

ORIENTATION HANDBOOK
for
SYNOD COUNCIL MEMBERS

Lower Susquehanna Synod
Evangelical Lutheran Church in America
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SYNOD COUNCIL

- *Is interim legislative authority between meetings of the Synod Assembly
- *Exercises trustee responsibility
- *Recommends program goals and budget to the assembly
- *Carries out resolutions of the assembly
- *Provides for an annual review of rostered persons
- *Issues letters of call as authorized
- *Fills vacancies on the council until the next meeting of the assembly
- *Reports its actions to the assembly annually
- *Determines the salaries of officers and assistants to the bishop and maintains a system of personnel practices for all employees
- *Plans time, place, agenda, and program of each assembly
- *Confirms appointments by the bishop of the synod
- *Creates and appoints committees, commissions, and other organizations needed to fulfill this synod's functions
- *Elects members to Luthercare; Lutheran Social Services of South Central Pennsylvania; Lutheran Council for Campus Ministry at Penn State; Lutheran Camping Corporation; Mid-Atlantic Region 8 Council; Pennsylvania Council of Churches; Lutheran Advocacy Ministry in Pennsylvania
- *Calls assistants to the bishop; appoints functional committees of the council and other committees and task forces of the council
- *Serves on at least one committee of Synod Council
- *Serves as a liaison to at least one committee or ministry of this synod
- *Provides liaisons to conferences
- *Receives no compensation for such service

Meetings – at least 5 stated meetings annually, special meetings as necessary

Term – 3 years, 2 consecutive terms allowed for adult members and young adult member; youth term is 1 term of 2 years

ROLES AND RESPONSIBILITIES OF SYNOD COUNCIL MEMBERS

The Synod Council directs the work of this synod between assemblies and sees that the mission of the Evangelical Lutheran Church in America is fulfilled within this synod's territory.

To fulfill this task the Synod Council member acts as:

Planner

- synod goals, budgets, programs, assembly

Decision Maker

- synod policies, appointments, personnel, calls by Synod Council, fiscal management

Implementer

- mission support review, operational review, decisions and programs as appropriate

Interpreter

- to and from individuals, congregations, and conferences
- to and from synodical entities (liaison)

Representative

- of synod bishop or Synod Council as requested

By virtue of their office, Synod Council members are synodical leaders. As such, the church expects of them:

- Commitment to Christ
- Demonstrated commitment to and knowledge of the Evangelical Lutheran Church in America
- Ability to work with others, express views, and own decisions
- Time and energy sufficient to fulfill the roles and responsibilities

POLICY STATEMENT OF THE SYNOD COUNCIL
OF THE LOWER SUSQUEHANNA SYNOD
FOR SYNODICALLY-ELECTED MEMBERS OF GOVERNING BOARDS
OF AGENCIES AND INSTITUTIONS RELATED TO THIS SYNOD

Board members so elected, praying for the guidance of the Holy Spirit:

- will be free to vote in keeping with their own consciences;
- will be advocates of both the electing body and the agency or institution they represent, working for open and honest dialogue related to the mutual interest of both entities;
- will have entree to the Synod Council through their respective entities when the council agenda includes items of special concern to them.

Board members so elected shall be responsible to the Synod Council for these specific duties:

- to assist in strengthening the partnership relation between this synod and the respective agency or institution.
- to assist the bishop of this synod, as may be requested, in this service as chief liaison person between this synod and the agency or institution.
- to be available to lead forums or hearings that relate to specific agencies or institutions during the assembly of this synod.
- to be available at conference meetings to answer questions or make comments about a specific agency or institution.
- to be regular in attendance at meetings of the board of their respective entities.

RULES OF PROCEDURE FOR SYNOD COUNCIL

The Lower Susquehanna Synod is a legal corporate body. The Synod Council is:

1. this corporation's board of trustees/directors
2. its decision making body between assemblies.

It has responsibility for:

1. program direction
2. operational policy
3. fiscal management
4. implementational review and evaluation

It therefore receives and must decide concerning:

1. requests for program contract approval
2. requests for non-budgeted staffing and funding
3. fiscal reports
4. goal attainment reports

In order to carry out its functions, the Synod Council needs:

1. complete project descriptions
2. appropriate recommendations
3. accurate reports
4. sufficient time
5. continuous "feed back" from appointees and liaison personnel
6. in-service training

RULES OF PROCEDURE FOR SERVING ON THE SYNOD COUNCIL

1. The Synod Council shall meet at least five times annually.
2. The chair shall appoint one member of the council as liaison to the appropriate entities.
3. In addition to the ad hoc committees or task forces, which shall be appointed as needed, there shall be the following standing committees:
 - a. Assembly Planning
 - b. Constitution
 - c. Executive
 - d. Finance and Budget
 - e. Gift Discernment
 - f. Mission
 - g. Personnel

All Synod Council members will serve on at least one of these committees. A Synod Council member shall serve as chair of each of these committees. With the exception of the Executive Committee, whose members are constitutionally defined, all committees may have non-council members and may enlist the assistance of consultants as needed.

4. As soon as it is practical following each assembly, an orientation session will be held for the entire council and shall include (but not be limited to):
 - a. review of relevant constitutional provisions and of these rules
 - b. review of synodical goals and assembly mandates

- c. training in parliamentary procedures
- d. training in liaison responsibilities
- e. appointment of committees and liaison personnel
- f. election from its members of a vice chair

(The vice president of this synod serves as chair of the Synod Council; the secretary of this synod serves as secretary of the council.)

- 5. At least fifteen (15) days prior to each council meeting, the Executive Committee shall meet to determine agenda content and format.
- 6. All matters to be presented to the council for action, other than routine reports of officers, council committees, and entities, must be received by the Executive Committee by the time of its meeting. Any request or proposals must include the following information:

- project description
- how integrated with total program of this synod
- goals of the proposal or project
- strategy for implementation
- duration of project
- staff time required
- funding and cost analysis

Request for non-budgeted funding must be accompanied by a feasibility recommendation from the Finance and Budget Committee. The Executive Committee shall then present all submitted requests and proposals to the Synod Council with any recommendations it deems appropriate.

- 7. One week in advance of each meeting of the council, the secretary shall provide all members with an announcement of the proposed agenda and statements of all proposals with supporting rationale and appropriate recommendations.
- 8. Within one week following each regular meeting of the council, the secretary shall provide each member with the minutes or a digest of all actions taken by the council meeting.
- 9. When possible, at each regular meeting of the council there shall be "special orders" for in-service training of council members. Content and scheduling of these orders shall be determined by the Executive Committee.

PARLIAMENTARY GLOSSARY

ACTION - The process of discussion and voting for or against a motion.

ADDRESSING THE CHAIR - A courtesy extended to the chair. Example: Bishop Hoover

BAR OF THE ASSEMBLY - The section of the meeting room in which the voting members of the assembly sit.

BYLAWS - A subsidiary set of rules to the constitution adopted by the assembly of synod for governing its own meetings and functions.

CAUCUS - A private meeting of the individual conferences to decide on policy before a general meeting of the assembly. A caucus may be called by a conference at any free time during the assembly.

CHAIR - The title given to the leader of a formal meeting.

CHURCH COUNCIL - The governing churchwide body of the Evangelical Lutheran Church in America between assemblies.

CONSTITUTING CONVENTION - A special meeting of the legislative authority of the synod for the specific purpose of creating a synod and its governing documents and authorities.

CONSTITUTION - A group of written fundamental laws and principles adopted by an organization or corporation (church, synod, congregation).

DEBATE - The pro and con discussion of an issue.

GENERAL CONSENT - When a question is placed by the chair, the assembly denotes its agreement by remaining silent.

GERMANE - Pertaining to the issue under discussion on the floor of the assembly.

MAIN MOTION - The primary presentation of a new subject or issue to the assembly.

MEMORIAL - A resolution adopted by a Synod Assembly that specifically addresses the Churchwide Assembly, requesting that a particular action be taken by that body. (Other resolutions adopted by a Synod Assembly may address the ELCA Church Council or a churchwide unit through referral by the Synod Council.)

PARLIAMENTARIAN - A person skilled in the use of parliamentary rules who is available to interpret rules for the chair or voting members.

PENDING QUESTION - A motion that has been presented and seconded, is under discussion, but has not been voted upon.

PREVAILING SIDE - The winning side or group when a vote is taken on an issue.

PRIVILEGED MOTION - A motion of such great importance it takes precedence over all other motions, is not debatable, and requires immediate action.

QUORUM - The minimum number of members required to be present at a meeting of the assembly to transact business (vote on issues).

RECESS - Time allocated by the assembly between or during meetings for other than business.

RECOMMENDATION - A proposal for action.

RESOLUTION - A formal statement of opinion adopted by an assembly or group.

ROBERT'S RULES - An approved set of rules that provides for greater expediency in the disposition of business of an assembly.

SIMPLE MAJORITY - Having more than half the votes cast.

SYNOD ASSEMBLY - The highest legislative authority of the synod.

SYNOD COUNCIL - The governing body of the Lower Susquehanna Synod between meetings of the Synod Assembly.

UNFINISHED BUSINESS - The items of business that have not been disposed of within the time limits of the agenda and must be held over to be acted upon after all the agenda items have been disposed of.

VOTING MEMBERS - The members of the assembly, consisting of all ordained ministers of the Lower Susquehanna Synod; all retired ministers and ministers on leave from call on the roster of the Lower Susquehanna Synod; laypersons rostered in this synod; retired lay rostered persons, and lay rostered persons on leave from call; and at least two (2) lay members, one male and one female, from each congregation of the Lower Susquehanna Synod.

PARLIAMENTARY PROCEDURE FOR UNDERSTANDING A SYNOD ASSEMBLY

The basic purpose of Robert's Rules of Order is to provide an orderly way for a large group of people to do business. Familiarity with a few basic motions and rules of procedure permits a voting member to participate appropriately and to have opinions heard and tested in discussion and by vote of the assembly.

A smooth, orderly, and penetrating discussion of issues at an assembly depends on the ability of the chair and also on the responsibility and knowledge of the voting members.

The chair is responsible (with the advice of the parliamentarian) to assure good order; to encourage full freedom of discussion of all germane or pertinent motions; to remove from discussion non-germane motions or debate (to declare out of order); to assure a fair hearing for all who wish to be heard (including calling for speakers' pro and con on an issue); to interpret to the assembly the meaning of the actions to be voted on; to determine when the assembly is ready to vote on a motion (unless the Previous Question is voted); to prevent "steamrolling"; and to attempt to move the business along to keep the assembly within the time frame required. The chair must remain as neutral as possible on issues, and has no real control over what issues are brought to the floor as long as they are germane, and within the power of the synod to act. The chair cannot debate issues without stepping down from the chair.

The chair cannot limit debate (only the assembly can vote to limit debate); cannot control the wording of resolutions that come to the floor. The chair can attempt to clarify wording, can recommend that certain resolutions be referred to the Committee of Reference and Counsel for clarification, and welcomes consultation from any voting member prior to the assembly to determine when and if a given resolution would be in order and also welcomes consultation to clarify the wording of resolutions.

The voting members are individually and corporately responsible to cooperate with the chair in the maintenance of good order. This includes care in the preparation of motions or resolutions; speaking concisely and to the point; and not using the Rules of Order to inhibit discussion of actual issues.

SOME MOTIONS MOST OFTEN USED:

1. ADOPTION OF AGENDA (simple majority). At the beginning of an assembly, voting members are asked to consider the order of business. This order is proposed by the Synod Council but any voting member is free to propose an amendment to the proposed agenda by addition of an issue, by deletion of an issue, or by changing the sequence of the order of business. After all amendments to the agenda are voted on, the agenda is adopted. Once adopted, the assembly must proceed according to this agenda, unless subsequently the assembly should vote to amend the agenda which requires a 2/3 vote.
2. AMENDMENT OF MAIN MOTION (simple majority). Once an amendment has been moved and seconded to change, add, or omit words in the original motion, debate must be confined to the amendment itself. Debate cannot continue on the original main motion until the amendment has been voted upon and either adopted or lost.
3. TO AMEND THE AMENDMENT (simple majority). Once a motion to amend the amendment has been moved and seconded, debate must be confined to this matter. Debate cannot continue on the main motion or the first amendment. No more than one amendment may be made to an amendment.
4. TO SUBSTITUTE (simple majority). A term referring to an amendment that is not less than a complete paragraph and amends by replacing, or a whole motion.

5. COMMIT OR REFER TO A COMMITTEE (simple majority). If the assembly feels that a given issue can be handled adequately by a committee of the assembly or of the synod or the Synod Council, it can vote to "Refer with power to act." If the assembly feels that adequate study of an issue requires more in-depth consideration than a full assembly can give, or the assembly feels that it needs more information, it can vote to "Refer to an appropriate committee or to the Synod Council for 'study and recommendation.'" Such a motion should include the time or date that the committee is directed to reply to the assembly.
6. CONSIDER BY PARAGRAPH OR SERIATIM (simple majority). A lengthy statement or resolution (example: the budget) is best considered line by line or paragraph by paragraph. This permits voting members to focus their discussion, rather than to allow discussion to range in no particular order from one part of the statement or resolution to another. This is an important device to assist an assembly to deal with the many parts of a complex issue.
7. LIMIT DEBATE or EXTEND LIMIT OF DEBATE (two-thirds vote). The first of these motions permits the assembly to prevent filibuster by a small minority of voting members. The second of these motions permits the assembly to provide additional time to conclude adequately the discussion on an issue.
8. DIVISION OF THE HOUSE (any voting member can call for division, **after the vote has been taken**, without rising or making a motion and the chair must honor the request). If a voice vote does not give clear indication of the will of the assembly "ayes" and "nays" are asked to stand or raise their hands. If it is not visually clear whether or not the motion has carried or has been lost, an actual count is taken by tellers.
9. TO TABLE (majority, not debatable). A motion to table is appropriate when the assembly does not wish to take immediate action on a resolution. It should be tabled at least until the next meeting when a motion to "take from the table" must be made to return the question to the floor of the assembly.
10. CLOSE NOMINATIONS (2/3 vote, not debatable). Appropriate when it is clear that voting members do not wish to add nominees to a ballot.
11. TO POSTPONE (majority). If the voting members feel that they do not have sufficient information to vote intelligently on a resolution before the assembly, it is appropriate to "postpone action" on the motion to a later time or until after supportive information has been presented.
12. TO REFER (simple majority). It also is appropriate to refer a question to committee requesting future information to be presented at a later time to complete the action on the question, or the committee can be charged to act on the question on behalf of the synod.
13. PREVIOUS QUESTION (2/3 vote, not debatable). Adoption of the Previous Question closes debate, and brings the assembly immediately to a vote on the question before the house. A second vote is then taken on the resolution or main motion to adopt it or defeat it. **Note:** Many voting members think that by calling out "Question," they are requiring the chair to proceed immediately to a vote on the question before the assembly, or that they are requiring the chair to close off debate. This is not so! Debate can be closed only by moving the Previous Question receiving a vote of at least 2/3 of the assembly. This is appropriate to prevent filibuster by a majority of the voting members but is inappropriate when it is introduced too early in a debate, thus choking off legitimate discussion.
14. TO RECONSIDER (simple majority). Enables the assembly to bring back for further consideration matters already voted upon. It must be moved by a voting member who originally voted with "winning" side ("aye" or "nay"). This is appropriate to permit

correction of hasty or ill-advised action, or to take into account new information or a changed situation that has developed since the taking of the original vote. The making of this motion is subject to time limits: It may be made only on the same day (in a one day assembly) as the original motion was made, or on the next succeeding day (in an assembly of more than one day). It is inappropriate if used as a device to reverse the will of the assembly when only a small number of members are on the floor.

15. POINT OF ORDER (no vote). To be used if a voting member wishes to present an objection to a ruling of the chair or some method of parliamentary procedure.
16. POINT OF INFORMATION (no vote). To be used if a voting member wishes to ask for information on an issue, a ruling of the chair, or some method of parliamentary procedure.
17. A QUESTION OF PRIVILEGE (no second, no vote). This action can be taken by a voting member at any time except during the actual voting process or its verification for various reasons - not being able to hear, poor lighting or ventilation, excessive noise, or other disorder and discomforts.

GOVERNANCE AND ADMINISTRATION DEFINED

Governance and administration are concepts that are basic to the structure of nonprofit organizations like ours. Knowing a little about them will help you understand where you and the Synod Council fit into this synod's structure.

Governance is the function of a council while administration is the function of staff. Governance includes the use of democratic process and leadership to plan, make policy, monitor programs, and assess the council's own performance.

Administration includes directing, managing, and evaluating day-to-day operations within the parameters set by the governing council.

There is, however, a dynamic interplay between governance and administration, as both council and staff participate in planning for the work of this synod.

Governance and administration roles are established in the ELCA's and in the Lower Susquehanna Synod's Constitution, Bylaws, and Continuing Resolutions, which are the basic documents describing the authority and responsibility within this interdependent church.

In this synod, the Synod Assembly is the highest governance authority. Between meetings of the assembly, the Synod Council serves as the governing board of directors.

In this synod, the bishop is the highest administrative authority and oversees the administrative functions of the synod organization and structure.

Adapted from the ELCA Boards Orientation Guide
Section 1, Chapter 1.1, page 1

DISTRIBUTION OF RESPONSIBILITY, POWER, AND AUTHORITY WITHIN A SYNOD

Many people confuse the distribution of responsibility, power, and authority within a synod. There are constitutional distinctions made as well as informal distributions of responsibility, power, and authority that go beyond the letter of the constitution.

Responsibility, power, and authority in a synod are distributed among the Synod Assembly, the Synod

Council, the bishop, and several committees and commissions of a synod. The Lower Susquehanna Synod meeting in assembly is composed of all ordained ministers, associates in ministry, deaconesses, and diaconal ministers rostered in this synod, two voting members from each congregation of this synod, and the lay officers of this synod and the lay members of the Synod Council. Each of these voting members has one vote.

The Synod Assembly is the highest legislative authority. The Constitution, Bylaws, and Continuing Resolutions and the policies adopted by the Synod Assembly in conformity with these governing documents order our life together as congregations and rostered leaders of this synod. The policies adopted by the assembly shape the ministries we do together as a synod and inform the ministry of the bishop and the bishop's staff, the officers, the Synod Council, the committees and conferences, and agencies and institutions related to the synod.

The assembly is thus, in many respects, an occasion for an annual "inventory" of the activities of all the committees, commissions, boards of related agencies and institutions, officers, and bishop of this synod, to determine whether they have been, in fact, functioning in accordance with the wishes of the synod as a whole. It is the responsibility of voting members to exercise the power and authority of oversight and review, of setting direction and policy, and of electing leaders to carry out the policies and priorities adopted by the Synod Assembly.

The Synod Council is elected by the Synod Assembly and serves as the interim legislative authority between assemblies. As the board of directors of this synod, it carries out the will of the Synod Assembly and performs the duties entrusted to the Synod Council by this synod's governing documents. The committees of Synod Council as well as other committees of this synod, the officers, and staff assist the Synod Council in fulfilling these responsibilities. While the Synod Council cannot take action which is contrary to this synod's governing documents and the actions of Synod Assembly, it is given the authority to act on those matters referred to it by the Synod Assembly and to set policy and make important decisions between assemblies.

The Synod Council cannot operate in a vacuum. It depends on conferences, committees, commissions, task forces, congregations, and staff to submit proposals and recommendations on various subjects that enrich our life together as a synod. To aid in this continuing conversation, Synod Council appoints liaisons to committees and conferences.

The bishop is the chief executive officer of this synod, who provides leadership to this synod, supervision of the officers and staff, oversight of congregations and rostered leaders, and advice and counsel to related agencies and institutions. He is the chief pastor of this synod concerned with the care of congregations and rostered leaders. He is concerned with the overall well-being of our life together. He administers the policies set by the Synod Assembly and Synod Council even as he provides importance guidance in the development of such policies and in the manner in which such policies are administered.

It is interesting to note that there is a striking similarity in the responsibility, power, and authority distributed within a synod and that distributed within a congregation. Note the parallels between a Synod Assembly and a Congregation Meeting, between the Synod Council and a Congregation Council, and between the bishop of a synod and the pastor of a congregation.

EXPECTATIONS FOR SYNOD COUNCIL MEMBERS IN THEIR SERVICE AS LIAISONS

Through their service as Synod Council liaisons to conferences and committees, Synod Council members can facilitate the flow of accurate information, encourage better networking, bolster rostered and lay leaders by their presence and interest, and help raise up the importance of discerning and pursuing our God-given missions in the synod, conference, and congregation.

Conference Liaisons: Conference liaisons shall attend as many conference rostered leaders meetings as possible, at least every three months; develop a collegial relationship with the dean and the bishop's assistant for that conference; and maintain the relationship through phone calls or e-mail, when personal contact is not possible. The Synod Council liaison shall make a report to the conference rostered leaders regarding significant action taken or under consideration by the Synod Council. The Synod Council liaison shall report any significant issues of concern among the conference to the Synod Council. Synod Council liaisons have voice but no vote in conference business, except in the case of a rostered person who is rostered to that conference.

The Synod Council liaison shall also attend the annual Conference Assembly. The dean shall introduce the Synod Council liaison to those gathered at the Conference Assembly. The liaison shall be prepared to answer questions from voting members of the Conference Assembly and explain any Synod Council actions or proposed actions, to the best of the liaison's ability. Synod Council liaisons have voice but no vote in Conference Assembly business, except when the liaison is a rostered person who is rostered to that conference, or when the Synod Council liaison is an assembly voting member of a congregation in that conference.

Conference deans and secretaries shall include the Synod Council liaison on the mailing list for all conference meetings, programs, and activities.

Committee Liaisons (for committees other than Committees of Synod Council):

Committee liaisons shall attend as many committee meetings as possible, at least every three months; develop a collegial relationship with the committee chair and the bishop's assistant for that committee; and maintain the relationship through phone calls or e-mail, when personal contact is not possible. The Synod Council liaison shall make a report to the committee regarding significant action taken or under consideration by the Synod Council, especially any actions which have an impact on the work of the committee. In order to keep the Synod Council apprised of the work of the committee, the liaison shall complete a Meeting Report Form for each meeting. If the Synod Council liaison is not present at the meeting, the liaison should request that the chair or the recorder complete the Meeting Report Form. This report should be submitted in a timely fashion, before the date of the next Executive Committee meeting. Synod Council liaisons have voice but no vote in committee business, except in the case where a liaison is also a committee member.

Synod Council Members Serving on the Committees of Synod Council: Service on Synod Council committees is an important part of the work of a Synod Council member. There are no Synod Council liaisons to these committees. A specified number of Synod Council members serve as full members (with voice and vote) on all Synod Council committees, and one member of the Synod Council serves as the chair of each Synod Council committee. The minutes of the committee meeting shall serve as the Meeting Report. However, the chair or recorder may decide to submit a Meeting Report Form also if such a form would make reporting at Synod Council meetings clearer and easier.

COMMITTEES OF THE SYNOD COUNCIL

Assembly Planning Committee

(vice president, secretary, assembly manager, at least 2 SC members, at least 5 additional committee members)

The Assembly Planning Committee helps to plan the assembly each year. The bishop delegates from the executive staff the vice president and secretary to represent the bishop's office. Through them the bishop makes suggestions and responds to inquiries from the

committee. The Synod Council through the Assembly Committee has responsibility for the agenda and program only; logistics, on-site management, problems during the assembly, and other mechanics are the responsibility of the synod staff. There are sub-committees to work on planning various aspects of the assembly and implementing the adopted plans. The committee recommends to the Synod Council an agenda that includes "worship, edification, and the legislative business of this synod conducted with the greatest possible involvement of those entitled to participate." (Synod Constitution S7.01.01.)

Constitution Committee

(secretary, at least 2 SC members, 3 to 5 additional committee members)

The Constitution Committee studies the governing documents of this synod and the churchwide organization and provides for amendments, including those adopted by the Churchwide Assembly. These recommendations are presented to the Synod Council and then to the assembly for adoption and ratification. The committee also aids congregations in the development and adoption of congregational constitutions.

Executive Committee

This committee is composed of the bishop, vice president, secretary, treasurer, the vice chair of the council, and two members at-large elected by the council. The assistants to the bishop are advisory members of the committee. All matters to be presented to the council for action are received by the Executive Committee two weeks prior to the council meeting. Agenda content and format as well as requests or proposals are determined by the committee. This committee also receives reports from the Candidacy Committee and is empowered to affirm decisions regarding reinstatement to ordained ministry. This committee also receives reports about the distribution of funds from the Bishop's Discretionary Fund.

Finance and Budget Committee

(treasurer, at least 3 Synod Council members, 5 committee members)

The Finance and Budget Committee oversees the financial affairs of this synod, confirms that all obligations are being met and that mission support is being forwarded monthly to the churchwide office; exercises oversight responsibility for this synod's investments, insurance, and banking procedures; reviews the annual audit and financial statements; and makes recommendations to the council on financial matters. The committee also has responsibility for projecting anticipated income for the coming fiscal year, based on congregational giving. Based upon this information; budgetary requests from agencies, institutions, committees, and staff; and the adopted goals of this synod, this committee prepares yearly a proposed budget that is recommended to the council, and then to the assembly for adoption.

Gift Discernment

(bishop, secretary, at least 2 Synod Council members, 3 additional committee members)

The Gift Discernment Committee seeks to identify dedicated and qualified members of this synod, who are able to set forth the vision and goals to this synod, to serve on the committees and task forces of this synod and on the boards of agencies and institutions whose boards are appointed or elected by Synod Council. The committee also identifies potential nominees for the positions of synod vice president, secretary, and treasurer, positions for which Synod Council provides nominations to the Synod Assembly.

Mission Committee

(bishop, at least 3 Synod Council members, 3 additional committee members)

The Mission Committee upholds the vision and goals adopted by this synod and works to implement them into the life of this synod, especially by proposing, developing, maintaining, and promoting priority ministries that provide for the attainment of this synod's vision and goals; and by insuring that these priority goals receive the financial and human resources needed to support them.

Personnel Committee

(vice president, at least 3 Synod Council members, 5 additional committee members)

The Personnel Committee, under the guidance of the personnel officer, administers and interprets the personnel policies of this synod. The committee reviews the policies from time to time and makes recommendations for amendment as necessary. The officer meets regularly with the support staff to discuss concerns and needs.

Other committees and task forces may be appointed by the vice president of this synod as needs arise. Synod Council members serve on at least one of the committees of Synod Council. Each committee of Synod Council is chaired by a member of Synod Council.

MINISTRIES OF THE LOWER SUSQUEHANNA SYNOD

- I. Committees of Synod Council
 - A. Assembly Planning
 - B. Constitution
 - C. Executive
 - D. Finance and Budget
 - E. Gift Discernment
 - F. Mission
 - G. Personnel
- II. Committees for the Ministerium
 - A. Candidacy
 - B. Consultation
 - C. Discipline
 - D. Deans
 - E. Leadership Support
 - F. Compensation and Benefits
 - G. Sexual Misconduct
 - H. Mutual Ministry
- III. Synodical Ministries for Congregational Life
 - A. Beginning Ministry Together
 - 1. Clergy in Congregations in Transition
 - 2. Fresh Start
 - 3. Transition Companions
 - B. Conflict Resolution
 - C. Healthy Congregations
 - D. Resource Network
 - 1. Christian Education Network
 - 2. Committee for Ministry with People with Special Needs
 - 3. CTIM Steering Committee
 - 4. Leadership Program for Musicians Serving Small Parishes Advisory Group
 - 5. Ministry for Wholistic Health
 - E. Youth Ministry
 - F. Catechumenate
- IV. Committees for Mission
 - A. Audit
 - B. Bishop's Congregational Mission Fund
 - C. Church in Society
 - D. Ecumenical Affairs
 - E. Evangelism and Outreach
 - F. Global Mission
 - G. Konde Diocese
 - H. World Hunger
 - I. Higher Education
 - J. Stewardship
 - K. Synodical Worship

- V. Committees for the Synod Assembly
 - A. Nominations
 - B. Elections
 - C. Reference and Counsel
 - D. Memorials
 - E. Worship at Assembly
- VI. Agencies and Institutions Relating to the Lower Susquehanna Synod
 - A. Diakon Lutheran Social Ministries
 - B. Campus Ministry Organizations
 - 1. Lutheran Council for Campus Ministry, Pennsylvania State University
 - 2. Campus Ministry Organizations on the Territory of This Synod
 - C. Gettysburg College
 - D. Lutheran Advocacy Ministry in Pennsylvania
 - E. Lutheran Camping Corporation of Central Pennsylvania
 - F. Lutheran Social Services of South Central Pennsylvania
 - G. Lutheran Theological Seminary at Gettysburg
 - H. Luthercare
 - I. Pennsylvania Council of Churches
 - J. Pennsylvania Lutheran Network
 - K. Region 8
 - L. Susquehanna University
- VII. Auxiliaries
 - A. Lower Susquehanna Synod Lutheran Men in Mission
 - B. Lower Susquehanna Synod Lutheran Youth Organization
 - C. Lower Susquehanna Synod Women of the Evangelical Lutheran Church in America

Adopted by Synod Council: **SC02.04.35.**, April 12, 2002

LOWER SUSQUEHANNA SYNOD, ELCA
SYNOD COUNCIL
AGENDA
Date

- I. Call to order and opening devotions
- II. Ministry Highlight
- III. Roll call
- IV. Approval of minutes of the previous meeting
- V. Report of the bishop
- VI. Report of the treasurer
- VII. Report of the other officers
 - Vice president
 - Secretary
- VII. Report of the Synod Council Executive Committee
- VIII. Reports of the committees of Synod Council
 - Assembly Planning Committee
 - Constitution Committee
 - Finance and Budget Committee
 - Gifts Discernment Committee
 - Mission Committee
 - Personnel Committee
 - Task forces of Synod Council
- IX. Reports of the liaisons
 - Lower Susquehanna Synod Lutheran Men in Mission
 - Lower Susquehanna Synod Lutheran Youth Organization
 - Lower Susquehanna Synod Women of the Evangelical Lutheran Church in America
- X. Reports of the executive staff
- XI. Reports of the committees for the ministerium
 - Candidacy Committee
 - Consultation Committee
 - Discipline Committee
 - Committee of Deans
 - Conference liaisons reports
 - Leadership Support Committee
 - Compensation and Benefits Committee
 - Sexual Misconduct Committee
 - Mutual Ministry Committee
- XIII. Reports of the synodical ministries for congregational life
 - Beginning Ministry Together
 - Clergy in Congregations in Transition
 - Fresh Start
 - Transition companions
 - Conflict Resolution
 - Healthy Congregations
 - Resource Network
 - Christian Education Committee
 - Committee for Ministry with People with Special Needs
 - CTIM Steering Committee
 - Leadership Program for Musicians Serving Small Parishes Advisory Group

- Ministry for Wholistic Health
- Youth Ministry
- Committee for the Catechumenate
- XIV. Reports of the Committees for Mission
 - Audit Committee
 - Bishop's Congregational Mission Fund Committee
 - Committee for Church in Society
 - Ecumenical and Interreligious Affairs Committee
 - Evangelism and Outreach Committee
 - Global Mission Committee
 - Konde Diocese Committee
 - World Hunger Committee
 - Coordinators for relief projects
 - Higher Education Committee
 - Stewardship Committee
 - Synodical Worship Committee
- XV. Reports of committees for the Synod Assembly
 - Nominations Committee
 - Elections Committee
 - Reference and Counsel Committee
 - Memorials Committee
 - Assembly Worship Committees
- XVI. Reports of the agencies and institutions relating to the Lower Susquehanna Synod
 - Diakon Lutheran Social Ministries
 - Campus Ministry Organizations
 - Lutheran Council for Campus Ministry, Pennsylvania State University
 - Campus ministry organizations on the territory of this synod
 - Gettysburg College
 - Lutheran Advocacy Ministry in Pennsylvania
 - Lutheran Camping Corporation of Central Pennsylvania
 - Lutheran Disaster Response Network
 - Lutheran Social Services of South Central Pennsylvania
 - Lutheran Theological Seminary at Gettysburg
 - LutherCare
 - Pennsylvania Council of Churches
 - Pennsylvania Lutheran Network)
 - Region 8 Steering Committee
 - St. Barnabas Center for Ministry
 - Susquehanna University
- XVII. Unfinished business
- XVIII. New Business
- XIX. Adjournment

**LOWER SUSQUEHANNA SYNOD, ELCA
COMMITTEE REPORT FORM TO SYNOD COUNCIL**

NAME OF COMMITTEE _____

Lucinda L. Bringman

Bruce E. Seagrist

Secretary/Assistant to the Bishop
Thomas E. McKee

Assistant to the Bishop/Evangelical Mission
David R. Fisher

Assistant to the Bishop
Virginia J. Cover

Assistant to the Bishop
Clifton D. Eshbach

Director for Administration
Joanne Wilhelm

Resource Network Director
Pamela B. Drenner

Director for Youth Ministry
Charles R. Roberts III

Personnel Officer
Thomas E. McKee

Support Staff

Catherine L. Deitrich
Carol A. Krouse
Linda L. Lubold
Brenda K. Rockwell
Marty Shifflett
Stacey Teitman (part time)

SYNOD COUNCIL

(Terms Expire 2014)

J. Richard Eckert	F	Mary Anne Kingsborough	F
Patricia A. Snyder	X	Marcus W. Thomsen	X
		April E. Trout	F

(Terms Expire 2013)

Elizabeth C. Polanzke	F	Molly E. Crouser (young adult)	F
Kurt S. Strause	F	Robert H. Getz, Jr.	F
		Holly Freas-Webster	X
		Chelle J. Huth	F
		Tyler J. Wilson (youth)	X

(Terms Expire 2012)

Elizabeth D. George	F	Thomas C. Benner	X
David L. Hefner	X	Dawn O. Frees	F
		Judy K. Collins	F

Fred W. Bohls, *LMM liaison*
Susan Maser, *LCW liaison*
Kirsten Youse, *LYO liaison*

VISIONING FOR MISSION

We, as the Lower Susquehanna Synod of the Evangelical Lutheran Church in America, see our mission established in scripture: making disciples of all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Spirit, and teaching them to obey all that Jesus has commanded. All the baptized are called to discipleship. This shared mission, given by our Lord Jesus Christ, is primarily directed to those who do not yet know Christ. Seeing ourselves as entrusted with the Gospel, we pray to be trustworthy servants of Christ and stewards of God’s mysteries. We see God’s mission being exercised among us interdependently for the sake of equipping the saints and mutual upbuilding, so that we are

effective witnesses in proclaiming Jesus Christ to the world.

This mission is lived in our context as Lutheran Christians in south central Pennsylvania, which is changing from an agrarian and light industrial region to one that is increasingly urbanized and suburbanized. We live as part of a population that is becoming more and more diverse ethnically, culturally and religiously. Congregations continue to decline in terms of worship attendance and fiscal resources; some have settled into a “maintenance mode”. New and exciting opportunities for mission exist that call for courage to face risk and openness to new form and vision.

GOALS & STRATEGIES

1. Live into our baptism. Cherish believers, for they are God’s beloved children. Make more disciples.
 - a. Develop congregational and conference processes for adult formation in the Christian faith as understood or defined by Lutheran theology and practice.
 - b. Provide opportunity and environment for spiritual inquiry.
 - c. Equip members for one-on-one relationships with inquiring people and new Christians.
 - d. Develop the abilities of congregations in their specific context to nurture new Christians.
2. Develop a culture of prayer, expecting God to hear and answer. Cherish this time, for it is a holy time.
 - a. Teach the faith practice of prayer.
 - b. Interweave Bible reading, prayer and conversation into all gatherings.
 - c. Cultivate use of the prayer offices of the church.
3. Practice hospitality. Cherish one another, for we are holy creatures.
 - a. Be invitational.
 - b. Expect, accept and welcome others.
 - c. Develop creative ways of building and maintaining relationships with guests.
 - d. Encourage the practice of care for one another.
4. Identify and support new mission opportunities. Cherish this work, for God is calling us to it.
 - a. Explore, establish and nurture relationships with Hispanic, Asian, African descent and culturally diverse communities within this synod.
 - b. Identify tools for conferences and congregations to discern and respond to potential mission opportunities.
 - c. Expand Deaf ministry in this synod by enhancing current resources and developing partnerships.
 - d. Encourage and support non- congregational Word and Sacrament and service ministries.
5. Identify and build partnerships as arenas for discipleship. Cherish this work, for it is God’s gift.
 - a. Expect congregations to work together, within and across conferences and with ecumenical partners.
 - b. Increase involvement with the ministries of agencies and institutions of the church.

Adopted, Synod Council
20 November, 2010

STEWARDSHIP EDUCATION AND MISSION SUPPORT STRATEGY

Definition

Stewardship is *how we* faithfully and responsibly *spend all of life* out of gratitude for the gift of Jesus Christ for the whole world.

Core Values

1. Thanksgiving - All we have is from God
2. Every gift is for God's mission
3. The need of the giver to give
4. Proportional Giving - Giving first from what we receive
5. Church is interdependent

To implement the Core Values within the synod there are four areas of primary focus:

Mission Support

Goal: Seek to ensure adequate financial support and other resources for all expressions of the Evangelical Lutheran Church in America to assist in carrying out its mission.

Rationale: Congregational offerings to the Lower Susquehanna Synod and the Evangelical Lutheran Church in America are part of the ways in which congregations support and resource one another and the wider church for Christ's mission in the world. These gifts of money are part of our offering to God, entrusted to the church, to help one another carry out God's mission together. As congregations and synods, we are partners for God's mission through the Evangelical Lutheran Church in America and the whole church.

Strategy: Congregations will be asked annually to consider prayerfully and to indicate to the synod the amount of money the congregation intends to give for Mission Support of the Lower Susquehanna Synod and the Evangelical Lutheran Church in America. The basis for Mission Support is to be a percentage of the congregation's regular giving. The Intention of Mission Support can include other committed benevolence offerings of the congregation.

Strategy: Consultations will be held with congregational leaders to assist the leaders in planning their Intention of Mission Support.

Strategy: Conference deans and secretaries will be included in correspondence from the synod office concerning Mission Support from congregations.

Education

Goal: Encourage conversation about the definition of stewardship and the core values to assist congregations and their members to respond faithfully to God's gifts.

Rationale: Developing common understandings and practical resources for congregations to enhance and to grow in faith and understanding of Christian stewardship.

Strategy: Educational resources will be provided to congregations, conferences of the synod, and synod-wide. Partnerships between congregations are encouraged to address specific stewardship educational needs (peer to peer assistance).

Strategy: Lay and clergy practicums will be provided on a regular basis. Other stewardship educational opportunities will be provided at synod-wide forums, such as Congregations Together In Mission and the annual synod assembly.

Strategy: Print and internet resources will be made available, such as the printed stewardship resources from the Evangelical Lutheran Church in America, the resources from the Stewardship of Life Institute, and resources on the synodical website.

Mission Interpretation and Communication

Goal: Using a variety of media, especially the human voice of faith, tell the mission stories of what God is doing through the Church, including a particular focus on ministries of the ELCA in its many and various places.

Rationale: Telling mission stories is not the same as sharing information or learning and study. Telling the story of what the living Christ is doing through the Church's ministry typically generates and/or invites a faithful and thankful response from listeners.

Strategy: Summarize and describe what the Lower Susquehanna Synod does, using a variety of ways, to connect with members of our congregations so that they can affirm, "Yes, that's a good thing to be doing as the church."

Strategy: The Lower Susquehanna Synod Assistant to the Bishop for Evangelical Mission, along with the synod Stewardship Education and Mission Support Table, will communicate quarterly with synod leaders (Synod Council Members, Conference Deans and Secretaries) about Mission Support challenges and with Mission Interpretation stories. There will also be quarterly communication with congregational treasurers, pastors and Congregation Councils that includes mission interpretation material along with the quarterly giving report.

Strategy: The Bishop, Synod Council Members, the Assistant to the Bishop for Evangelical Mission, and conference deans and secretaries will meet annually with Congregation Councils and Assembly voting members for consultation and mission interpretation.

Strategy: Conference teams of Mission Interpreters will be created. The Assistant to the Bishop for Evangelical Mission, the Synod Communicator, and/or volunteer Mission Interpretation Coordinator will use primarily electronic technology to provide resources for the Mission Interpreters.

Planned Giving

Goal: Create an emphasis on planned giving in congregations, conferences, and this synod.

Rationale: Many Christian disciples accumulate assets as they live and grow older. Typically their weekly offering is a portion of their current household income. Gifts and bequests from assets to the mission of the church is another way in which we can exercise Christian stewardship, bear witness to the faith, and support God's mission.

Strategy: Provide resources for a wills emphasis in congregations and conferences.

Strategy: Encourage the establishment of a Mission Endowment Fund in each congregation that has clear purpose and boundaries.

Strategy: Develop a family of synod mission endowment funds to which individual and congregational planned gifts will be invited and encouraged by the regional gift planner of the Evangelical Lutheran Church in America Foundation and synod leaders. Planned giving opportunities for ELCA-related mission agencies and institutions will also be communicated and encouraged.

Adopted, Synod Council
20 November, 2010