officers of the Synod  
 Presidents, college, university, and seminary. *See* Colleges, universities, and seminaries, presidents of  
 Presidents, Council of, 21, 22, 39, 76–7. *See also* Assignments, Board of  
*Proceedings*. *See* Conventions of the Synod, national  
 Property of the Synod, 11, 53  
 definition of, 39  
 Publications. *See* Official periodicals  
 Recognized service organizations, 135–6  
 Reconciler. *See* Dispute resolution
- Records, transfer of, 56–7  
 Regents, boards of. *See* Colleges, universities, and seminaries  
 Reinstatement into membership. *See* Membership in the Synod  
 Relationships, synodical, 15–8  
 Religion, ministers of. *See* Ministers of the Gospel  
 Reporter. *See* Official periodicals  
 Reports and overtures. *See* Conventions of the Synod, national  
 Representation at synodical meetings, 9. *See also* Conventions of the Synod, national  
 Resolutions of the Synod, 17–8  
 Resource Development, 128  
 Rosters, 89  
 certified lay minister, 30  
 clergy, 30  
 deaconess, 30  
 director of Christian education, 30  
 director of Christian outreach, 30  
 director of parish music, 30  
 parish assistant, 30  
 teacher, 30  
 Sabbatical leave. *See* Colleges, universities, and seminaries, faculties of  
 Sanctity of Life Ministry, 69  
 Secretary of the Synod, 5, 9, 11, 40, 49–50. *See also* Officers of the Synod  
 Seminaries. *See* Colleges, universities, and seminaries  
 Service books. *See* Official service books and hymnals  
 Staff, synodical, 16–7, 43–4, 77  
 Standing committees, 61, 69. *See also* names of individual standing committees  
 Stewardship, 128  
 congregational boards, 128  
 Department of, 128  
 District boards, 128  
 Structure, Commission on, 39, 41, 72–3  
 Subcommittee, definition of, 39  
 Supervision, definition of, 40  
 Support Program. *See* Worker Benefit Plans  
 Synod  
 board of directors of, 11, 52–4  
 confessional position of, 6, 15  
 definition of, 40  
 doctrinal resolutions of, 9, 17–8  
 expulsions from, 13  
 meetings of. *See* Conventions of the Synod, national  
 membership in, 7–8, 19–31  
 objectives of, 6–7  
 powers of, 7

reasons for organizing, 15  
 relationship between the Synod  
     and Districts, 15–6, 85–6  
 relation to its members, 8, 29  
 staff of, 16–7  
 statements of, 17–8  
 Task force, definition of, 40  
 Teachers of the Evangelical Lutheran  
     Church. *See* Ministers of the  
     Gospel  
 Teaching ministry, admission by col-  
     loquy, 113–4  
 Theology and Church Relations,  
     Commission on, 18, 39, 41, 73–5  
*Today's Business. See* Conventions of  
     the Synod, national  
 Transfer of records, 56–7. *See also*  
     Concordia Historical Institute  
  
 Treasurer of the Synod. *See* Vice-  
     President–Finance—Treasurer.  
     *See also* Officers of the Synod  
 Vacancies, 42, 49, 50, 51, 97  
 Vicarage, 110  
 Vice-President–Finance—Treasurer,  
     9, 11, 50–1  
 Vice-Presidents of the Synod, 9, 11,  
     40, 48–9, 78–80. *See also* Officers  
     of the Synod  
 Voting member, definition of, 40  
*Workbook. See* Conventions of the  
     Synod, national, manual  
 Worker Benefit Plans, 16, 40, 65–7  
 Worship, Commission on, 39, 41,  
     75–6

