



TO: The Congregations and Pastors of Iowa District West

FROM: The District Secretary

DATE: September 1, 2017

SUBJECT: Election of Convention Delegates
Nominations for District Offices (President, Vice-Presidents, Board of Directors, etc.)
Nominations for Circuit Visitors
Overtures to the District Convention
Convention Registration Fees

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1. INTRODUCTION

The time has come to make preparations for the 2018 district convention of Iowa District West, **June 24-26, 2018**, at Camp Okoboji. This letter contains much important and pertinent information regarding lay and pastoral delegates to the district convention and nominations to various district offices. Please read it carefully. Parts of it contain instructions about policies and practices of the Synod that were changed by the 2016 Synod convention. You may wish to save it for future reference.

All items mentioned in this letter need to be brought to the attention of your congregation. The general rules for nominations are found in chapter nine of the district *Handbook*. The form on which to make nominations for the office of District President and Vice-Presidents, and the Congregational Lay Delegate form are attached as both PDF and Word documents. The electronic form for nominations to the District Board of Directors can be found on the District Convention website (<http://www.idwlcms.org/convention.php>). The completed form for nominations for District President and Vice-Presidents should be sent to the secretary of the district so that he receives them by February 1, 2018.

Send the completed forms to: The Rev. John Schonkaes, Secretary
Christ the King Lutheran Church
600 1st Ave N
Altoona, IA 50009

2. ELECTION OF LAY DELEGATES AND ALTERNATES

Our current district *Handbook* states that each congregation (multipoint parishes are considered as one congregation) is to elect its lay delegate and alternate lay delegate to the district convention (district *Handbook* Bylaw 2.05). The form is attached as both PDF and Word documents. Please complete with the required signatures, and mail to the secretary of the district so that he receives it by February 1, 2018. A multipoint parish shares one lay voting delegate (district *Handbook* Bylaw 2.03a).

3. PASTORAL DELEGATES

The pastoral delegate from the congregation shall be the called pastor of the congregation. If a congregation has a called associate or assistant pastor, the congregation must determine whether the senior pastor, the associate pastor, or the assistant pastor shall be the pastoral delegate. Pastors who have emeritus status on the Roster of the Synod are not eligible to serve as voting delegates at a district convention. For a further definition of who may or may not serve as a voting pastoral delegate see Article V of the Constitution of The Lutheran Church—Missouri Synod (*Handbook of The Lutheran Church—Missouri Synod 2016 Edition*, pp. 12-13). A voting pastoral delegate must have been called to the congregation he is serving.

Please note: The 2016 Synod Convention changed the way the President of the Synod will be elected for the next Synod convention in 2019. The process of electing the President of the Synod will begin four weeks prior to the Synod convention and involve (1) the pastor of each member congregation or multi-congregation parish and (2) a lay person from the congregation or parish. The process for the election of the President of the Synod is summarized in Bylaw 3.12.2.3 (pages 170-171) of *Handbook of the Synod* published in 2016. Please read this Synod bylaw carefully.

4. CIRCUIT VISITOR NOMINATIONS

Synod *Handbook* Bylaw 5.2.2 (pg.186-187) states (**please note the changes in the process of nominating the candidates for circuit visitors made by the 2016 convention of the Synod**): “The circuit visitor shall hold his position by virtue of his selection by the circuit forum and ratification by the district convention.

- (a) Circuit forums shall meet at the call of their circuit visitors to select their circuit visitors no later than the time established by the district. When in-person meetings are burdensome (e.g., geographically large circuits), circuits may select another manner of meeting that is suitable and available to all participants, taking into consideration the need to provide for an open exchange of ideas, and the means to ensure secure, private, and confidential voting.
- (b) Prior to the day of the circuit forum, nominations for candidates for the office of circuit visitor may be submitted by a voting congregation of the circuit and suggested by the district president, in consultation with the praesidium of the district.
- (c) Each circuit may adopt procedures and methods that will insure efficiency and accuracy including the use of mechanical, electronic, or other methods of casting, recording, or tabulating votes. The privilege of voting shall be exercised by the representatives from each member congregation of the circuit, who shall have been selected in the manner prescribed by the congregation (Bylaw 5.3.2).
- (d) All nominated pastors serving congregations and emeriti pastors shall be eligible for election in accordance with section 4.3 of these Bylaws.

- (1) Following presentations of pertinent information regarding each pastor as listed in Bylaw 3.12.3.6 (c) and circuit visitor responsibilities as provided hereafter in this bylaw, each voter shall write in the names of two pastors on the initial ballot.
 - (2) The three pastors (or more in case of a tie vote) who receive the highest number of votes in this preliminary ballot shall be placed on the next ballot. Each voter shall vote for only one candidate.
 - (3) Balloting shall continue with the lowest candidate being removed from each succeeding ballot until one pastor shall have received a simple majority of all votes cast, who shall be declared the nominee.
- (e) Immediately following the circuit forum, the circuit visitor shall report in writing the results of the selection process to the secretary of the district in preparation for ratification by the district convention.
 - (f) In the event that a circuit visitor has not been selected by a circuit forum or has been selected but is no longer available to serve, thus resulting in no circuit visitor selection being included on the convention slate of circuit visitors for a circuit, the district president shall make the selection, which selection shall then be included on the convention slate of circuit visitors.
 - (g) The convention shall have the right to alter the slate by amendment.
 - (h) The convention shall then ratify the slate of circuit visitors, which ratification shall constitute election.

There are no limits on the number of successive terms a pastor may serve as circuit visitor.

5. NOMINATIONS FOR DISTRICT PRESIDENT AND VICE-PRESIDENTS

The procedure for nominating the district president and vice-presidents as stated in the district *Handbook* Bylaw 9.01 is as follows:

- “a. Each voting congregation of the district shall be entitled to nominate from the clergy roster of The Lutheran Church—Missouri Synod two ordained ministers as candidates for president, two ordained ministers as candidates for first vice-president, and two ordained ministers as candidates for second vice-president. Each nominee for first and second vice-president shall be a member of a voting congregation of Iowa District West.
- “b. The secretary of the district shall mail to each voting congregation of the district ballots for nominating these candidates.
- “c. Each nominating ballot returned shall be signed by the president and secretary of the voting congregation and shall be sent to the secretary of the district no later than February 1 prior to the opening of the convention.
- “d. The secretary of the district shall tabulate the nominating votes and shall report to the convention by means of the convention workbook the names and tallies of all ordained ministers who have received nominating votes for the office of president or first or second vice-president.”

There are no limits on the number of successive terms the president and the vice-presidents may serve (district *Handbook* Bylaw 3.11a).

Appropriate ballots are attached as both PDF and Word documents for these nominations. Please note that these ballots must be signed by the president and secretary of the congregation, and should be mailed to the secretary of the district so that he receives them no later than February 1, 2018.

6. SUGGESTED NAMES FOR NOMINEES FOR BOARD OF DIRECTORS

Members of the board of directors of the district must also be nominated and elected. These including the following:

Chairman of the board of directors, a layperson
Secretary, an ordained minister
Treasurer, a layperson and an accountant familiar with good business and banking practices
Chairman of the missions department, an ordained minister
Chairman of the Christian education department, an ordained minister
Chairman of the youth services department, an ordained minister
Chairman of the stewardship department, an ordained minister
Chairman of the human care ministries department, a layperson
Ordained minister member-at-large, an ordained minister
Commissioned minister member-at-large, a commissioned minister
Two layperson members-at-large, laypersons

There are no limits to the number of successive terms the secretary and treasurer may serve (district *Handbook* Bylaw 3.11a).

The present members of the board of directors who are ineligible for reelection because they have served two consecutive terms (see district *Handbook* Bylaw 3.22b) are:

Mr. Doug Kading, Commissioned minister member-at-large
Ms. Marilyn Schroeder, Layperson member-at-large

An electronic form for nominations to the District Board of Directors can be found on the District Convention website (www.idwlcms.org/convention.php). This electronic nominating form needs to be completed no later than February 1, 2018.

Also **please note** that these nominating forms also request the person's email address. Having the email address of the person you are suggesting as a nominee makes the district secretary's task of contacting that person for his/her permission to have his/her name on the ballot if nominated by the nominating committee much easier, quicker, and less expensive than if he must contact that person by postal mail.

The names submitted to the district secretary by the congregations are turned over by him to the nominating committee no later than February 15, 2018, and the nominating committee determines its nominees, using the names suggested by the congregations and additional names selected by its own members.

GENERAL RESPONSIBILITIES OF ELECTED LAY MEMBERS OF THE BOARD

The following general and specific information is provided to assist congregations and individuals in determining whether a layperson would be able to fulfill the responsibilities of the office or position if nominated and elected. For further information regarding the responsibilities of the officers and committees of the board of directors, see the district *Handbook*, chapters 3, 4, and 5.

All members of the board of directors are expected to attend the board meetings. These meetings are held four times a year, usually in the months of February, May, August, and November. All members of the board of directors, including the lay members and commissioned and ordained ministers, are also appointed to one of the committees of the board of directors. These committees meet a minimum of four times a year, usually once between each of the four meetings of the board of directors. These committees have policy recommending and evaluating functions as well as administrative and service functions. Consequently, the laypersons elected to the board of directors also often have responsibilities and duties on these committees in addition to the meetings of the board of directors and the meetings of the committees.

SPECIFIC RESPONSIBILITIES OF OFFICERS OF THE BOARD OF DIRECTORS FILLED BY LAYPERSONS

CHAIRMAN OF THE BOARD

The chairman of the board of directors chairs the meetings of the board of directors and currently serves on the stewardship committee. The meetings of the board of directors and the stewardship committee would involve a total of at least eight meetings a year.

DISTRICT TREASURER

The district treasurer attends the four regular meetings of the board of directors; works with the business manager of the district and the executive assistant for stewardship of the district; must be aware of the financial position of the district; reviews the income, expenses, and investments of the district; gives the treasurer's report of the income and expenses to the board of directors at its regular meetings; assists in budget setting; and his signature is required on certain legal documents of the district involving real estate matters.

The district treasurer serves on the district's stewardship committee. This involves a minimum of four meetings, though usually there are several extra meetings to prepare the annual budget of the district, the work program of the district for the district convention, and the suggested salary schedule for pastors and teachers. As a member of the stewardship committee the treasurer also takes part in area stewardship meetings. The district treasurer serves as the chairman of the endowment and legacy committee of the district which meets four times a year.

CHAIRMAN OF THE HUMAN CARE MINISTRIES DEPARTMENT

The chairman of the human care ministries department attends the four regular meetings of the board of directors and reports to the board of directors the activities of the human care ministries committee and other human care ministries subcommittees, and chairs the regular and special meetings of the human care ministries committee. These meetings are usually held at the district office in Fort Dodge, but may be moved according to the wishes and needs of the committee. The human care ministries chairman may be asked to represent the district board of directors to the Lutheran Family Service board of directors, which meets several times each year.

7. SUGGESTED NAMES FOR NOMINEES FOR THE DISTRICT NOMINATING COMMITTEE

The district nominating committee consists of three ordained ministers, one commissioned minister, and three laypersons. This committee is an ad hoc committee to which limitations on holding multiple offices do not apply. In other words, a person can hold another office or be elected to an office in the district or on the board of directors or as circuit visitor and still serve on this committee. The district nominating committee begins to meet early in February to prepare the slate of candidates for the comprehensive ballot for the district convention, and continues to serve throughout the convention in the capacities outlined in the district *Handbook* Bylaws 9.11-17. The members of this committee should have the widest possible knowledge of people in the district—ordained ministers, commissioned ministers, and laypersons—who can serve in the various offices of the district.

A special form is provided on the District Convention website at www.idwlcms.org/convention.php on which to make the suggestions for nominees to this committee.

Please complete this form no later than February 1, 2018.

The following members of the district nominating committee who are ineligible for reelection because they have served two consecutive terms (see district *Handbook* Bylaw 3.11b) are:

The Rev. Robert Riggert, ordained minister
The Rev. Roger Carlisle, ordained minister
Carole White, layperson
Warren Puck, layperson

8. REMINDER CONCERNING OVERTURES TO THE DISTRICT CONVENTION

District *Handbook* Bylaw 2.13 gives the regulations regarding overtures to the district convention. It states:

- “a. Overtures to a district convention may be submitted only by a member congregation of the district, the board of directors, an official district conference of ordained and/or commissioned ministers, a commission of the district listed in Bylaw 3.07 in the district *Handbook*, a committee established by a prior convention, or a circuit forum.
- “b. Overtures must be submitted in duplicate to the president of the district no later than March 1 prior to the opening of the convention. No overture received subsequent to that date shall be considered for convention consideration unless a committee consisting of the president and the two vice-presidents considers it to be a matter of overriding importance and urgency that is not adequately covered by documents already before the convention.”

9. REGISTRATION FEES FOR THE CONVENTION

The district *Handbook* Bylaw 2.15d states regarding registration fees: “The costs of the convention shall be covered by fees and assessments to the congregations of the district. One-half of the costs shall be covered by registration fees charged to each congregation (multipoint parishes shall be considered as one entity for the purpose of assessing this registration fee), and one-half of the costs shall be covered by an assessment from each congregation on a per communicant basis (based on the communicant membership given in the latest statistical information given to the district by the Synod). Each congregation shall pay the registration fees and per communicant member assessment whether or

not its voting delegates attend. No delegate shall stand accredited unless the registration fee and assessment have been paid.”

In January, the district office will send to each congregation the amount the congregation owes for the district convention.

10. CONCLUSION

Please observe all deadlines and return the forms promptly so that those who depend on these nominations to prepare for the convention may be able to complete their work expeditiously. Thank you for your cooperation.

May the Lord of the Church guide us as we make our nominations and suggested nominations so that His will be done among us, His Kingdom furthered, and His Name be glorified.

Cordially, in Christ,

The Rev. John Schonkaes
District Secretary