2020 Nominations Handbook

for

Conference Deans and Secretaries
Nominating and Gifts Discernment Committees
Synod Council

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INTRODUCTION

The Constitution of the Lower Susquehanna Synod requires a Nominating Committee composed of one member from each conference selected by each conference and the Synod Council members of the Gifts Discernment Committee. The chair of the Nominating Committee is the chair of the Gifts Discernment Committee. The Nominating Committee shall present at least two persons for each position available. (The exceptions to this rule are the bishop, the officers of this synod, and the conference nominees for voting members to the Churchwide Assembly. The bishop is nominated by ecclesiastical ballot; the Synod Council selects at least two nominees for vice president, secretary, and treasurer. Conferences nominate one person for voting member or one person for alternate voting member of the Churchwide Assembly. With the exception of the election of the bishop (where the first ballot serves as the nominating ballot) and the conference nominees for voting members and alternates of the Churchwide Assembly, nominees may be received also from the floor of the assembly. The assembly elects voting members for the Churchwide Assembly; a member of the board of Susquehanna University; officers of this synod; members of the Synod Council; members of the Consultation Committee and the Committee on Discipline, according to the expiration of terms of such persons.

The process of working through conference cabinets, Conference Assemblies, and roster ministers’ groups to secure nominations for these positions is designed to encourage a broad representation from the entire synod. A continuing resolution of the Lower Susquehanna Synod constitution states that "It is the goal of this synod that 10% of the membership of synod assemblies, councils, committees, boards, and/or organizational units be persons of color and/or persons whose primary language is other than English." The constitution requires also that at least 60% of the members of the assemblies, councils, committees, boards, and other organizational units shall be laypersons, and that, as nearly as possible, 50% of the laypersons shall be female and 50% shall be male. The total membership of all committees, boards, and councils should be 50% male and 50% female. IT IS DESIRABLE TO INCLUDE YOUTH AND YOUNG ADULT MEMBERS IN ALL OF THESE POSITIONS OF SERVICE IN THIS SYNOD. These requirements are set in order to make this church inclusive and diverse.

Nominee information forms must be in the synod office by January 10, 2020.
GENERAL INSTRUCTIONS

TO DEANS, SECRETARIES, AND CONFERENCES:

For vice president, members of the Synod Council and members of the Consultation Committee:

1. Review the positions to be filled and any selection limitations to each.

2. Consider the incumbents who are eligible for reelection, whose terms are ending. **Persons who may be reelected are not put on the ballot automatically.** If an incumbent is to be nominated, this is done through the Nominating Committee process unless you choose to nominate from the floor of the assembly.

3. Prepare a list of potential nominees for each position and determine the availability and willingness of each potential nominee to serve.

4. Fill in a **nominee information form** for each potential nominee, consulting with that person to secure the necessary personal information and statement. Return this form to the Lower Susquehanna Synod, 900 S. Arlington Ave., Suite 220B, Harrisburg, PA 17109, attention, the Rev. Beth A. Schlegel, secretary, by **January 10, 2020**.

TO THE NOMINATING COMMITTEE REPRESENTATIVES:

For members of The Synod Council and members of the Consultation Committee:

The Nominating Committee will meet on Wednesday, January 29, 2020, at 6:30 p.m. in the Board Room, with an inclement weather date of Wednesday, February 5, 2020, at 6:30 p.m. in the Board Room.

The agenda for the **January 29, 2020**, meeting will include:

1. Review incumbents and nominees;

2. Select by written ballot at least two candidates for each position to be filled;

3. Consider the constitutional requirements: at least 60% of each council, committee, board, etc. shall be laypersons, and that, as nearly as possible, 50% of the laypersons shall be female and 50% shall be male. Where possible, 10% of such boards, etc. shall be persons of color and/or persons whose primary language is other than English. **It is desirable to include youth and young adult nominees also.** As nearly as possible, the total of all committees, boards, and councils should be 50% male and 50% female.

4. Each nominee selected will be sent a notice of nomination, information about the position, a copy of the completed nomination form to approve the information for accuracy, and an “Agreement to Serve” card to be returned by **March 1, 2020**.

5. In the event that a nominee chooses not to serve, the person with the next highest number of votes for that position will be invited to serve.
TO MEMBERS OF THE GIFTS DISCERNMENT COMMITTEE:

For the office of synod vice president:

1. Review the position to be filled and any selection limitations.

2. Consider any incumbents who are eligible for reelection, whose terms are ending. **Persons who may be reelected are not put on the ballot automatically.** If an incumbent is to be nominated, this is done through nomination by The Synod Council unless you choose to nominate from the floor of the assembly.

3. Prepare a list of potential nominees for the position and determine the availability and willingness of each potential nominee to serve.

4. Fill in a **nominee information form** for each potential nominee, consulting with that person to secure the necessary personal information and statement. **Return this form to the Lower Susquehanna Synod, 900 S. Arlington Ave., Suite 220B, Harrisburg, PA 17109, attention, the Rev. Beth A. Schlegel, secretary, by January 10, 2020.**

5. Meet with all those individuals who have submitted nominee information forms, explaining to them the duties of the position and discerning their gifts for the office.

6. Recommend at least two nominees for the office to the Synod Council for nomination to the Synod Assembly.

TO MEMBERS OF THE SYNOD COUNCIL:

For the office of synod vice president:

1. Provide suggestions of potential nominees to members of the Gifts Discernment Committee by November 1, 2019.

2. Receive from the Gifts Discernment Committee their recommendations for nomination.

3. Suggest additional nominees, providing a completed nominee information form for each person that you desire to be considered.

4. Select at least two nominees for each office for election by Synod Assembly.
POSITIONS TO BE ELECTED AT THE 2020 SYNOD ASSEMBLY
1=first term; 2=second term; 3=third term; 4=fourth term; 5=fifth term; X=ineligible for reelection; U=unexpired term

SYNOD VICE PRESIDENT
lay, male or female, 4-year term, 3 terms
At least 2 nominees necessary, nominated by the Synod Council

Lucinda L. Bringman 3

SYNOD COUNCIL
5 adults, 3-year term, 2 terms
(2 ordained, 2 lay female, 1 lay male)
At least 10 nominees necessary, nominated by the Nominating Committee

Joel S. B. Folkemer X Virgil L. Gibson 1
Timothy J. Seitz-Brown 1 Jennifer R. Lau 1

Carlotta C. Strevig 1

Members continuing to serve on the Synod Council and their conferences in parenthesis:
Matthew B. Best (West Shore) Meredith K. Askey (West Shore)
Jack M. Horner (West Shore) Dallas J. Barclift, Jr. (York)
Jillian E. Riddle (Lebanon) Debra K. Barrett (Lancaster)
Gretchen S. Ierien (Lebanon) Kay A. Hinkle (Hanover)

Stella Ludwig (West Shore) Stella Ludwig (West Shore)
Daniel P. Picone (South York) Zachary J. Weiss (West Shore)
Theodore D. Wolfe (Lancaster)

CONSULTATION COMMITTEE
6-year term, 1 term
3 pastors, 2 lay, male or female
At least 10 nominees necessary, nominated by the Nominating Committee

Members continuing to serve on the Consultation Committee
Barbara A. Barry Deborah A. S. McClellan
Christina H. Minnich Gary P. Wendt

M. Jane Wigand
POSITION DESCRIPTIONS

VICe PRESIDENT OF THE SYNOD
(Elected Officer - Volunteer Position)

The vice president of the synod is a layperson who is a voting member of a congregation of this synod. The vice president does not receive a salary for the performance of the duties of this office.

It is expected that the vice president of the synod will possess the following characteristics:

- Commitment to Jesus Christ as Lord of the Church
- Understanding of the mission and structure of the Evangelical Lutheran Church in America and its local, synodical, regional, and churchwide expressions
- A cooperative style of working
- Patience and a sense of humor
- Being active in a local congregation
- Confidence in public speaking
- Willingness to learn the basics of parliamentary procedure
- A flexible schedule

According to the synod constitution and the practices of the Lower Susquehanna Synod, the vice president shall:

1. Chair the Synod Council.
2. Chair the Executive Committee of the council.
3. In consultation with the bishop, appoint council members to committees and as liaisons to conferences and committees.
4. In the event of the death, resignation, or disability of the bishop, convene the Synod Council to arrange for the conduct of the duties of the bishop until a new bishop shall be elected or, in the case of temporary disability, until the bishop resumes full performance of the duties of the office.
5. Be a voting member of the Synod Assembly.
6. Serve as a member of the Assembly Planning Committee.
7. Serve as a member of the Personnel Committee.
8. Represent this synod on the Region 8 Steering Committee.
9. Be a voting member of the Churchwide Assembly.
10. Represent this synod as requested by the bishop.
11. Attend synodical officers’ meetings.
12. Perform such other duties as the bishop or the synod requests.
**THE 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 ministers
- Issues letters of call as authorized
- Fills vacancies on the council
- 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 the time, place, agenda, and program of each assembly
- Confirms appointments by the bishop of this synod
- Creates and appoints committees, commissions, and other organizations needed to fulfill this synod's functions
- Provides liaisons to the conferences
- Elects members to Luthercare; SpiritTrust Lutheran; Lutheran Camping Corporation; Lutheran Advocacy Ministry in Pennsylvania, and United Lutheran Seminary
- Calls assistants to the bishop; appoints functional committees of the council and other committees and task forces of the council

**DUTIES OF A SYNOD COUNCIL MEMBER**

- Serves on at least one committee of the Synod Council
- Serves as a liaison to at least one committee or ministry of this synod
- Serves as a liaison to a conference
- Receives no compensation for such service
- Attends called meetings – at least 5 stated meetings annually, special meetings as necessary

Term – 3 years, with 2 consecutive terms allowed for adult and young adult members; Youth seat is one term of 2 years.
Terms run from Synod Assembly to Synod Assembly.

**CONSULTATION COMMITTEE**

The Consultation Committee functions as an extension of the office of the bishop for purposes of adjudication when conflict arises or there is a need for discipline. It functions in two primary ways: 1) as a vehicle of appeal and mediation when there is disagreement among factions within a congregation on a substantive issue that cannot be resolved (+S17.11); and 2) in an advisory capacity to the bishop during the disciplinary process for ministers of Word and Sacrament and Word and Service. This second function is defined in Chapter 20 of the Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America.
## Nominee Information Sheet – 2020

### PLEASE PRINT OR TYPE

#### NOMINATED FOR POSITION: __________________________

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<th>Name</th>
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<th>Mailing Address</th>
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**May we publicize your mailing address?** *(yes or no)*

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<th>Phone number (daytime and evening)</th>
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**May we publicize your phone numbers?** *(yes or no)*

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**May we publicize your email?** *(yes or no)*

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<th>Church Service Position (list no more than 5)</th>
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**Significant Community Service Positions (if applicable – list no more than 3)**

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**In 100 words or less, please describe for publication the unique talents that you could contribute to this position.**

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**Have you read the job description, and are you able to fulfill the duties of this office?**

Yes, with the help of God. (please ✓)

Please insert a photo of yourself for publicity purposes or send as separate attachment:

**Return by JANUARY 10, 2020**

to

The Rev. Beth A. Schlegel, Synod Secretary
900 S. Arlington Ave., Suite 220B
Harrisburg, PA 17109
bschlegel@lss-elca.org