

2021 NOMINATIONS HANDBOOK
FOR
CONFERENCE DEANS AND SECRETARIES
NOMINATING AND GIFTS DISCERNMENT COMMITTEES
SYNOD COUNCIL

Contents

Introduction	2
General Instructions	3
Positions to be Elected at the 2021 Synod Assembly	5
Position Descriptions	7
Nomination Form	12



Lower Susquehanna Synod
Evangelical Lutheran Church in America
God's work. Our hands.

900 S. Arlington Ave, Suite 220B
Harrisburg, Pennsylvania 17109
(717) 652-1852

www.lss-elca.org

11/04/2020

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 rostered 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, 45% of the laypersons shall be women and 45% shall be men. The total membership of all committees, boards, and councils should be at least 45% men and 45% women. **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 8, 2021.**

SPECIAL CONSIDERATIONS DUE TO THE CORONAVIRUS PANDEMIC

The 2020 Synod Assembly was adjourned due to lack of quorum during the pandemic, since the full voting membership was intentionally not called together for safety reasons. Therefore, the elections for synod vice president and Synod Council members did not occur as planned. In accordance with the statutes of the Commonwealth of Pennsylvania, council members whose terms were to end with the 2020 Synod Assembly retained their seats until the next Synod Assembly could be held. Those who chose to vacate their seats by resignation were succeeded until the 2021 Synod Assembly in accordance with S10.03.01. by election of the Synod Council from nominees proposed for the 2020 Synod Assembly, where possible. (Some nominees withdrew their names from consideration when the 2020 Synod Assembly was adjourned to 2021.) The 2021 Synod Assembly will elect for both classes, those whose terms end in 2023 and those whose terms end in 2024. A one-time bylaw enabling the election to a term ending in 2023 will be presented for adoption. **Nominees who were proposed for election in 2020 in the class of 2023 would also be eligible for nomination to the class of 2024.**

In order to avoid the concurrence of electing a bishop and vice president in the same year, Synod Vice President Lucinda Bringman announced at the 2019 Synod Assembly that she would be open to election to a third term, but would only serve one year, thus effecting a staggered election of bishop and vice president. Accordingly, she tendered her resignation in April 2020, effective three months following the

2020 Synod Assembly, which was accepted by the Synod Council. When the 2020 Synod Assembly was adjourned to 2021 and the anticipated election could not be held, the bishop, with the approval of the Executive Committee, appointed Jennifer Lau as acting vice president until the 2021 Synod Assembly, in accordance with S8.55. Jennifer was the proposed nominee for the office. A one-time bylaw will be proposed for adoption to make the term of the vice president elected at the 2021 Assembly end in 2024. These actions affect the nominations needed for the 2021 Synod Assembly.

GENERAL INSTRUCTIONS

TO DEANS, SECRETARIES, AND CONFERENCES:

For treasurer, members of the Synod Council, members of the Committee on Discipline, and voting members and alternates to the ELCA Churchwide Assembly:

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 bschlegel@lss-elca.org or mail to the Lower Susquehanna Synod, 900 S. Arlington Ave., Suite 220B, Harrisburg, PA 17109, attention, the Rev. Beth A. Schlegel, secretary, by **January 8, 2021.**

TO THE NOMINATING COMMITTEE REPRESENTATIVES:

For members of the Synod Council and members of the Committee on Discipline:

The Nominating Committee will meet on Wednesday, November 4, 2020 at 6:30 p.m. by Zoom, and on Wednesday, January 20, 2021, at 6:30 p.m. by Zoom.

The agenda for the **November 4, 2020**, meeting will be to review the positions that need nominees and the timeline for gathering the names of potential nominees. Special attention will be given to the process for nominating voting members and alternates to the 2022 Churchwide Assembly.

The agenda for the **January 20, 2021**, meeting will include:

1. Review incumbents and potential nominees;
2. Select by written ballot at least two candidates for each position to be filled; or agree that all potential nominees will be presented for election;
3. Consider the constitutional requirements: at least 60% of each council, committee, board, etc. shall be laypersons, and that, as nearly as possible, at least 45% of the laypersons shall be women and at least 45% shall be men. 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.** As nearly as possible, the total of all committees, boards, and councils should be at least 45% men and at least 45% women.

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” reply to be returned by **March 1, 2021**.
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, unless all names were selected.

TO MEMBERS OF THE SYNOD COUNCIL AND GIFTS DISCERNMENT COMMITTEE:

The Gifts Discernment Committee will meet on Wednesday, October 28, 2020 at 6:30 p.m. by Zoom, and on Wednesday, January 13, 2021, at 6:30 p.m. by Zoom.

1. Review the treasurer’s position description;
2. Consider the incumbent who is eligible for reelection. **Persons who may be reelected are not put on the ballot automatically.** If an incumbent is to be nominated, this is done through the Synod Council unless you choose to nominate from the floor of the assembly. (Joe Stepansky has expressed that he will accept nomination for another term as treasurer.)
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 by email to bschlegel@lss-elca.org or by regular mail to the Lower Susquehanna Synod, 900 S. Arlington Ave., Suite 220B, Harrisburg, PA 17109, attention, the Rev. Beth A. Schlegel, secretary, by January 8, 2021.
5. The members of the Gifts Discernment Committee meet with potential nominees and select at least two nominees to recommend to the Synod Council for nomination by January 27, 2021.
6. The members of the Synod Council adopt a slate of two nominees at the February 20, 2021, meeting of the Synod Council.

POSITIONS TO BE ELECTED AT THE 2021 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

Nominated for 2020 and subject to special one-time bylaw

**indicates 2020 appointment to vacated seat*

Lay man or woman, 4-year term, 3 terms

at least 2 nominees necessary, nominated by the Synod Council

Jennifer R. Lau

*

SYNOD TREASURER

4-year term, 3 terms

ordained or lay

at least 2 nominees necessary, nominated by the Synod Council

Joseph M. Stepansky

2

SYNOD COUNCIL

Class of 2023

Nominated for 2020 and to be elected to an unexpired term

**indicates 2020 SC election to vacated seat*

5 adults, 3-year term, 2 terms

(2 ordained, 2 lay women, 1 lay man)

At least 10 nominees necessary, nominated by the Nominating Committee

The Rev. Brian A. McClinton*	1	Carlotta “Chucki” Strevig	2
The Rev. Molly K. Haggerty*	1	Stacy Schroeder*	1
		James Druckenbrod*	1
The Rev. Hans Eric Becklin	1	Linda J. Long	1
The Rev. Kevin W. O’Bryan	1		

Class of 2024

5 adults, 3-year term, 2 terms

(2 ordained, 2 lay women, 1 lay man)

At least 10 nominees necessary, nominated by the Nominating Committee

The Rev. Matthew B. Best	2	Kay Hinkle	2
The Rev. Jillian E. Riddle	X	Stella Ludwig	2
		Zachary Weiss	2

1 youth, 2-year term, 1 term

Theodore D. Wolfe X

Members continuing to serve on the Synod Council and their conferences in parenthesis:

The Rev. Jack M. Horner (West Shore)	Meredith K. Askey (West Shore)
The Rev. Gretchen S. Ierien (Lebanon)	Debra K. Barrett (Lancaster)
	Daniel P. Picone (South York)
	Michael Zeigler (West Cumberland)

CONSULTATION COMMITTEE

Nominated for 2020

To be elected for an unexpired term ending 2026

**indicates 2020 SC election to vacated seat*

6-year term, 1 term

3 pastors, 2 laypersons, man or woman

At least 10 nominees necessary, nominated by the Nominating Committee

The Rev. Kevin C. Stout	1	Gregory P. John	1
The Rev. Eric L. Petty	1	Shani Holleran Shenk	1
The Rev. Timothy J. Seitz-Brown	1	Evan P. Williams	1
The Rev. Michael L. Reist	1	Virgil L. Gibson	1
The Rev. Miriam L. Nicholson	1	Rhada J. Hartmann	1
The Rev. Jason P. Northridge	1		
The Rev. Gwenn L. Trout	1		
The Rev. Karen E. Larson*	1		

Members continuing to serve on the Consultation Committee

The Rev. Barbara A. Barry	Deborah A. S. McClellan
	Gary P. Wendt
The Rev. Christina H. Minnich	M. Jane Wigand

COMMITTEE ON DISCIPLINE

6-year term, 1 term

2 pastors, 2 laypersons

At least 8 nominees necessary, nominated by the Nominating Committee

The Rev. Caitlin M. Kurtz X	Ellen Doughty X
The Rev. Alexander R. Martini X	Marcus W. Thomsen X

Members continuing to serve on the Committee on Discipline

The Rev. Christopher A. Frye	Linda M. Bennett
The Rev. Jane C. Nicholson	Michelle J. Huth
The Rev. Elizabeth C. Polanzke	Evan P. Williams
The Rev. David J. Schreffler	Molly Wirick

VOTING MEMBERS OF THE CHURCHWIDE ASSEMBLY – ELECTED AT LARGE

11 voting members

1 female youth, 1 male youth, 1 young adult any gender
 1 ordained person of color or of primary language other than English,
 1 lay woman of color or of primary language other than English,
 1 lay man of color or of primary language other than English,
 3 ordained plus the bishop, 1 lay woman plus the VP, and 1 lay man
22 nominees necessary, nominated by the Nominating Committee

**VOTING MEMBERS OF THE CHURCHWIDE ASSEMBLY – NOMINATED BY
CONFERENCES**

Chambersburg – Alternate Lay Woman
Gettysburg – Lay Woman
Hanover –Alternate Lay Man
York – Lay Man
Lebanon – Alternate Ordained Man
Upper Dauphin – Ordained Man
Perry – Alternate Lay Woman
West Cumberland – Lay Woman
Harrisburg – Alternate Lay Man
West Shore – Lay Man
Lancaster –Alternate Ordained Woman
North Lancaster – Ordained Woman
North York – Alternate Lay Woman
South York – Lay Woman

Persons identifying themselves as neither man nor woman may be nominated in any category.

2019 Churchwide Assembly Voting Members

Bishop James S. Dunlop
Lucinda L. Bringman, vice president
The Rev. Clifton D. Eshbach
The Rev. Stephen R. Herr
The Rev. Judith A. McKee
Deacon Marsha L. Roscoe
Allen P. Stump
Gina B. Roscoe
Cody A. Willoughby
Elizabeth L. Peter
Troy A. Spencer

The Rev. Godfred Effisah
Kristina A. Ahrens,
Janice S. DuBois,
Steven S. Shissler,
John D. Swartz,
The Rev. Sean S. Titus,
The Rev. Patrick P. Wirick Jr.
Justin R. Zullinger.
Zoe. L. Clark
Moses Robson Kavishe

Alternate voting members of the 2019 Churchwide Assembly: the Rev. Matthew B. Best, Eric H. Crump, Jered L. Hock, Linda J. Long, Daniel P. Picone, the Rev. Alan J. Watt, and Linda R. Weaver.

POSITION DESCRIPTIONS

**SYNOD VICE PRESIDENT
(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:

- A. Chair the Synod Council.
- B. Chair the Executive Committee of the council.
- C. In consultation with the bishop, appoint council members to committees and as liaisons to conferences and committees.
- D. 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.
- E. Be a voting member of the Synod Assembly.
- F. Serve as a member of the Assembly Planning Committee.
- G. Serve as a member of the Personnel Committee.
- H. Represent this synod on the Region 8 Steering Committee.
- I. Be a voting member of the Churchwide Assembly.
- J. Represent this synod as requested by the bishop.
- K. Attend synodical officers' meetings.
- L. Perform such other duties as the bishop or the synod requests.

SYNOD TREASURER
(Elected Officer - Volunteer Position)

The treasurer of this synod shall be a voting member of a congregation of this synod. The treasurer may be a layperson or an ordained minister. The treasurer shall be qualified in accounting and financial management and preferably shall be a certified public accountant. The treasurer shall receive an honorarium for the performance of the duties of the office.

It is expected that the treasurer of the synod will possess the following personal qualities:

- 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.

The treasurer is an officer of the synod and shall work collegially with the bishop, vice president, and secretary of this synod in providing leadership for this synod. The treasurer shall be under the supervision of the bishop. The treasurer shall be a resource to the executive assistant to the treasurer and support staff in the treasurer's office in the management of the treasurer's office.

The duties of the treasurer as listed in Section A below are prescribed in Chapter 8 of the constitution of

this synod.

- A. According to Chapter 8 of the constitution of this synod, which details the duties of the treasurer, the treasurer shall provide and be accountable for:
- Management of the monies and accounts of the synod, its deeds, mortgages, contracts, evidences of claims and revenues, and trust funds, holding the same at all times subject to the order of the synod;
 - Investment of funds upon the authorization of the Synod Council;
 - Receipt and acknowledgment of offerings, contributions, and bequests made to this synod, collecting interest and income from its invested funds, and paying regular appropriations and orders on the several accounts as approved and directed by the Synod Council. The treasurer shall transmit each month to the treasurer of the Evangelical Lutheran Church in America the funds received by this synod for the general work of this church;
 - Maintenance of an account with each congregation of this synod and informing them, at least quarterly, of the status of this account;
 - Rendering at each regular meeting of the Synod Assembly a full, detailed, and duly audited report of receipts and disbursements in the several accounts of this synod for the preceding fiscal year, together with the tabulation, for record and publication in the minutes, of the contributions from the congregations;
 - Giving of corporate surety in the amount determined by the Synod Council, which shall be in the custody of the secretary, and the premium therefore shall be paid by this synod. Fidelity coverage provided by the Evangelical Lutheran Church in America shall be deemed a fulfillment of this requirement.
- B. The treasurer shall also be responsible for:
- The preparation of annual financial statements, reports to the Synod Council and the Executive Committee, income and expense projections, the year-end closing of the books and the proposed annual budget for recommendation to Synod Assembly;
 - Reviewing all reports prepared by the executive assistant to the treasurer;
 - The approval of cash receipt forms, payroll checks, check request forms, payable checks and wire transfers.
- C. Be a voting member of the Synod Assembly;
- D. Be a voting member of the Synod Council;
- E. Serve as a member of the Finance and Budget Committee;
- F. Periodically evaluate the adequacy and effectiveness of the system of internal controls;
- G. Serve as a consultant to the Audit Committee; and
- H. Perform such other duties as the bishop or the synod may direct.

THE SYNOD COUNCIL

- Is the 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; SpiriTrust Lutheran; Lutheran Camping Corporation; Lutheran Advocacy Ministry in Pennsylvania, and United Lutheran Seminary boards
- 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 normally 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*.

COMMITTEE ON DISCIPLINE

The Committee on Discipline functions as an extension of the office of the bishop for purposes of adjudication when conflict arises or there is a need for discipline. The function of the committee is defined in Chapter 20 of *The Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*.

- 12 persons, six pastors and six laypersons, are a standing committee elected by the Synod Assembly.
- For any given disciplinary hearing, six of the 12 members of this committee are elected by the Synod Council's Executive Committee to serve with six persons, three pastors and three laypersons, who will be appointed from a committee of 36 persons elected by the Churchwide Assembly to serve as needed in any synods of the church by the Executive Committee of the Church Council for the specific case. (ELCA bylaw 20.22.08.)

Meetings - as required

Term - 6 years, no consecutive terms allowed

VOTING MEMBERS AND ALTERNATES OF THE 2022 CHURCHWIDE ASSEMBLY

- Elected by the Synod Assembly the year before a churchwide assembly
- Elected according to procedures set by the Evangelical Lutheran Church in America
- For each assembly, the bishop and vice president of the synod and voting members as determined by the ELCA, plus alternates, are elected
- The formula for election is set by the synod governing documents, bylaws **S6.03.09.**, **S6.03.10.**, **S6.03.11.**, and continuing resolution **S6.03.r.A15.**
- Nominations shall include representatives of each conference
- Nominations should include a youth representative (not yet 18 years old at the time of election) and a young adult representative (aged 18 – 30 at the time of election)
- Nominations shall include at least 10% persons of color and/or persons whose primary language is other than English

Voting members elected by this synod must be voting members of a congregation of this synod or on the roster of Ministers of Word and Sacrament or the roster of Ministers of Word and Service of this synod. If voting members are no longer voting members of a congregation of this synod or if they are no longer on one of the rosters of this synod, they cannot serve as voting members from this synod to the Churchwide Assembly.

Lower Susquehanna Synod, ELCA

Date: _____

Nominee Information Sheet – 2021

PLEASE PRINT OR TYPE

NOMINATED FOR POSITION: _____

Name	
First	Middle initial
Last	
Mailing Address	
<i>May we publicize your mailing address? (yes or no)</i>	
Phone number (daytime and evening)	
<i>May we publicize your phone numbers? (yes or no)</i>	
Email	
<i>May we publicize your email? (yes or no)</i>	
Congregation and City/Town	
Congregation Conference	
Current Occupation	
Previous Occupation (if relevant)	
Year of birth (optional)	
Education	
Church Service Position (list no more than 5)	Dates held or number years of service

Significant Community Service Positions (if applicable – list no more than 3)

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

Have you read the job description, and are you able to fulfill the duties of this office?	
<input type="checkbox"/>	Yes, with the help of God. (please ✓)

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



Return by JANUARY 8, 2021
to
The Rev. Beth A. Schlegel, Synod Secretary
900 S. Arlington Ave., Suite 220B
Harrisburg, PA 17109
bschlegel@lss-elca.org