

**2019 NOMINATIONS HANDBOOK**  
  
**FOR**  
  
**CONFERENCE DEANS AND SECRETARIES**  
**NOMINATING AND GIFTS DISCERNMENT COMMITTEES**  
**SYNOD COUNCIL**

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**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](http://www.lss-elca.org)

7/10/18

## 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 11, 2019.**

## GENERAL INSTRUCTIONS

### TO DEANS, SECRETARIES, AND CONFERENCES:

For bishop:

1. Hold Conference Meeting in January to consider a set of questions developed by Synod Council to recognize the conference's understanding of this synod's mission, the issues deemed important by this synod, and the gifts desirable and necessary in a bishop.
2. The conference secretary will provide a record of this discussion to the synod secretary for use by the Synod Council.
3. Hold the Spring Conference Assembly in March to raise up the names of the ELCA Pastors the voting members believe possess the gifts for the office of bishop and to select up to three of them to have their names shared with our synod.
4. The dean will contact those up to three pastors who have been raised up as having gifts for the office of bishop to see if they would be willing to have their names shared with the synod. If they are willing, the dean will facilitate their submission of biographical information to the synod secretary within ten days of the assembly.

For vice president, secretary, members of Synod Council and members of Discipline 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. Thomas E. McKee, secretary, by **January 11, 2019.**

## **TO THE NOMINATING COMMITTEE REPRESENTATIVES:**

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

The Nominating Committee will meet on Wednesday, January 23, 2019, at 6:30 p.m. in the Board Room, with an inclement weather date of Thursday, January 31, 2019, at 6:30 p.m. in the Board Room.

The agenda for the **January 23, 2019**, meeting will include:

1. Review incumbents and nominees;
2. Select by written ballot at least two candidates for each position to be filled;
1. 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.
1. 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, 2019**.
1. 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 offices of synod vice president and synod secretary:

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 nomination by Synod Council 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. Thomas E. McKee, secretary, by **January 11, 2019**.

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 each office to the Synod Council for nomination to the Synod Assembly.

**TO MEMBERS OF SYNOD COUNCIL:**

For bishop:

1. Prepare mission statement, mission documents, and any other strategic planning adopted by Synod Council; synod profile; and bishop profile for distribution to conferences by the November 2018 meeting.
2. At the February 2019 meeting, revise the materials provided to conferences after receiving the summary of conference discussions of these materials and distribute the revised documentation to the conferences in time for their March Conference Assemblies.
3. Form a Bishop's Election Committee.
4. Recommend to the Synod Assembly the Procedure for the Election of a Bishop.

For the offices of synod vice president and synod secretary:

1. Provide suggestions of potential nominees to members of the Gifts Discernment Committee by November 1, 2018.
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 2019 SYNOD ASSEMBLY**

**1=first term; 2=second term; 3=third term; 4=fourth term;  
5= fifth term; X=ineligible for reelection; U=unexpired term**

**BISHOP**

ELCA Clergy, 6-year term, unlimited terms  
*Nominated by Ecclesiastic Ballot*

James S. Dunlop

1

**SYNOD VICE PRESIDENT**

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

Lucinda L. Bringman

2

**SYNOD SECRETARY**

Clergy or lay, male or female, 4-year term, 3 terms  
*At least nominees necessary, nominated by Synod Council*

Thomas E. McKee\*

5 (grandfathered with no term limitations)

\*Has announced that he will not accept renomination

**SYNOD COUNCIL**

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

1 young adult, 3-year term, 2 terms  
Lay, male or female, 18-30 years of age at time of election  
*At least 2 nominees necessary, nominated by Nominating Committee*

1 youth, 2-year term, 1 term  
Lay, male or female, cannot have reached the age of 18 at the time of election  
*At least 2 nominees necessary, nominated by Nominating Committee*

Eric N. Anderson  
Dana Blouch-Hanson

F  
X

Linda J. Long  
Emma J. Johns (youth)  
Allen P. Stump  
Stephanie M. Strauss (young adult)

F  
X  
F  
X

**Members continuing to serve on Synod Council and their conferences in parentheses:**

Matthew B. Best (West Shore)  
Joel S.B. Folkemer (York)  
Jillian E. Riddle (Lebanon)  
Timothy Seitz-Brown (Hanover)

Virgil L. Gibson (Gettysburg)  
Kay A. Hinkle (Hanover)  
Jennifer R Lau (York)  
Stella Ludwig (West Shore)  
Carlotta (Chucki) C. Strevig (Hanover)  
Zachary J. Weiss (West Shore)

**DISCIPLINE COMMITTEE**

6-year term, 1 term

2 clergy, 2 lay, male or female

*At least 4 nominees necessary, nominated by Nominating Committee*

Russell H. Mueller	X	Tiffany Frazier	X
Nicole Wachter	X	Joseph A. Ricci	X

**Members continuing to serve on the Discipline Committee**

Caitlin M. Kurtz  
Alexander R. Martini  
Jane C. Nicholson  
David J. Schreffler

Ellen D. Doughty  
Marcus W. Thomsen  
Michelle J. Huth  
Linda M. Bennett

## POSITION DESCRIPTIONS

### BISHOP OF SYNOD

The bishop shall be elected by the Synod Assembly. The bishop shall be a pastor who is a minister of Word and Sacrament on the roster of the Evangelical Lutheran Church in America.

As this synod's pastor, the bishop shall be an ordained minister of Word and Sacrament who shall:

- a. Preach, teach, and administer the sacraments in accord with the Confession of Faith of this church.
- b. Have primary responsibility for the ministry of Word and Sacrament in this synod and its congregations, providing pastoral care and leadership for this synod, its congregations and its rostered ministers.
- c. Exercise solely this church's power to ordain (or provide for the ordination by another synodical bishop of) approved candidates who have received and accepted a properly issued, duly attested letter of call for the office of ordained ministry (and as provided in the bylaws of the Evangelical Lutheran Church in America).
- d. Commission (or provide for the commissioning of) approved candidates who have received and accepted a properly issued, duly attested letter of call for service as associates in ministry; consecrate (or provide for the consecration of) approved candidates who have received and accepted a properly issued, duly attested letter of call for service as deaconesses; and consecrate (or provide for the consecration of) approved candidates who have received and accepted a properly issued, duly attested letter of call for service as diaconal ministers of this church.
- e. Attest letters of call for persons called to serve congregations in the synod, letters of call for persons called by the Synod Council, and letters of call for persons on the rosters of this synod called by the Church Council.
- f. Install (or provide for the installation of):
  - 1) The pastors of all congregations of this synod;
  - 2) Ordained ministers called to extra parish service within this church; and
  - 3) Persons serving in the other rostered ministries within this synod.
- g. Exercise leadership in the mission of this church and in so doing:
  - 1) Interpret and advocate the mission and theology of the whole church;
  - 2) Lead in fostering support for and commitment to the mission of this church within this synod;
  - 3) Coordinate the use of the resources available to this synod as it seeks to promote the health of this church's life and witness in the areas served by this synod;
  - 4) Submit a report to each regular meeting of the Synod Assembly concerning the synod's life and work; and
  - 5) Advise and counsel this synod's related institutions and organizations.
- h. Practice leadership in strengthening the unity of the Church and in so doing:
  - 1) Exercise oversight of the preaching, teaching, and administration of the sacraments within this synod in accord with the Confession of Faith of this church;
  - 2) Be responsible for administering the constitutionally established processes for the resolution of controversies and for the discipline of

- ordained ministers, other rostered leaders, and congregations of this synod;
- 3) Be the chief ecumenical officer of this synod;
  - 4) Consult regularly with other synodical bishops and the Conference of Bishops;
  - 5) Foster awareness of other churches throughout the Lutheran world communion and, where appropriate, engage in contact with leaders of those churches;
  - 6) Cultivate communion in faith and mission with appropriate Christian judicatory leaders functioning within the territory of this synod; and
  - 7) Be ex officio a member of the Churchwide Assembly.
- i. Oversee and administer the work of this synod and in so doing:
- 1) Serve as the president of the synod corporation and be the chief executive and administrative officer of this synod, who is authorized and empowered, in the name of this synod, to sign deeds or other instruments and to affix the seal of this synod;
  - 2) Preside at all meetings of the Synod Assembly and provide for the preparation of the agenda for the Synod Assembly, Synod Council, and the council's Executive Committee;
  - 3) Ensure that the constitution and bylaws of the synod and of the churchwide organization are duly observed within this synod, and that the actions of the synod in conformity therewith are carried into effect;
  - 4) Exercise supervision over the work of the other officers;
  - 5) Coordinate the work of all synodical staff members;
  - 6) Appoint all committees for which provision is not otherwise made;
  - 7) Be a member of all committees and any other organizational units of the synod, except as otherwise provided in this constitution;
  - 8) Provide for preparation and maintenance of synodical rosters containing:
    - a) the names and addresses of all ministers of Word and Sacrament of this synod and a record of the calls under which they are serving or the date on which they become retired or disabled; and
    - b) the names and addresses of all ministers of Word and Service of this synod and a record of the positions to which they have been called or the date on which they become retired or disabled;
  - 9) Annually bring to the attention of the Synod Council the names of all rostered ministers on leave from call or engaged in approved graduate study in conformity with the constitution and bylaws of this church and pursuant to prior action of this synod through the Synod Council.
  - 10) Provide for prompt reporting to the secretary of this church of:
    - a) additions to and subtractions from the rosters of this synod and the register of congregations;
    - b) the issuance of certificates of transfer for rostered persons in good standing who have received and accepted a properly issued, duly attested, regular letter of call under the jurisdiction of another synod; and
    - c) the entrance of the names of such persons for whom proper certificates of transfer have been received;
  - 11) Provide for preparation and maintenance of a register of the congregations of this synod and the names of the laypersons who have been elected to represent them; and

- 12) Appoint a statistician of the synod, who shall secure the parochial reports of the congregations, and make the reports available to the secretary of this church for collation, analysis, and distribution of the statistical summaries to this synod and the other synods of this church.

**VICE PRESIDENT OF SYNOD**  
**(Elected Officer - Volunteer Position)**

The vice president of 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 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
- Active in local congregation
- Comfortable with public speaking
- Willingness to learn basics of parliamentary procedure
- 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 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 synod request.

**SYNOD SECRETARY**  
**(Elected Officer - Volunteer Position)**

The secretary is a voting member of a congregation of this synod. The secretary may be a layperson or an ordained minister.

It is expected that the secretary 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

Certain basic skills are expected of the person in this position:

- Ability in oral and written communication
- Ability in basic word processing skills
- Ability to organize tasks and materials

This position requires that the secretary be available some time during each week in the synod office to relate to staff and to be available for staff meetings and staff retreats as scheduled.

According to the synod constitution and the practice of the Lower Susquehanna Synod, the secretary shall:

1. Keep the minutes of all meetings of the Synod Assembly; (S8.32.a.)
2. Be responsible for printing and distribution of such minutes; (S8.32.a.)
3. Along with the bishop, certify two copies of the printed minutes of each assembly as the official protocol of said assembly and submit the same to the next regular assembly and deposit in the archives; (S7.34.06)
4. Be authorized and empowered, in the name of the synod, to attest all instruments which require the same, and which are signed and sealed by the bishop; (S8.32.b.)
5. In consultation with the bishop, classify and arrange all important papers and documents and deposit them in the archives of this synod; (S8.32.c.)
6. Submit to the secretary of this church at least nine months before each regular Churchwide Assembly a certified list of the regular and alternate voting members elected by the Synod Assembly; (S8.32.d.)
7. Transmit to the secretary of this church all memorials adopted by the Synod Assembly to be sent to the Churchwide Assembly;
8. Serve as a member to the Assembly Planning Committee;
9. Be the secretary of the Synod Council and its Executive Committee; (S10.07.02)
10. Be responsible for printing and distributing the minutes of the Synod Council, Executive Committee, and synod staff meetings; (S8.32.a.)
11. Provide staff support to the Nominating Committee, preparing for the meeting as necessary (Nominations Handbook, determining positions to be filled, etc.);
12. Send out a bulletin of reports to all rostered persons and other voting members of the assembly at least thirty (30) days before each regular assembly; (S7.13.02.)
13. Provide written notice to all rostered persons and congregations of the date and place of each regular or special assembly at least thirty (30) calendar days prior to the date of a regular or special assembly; (S7.13. And S7.13.01.)

14. Send letters of appointment to all committees, institutions, and agencies as elected or appointed;
15. Serve as a staff member of the Constitution Committee to propose amendments to the synod constitution as needed, to maintain files of congregational constitutions, and to support congregations in the adoption of their constitutions;
16. Be responsible for updating the amendments to the synod constitution through the Constitution Committee, transmit the same to the Synod Assembly for action, and then to the secretary of this church; (S18.11.)
17. Keep a Policy Handbook updated as actions affecting policy are taken by the Synod Council or the Synod Assembly;
18. Prepare a Synod Council Orientation Handbook each year;
19. Provide orientation to new Synod Council members each year;
20. Be a voting member of the Synod Assembly; (S7.21.d.)
21. Carry out such other duties as the bishop or synod may direct.

### **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 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
  - Elects members to Luthercare; SpiriTrust Lutheran; 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, and United Lutheran Seminary
  - 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 and young adult members; youth term is 1 term of 2 years.  
 Terms runs from Synod Assembly to Synod Assembly.

## **DISCIPLINE COMMITTEE**

The functions of the Committee on Discipline of this synod are set forth in Chapter 20 of the Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America.

Members of this committee may be called to participate in a hearing if discipline charges are brought against a rostered leader, a lay leader, or a congregation of this synod. The members of this committee called to serve at a particular hearing along with selected members of the Churchwide Discipline Committee listen to the testimony of the accused and the accuser and render a decision much as a jury does in legal proceedings.

# Lower Susquehanna Synod, ELCA

Date: \_\_\_\_\_

Nominee Information Sheet – 2019

PLEASE PRINT OR TYPE

NOMINATED FOR POSITION: \_\_\_\_\_

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

<b>Significant Community Service Positions (if applicable – list no more than 3)</b>

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

<b>Have you read the job description, and are you able to fulfill the duties of this office?</b>	
<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 11, 2019**  
to  
**The Rev. Thomas E. McKee, Synod Secretary**  
900 S. Arlington Ave., Suite 220B  
Harrisburg, PA 17109  
tmckee@lss-elca.org