

The
HANDBOOK
of
IOWA DISTRICT WEST
of
THE LUTHERAN CHURCH
MISSOURI SYNOD

1 Corinthians 16:14

20th Revised Edition

2009

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Foreword

After the 2006 Iowa District West district convention, the Synod’s Commission on Constitutional Matters (CCM) reviewed our revised *Handbook*. The Synod’s CCM recommends that this review of changes and additions to a district’s *Handbook* be done prior to the district’s convention. However, time constraints prevented our submitting our *Handbook* prior to the 2006 convention. The same was the case prior to the 2009 Iowa District West convention.

Following the CCM’s review of our 2006 *Handbook*, it noted a number of paragraphs that needed revision so that our *Handbook* would not be in conflict with the Synod’s Constitution and Bylaws. In the minutes of its June 6-7, 2008, meeting, the CCM listed one and one-half pages of “Frequently Noted Aberrations” found in bylaw documents and policy manuals.

In the 2009 revision of Iowa District West’s *Handbook*, we have included the changes and additions passed at the recent Iowa District West convention. We have, to the best of our understanding, made the corrections in our *Handbook* that the CCM indicated needed to be made in our 2006 *Handbook*. We have also attempted to follow all of the recommendations regarding wording, capitalization, punctuation, terminology, etc. the CCM noted in its document entitled “Frequently Noted Aberrations.”

Prior to the 2012 Iowa District West district convention, this current revision of our *Handbook* will need to be submitted to the CCM for review, along with any proposed changes and additions to come before the 2012 convention. If any users and readers of this 2009 *Handbook* note any corrections, additions, deletions, or updates that need to be made prior to the time we must submit the *Handbook* to the CCM for review, please send them to the district secretary as soon as possible so that they can be considered for inclusion.

The Rev. Albert H. Buelow
District Secretary

I. Principles of Organization

1.01 Name

The official name of this district of Synod shall be Iowa District West of The Lutheran Church—Missouri Synod.

1.03 Membership

Membership in Iowa District West shall be determined by the Constitution and Bylaws of The Lutheran Church—Missouri Synod.

1.05 Place of Business

The principal place of business of Iowa District West shall be the city of Fort Dodge, Webster County, Iowa.

1.07 District Boundaries

The eastern boundary line of the counties of Winnebago, Hancock, Wright, Hamilton, Story, Polk, Warren, Clarke, and Decatur shall be the eastern boundary of Iowa District West. West of that line, the northern, western, and southern boundaries of the State of Iowa shall be the boundaries of Iowa District West.

1.09 Constitution and Bylaws

The Constitution and Bylaws of The Lutheran Church—Missouri Synod shall be the Constitution and Bylaws of Iowa District West and shall be supplemented by the bylaws and regulations of the Iowa District West *Handbook*.

1.11 Relationship between the District and the Synod

The relationship between Iowa District West and The Lutheran Church—Missouri Synod and their respective officers, boards, committees, and commissions shall be that defined in the Constitution and Bylaws of the Synod.

1.13 Organizational Relationships within the District

The general organizational relationships between the delegate convention, the elected and appointed officers, the board of directors, the committees and commissions, the circuits, and the executive assistants of Iowa District West shall be that defined in the Bylaws of the Synod.

II. District Conventions

2.01 Time and Place

- a. The conventions of Iowa District West shall be held in the fourth week of June in the year preceding the delegate convention of the Synod. The district conventions shall be held at Camp Okoboji, Milford, Iowa, or at another site to be selected by the board of directors after consultation with the president and the vice presidents of Iowa District West.
- b. Special district conventions shall be held in accordance with the conditions specified in the Constitution of the Synod.

2.03 Delegates and Quorum

- a. The voting delegates shall be the pastors and lay delegates of the congregations of Iowa District West that hold voting membership in the Synod. A multiple parish shares one lay voting delegate. 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. A voting pastoral delegate must have been called to the congregation he is serving.
- b. The advisory members shall be those identified as advisory members of the Synod in Article V B of the Constitution of Synod.
- c. At least one-third of the voting members of Iowa District West represented by at least one of their respective representatives (pastoral or lay delegate) shall constitute a quorum.

2.05 Election and Certification of Lay Delegates

Each congregation or multiple parish shall elect its lay delegate and alternate lay delegate, and on the forms provided shall forward their names and addresses to the secretary of the district no later than February 1 in the year of the district convention. These forms shall be signed by the president and secretary of the congregation. Their reception by the secretary of the district shall constitute certification of the delegates.

2.07 Planning Committee

- a. The planning committee for the convention shall consist of the district president, who shall serve as chairman, the vice presidents, the secretary, and the executive assistants of the district.
- b. The functions of this committee for the convention shall be to assist the president, as requested, in 1) planning and supervising the program of the district convention; 2) appointing the devotional leaders, organists, and choir directors for the convention devotions; 3) appointing the various convention committees; 4) making the necessary arrangements for the physical needs of the convention; and 5) any other function hereinafter designated to the president in connection with the convention.

2.09 Housing Arrangements

- a. Each congregation shall be responsible for the cost of room and board for its ordained minister or ministers, commissioned minister or ministers, and lay delegate during the convention. The district shall be responsible for the cost of room and board for the president, full-time executive assistants, and staff of the district at the conventions.
- b. Room and board shall be provided free of charge for retired ordained and commissioned ministers during the convention. They shall be the guests of the convention.

2.11 Convention Workbook

The president and secretary of the district shall prepare the *Convention Workbook* which shall contain the program and agenda, the committee appointments, the roster of delegates, the president's report, the reports of the board of directors and other committees and commissions, the overtures that have been submitted and approved for presentation, and other information pertinent and necessary for the convention business. The *Convention Workbook*, together with the notice of the place, day, and hour of the convention, shall be delivered to each delegate personally or by mail not less than four weeks before the date of the opening of the convention.

2.13 Overtures

- a. Overtures to a district convention may be submitted only by a member congregation of the district, the board of directors, an official district pastors or teachers conference, a commission of the district listed in 3.07, 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 two vice presidents consider it to be a matter of overriding importance and urgency that is not adequately covered by documents already before the convention.
- c. The president shall refer all accepted overtures to convention floor committees appointed by him from among the voting delegates and advisory members of the convention. The president shall notify the committee members of their appointment and the time and place of their first meeting no later than eight weeks before the start of the convention. After due consideration of the matters referred to it, each committee is to report its findings and recommendations to the convention.
- d. If an overture or a floor committee's proposed resolution involves a change or amendment in the bylaws or regulations of the district *Handbook*, this change or amendment shall be clearly identified as such in the overture or resolution. The floor committee shall make every effort to ensure that such changes and amendments are in harmony with the Constitution, Bylaws, and resolutions of the Synod and the laws of the State of Iowa. The rules regarding amendments to the bylaws and regulations of the district *Handbook* shall apply to such overtures or resolutions.

2.15 Registration and Credentials

- a. The district secretary shall send, or cause to be sent, a registration card to the pastoral and lay delegate of voting congregations to be returned by the delegates at the time of registration at the convention. If an alternate lay delegate attends in place of the previously certified delegate, the alternate delegate shall stand accredited and entitled to vote upon presenting the card provided, signed by two of the congregation's officers and the pastor, to the registration and credentials committee at the opening of the convention.
- b. Each voting delegate and advisory member attending the convention shall fill out and return by mail to Camp Okoboji a registration sheet for registration at the camp and the convention and showing housing and meal arrangements at the camp. If the convention is held at an alternate site, the district president shall specify other arrangements and procedures.
- c. Upon registration, voting delegates, advisory members, retired ordained and commissioned ministers, visitors, and guests shall be supplied with a convention card or badge identifying their status. Only those delegates with badges identifying them as voting delegates shall be allowed to vote in any vote or election.
- d. 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 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 per communicant basis (based on the communicant membership contained in the latest statistical information given to the district by the Synod). Each congregation shall pay the registration fee 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.
- e. The costs for the district president, full-time executive assistants, district staff, and retired ordained and commissioned ministers (except those serving a congregation) attending the convention shall be included in the total costs of the convention.
- f. The following members of the convention shall be exempt from registration fees: retired ordained and commissioned ministers (except those serving a congregation), the advisory members as identified in district *Handbook* 2.03 b, vicars, and other professional church worker interns.
- g. The president and the business manager shall determine the fees and assessments for each congregation (see 2.15 d above), and other necessary fees for guests, to cover the costs of the convention, and shall inform each congregation of these amounts in sufficient time for the congregations to include the amounts in their budgets for the year of the convention. If there are monies left over in this convention fund after all convention costs have been covered, they shall be placed in the district treasury; if there is a deficit in the fund, the amount shall be made up from the district treasury.

2.17 Convention Manager

The district president may appoint a convention manager to assist him with directing various externals of the convention.

2.19 Convention Committees

The district president shall appoint the following committees for the work on the convention:

- a. Floor committees as necessary for the convention, consisting of at least four ordained ministers, one commissioned minister, and four laypersons. The functions of these committees shall be to review all reports and overtures submitted to the district convention in their respective areas of work and to propose resolutions to the convention.
- b. A registration and credentials committee, consisting of three ordained ministers, one commissioned minister, and two laypersons. The functions of this committee shall be 1) to assist the district secretary in determining that all voting delegates stand accredited and eligible to vote; 2) to determine that all delegates and advisory members are properly registered; 3) to tabulate the registrations, report the initial tabulation at the beginning of the first session of the convention, and give a final report on attendance at the close of the convention; 4) to compile the complete list of all congregations having pastoral and lay delegates registered at the convention and the names of the delegates from each congregation; and 5) to assist the manager of Camp Okoboji in its registration process when the convention is held at the camp. The district secretary shall be an ex officio member of this committee for the purposes specified in the *Handbook* of Synod.
- c. A convention minutes review committee, consisting of three ordained ministers, one commissioned minister, and two laypersons. The function of this committee shall be to review the minutes of each previous day's sessions, report its findings in the final session of the convention, and recommend approval of the minutes it has reviewed. The minutes of the final day's sessions shall be submitted to the board of directors for approval at its first meeting after the convention.
- d. Such other committees as are needed for the conduct of the convention.

2.21 Organization, Agenda, Rules of Order

The convention shall be governed by the Bylaws adopted by the Synod for its conventions, insofar as they may be applicable. The convention shall organize at its first session on the basis of its registration and the report of the registration and credentials committee. The president shall then make his presidential address and submit his official report. He shall, at the first session and during the course of succeeding sessions of the convention, announce the order of business for the day. He shall conduct the sessions according to parliamentary law and shall make every effort to arrange the schedule of business so that the sessions do not exceed three days in duration.

2.23 Institutional Representation

Representatives of educational and charitable institutions and representatives of societies shall be given an opportunity to address the convention at the discretion of the district president and when there will be no interference with the regular business of the convention.

2.25 Director of Communication Services Reports

The director of communication services of the district shall publish daily summaries of convention sessions and make available to all congregations and delegates a summary report of the convention for a nominal charge.

2.27 Convention Proceedings

- a. The official *Proceedings* of each district convention shall be published as soon as possible after the convention. All resolutions passed by the convention shall be printed verbatim.
- b. The president shall approve the manuscript of the convention *Proceedings* before they are published by the secretary.
- c. One copy of the official *Proceedings* shall be delivered personally or by mail to every congregation of the district, and to every ordained minister, commissioned minister, advisory member, and elected official of the district. The cost shall be paid by the district.
- d. Additional copies of the official *Proceedings* shall be available upon special order and at a nominal cost.

2.29 Attendance at District Convention Sessions

All voting pastoral delegates, duly elected voting lay delegates, and advisory members shall attend all sessions of the convention regularly until the close of the convention.

III. Officers of the District

A. General Provisions for Officers, Boards, Committees, Commissions, and Circuit Counselors

3.01 Officers

- a. The officers of the district shall be a president, a first vice president, a second vice president, a secretary, and a treasurer elected by the delegate convention.
- b. The principal officer of the circuit shall be the circuit counselor, nominated and elected as specified in the *Handbook* of Synod.

3.03 Boards

The following board of the district shall be elected by the delegate convention of the district:
A Board of Directors

3.04 Committees

The following committees of the district shall be elected or appointed as follows:

- a. In part by election and in part by appointment by the president:
 - A missions committee
 - A stewardship committee
 - A human care ministries committee
 - A youth services committee
 - A Christian education committee
- b. Appointment by the president:
 - A committee on worship
 - A committee on student financial aid
 - A committee on rural ministry

3.07 Commissions

The following commissions of the District shall be appointed by the district president:
A commission on constitutions
A commission on ministerial growth and support

3.09 Terms of Office

- a. The term of office for all elected district officers and for all elected and appointed members of all district boards, committees, commissions, and offices shall be for three years or until their successors have been elected or appointed and qualified, unless these bylaws shall hereinafter provide otherwise.
- b. A newly elected president shall assume office on or as soon as possible after July 15 following his election. If the newly elected president cannot take office on July 15, the

board of directors may set an alternate date acceptable to both the board of directors and the newly elected president.

- c. The treasurer of the district shall assume office at the first regular meeting of the board of directors following the convention.
- d. All other district officers, circuit counselors, and elected members of district boards, committees, and commissions shall begin their service immediately after their induction into office at the district convention.
- e. Incumbents shall serve until their successors have been qualified.

3.11 Successive Terms and Tenure

- a. The offices of the president, the first vice president, the second vice president, the secretary, and the treasurer shall be without limitation as to reelection.
- b. All members of all district boards, commissions, committees, and other offices shall be ineligible for reelection or reappointment to the same position after serving two successive three-year terms, unless otherwise provided in the bylaws and regulations of the district *Handbook*. They may become eligible again for election or appointment to the same office, board, commission, or committee after an interval of three or more years. Serving an unexpired term of two or more years shall be regarded as a full term under limited tenure rules.
- c. Any member of a board, commission, committee, or other office who is ineligible for reelection or reappointment to the same position may be elected or appointed to another position, unless otherwise provided by the bylaws and regulations of the district *Handbook*.
- d. Persons who have served two consecutive three-year terms in the same position on the board of directors shall be ineligible for reelection to the same position or a different position on the board of directors, except for those offices listed in 3.11 a above. They may become eligible for election to a position on the board of directors after an interval of three or more years.
- e. The limitation of tenure of any individual shall not apply in cases that hereinafter are specifically excepted from such limitation.

3.13 Vacancies

- a. Vacancies in the office of the president and first and second vice president shall be filled in the manner hereinafter prescribed by the bylaws and regulations of the district *Handbook*.
- b. The board of directors shall fill any vacancy that may occur in its membership or in its committees.
- c. Vacancies in any appointed committee or commission shall be filled through appointment by the president.
- d. Vacancies on the roster of district reconcilers shall be filled in the manner prescribed in the *Handbook* of Synod.

3.15 Induction and Installation

- a. The elected and reelected officers of the district, the board of directors, and the circuit counselors shall be inducted into office at the close of the district convention.
- b. A newly elected President shall be installed at the close of the district convention, or as soon as possible after his election or his assuming office on a date, at a site, and in a service decided upon by the newly elected president and the board of directors. One of the vice presidents may be in charge of the installation. A reelected president shall be inducted into office at the close of the district convention.

3.17 Interim Authority

- a. Before his successor assumes office, the outgoing president shall use the intervening time to settle the affairs of his administration and assist the newly elected president, as requested, to become acquainted with the responsibilities of the office.
- b. The outgoing treasurer shall continue to function until his/her successor assumes office and shall acquaint his/her successor with the functions and responsibilities of the office.
- c. The outgoing secretary shall complete the editing and publishing of the convention *Proceedings* and, as requested, assist the newly elected secretary to become acquainted with the responsibilities of the office.
- d. No appointments to district committees, commissions, or other offices shall be made by the outgoing president, and no new programs shall be initiated by the outgoing president or treasurer during the remainder of their terms. Emergency action that demands immediate attention may be taken in consultation with and with the consent of the respective newly elected officers.

3.19 General Regulations

- a. All officers of the district, members of the board of directors, and members of all district committees and commissions shall be members of member congregations of the district.
- b. Meetings of the board of directors and the district committees and commissions shall be conducted according to accepted parliamentary rules.
- c. The board of directors and each committee and commission shall meet in accordance with the schedule prescribed for it in the bylaws and regulations of the district *Handbook*.
- d. Administrative and programmatic conflicts between committees and commissions or between a committee and the executive assistant assigned to it shall be handled by the parties concerned in a Christian manner with the assistance of the president, and if these efforts fail, shall be decided by the board of directors.

3.21 Accountability of Officers, the Board of Directors, Committees, and Commissions

- a. Between district conventions, the board of directors and all committees, commissions, and officers shall be responsible and accountable in the performance of their duties to the president as the chief executive officer of the district.
- b. All officers of the district, the board of directors, and all committees and commissions shall be responsible and accountable ultimately to the district for all their actions, and any decision of such officers, board of directors, committees, and commissions may be appealed to the delegate convention of the district.

B. President

3.31 Powers and Duties

The district president shall

- a. be the chief executive officer of the district. He shall have all the powers and shall discharge all the duties and responsibilities given to the office of district president by the Constitution, Bylaws, and resolutions of The Lutheran Church—Missouri Synod; the bylaws and regulations of Iowa District West; and the resolutions of the district convention;
- b. be a voting member of the board of directors by virtue of his office;
- c. represent and be the representative of the district and its board of directors when these are not in session;
- d. be responsible for the supervision of the district executive assistants. Such supervision shall be in accordance with the *Handbook* of Synod, the district *Handbook*, the resolutions of the district, and the decisions of the district board of directors;
- e. make an official report to the district at each convention;
- f. approve the manuscript of the district convention *Proceedings* before they are published by the secretary;
- g. have the right to authorize the vice presidents to perform the duties of his office and shall hold them responsible for their performance. Accountability, however, shall always remain with the president;
- h. be the final interpreter of district and board of directors policies and actions when these are not in session;
- i. show personal and pastoral concern for and interest in the spiritual, professional, and personal well-being of all workers of the district;
- j. be the overseer (Acts 20:28) of the workers of the district and may call upon the circuit counselors to assist him in this responsibility;
- k. visit a pastoral conference of each circuit annually to interpret Synod and district policies, programs, and resolutions, to discuss matters of concern to the circuits, and to offer encouragement and assistance to them in their service;
- l. prepare or provide theological and practical programs of study for presentation at the circuit pastoral conferences of the district;
- m. be empowered to appoint individuals or committees to carry out special tasks as the need arises and to define their duties.
- n. have the authority, in case of emergencies or situations in which it would not be possible or feasible to call a special meeting of the board of directors to vote on an issue or a call, to conduct a vote via e-mail, as permitted in *Robert's Rules of Order*, 10th edition, pp. 410-411.

3.33 Full-time Executive

- a. The district president shall be a full-time executive. He shall not be in charge of a congregation but may be called as an assistant pastor, provided such services do not interfere with his official duties as president.

- b. The district president, with the approval of the board of directors, shall be empowered to hire such personal office staff and staff for the district office necessary to carry out his and the district office's duties.

3.35 Vacancies in the Office of President

- a. In the event of the death, resignation, or retirement of the district president, the first vice president shall serve as acting president until the next district convention elects and inducts or installs a new president, and his duties shall be considered to be on a part-time basis only.
- b. The first vice president shall serve as acting president whenever the board of directors determines that the president is unable to serve in that capacity because of his prolonged illness or disability, and the first vice president shall remain as the acting president on a part-time basis until the board of directors determines that such an illness or disability has been removed.

3.37 Salary Adjustment on Termination of Service

- a. If the president standing for reelection is not reelected, he shall continue to receive his full salary for a period not to exceed 120 days from the day the newly elected president takes office or until he finds another opportunity for service in the church, whichever is earlier. If he finds opportunity for service in the church before the end of the 120 days, his salary from the district shall end by the first of the month following his assumption of such service. He shall also receive payment for any unused vacation time for that year, plus severance pay of one month.
- b. If the president resigns his office, he shall be paid full salary to include the effective date of resignation. Payment shall also be made for any unused vacation time for that year.
- c. If the president retires while in office, he shall be paid full salary to include the last day of the calendar month in which the retirement is effective. He shall also receive payment for any unused vacation time for that year, plus severance pay of one month.
- d. If the president dies while in office, full salary shall be paid to include the day of death, plus full salary for 90 additional days and accrued vacation time for that year, payable to his widow and/or dependent children.
- e. Any variation to the above regulations shall be at the discretion of the board of directors.

C. Vice Presidents

3.41 Duties

The district vice presidents shall

- a. serve the district in a part-time capacity;
- b. be elected advisors of the president and available at the call of the president for consultation in important matters of the district;
- c. assist the president at his request in discharging his responsibilities;
- d. represent the president at his request in all his functions;

- e. serve as non-voting members of the board of directors by virtue of their office;
- f. submit a summary report of their activities to each convention of the district;
- g. in order of their rank, perform the duties of the president on a part-time basis if the president becomes unable to serve because of prolonged illness or disability until the board of directors determines that such illness or disability has been removed.

3.43 Succession to Presidency

The vice presidents shall, in the order of their rank, assume the presidency if the office of the president is vacated. In the event of the death, retirement, or resignation of the president, they shall serve as acting president and in a part-time capacity until the next district convention elects and installs a president.

3.45 Vacancies in the Vice President's Office

- a. A vacancy in the office of the first vice president shall be filled by advancing the second vice president.
- b. A vacancy in the office of second vice president shall be filled by appointment by the board of directors.

D. Secretary

3.51 Duties

The district secretary shall

- a. perform the duties assigned to him in the *Handbook* of Synod;
- b. serve as a voting member and secretary of the board of directors of the district by virtue of his office;
- c. record the proceedings during the district conventions;
- d. edit the *Proceedings* of the convention and arrange for their distribution in harmony with the provisions of the district *Handbook*;
- e. carry out responsibilities with reference to the nomination and election of the district president, vice presidents, and other officers as detailed in the district *Handbook* (9.01, 9.03, and 9.13);
- f. revise the district *Handbook* immediately after each convention of the District to bring it into harmony with the resolutions or changes adopted by the convention. He shall have the power to edit or revise, as necessary, the wording of any changes or amendments to the *Handbook* passed by the convention to bring them into agreement with the language and style of the *Handbook*. If the changes or amendments passed by the convention had not received prior approval from the Synod's Commission on Constitutional Matters, the secretary shall submit such changes and amendments to the Synod's Commission on Constitutional Matters for review and approval before including them in the district *Handbook*, and report the Commission's actions by means of the district edition of *The Lutheran Witness*;
- g. keep himself informed on the resolutions passed by the synodical convention and the changes in the Synod's *Handbook* which would affect the bylaws and regulations of the

district *Handbook* and through the board of directors propose to the district convention for approval the necessary changes in the district *Handbook*;

- h. perform such other work as the delegate convention, the president, or the board of directors of the district may assign to him.

3.53 Vacancy

In the event of the death, resignation, or permanent incapacity of the secretary, the board of directors shall appoint a successor to fill the unexpired term. In the absence of the secretary, either from the district convention or from meetings of the district board of directors, the president of the district shall appoint a secretary *pro tempore*.

E. Treasurer

3.61 Qualifications

The treasurer shall be a layperson and an accountant, bondable, familiar with good business and banking practices, and of good standing in church and community.

3.63 Duties

The treasurer shall

- a. discharge the responsibilities prescribed for the district treasurer in Synod's *Handbook*;
- b. serve as a voting member of the board of directors of the district by virtue of his/her office;
- c. function as the depository for all funds in the hands of the board of directors, committees, officers, and employees who, by virtue of their office, act as custodians or trustees of district funds;
- d. receive and disburse the district's moneys and keep an accurate account of them according to approved methods of accounting and according to the instructions of the district and board of directors;
- e. deposit moneys only in such depositories as are designated by the board of directors as defined and adopted in its investment policy directive;
- f. make disbursements of moneys only on vouchers properly signed by those so authorized by the board of directors;
- g. arrange for an audit of the treasurer's office to be made annually, and the original copy of the audit together with each annual report shall be made available to the district convention;
- h. serve as the chairman of the Endowment and Legacy Committee of the district and shall keep an accurate record of all devises and bequests directly or indirectly given to the district. The treasurer shall keep all legacies carefully and properly invested under the directions of the Endowment and Legacy Committee and the board of directors and in accordance with the wishes of the testators and donors, and in adherence with the investment policy as adopted by the district board of directors. The treasurer shall submit to each district convention a report including a financial statement of all legacies

administered by the treasurer's office and legacies concerning which executors have reported to it;

- i. rent the necessary safe deposit space in the name of the district with the approval of the board of directors. The district's bonds and negotiable securities shall be kept in such space, and access thereto shall be regulated by the board of directors;
- j. make quarterly reports to the board of directors;
- k. administer his/her office in accordance with the rules and regulations adopted by the district and as directed by the district's board of directors.

3.65 Vacancy

In the event of a vacancy in the office of treasurer for any cause, or in case the treasurer is unable to fulfill the duties of this office for a time because of prolonged illness or disability, the board of directors shall appoint a replacement. The district president shall be authorized to sign necessary legal documents and checks until a replacement has been appointed.

F. Circuit Counselors

3.71 Duties and Tenure

The duties of the circuit counselors in reference to the election of Synod convention delegates, official visits, and relations to the district president, member congregations, nonmember congregations, pastors, teachers, schools, and other members of the Synod in the circuit shall be those prescribed for them in the Synod *Handbook*. There shall be no limitation on the number of successive terms a circuit counselor may serve.

3.73 Meetings

The circuit counselors, together with the district president, vice presidents, and executive assistants, shall meet at least once a year at the call of the president to discuss the work of the district, the Synod, and the work and welfare of the congregations of the district.

IV. Board of Directors

4.01 Role and Membership

- a. The board of directors shall function as a servant of and to the district and the congregations of the district.
- b. The board of directors shall consist of thirteen voting members: the president, the secretary, and the treasurer of the district by virtue of their office; five ordained ministers; one commissioned minister; four laypersons. The first vice president, the second vice president, and the executive assistants shall be non-voting members of the board by virtue of their office. No more than two board members shall be elected from the same congregation.

4.03 Officers of the Board

- a. The chairman of the board of directors shall be a layperson elected to that position by the convention of the district.
- b. The secretary of the district shall be the secretary of the board of directors.

4.05 Departments and Committees

- a. The work of the district shall be divided into the following five departments: missions (including personal missions, district missions, and world missions); stewardship and finance; human care ministries (including a committee on rural ministry, and older adult ministry committee); Christian education (including student financial aid, family life, single adult ministry, and worship); and youth services (including student recruitment).
- b. The five ordained ministers on the board shall be
 1. the chairmen of the following departments: missions, stewardship and finance, Christian education, and youth services;
 2. one ordained minister member-at-large.
- c. The four laypersons on the board shall be the chairman of the board, the chairman of the human care ministries department, and two members-at-large.
- d. The commissioned minister on the board shall be a member-at-large.
- e. The board of directors shall be empowered to appoint from its own members and from the ordained ministers, commissioned ministers, and laypersons of member congregations of the district the five necessary committees to direct and carry out the work of the various departments. Each committee shall include on its membership either the district president or one of the vice presidents: the district president on two committees, the first vice president on two committees, and the second vice president on two committees. One of vice presidents shall serve on the subcommittee on personal missions. The district president in consultation with the officers of the board of directors shall select the members of the board to serve on the various committees and at the first meeting of the board of directors following the district convention shall submit his recommendations to the board of directors for approval. The additional members of these committees who are not from the board of directors shall also be approved at this time.

The committees of the board of directors may appoint, with the approval of the board, individuals, special subcommittees, and task forces to perform certain specific responsibilities and tasks of the department.

- f. The committees into which the board of directors organized itself shall have policy recommending and evaluating functions as well as administrative and service functions to carry out the responsibilities in their assigned areas.

4.07 Authority

- a. The board of directors shall have all the powers and duties that have been accorded it by the laws of the State of Iowa; the Articles of Incorporation of the District; the Constitution, Bylaws, policies, and resolutions of the Synod; the district *Handbook*; and the resolutions of the delegate convention of the district. The board of directors shall be vested with the general management and supervision of the district's business and legal affairs.
- b. The board of directors shall have all powers necessary and incidental to the discharge of the duties assigned to it in this or any section of the district *Handbook*, or the Synod *Handbook*, or by resolution of a district convention.

4.09 Meetings, Minutes, Quorum

The board of directors shall meet at least four times a year. Special meetings may be called whenever the district president or three members of the board of directors deem it necessary. The secretary of the board shall keep an accurate record of its meetings, and copies of the minutes shall be sent to each member of the board as well as to each circuit counselor. The majority of the members shall constitute a quorum, provided all members shall have been duly notified as to the time and place of the meeting at least five days prior to the meeting.

4.11 Duties in Planning, Coordination, and Review

The board of directors shall

- a. receive reports from the chairman of each department regarding long-range and short-range plans. The board shall review all plans with regard to scope, function, structure, balance, coordination, and feasibility, and shall determine whether they are in harmony with the resolutions, policies, and directives of the district;
- b. provide for the coordination of the policies and directives of the district authorized by the Articles of Incorporation, the *Handbook*, and the resolutions of the district. It shall evaluate plans and policies, and communicate to the appropriate committees and commissions suggestions for improvement;
- c. have the right to call up for review, criticism, or suggestion any policy of a committee or commission of the district;
- d. receive all minutes and reports of all district committees responsible to it in order to keep informed of their activities, plans, and projects, and offer suggestions.

4.13 Financial Duties

- a. The board of directors shall administer the finances of the district according to principles of Christian stewardship, wisdom, and good order.
- b. The board of directors, either directly or through the stewardship committee, shall prepare the district work program and propose it to the district convention for adoption.
- c. At its February meeting, the board of directors shall set the spending budget for the year on the basis of the work program approved by the previous convention and the congregational commitments or pledges for that year. The board shall set the total dollar commitment for Synod and through the president shall instruct the treasurer to make monthly remittances to Synod based on the receipts from the congregations.
- d. The board of directors shall balance the budget as nearly as possible by carefully regulating disbursements in keeping with receipts and shall be authorized to do any and all other things necessary or expedient to bring about a balanced budget. In its disbursements, the board of directors shall be held to the limit of the adopted budget and shall make no deviations or additional appropriations other than those authorized by the district, or provided for by contingency funds, or which become necessary because of unforeseen and pressing emergency situations in which action cannot wait until the next district convention.
- e. It shall be incumbent upon the board of directors through the stewardship department to guide and instruct the congregations of the district in Biblical and Gospel-oriented principles of Christian giving and encourage them to give out of love for their Savior, in recognition of the work of the district and the Synod, and in thanksgiving for God's material and spiritual blessings.
- f. The board of directors shall supervise the activities of all officers serving the district in a fiduciary capacity and employ a public accountant to audit their books annually.
- g. Every contemplated district-wide appeal for funds shall be presented to the board of directors for approval before the individual congregations are approached. This does not apply to appeals for funds by The Lutheran Church—Missouri Synod or by a district convention.
- h. The board of directors may make annuity agreements with annuitants according to accepted rates governing annuities.
- i. The board of directors shall be authorized to draw on the treasury of the district for its expenses. Annual allowances and mileage shall be granted by the district to its officers, and this scale shall be reviewed periodically as conditions may demand.

4.15 Powers and Duties with Respect to the Property of the District

- a. The board of directors shall have such authority and responsibility with respect to the property of the district as is generally vested in and imposed upon the board of directors of a corporation. The members of the board of directors shall supervise the property of the district as trustees and custodians thereof.
- b. The board of directors shall be responsible to file a claim for tax exemption for all properties for which the district holds title.

4.17 Powers and Duties with Respect to the Personnel of the District

- a. The board of directors shall be empowered to call or appoint men/women to such executive assistant, chaplaincy, or other positions as have been established by the district convention.
- b. The board of directors shall annually approve salaries and allowances of workers in financially assisted parishes and in special ministries in accordance with the suggested salary scale as adopted by the district in convention.

4.19 Other Duties and Powers

- a. The board of directors shall be authorized to engage legal counsel for its guidance and for advice to its officers, committees, and commissions in the performance of their duties.
- b. The board of directors shall render a summary report concerning its activities to the district convention. It shall be the duty of the chairman of each department to be present when the report of the department is being considered by the convention.
- c. The board of directors shall discharge all duties specifically assigned to it in this or any section of the *Handbook* or by a resolution of the district convention.

V. Committees of the Board of Directors

A. Missions Committee

5.011 Membership and Meetings

The missions committee shall consist of at least three members of the board of directors and two or three members who are not from the board of directors. The three members of the board of directors on the missions committee shall be the chairman of the missions department, who shall serve as chairman, either the president or one of the vice presidents of the district, and one other member appointed by the district president. The additional members not from the board of directors shall include an ordained minister, or a layperson, or both, appointed by the district president in consultation with the chairman of the missions department and the executive assistant for the missions department, and approved by the board of directors. The Lutheran Church Extension Fund—Missouri Synod Vice President for Iowa District West shall be a member of the missions committee. The committee shall meet at least four times a year.

5.013 Chairman of the Missions Department

The chairman of the missions department shall

- a. be an ordained minister and a member of the board of directors elected to this position by the delegate convention of the district;
- b. be responsible for directing the missions committee and the missions department in formulating, evaluating, and administering the mission policies and programs of the district;
- c. submit any suggested new policy, or change in policy, or new programs, together with the report of the work and plans of the department, to the quarterly meeting of the board of directors for approval.

5.015 Functions of the Missions Committee

The missions committee shall

- a. formulate and review the mission policies of the district, make recommendations to the board of directors regarding mission policy and administration of missions, and supervise and administer the total mission program of the district;
- b. appoint members to serve on the Lutheran Church Extension Fund Committee to conduct Lutheran Church Extension Fund business according to Lutheran Church Extension Fund policy and under the supervision of the missions committee;
- c. make provisions for and supervise the ministry to students at college and university campuses in the district;
- d. supervise the work, the workers, and the budgets of the mission and financially assisted congregations of the district;

- e. recommend the starting of new missions where surveys and studies of communities in the district indicate the need, and recommend the phasing out or restructuring of existing missions when this becomes necessary;
- f. report its activities and the progress of the mission and financially assisted congregations of the district to the board of directors at its regular meetings and report to the district in convention, giving such statistics which will give the convention a comprehensive picture of the mission and financially assisted congregations of the district;
- g. determine that any additional work undertaken or any additional remuneration received from sources other than the district itself by missionaries of the district is in conformity with policies enunciated in the missions manual of the district;

World Missions Subcommittee

- h. provide materials and promote educational programs concerning missions of the Synod;

Personal Missions Subcommittee

- i. work to promote the cause of personal missions throughout the district;
- j. be alert to effective methods of personal missions, recommend literature for study, and serve as a resource for pastors and congregations in helping our people grow and find joy in bearing witness to the grace of God in our Lord Jesus Christ;
- k. work with the circuit cabinet personal missions representatives and meet with them at least once a year to keep them aware of programs in the area of personal missions both in the Synod and in the district.

5.017 Responsibilities of Missions and Financially Assisted Congregations

- a. Requests from congregations for financial assistance must be authorized by a congregational resolution, and the application must be submitted in writing to the board of directors through the missions committee. The board of directors shall be responsible for granting such financial assistance and shall submit its action to the district convention for review.
- b. Financially assisted congregations shall secure the approval of the board of directors before acquiring or disposing of property, making extensive property repairs and replacements, letting of contracts, or negotiating loans from any source.
- c. All financially assisted congregations shall participate in the Concordia Plan Services of The Lutheran Church—Missouri Synod.
- d. By accepting financial assistance, congregations enter into partnership with the congregations of the district and should so regard their association. Every financially assisted congregation shall make an honest attempt to reduce its subsidy annually.
- e. Any adaptation of the scale by a mission or financially assisted congregation to meet local situations shall be subject to the approval of the board of directors upon the recommendation of the missions committee.
- f. Financially assisted congregations and their pastors shall make regular and prompt reports to the board of directors through the missions executive assistant and shall use the forms provided. The payment of financial assistance is conditional upon the board of directors' receipt of these reports.

5.019 Responsibilities of Missionaries and Financially Assisted Workers

- a. Missionaries shall not engage in part-time secular work while serving a financially assisted congregation, nor engage in part-time religious work not stipulated in their call, nor serve as vacancy pastors without the approval of the missions committee and the board of directors.
- b. Workers shall keep the missions executive assistant and their circuit counselor informed in case of absence from their congregations or when scheduling vacations.
- c. All pastors of financially assisted congregations and all workers called by the district shall participate in the Concordia Plan Services of The Lutheran Church—Missouri Synod.

5.021 Campus Ministries

- a. The district shall be directly responsible for campus ministries within its boundaries, and the board of directors shall administer this work through its missions committee.
- b. The objectives of the campus ministries shall be 1) to provide opportunities for worship, fellowship, and counseling for Lutheran students at colleges and universities in the district; 2) to invite and encourage students to make use of these opportunities while away from home so that they may continue to grow in their Christian faith and in service to their Lord; and 3) to seek to gain the lost, reclaim the erring, and win new members for Christ.
- c. The congregation nearest the campus becomes the responsible agent of the district in campus ministry to students, and the district, where necessary and feasible, shall assist the congregations to carry out the objectives of campus ministries.

B. Stewardship Committee

5.111 Membership and Meetings

The stewardship committee shall consist of at least three members of the board of directors and one or two additional members who are not from the board of directors. Two of the members of the board of directors shall be the chairman of the stewardship and finance department, who shall serve as chairman, and either the president or one of the vice presidents of the district. The additional members not from the board of directors shall include an ordained minister, or a layperson, or both, appointed by the district president in consultation with the chairman of the stewardship and finance department and the executive assistant for the stewardship and finance department, and approved by the board of directors. The stewardship executive assistant shall be an advisory member of the committee. The committee shall meet at least four times a year.

5.113 Chairman of the Stewardship and Finance Department

The chairman of the stewardship and finance department shall

- a. be an ordained minister and a member of the board of directors elected to this position by the delegate convention of the district;
- b. be responsible for directing the stewardship committee and the stewardship and finance department in formulating, evaluating, and administering the stewardship policies and programs of the district;
- c. submit any suggested new policy, or new programs, together with the report of the work and plans of the department, to the quarterly meeting of the board of directors for approval.

5.115 Functions of the Stewardship Committee

The stewardship committee shall

- a. be responsible for developing the comprehensive stewardship program of the district;
- b. advise and assist the pastors and congregations of the district in promoting, developing, and carrying out ongoing stewardship education and programs;
- c. encourage and assist all congregations of the district to motivate their members to support with time, talents, and treasure the work of the district and the Synod;
- d. assess the stewardship performance of the district and report its findings to the board of directors and the congregations;
- e. cooperate with Synod's Department of Stewardship ministry furthering the Synod's stewardship programs in the district;
- f. work with the circuit cabinet stewardship representatives and meet with them at least once a year to keep them informed of stewardship programs in both the Synod and the district and to assist them in furthering the principles of Christian stewardship in their circuits.

C. Human Care Ministries Committee

5.211 Membership and Meetings

The human care ministries committee shall consist of at least three members of the board of directors and one or two additional members who are not from the board of directors. Two of the members of the board of directors shall be the chairman of the human care ministries department, who shall serve as chairman, and either the president or one of the vice presidents of the district. The additional members not from the board of directors shall include an ordained minister, or a layperson, or both, appointed by the district president in consultation with the chairman of the human care ministries department and the human care ministries executive assistant, and approved by the board of directors. The human care ministries executive assistant shall be an advisory member of the committee. The committee shall meet at least four times a year.

5.213 Chairman of the Human Care Ministries Department

The chairman of the human care ministries department shall

- a. be a layperson and a member of the board of directors elected to this position by the delegate convention of the district;
- b. be responsible for directing the human care ministries committee and the human care ministries department in formulating, evaluating, and administering the human care ministry policies and programs of the district;
- c. submit any suggested new policy, or change in policy, or new programs, together with the report of the work and plans of the department, to the quarterly meeting of the board of directors for approval.

5.215 Functions of the Human Care Ministries Committee

The human care ministries committee shall

- a. promote interest in human care ministries work throughout the district;
- b. encourage the presentation and study of human care ministry matters at pastoral conferences;
- c. encourage regular human care ministries reports on the circuit level through the circuit human care ministries representatives;
- d. develop new projects that meet existing needs in the field of human care ministries;
- e. encourage the establishment of congregational human care ministries committees;
- f. offer help to congregations in establishing programs for the aging, the impoverished, and all others in need of spiritual and charitable ministrations;
- g. prepare and make available a directory of existing social service agencies in the district, such as state, county, and church-supported institutions, pro-life groups, marriage counseling services, hospitals for unwed mothers, rehabilitation for alcoholics, etc.;
- h. keep congregations informed on the latest legislation in the field of human care ministry;
- i. devise plans to meet emergency relief situations on a congregational and district level;
- j. assist in the recruitment of young people for human care ministries work, particularly in the church;
- k. coordinate the human care ministries work of the district with the total human care ministries program of Synod;
- l. work with the circuit cabinet human care ministries representatives and meet with them as the need arises to keep them informed of the human care ministries programs in both the Synod and the district and to assist them in furthering the programs of human care ministry in their circuits.
- m. make provision for the ministry of Word and Sacrament for members of our church at state and private institutions (the placing of full-time chaplains at such institutions shall be undertaken only by resolution of the district convention.)

D. Christian Education Committee

5.311 Membership and Meetings

The Christian education committee shall consist of at least three members of the board of directors and one or two additional members who are not from the board of directors. Two of the members of the board of directors shall be the chairman of the Christian education

department, who shall serve as chairman, and either the president or one of the vice presidents of the district. The additional members not from the board of directors shall include an ordained minister, or a commissioned minister, or a layperson appointed by the district president in consultation with the chairman of the Christian education department and the Christian education executive assistant, and approved by the board of directors. The Christian education executive assistant shall be an advisory member of the committee. The committee shall meet at least four times a year.

5.313 Chairman of the Christian Education Department

The chairman of the Christian education department shall

- a. be an ordained minister and a member of the board of directors elected to this position by the delegate convention of the district;
- b. be responsible for directing the Christian education committee and the Christian education department in formulating, evaluating, and administering the Christian education policies and programs of the district;
- c. submit any suggested new policy, or change in policy, or new programs, together with the report of the work and plans of the department, to the quarterly meeting of the board of directors for approval.

5.315 Functions of the Christian Education Committee

The Christian education committee shall

- a. recommend and evaluate policies and develop objectives, goals, and programs for Christian education in the district;
- b. assist pastors, teachers, and congregations in developing and conducting an effective and comprehensive program of Christian education in congregations and schools;
- c. recommend policies and procedures and give guidance to the director of student financial aid and committee on student financial aid in the performance of their duties;
- d. through workshops, seminars, retreats, rallies, and the like, provide opportunities for education, counseling, and growth for Sunday school teachers, families, married couples, single adults, and other groups, or the district as a whole, as the need arises;
- e. provide assistance in the development, maintenance, and improvement of preschools, kindergartens, and elementary schools in the congregations of the district;
- f. promote and maintain an audio-visual library at the district office and develop policies and procedures for its use;
- g. through the committee on worship give assistance to congregations, pastors, organists, choir directors, etc. in the area of worship education;
- h. be alert to federal and state laws concerning schools operated by congregations and keep the district informed;
- i. arrange for representation at state, county, and city meetings which may affect Lutheran schools and other educational agencies;
- j. cooperate with and foster the objectives and programs of the Synod Board for District and Congregational Services in the area of education;
- k. produce and/or distribute educational materials and helps;

1. work with the circuit cabinet Christian education representatives and meet with them at least once a year to keep them informed of educational policies and programs on both the Synod and district levels and to assist them in furthering the cause of Christian education in their circuits.

E. Youth Services Committee

5.411 Membership and Meetings

The youth services committee shall consist of at least three members of the board of directors and six additional members who are not from the board of directors. Two of the members from the board of directors shall be the chairman of the youth services department, who shall serve as chairman, and either the president or one of the vice presidents of the district. The additional members not from the board of directors shall include an ordained minister, a commissioned minister or a layperson, and four members of the district Lutheran youth fellowship, appointed by the district president in consultation with the chairman of the youth services department and the youth services executive assistant, and approved by the board of directors. The four youth members shall be chosen from four different regions of the district, and shall be appointed for a term of two years. The youth services executive assistant shall be an advisory member of the committee. The committee shall meet at least four times a year.

5.413 Chairman of the Youth Services Department

The chairman of the youth services department shall

- a. be an ordained minister and a member of the board of directors elected to this position by the delegate convention of the district;
- b. be responsible for directing the youth services committee and the youth services department in formulating, evaluating, and administering the youth services policies and programs in the district;
- c. submit any suggested new policy, or change in policy, or new programs, together with the report of the work and plans of the department, to the quarterly meeting of the board of directors for approval.

5.415 Functions of the Youth Services Committee

The youth services committee shall

- a. sponsor retreats, youth gatherings, camps, and other forms of district-wide activities for the youth of the district;
- b. sponsor leadership training workshops and seminars for congregational youth counselors;
- c. encourage and assist circuits in planning circuit-wide activities for the youth of the circuit;
- d. encourage and assist congregations in developing and maintaining their own youth organizations and programs, and provide guidance in this area on an individual congregational basis as requested;

- e. cooperate with the synodical Board for District and Congregational Services and support its programs for youth ministry in the district;
- f. provide leadership in student recruitment and encourage and assist congregations in the recruitment of students for full-time church work;
- g. work with the circuit cabinet youth services representatives and meet with them at least once a year to keep them informed of youth ministry programs in both the Synod and the district, to assist them in furthering the programs of youth ministry in their circuits, and to elicit their comments on and suggestions for the total youth services program in the district.

VI. Additional Committees and Commissions

A. District Dispute Resolution

6.01 District Reconcilers

For the basic principles and personnel involved in the dispute resolution process, see the Synod *Handbook* in the section on dispute resolution of the Synod.

B. Commission on Constitutions

6.11 Membership, Organization, Meetings, and Tenure

The chairman and members of the commission on constitutions shall be appointed by the president with the approval of the board of directors. The commission shall consist of three ordained ministers appointed from among the active or retired ordained ministers of the district. The commission shall meet at the call of the chairman. There shall be no limitation on the number of terms a member may serve.

6.13 Functions

The commission on constitutions shall

- a. examine all new and revised constitutions and bylaws submitted to it by the district president to ascertain whether their provisions are in harmony with Scripture and the teachings and practices of The Lutheran Church—Missouri Synod;
- b. advise the congregations on any changes which need to be made in their new or revised constitutions and bylaws;
- c. serve as a resource center for congregations writing new constitutions and bylaws or revising their current constitutions and bylaws;
- d. submit its report to the district president and the board of directors for action between conventions and to the district in convention for ratification;
- e. a copy of the signed constitution shall be forwarded to the secretary of the district. The signatures to the constitution on behalf of the congregation shall be preserved by the district secretary and the year in which the congregation is received into membership shall be noted. (See the *Handbook* of Synod, paragraph 2.3.2)
- f. submit a copy of each new or revised congregational constitution and bylaws to the district archives.

6.15 Regulations for Congregations

In addition to the policies and procedures regarding approval of congregational constitutions and acceptance of new congregations into the Synod found in the Synod *Handbook*, the following bylaws and regulations also apply to congregations in Iowa District West:

- a. Three copies of proposed new or revised constitutions and bylaws, typed and double-spaced, must be presented to the commission on constitutions;
- b. An extra copy of the approved new or revised constitution and bylaws must be submitted to the commission on constitutions for the files of the district archives;
- c. Congregations whose constitution and bylaws have been approved by the district commission on constitutions are empowered to implement them upon receiving notice of such approval;
- d. No congregation shall have more than one official, congregational constitution and bylaws.

C. Committee on Worship

6.21 Membership and Meetings

The chairman and members of the district's committee on worship shall be appointed by the president of the district with the approval of the board of directors. The committee shall consist of at least one ordained minister, one commissioned minister, and one layperson who have special competence in the area of liturgics and church music. One of the executive assistants of the district shall be an advisory member of the committee. The committee shall meet at the call of the chairman.

6.23 Functions

The committee on worship shall

- a. maintain communication with the Synod's Commission on Worship and help congregations and the district utilize the worship materials and programs produced by Synod's Commission on Worship;
- b. be available to serve in an advisory capacity to furnish guidance and resources for worship services at district conventions and conferences, and especially for the worship and communion services held by the auxiliary organizations on the district level;
- c. conduct institutes, seminars, and workshops on worship and all phases of church music for organists, musicians, and choir directors to assist them in increasing their knowledge and improving their skills in the area of church music;
- d. give counsel and advice, upon request, to congregations regarding various aspects of worship, liturgies, and church music, with a view to improving the understanding, practice, and appreciation of worship in general and Lutheran forms of worship in particular on the local level;
- e. develop outlines and suggestions for special worship services, such as extra-congregational Communion services on the district level, ordination and installation services, church dedications and church anniversary services, keep an active file of such services, and share them upon request.

6.25 Status

The committee on worship shall be a standing committee under the Christian education committee.

D. Commission on Organizations

6.31 Membership and Meetings

The chairman and members of the district's commission on organizations shall be appointed by the president of the district with the approval of the board of directors. The commission shall consist of three ordained ministers. The commission shall meet at the call of the chairman.

6.33 Functions

The commission on organizations shall

- a. gather materials and keep on file information regarding: 1) fraternal organizations within the district, both new and old; 2) changes within existing fraternal organizations; and 3) developments relative to organizations in general;
- b. provide information, advice, and literature concerning all fraternal organizations, both objectionable and non-objectionable, about which pastors and/or congregations may make inquiry relative to ceremonies, tenets, programs, practices, or objectives;
- c. serve as a resource center for the district with reference to information on fraternal organizations, explain the Synod's concerns regarding these organizations, and assist the district in carrying out the policy of the Synod regarding fraternal organizations as set forth in the Bylaws of the Synod;
- d. maintain communication with Synod's Commission on Theology and Church Relations and help congregations and the district utilize the programs and reports of the Synod's commission.

E. Commission on Ministerial Growth and Support

6.41 Membership and Meetings

The commission on ministerial growth and support shall consist of five members who shall be appointed by the president of the district with the approval of the board of directors: two ordained ministers, one commissioned minister, and two laypersons, at least one of whom shall be a physician, psychiatrist, psychologist, social worker, or certified pastoral counselor. The chairman shall be appointed by the president. The commission shall meet at the call of the chairman.

6.43 Functions

The authorities and responsibilities of the commission on ministerial growth and support shall be those given it in the Synod *Handbook* in the paragraphs on the Commission on Ministerial Growth and Support.

F. Committee on Student Financial Aid

6.511 Administration of Student Financial Aid

The board of directors shall administer a student financial aid program through the director of student financial aid and the committee on student financial aid.

6.513 Director of Student Financial Aid

The director of student financial aid shall be appointed by the president with the approval of the board of directors. The appointment shall be for a term of three years, running concurrently with the president's, and there shall be no limit to the number of terms the director of student financial aid may serve. The director of student financial aid shall be the chairman of the committee on student financial aid. The director of student financial aid shall make reports, as needed, to the board of directors and make a report to the district in convention.

6.515 Committee Membership and Meetings

The members of the student financial aid committee shall be appointed by the president with the approval of the board of directors. The committee shall consist of the director of student financial aid and at least one ordained minister, one commissioned minister, and one layperson. The committee shall meet at the call of the director of student financial aid.

6.517 Status

The student financial aid committee shall be a standing committee under the Christian education committee of the board of directors.

6.519 Functions of the Director of Student Financial Aid

The director of student financial aid, with the assistance of the committee on student financial aid, shall be responsible for

- a. processing the students' applications for grants in student aid;
- b. carrying on all official correspondence related to the grants in aid program;
- c. presenting all applications for grants in aid and the amounts recommended to the board of directors for approval and notify the students of the awards.

6.521 General Policies for Grants in Aid

- a. Only applicants who are 1) members of a congregation affiliated with Iowa District West of The Lutheran Church—Missouri Synod, 2) who are preparing to become full-time

professional workers in The Lutheran Church—Missouri Synod, 3) who have been accepted by or are attending a recognized Synod college, university, or seminary, and 4) whose first assignment will be under Synod’s Board of Assignments shall be eligible for grants in aid.

- b. Grants in aid shall be granted for not more than one school year at a time, and only when the student has demonstrated need for such assistance through an application process developed and maintained by the student financial aid committee and approved by the district board of directors.
- c. General policies governing grants in aid will be developed by the student financial aid committee and annually reviewed and approved by the committee and Iowa District West board of directors.

6.523 Vocational Grants

- a. Only applicants who are 1) members of a congregation affiliated with Iowa District West of The Lutheran Church—Missouri Synod; 2) who have been accepted by or are attending a recognized Synod college, university, or seminary; and 3) who are undergraduate students shall eligible for a vocational grant in aid.
- b. Vocational grants shall not be for more than one school year at a time, and only when the student has demonstrated need for such assistance through an application process developed and maintained by the student financial aid committee and approved by the board of directors.
- c. General policies governing vocational grants will be developed by the student financial aid committee and annually reviewed and approved by the committee and Iowa District West board of directors.

G. Committee on Rural Ministry

6.61 Membership and Meetings

The chairman and members of the district’s committee on rural ministry shall be appointed by the president of the district. The committee shall consist of ordained ministers, commissioned ministers, and laypersons (not to exceed eight members) from various geographical areas of the district, with ordained ministers and commissioned ministers never outnumbering laypersons.

6.63 Functions

The committee on rural ministry shall

- a. maintain communication with Synod’s Board for Human Care Ministries and help congregations in the district utilize materials and programs made available by Synod’s Board for Human Care Ministries and other appropriate resources;
- b. periodically determine ministry needs of individuals, families, and congregations of rural Iowa;
- c. on the basis of determined ministry needs, conduct seminars and/or workshops to provide help for rural people;

- d. highlight, enhance, and strengthen the ministry to rural-related congregations in Iowa District West;
- e. help inform pastors, especially new pastors and those who minister to rural-related congregations, about rural ministry needs in Iowa;
- f. be available to provide counsel and advice upon request to pastors and congregations regarding specific concerns in rural-related congregations.

6.65 Status

The committee on rural ministry shall be a standing committee under the human care ministries committee.

VII. Financial Matters

A. Work Program, Budget, and Congregational Remittances

7.01 Work Program and Congregational Commitments

- a. The district convention shall study and review the potential for Kingdom work and shall adopt a work program to cover the next triennium. This work program shall be recommended to the congregations of the district for prayerful consideration as they consider their commitments and pledges to the Kingdom work in the district and Synod.
- b. Guided by Scriptural principles of stewardship and mindful of both the needs of the district and our commitment to the Synod as contained in the district work program, each congregation shall make a definite commitment for the work of the district and the Synod and shall submit the commitment through its circuit counselor to the district president. The circuit counselor shall submit his report to the district president no later than January 10 of each year.

7.03 Budget

- a. The responsibility for setting and managing the budget shall rest with the board of directors (sec. 4.13).
- b. The district budget shall include the work of the Synod and the district and shall show the actual needs of each department, with an adequate contingency fund for unforeseen emergencies.
- c. Any balance which remains in the treasury of the district after the regular apportionments have been met shall be divided equitably between the district and Synod with due regard to prevailing needs.
- d. A district reserve fund shall be maintained for administrative emergencies.
- e. The fiscal year of Iowa District West shall begin February 1 of one year and end with January 31 of the following year. The treasurer shall close the books on January 31 of each year. The district recommends that its congregations end their fiscal year on December 31 of each year.

7.05 Congregational Remittances

- a. Congregations are urged to employ a financial system in which a steady flow of contributions for district and Synod needs will be encouraged throughout the year and to instruct their treasurers to remit these moneys to the district treasurer by the tenth of each month to enable the district to meet its obligations on a monthly basis.
- b. The board of directors shall have such forms printed and distributed to the congregations that will simplify procedures and maintain uniformity among congregations in making remittances as well as ensure cooperation by all concerned in the handling of district funds and the transaction of official business.

B. Mission Expansion Fund

7.11 Authorization and Purpose

Iowa District West shall maintain an adequate mission expansion fund available to the board of directors for the acquiring of properties, churches, residences, and equipment or start up funds in promising mission areas. In addition, the mission expansion fund may be used to invest in mission personnel and/or programs, which expand the outreach initiatives of the district.

7.13 Administration and Management

The administration of the mission expansion fund, the management and care of the properties acquired and held, the calling of mission expansion staff, and the supervision of programs initiated through the fund shall be entrusted to the board of directors. All uses of funds shall be discussed by the board in a regularly called meeting. The information presented to guide the board shall include a demographic study and mission analysis of the area. Any property acquired shall be held in the name of Iowa District West of The Lutheran Church—Missouri Synod, and the board of directors shall exercise great care that the title to the properties be and remain clear and free of encumbrances.

7.15 Resources and Assets

The district board of directors may add surplus funds to the mission expansion fund. Mission expansion projects are recommended by the district missions committee. Projects to be potentially fund by the mission expansion fund are approved by the board of directors.

7.17 Transfer of Property

Properties acquired by the mission expansion fund and placed at the disposal of mission congregations do not constitute a gift to a congregation subsequently organized. On January 1 of the year after the mission congregation is organized, incorporated, and its constitution is approved, its indebtedness to the mission expansion fund becomes a loan to the congregation from Iowa District West and the title to the property shall be transferred.

C. Lutheran Church Extension Fund

7.21 Objectives

- a. The Lutheran Church Extension Fund—Missouri Synod for Iowa District West is established to assist in financing the acquisition of sites, the construction and renovation of facilities, and provisions for professional church worker loans so that the effective programs of the ministry, witness, outreach, and service of the congregations of Iowa District West may be expanded. On September 1, 1998, the Iowa District West transferred the assets of its church extension fund, subject to the liabilities, to the

Lutheran Church Extension Fund—Missouri Synod. Iowa District West now conducts its church extension fund activity through the Iowa District West program of the Lutheran Church Extension Fund—Missouri Synod in accordance with Lutheran Church Extension Fund—Missouri Synod’s policies and procedures.

- b. Iowa District West, acting through its board of directors, nominates and the Lutheran Church Extension Fund—Missouri Synod Board elects an individual to serve as Vice President of the Iowa District West Program of the Lutheran Church Extension Fund—Missouri Synod.
- c. The vice president of the Lutheran Church Extension Fund—Missouri Synod for the Iowa District West Program shall be a member of the missions committee of the board of directors.
- d. The vice president of the Lutheran Church Extension Fund—Missouri Synod for the Iowa District West Program shall fulfill his/her duties according to the expectations provided by Iowa District West and The Lutheran Church Extension Fund—Missouri Synod.

7.23 Loans from the Lutheran Church Extension Fund

- a. Loans are made to provide the financing for operations, real estate acquisition, construction, renovation, and relocation. Lutheran Church Extension Fund—Missouri Synod also finances new ministry opportunities by providing eligible borrowers lines of credit and short-term loans for project start-up and soft-cost expenses.
- b. Applications for loans or correspondence regarding church extension loans should be directed to the vice president of the Iowa District West Program of the Lutheran Church Extension Fund—Missouri Synod.
- c. The loans are approved by Iowa District West and are written in accordance with Lutheran Church Extension Fund—Missouri Synod underwriting guidelines.

7.25 Notes and Support Dollars Payable

- a. The vice president of the Iowa District West Program of the Lutheran Church Extension Fund—Missouri Synod is responsible for marketing and coordinating the promotion of Lutheran Church Extension Fund—Missouri Synod investments within the district. Iowa District West investors may invest in any of the investments offered by the Lutheran Church Extension Fund—Missouri Synod. All such investments are credited to Iowa District West and provide funds for loans to churches within Iowa District West.
- b. Interest paid to investors and charged to borrowers within Iowa District West is determined by the Lutheran Church Extension Fund—Missouri Synod in accordance with Lutheran Church Extension Fund—Missouri Synod procedures.

7.27 Church Extension Fund Related Expenses

The Lutheran Church Extension Fund—Missouri Synod and Iowa District West sign an annual agreement to provide for the reimbursement of expenses (primarily salaries and office space) required to carry out church extension activity within Iowa District West.

7.29 District Representation

The affairs of the Lutheran Church Extension Fund—Missouri Synod are governed by its Articles of Incorporation and Bylaws, which provide for district representation through the election of district members. Iowa District West, acting through an appropriate board, appoints, in accordance with a formula identified in the Bylaws of the Lutheran Church Extension Fund—Missouri Synod, one or more individuals (excluding the Iowa District West Vice President for the Iowa District West Program of the Lutheran Church Extension Fund—Missouri Synod) within the district to serve as members of the Lutheran Church Extension Fund—Missouri Synod. The members attend an annual meeting, elect the Lutheran Church Extension Fund—Missouri Synod's Board of Directors, and vote on amendments to the Lutheran Church Extension Fund—Missouri Synod's Articles of Incorporation and Bylaws.

7.31 Funds Available for Lending

The amount of funds available for lending within Iowa District West is determined by a formula, which takes into consideration Iowa District West's investments, its outstanding loans and loan commitments, liquidity, and operating reserves. There is opportunity for Iowa District West to borrow excess funds from other districts within the Lutheran Church Extension Fund—Missouri Synod should there not be sufficient funds available based on this formula.

7.33 Distribution of Operating Results

Distribution of the previous year's operating income will be made available to Iowa District West in accordance with Lutheran Church Extension Fund—Missouri Synod's policies and procedures. The distributions, if made, occur in the following year as grants for activities related to church extension.

E. Benevolent Institutions

7.61 Approval for Support

To receive approval for continued financial support from the congregations of the district or support for special projects, all benevolent institutions within the district must submit their budgets to the board of directors annually.

VIII. District Executive Assistants

8.01 Call and Appointment

- a. Full-time executive assistants shall be issued a solemn call by the board of directors to the position of executive assistant. Part-time executive assistants shall be issued a contract by the board of directors to the position of executive assistant.
- b. The executive assistants shall be appointed by the president with the approval of the board of directors to serve as counselors for the various departments of the board of directors of the district.
- c. In the event that an executive assistant resigns his office or accepts another position, the board of directors may secure on a temporary basis assistants from among the ordained or commissioned ministers of the district to serve the needs of the district.

8.03 Tenure and Termination

- a. The first period of appointment shall be from the time of their call until the board of directors meeting following the district convention. Thereafter each appointment shall be for a three-year term with no limitation of successive reappointments to the same or different departments.
- b. The executive assistants shall serve at the pleasure of the president and the board of directors, subject to annual review and evaluation. They may normally expect to continue in their position if their work is satisfactory, as evidenced by the annual review and evaluation, and if there is a continuing need for their services.
- c. If the president and the board of directors decide not to renew an appointment, 120-day written notice shall be given to the executive assistant, said period to begin on the first day of the following month. If the 120-day period should extend beyond the date for reappointment, full salary shall continue to be paid for services rendered until the end of the 120-day period.
- d. During the 120-day period, the president and the board of directors shall assist the executive assistant, if requested, in his efforts to find another opportunity for service in the church. Full salary shall continue to be paid for services rendered until the earlier of the date of obtaining new employment or the expiration of the 120 days. An additional month's salary shall be paid as severance pay on termination of full salary.
- e. Termination may be made by majority vote of the board of directors.
- f. Termination of appointment may be made by the board of directors at any time for adherence to false doctrine, conduct unbecoming a Christian, neglect of office, or refusal to cooperate. In such cases, none of the foregoing financial arrangements shall apply except for one month's severance pay.
- g. The board of directors shall have the authority to determine at which point an executive assistant becomes unable to serve because of illness or disability, and to take appropriate measures to insure that the necessary functions of the executive assistant's position will be fulfilled in his absence. In the event of the executive assistant's prolonged illness or disability, full salary shall be paid until the provisions of the Concordia Plan Services become operative, but not for more than 60 days.

8.05 General Functions

The executive assistants shall

- a. maintain close communication with the district president regarding their areas of responsibility so that there may be a free flow of information between themselves and the president and a joint sharing of ideas and plans about how best to promote the Lord's work in the district; they shall seek the advice, criticism, and support of the district president before significant departmental initiatives are undertaken; they shall assist the district president in the planning, implementation, and execution of Synod and district policies and programs in the district;
- b. maintain close communication with the chairmen of the departments to which they have been assigned so that there may be a free flow of information and mutual plans about how best to promote the Lord's work in the district in each department; they shall keep the chairmen of the departments to which they have been assigned informed of the developments in their respective departments between meetings, and of information and developments from the respective departments of Synod; they shall assist the various departments to which they have been assigned in developing their policies, executing their programs, and supervising their budgets;
- c. implement decisions of the district president and of their respective departments in accordance with the policies of the department and those of the board of directors;
- d. in consultation with the department or committee chairmen prepare agendas for the meetings, and send the minutes of the meetings to the department or committee members;
- e. prepare programs and policy recommendations for action by the departments or committees;
- f. maintain procedures manuals to implement department policies and programs;
- g. make day-to-day operating decisions in the administration of adopted programs in accordance with approved policies;
- h. assist in the preparation and presentation of reports and recommendations from their departments to the board of directors, the district president, and the district convention;
- i. draft annually for department and board of directors approval long-range and short-range plans and budget requests for programs and evaluate program budget performance against agreed-upon criteria;
- j. serve in an advisory capacity to the board of directors and any department or committee of the district to which they are assigned;
- k. provide counsel and advice, as requested, to pastors, teachers, and congregations of the district in matters pertaining to their departments;
- l. carry out those functions assigned to district executive staff by the *Handbook* of Synod;
- m. be responsible to the district president and the board of directors in the performance of their duties;
- n. keep the members of the circuit cabinets informed of policies, programs, and activities in their respective areas through the minutes of meetings of the various committees of the board of directors;
- o. coordinate the planning, programs, and budgets within each department assigned to them and between departments.

8.07 Specific Functions

- a. The board of directors in consultation with each department and the executive assistant shall develop an outline of policies and functions for the executive assistant for that department.
- b. The executive assistants shall carry out special duties as may from time to time be assigned to them by the district president and the board of directors.

IX. Nominations and Elections

A. Nomination and Election of the President and Vice Presidents

9.01 Nominations

Nominations for the offices of president and first and second vice presidents of the district shall be made in the following manner:

- 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.

9.03 Candidates

- a. Candidates for the offices of president and first and second vice president shall be in each instance the three ordained ministers receiving the highest number of votes in the nominating ballots of the congregations.
- b. The secretary of the district shall notify each candidate and shall secure his approval in writing to include his name on the convention ballot. Each candidate shall reply within ten days as to his willingness to serve if elected.
- c. In the event of the death, declination, or unavailability of any candidate, the nominee having the next highest number of votes shall become the candidate.
- d. In the event of a tie for the third position among the candidates, all names involved in the tie shall be listed as candidates.
- e. The secretary of the district shall publish in the *Convention Workbook* brief biographies of the three candidates for president, the three candidates for first vice president, and the three candidates for second vice president, giving adequate information on each candidate. This report shall contain such pertinent information as age, residence, number of years in the Synod and in the district, present position, district offices previously held, year of ordination, former pastorates, involvement in community, government, or inter-church affairs, and any other specific experience and qualifications for the office.
- f. After the district secretary has announced the slate of candidates for each office, the convention shall have the right to alter each slate at the proper time by amendment. Any

delegate making a nomination from the floor shall have secured the prior written consent of the candidate whom he wishes to nominate. Such delegate shall immediately submit to the secretary of the district this document and pertinent written information concerning his nominee as detailed in 9.03 e above.

- g. After all such amendments have been voted on, the convention shall ratify the slate of candidates prior to each election.

9.05 Election of President

- a. Each voting delegate shall be entitled to vote for one of the candidates for president.
- b. The candidate receiving the majority of the votes cast shall be declared elected.
- c. If no candidate receives a majority of the votes cast, the two candidates receiving the highest number of votes shall be retained on the ballot, and another vote shall be taken. If there were more than three men on the ballot, the candidate receiving the fewest votes shall be eliminated on each subsequent ballot until one candidate receives a majority of the votes cast.

9.07 Election of the First and Second Vice Presidents

- a. After the results of the presidential election have been announced, the convention shall take action as outlined in 9.03 f and g above on the slate of candidates for first vice president and then shall elect the first vice president according to the procedure outlined for the election of the president.
- b. After the results of the election for first vice president have been announced, the convention shall take action as outlined in 9.03 f and g above on the slate of candidates for second vice president and then shall elect the second vice president according to the procedure outlined for the election of the president.

B. Nominations for Board of Directors and Other Positions

9.11 Nominating Committee

The nominating committee shall be elected by the district convention to serve for the next three years and the following convention. The committee shall consist of three ordained ministers, one commissioned minister, and three laypersons. The ordained minister receiving the highest number of votes in the election shall serve as chairman. The committee shall name its own secretary. The nominating committee is to be regarded as an ad hoc committee, to which limitations on holding multiple offices do not apply.

9.13 Solicitation of Nominations and Suggestions for Candidates

- a. On or about September 1 in the year before the convention, the secretary of the district shall solicit from all member congregations of the district nominations for the offices of president, first and second vice president, and circuit counselors, and names of persons who are regarded as suitable candidates for election to other district offices. The

nominations for the offices of president and first and second vice president and names of persons who are regarded as suitable candidates for election to other district offices shall be returned to the secretary of the district no later than February 1 prior to the opening of the convention.

- b. The district secretary shall handle the nominations for circuit counselors in accordance with the regulations contained in the *Handbook* of Synod.
- c. The district secretary shall handle the nominations for president and first and second vice president in the manner outlined in paragraph 9.01 of the district *Handbook*.
- d. As the names of persons who are suggested as suitable candidates for election to other district offices are being received, the secretary of the district shall document both their approval to be considered for nomination by the nominating committee and the information required of nominees as specified in the district *Handbook*, paragraph 9.17 b. Each candidate shall reply to the district secretary within ten days as to his or her willingness to serve if nominated and elected or his or her declination. The district secretary shall give the suggested nominations to the nominating committee no later than February 15 prior to the start of the convention.

9.15 Functions of the Nominating Committee Prior to the Convention

The nominating committee shall

- a. prepare for the comprehensive ballot a slate of at least three candidates for each of the following offices: 1) secretary of the district; 2) treasurer of the district; 3) chairman of the board of directors; 4) chairman of the missions department; 5) chairman of the stewardship and finance department; 6) chairman of the human care ministries department; 7) chairman of the Christian education department; 8) chairman of the youth services department; 9) ordained minister member-at-large; and 10) commissioned minister member-at-large;
- b. prepare for the comprehensive ballot a slate of the required number of candidates for each of the following offices: 1) four candidates for lay member-at-large for the board of directors, of whom two are to be elected; 2) six ordained ministers, two commissioned ministers, and six laypersons to the district nominating committee, of whom three, one, and three respectively are to be elected; 3) according to the schedule stipulated in the Synod *Handbook* and announced by the Secretary of Synod, four candidates for the position of the member from Iowa District West on Synod's Committee for Convention Nominations, of whom one shall be elected as the member and one as the alternate;
- c. secure from each candidate it nominates the written consent to serve if elected and the necessary information concerning each candidate as provided by paragraph 9.17 b of the district *Handbook*, if such consent and information had not already been received. Each candidate shall reply in writing within ten days as to his/her willingness to serve if elected;
- d. submit its complete list to the president of the district for publication in the *Convention Workbook*. This list shall contain for each candidate the name, address, congregation, present and previous district offices held, and the position to which nominated.

9.17 Report at the Convention

- a. The chairman of the nominating committee shall submit the committee's report in person to the convention at one of its earliest sessions, and immediately thereupon nominations may be made from the floor by the convention. Any delegate making a nomination from the floor shall have secured the prior written consent of the candidate he wishes to nominate. He shall immediately submit to the chairman of the nominating committee this document and pertinent written information concerning his nominee as detailed in paragraph 9.17 b of the district *Handbook*. After all nominations have been received, nominations shall be closed. No further nominations shall thereafter be accepted, except in the event that the district in convention creates a new elective office, board, or commission for which no candidates have previously been nominated, or in the event an ordained minister, nominated and elected to a district office, had also been nominated for circuit counselor and chooses to serve in the district office to which he was elected.
- b. At the session prior to the one in which the voting on the comprehensive ballot is to take place, the nominating committee shall make available to all the voting delegates the following information concerning all the candidates whose names appear on the comprehensive ballot and those nominated for circuit counselor positions:
 1. Ordained ministers: a) name and post office address; b) age; c) present congregation; d) former pastorates and church services rendered; e) year of ordination; f) number of years in the district; g) present incumbent and/or district offices previously held; h) office to which nominated.
 2. Commissioned ministers: a) name and post office address; b) age; c) present congregation; d) former congregations served and church services rendered; e) number of years in the district; f) present incumbent and/or district offices previously held; g) office to which nominated.
 3. Laypersons: a) name and post office address; b) age; c) congregation where membership is held; d) offices held in the congregation; e) formal education; f) business or occupation (past and present); g) employed or self-employed; h) present incumbent and/or district offices previously held; i) office to which nominated.
- c. During the convention, the nominating committee shall present the slate of candidates for circuit counselor positions for ratification by the convention.
- d. Since it is not feasible for all members to be present at the convention, it shall be the policy not to introduce to the convention the nominees who may be present in person.

C. Elections

9.21 Judge of Elections

- a. The district president shall appoint a judge of elections for the convention and announce the appointment in the first business session of the convention. The judge of elections may select and appoint the necessary assistants and tellers.
- b. The judge of elections shall make the necessary arrangements for all the elections, shall be responsible for the preparation and distribution of the ballots, and shall supervise the elections and the tabulations of the votes. He is empowered to adopt procedures and methods that will ensure efficiency and accuracy in the methods of casting, recording, and tabulating votes.

- c. The judge of elections shall announce the results of the elections to the convention and shall file a written report of the tabulation of votes of each election with the convention chairman and the secretary of the district. The report shall include the number of ballots cast (valid and invalid), the total needed for election, together with the tally for each candidate.
- d. All ballots, valid and invalid, in each election shall be preserved by the judge of elections separately according to the order of balloting until the close of the convention and shall then be destroyed.

9.23 The Ballot

- a. Each ballot shall be headed "Official Ballot" plus the year when the election is held.
- b. Each ballot shall designate the office to be filled and the number of candidates to be voted for. If the slate of candidates has been nominated by the nominating committee or from the floor of the convention and adopted by the convention, the ballot shall list the names in alphabetical order. If the list of candidates has been selected by a nominating ballot by the congregations, as with the president and vice presidents, the candidate having the highest number of votes shall be placed in first position, the second in second position, and so on.
- c. A box or brackets in which the voter shall place his mark when casting his vote shall be printed before the name of each candidate.

9.25 Schedule for the Elections on the Comprehensive Ballot

The president shall determine and announce in advance a period of time during the convention for the election of those on the comprehensive ballot.

9.27 Order of Elections

- a. The president, the first vice president, and the second vice president shall be elected in that order and in the manner herein provided.
- b. The comprehensive ballot of those listed in paragraphs 9.15 a and b.
- c. The ratification of the circuit counselors.

9.29 Election Procedures and Balloting

- a. No other convention business shall be transacted during the balloting.
- b. Ballots shall be distributed only to the voting delegates present on the floor of the convention in the section reserved for voting delegates and to voting delegates who are properly present in convention committee rooms.
- c. After the ballots have been distributed, no recess or adjournment shall be taken until the respective election has been closed.
- d. The tabulation of votes shall take place in the customary manner of one reader and one tabulator working as a team.
- e. In determining the number of votes required for election, all ballots cast, except blanks, shall be counted.

- f. The balloting shall be done in accordance with the procedures stated in paragraph 4.7.3 of the *Handbook* of Synod.
- g. A vote shall be credited to the name of the respective candidate if the meaning of the ballot is clear or the intention of the voter can be established.

9.31 Election of Circuit Counselors

- a. The election of the circuit counselors shall be carried out in accordance with the Bylaws of Synod.
- b. Election to the office of circuit counselor shall not exclude the person from consideration for another office. If also elected to another office, he shall choose in which position he wishes to serve.

X. Conferences

A. Iowa District West Pastors Conference

10.11 Membership and Meeting Schedule

The Iowa District West pastors conference shall consist of all active and inactive ordained ministers of the district and shall meet at least once annually and in accordance with the Bylaws of the Synod pertaining to district pastors conferences.

10.13 Organization and Planning

- a. The Iowa District West pastors conference shall elect the following officers and committee to serve for a term of three years:
 1. A chairman who shall assist in the planning of each conference and be the person in charge of the sessions of each conference;
 2. A secretary/treasurer who shall assist in the planning of each conference, record the minutes, keep the books of the conference, and carry out other normal responsibilities of a secretary and treasurer for the conference;
 3. Two additional members who with the chairman and the secretary/treasurer shall serve as the planning committee to plan and make all necessary arrangements for each conference, except that they shall not be charged with the responsibility for making housing arrangements.
- b. The first and second vice presidents of the district shall be ex officio members of the planning committee for each conference.
- c. The planning committee shall be empowered to set and collect the necessary registration fees to cover the cost of each conference. Each congregation (multipoint parishes shall be considered as one entity for the purpose of assessing this registration fee) shall pay the registration fee whether the pastor(s) attends or not. Ordained ministers with emeritus status, district missionaries, Lutheran Family Service counselors, and mission congregations receiving mission subsidy from the district shall not be charged a registration fee.
- d. The conference planning committee, in consultation with the District President, shall set the date, place, time, and length of each conference.
- e. The meetings of the conference shall be conducted according to accepted parliamentary rules.

10.15 Nominations, Elections, and Successive Terms

- a. At least two nominees for each office and committee position shall be made from the floor of the conference.
- b. The election shall be by ballot with a majority of the votes cast needed for election.
- c. No officer or committee member shall succeed himself more than once in the same office nor be elected to another position in the conference after serving two successive terms,

except that he shall be eligible for the same or a different position after an interval of three years.

10.17 Other Matters

- a. The secretary of the conference shall inform the secretary of the district of the names of the various officers and committee members of the conference.
- b. Other matters concerning the conduct, minutes, purposes, and attendance relative to official pastors conferences are to be found in the section of the *Handbook* of Synod with official conferences of pastors.

B. Annual Iowa District West Teachers Conference

10.21 Membership and Meeting Schedule

The annual Iowa District West teachers conference shall consist of all active and retired commissioned ministers of the district and shall meet annually.

10.23 Constitution and Bylaws

The Iowa District West teachers conference maintains a constitution and bylaws to establish policies and procedures in the areas of membership, meetings, officers, committees, elections, etc.

10.25 Other Matters

- a. The secretary of the conference shall inform the secretary of the district of the names of the various officers and committee members of the conference.
- b. Other matters concerning the conduct, minutes, purposes, and attendance relative to official teachers conferences are to be found in the section of the *Handbook* of Synod dealing with official conferences of teachers.

C. Circuit Pastoral Conferences

10.41 Organization and Meetings

- 1) The ordained ministers of each circuit shall organize under the circuit counselor and maintain regular monthly (except during the summer months) circuit pastoral conferences. The date, time, and place of the meetings shall be determined by each circuit individually, and each circuit shall inform the district office of its schedule of meetings. If circumstances make it more desirable and advantageous, two circuits may be combined into one conference.

- 2) The circuit conferences shall be empowered to maintain a circuit treasury and collect moneys needed for certain circuit expenses.
- 3) There shall be circuit cabinet positions in the areas of stewardship, personal missions, human care ministries, education, youth services, and communication services appointed by the district board of directors upon the recommendation of the circuit counselor.

10.43 Purposes of the Conference

The circuit conferences shall be conducted for the spiritual and professional growth of their members. Special attention shall be given to exegetical and doctrinal study, discussion, or practical matters relating to the pastoral ministry, sharing information from the district and Synod in various areas covered by the cabinet positions, and circuit business, including the circuit forums and convocations. The members of the circuit conferences shall aim to cultivate a brotherly relationship, be mutually helpful in any way possible, and encourage, instruct, and admonish one another in a spirit of sincerity and Christian love.

XI. Circuit Forums, Circuit Convocations, and Visitation and Electoral Circuits

11.01 Circuit Forums

Each circuit of the district, under the leadership of its circuit counselor, shall meet in circuit forums at least twice a year. The definition of the circuit forum, the representation at its meetings, and the functions of the circuit forums shall be those stated in the *Handbook* of Synod.

11.03 Circuit Convocations

Each circuit of the district, under the leadership of its circuit counselor, shall meet in a circuit convocation in the year in which there is no district or Synod convention. The definition, function, purpose, and emphases of the circuit convocation shall be those stated in the *Handbook* of Synod.

11.05 Visitation and Electoral Circuits

- a. The congregations and stations of Iowa District West are divided into nineteen visitation circuits. Each visitation circuit shall also be an electoral circuit as defined in the *Handbook* of Synod, unless hereinafter specified.
- b. The arrangement of the congregations and stations into visitation circuits shall be as follows:

1) Adair Circuit – Circuit number 1

Adair, Immanuel	Dexter, Zion
Adair, St. John	Greenfield, Immanuel
Anita, Holy Cross	Guthrie Center, Immanuel
Atlantic, Zion	Panora, St. Thomas
Casey, St. John	Wiota, First

2) Algona Circuit – Circuit number 2

Algona, Trinity	Garner, St. Paul
Ayrshire, Zion	Lone Rock, Immanuel
Burt, St. John	Mallard, Trinity
Cylinder, St. Luke	Swea City, Our Savior
Emmetsburg, St. Paul	West Bend, Peace
Fenton, St. John	Whittemore, St. Paul
Garner, St. John	

3) Boone Circuit – Circuit number 3

Ames, Memorial
Ames, St. Paul
Boone, St. Paul
Boone, Trinity
Bouton, Christ

Dayton, Trinity
Jefferson, Trinity
Ogden, Zion
Perry, Trinity

4) Carroll Circuit – Circuit number 4

Arcadia, Zion
Audubon, St. John
Carroll, St. Paul
Coon Rapids, Trinity

Glidden, Peace
Lidderdale, Immanuel
Manning, Zion

5) Cherokee Circuit – Circuit number 5

Aurelia, St. Paul
Cherokee, Trinity
Germantown, St. John
Marcus, Peace

Marcus, Trinity
Paullina, Zion
Quimby, Pilgrim
Sutherland, Bethel

6) Council Bluffs Circuit – Circuit number 6

Council Bluffs, Faith
Council Bluffs, St. Paul
Council Bluffs, Timothy
Glenwood, Trinity
Harlan, Peace
Honey Creek, St. John

Logan, Immanuel
Missouri Valley, First
Oakland, St. Paul
Persia, Trinity
Walnut, Our Savior

7) Denison Circuit – Circuit number 7

Deloit, Faith
Denison, Our Savior
Denison, Zion
Dow City, Bethlehem

Kiron, St. John
Manilla, Trinity
Schlesweg, Immanuel

8) Des Moines East Circuit – Circuit number 8

Altoona, Christ the King
Ankeny, St. Paul
Carlisle, Holy Cross
Des Moines, Calvary (Deaf)

Des Moines, Hope
Des Moines, Our Saviour
Des Moines, Peace
Indianola, Mt. Calvary

9) Des Moines West Circuit – Circuit number 9

Adel, Faith

Norwalk, Christ Our Savior

Clive, Living Faith
Des Moines, Mt. Olive
Des Moines, Trinity
Johnston, Messiah

Polk City, Beautiful Savior
Urbandale, Gloria Dei
Van Meter, Trinity
West Des Moines, Shepherd of the Valley

10) Fort Dodge Circuit – Circuit number 10

Eagle Grove, Mt. Calvary
Fort Dodge, Good Shepherd
Fort Dodge, Prince of Peace
Fort Dodge, St. Paul

Rowan, Immanuel
Vincent, St. John
Webster City, St. Paul
Woolstock, St. Peter

11) Humboldt Circuit – Circuit number 11

Farnhamville, Holy Trinity
Fonda, First
Fort Dodge, Trinity
Humboldt, Zion
Knierim, Trinity

Livermore, Immanuel
LuVerne, Zion
Pomeroy, Immanuel
Rockwell City, Immanuel

12) LeMars Circuit – Circuit number 12

Hawarden, Trinity
Hinton, Trinity
Ireton, St. John
Ireton, St. Paul

Kingsley, First
LeMars, Grace
Orange City, Faith
Remsen, Christ

13) Mapleton Circuit – Circuit number 13

Anthon, Trinity
Battle Creek, St. John
Battle Creek, St. Paul
Charter Oak, Immanuel
Charter Oak, St. John
Charter Oak, St. Paul

Correctionville, Grace
Ida Grove, St. Paul
Mapleton, St. Matthew
Ricketts, St. Luke
Ute, St. Paul

14) Northwest Circuit – Circuit number 14

Hartley, St. Paul
Larchwood, English
May City, St. John
Ocheyedan, St. Peter

Ocheyedan, Zion
Rock Rapids, Peace
Sanborn, St. John
Sheldon, Our Savior

15) Sac City Circuit – Circuit number 15

Auburn, Zion

Sac City, St. Paul

Early, Faith
Lake City, Pilgrim
Lake View, Emmanuel
Odebolt, Trinity

Sac City, St. Peter
Schaller, St. Paul
Wall Lake, Peace

16) Sioux City Circuit – Circuit number 16

Climbing Hill, St. John
Lawton, Bethel
Sergeant Bluff, Shepherd of Peace
Sioux City, Bethany
Sioux City, Calvary

Sioux City, Concordia
Sioux City, Faith
Sioux City, Redeemer
Sioux City, St. Paul

17) Southwest Circuit – Circuit number 17

Bedford, St. Timothy
Clarinda, Immanuel
Clarinda, St. John
Clarinda, St. Paul
Corning, Redeemer
Creston, Trinity
Hastings, St. John

Leon, Our Savior
Mt. Ayr, First
Osceola, Immanuel
Red Oak, Our Savior
Shenandoah, Trinity
Sidney, Our Savior
Villisca, Mt. Calvary

18) Spencer Circuit – Circuit number 18

Estherville, Immanuel
Lake Park, Concordia
Spencer, Christ the King

Spencer, First English
Spirit Lake, Immanuel
Terril, Immanuel

19) Storm Lake Circuit – Circuit number 19

Alta, St. John
Alta, St. Paul
Galva, St. John
Newell, St. Peter

Sioux Rapids, Faith
Storm Lake, Grace
Storm Lake, St. John
Storm Lake, Zion

- c. The Northwest Circuit (Circuit 14) and the Spencer Circuit (Circuit) form one electoral circuit.

XII. The Lutheran Witness

12.01 Editor of the District Edition

The editor of the district edition of *The Lutheran Witness* shall be appointed by the district president with the approval of the board of directors. The appointment shall be for a term of three years running concurrently with the president's and there shall be no limit to the number of terms the editor of the district edition may serve. The editor of the district edition shall make an annual report to the board of directors, confer with the board as the need arises, and make a report to the district in convention. The editor of the district edition shall receive an honorarium, the amount to be determined by the board of directors, and the expenses of the editor of the district edition shall be paid from the district budget.

12.03 News Items

Ordained ministers, commissioned ministers, and laypersons of the district are encouraged to submit to the editor for the editor of the district edition of *The Lutheran Witness* news items that reflect the blessings of the Lord upon His Church in Iowa District West and provide information on programs and services of the district.

XIII. The District Archives

13.01 Establishment of the Archives

The district shall establish the office of archivist-historian in accordance with the regulations of the *Handbook* of Synod. It shall also establish and maintain a district archives for the collection, preservation, and use of the materials of historical value for the district.

13.03 The Archivist-Historian

The district archivist-historian shall be appointed by the president with the approval of the board of directors. The appointment shall be for a term of three years running concurrently with the president's and there shall be no limitation on the number of terms the archivist-historian may serve.

13.05 Duties of the Archivist-Historian

The district archivist-historian shall

- a. receive as property of the district archives, or as a loan to the district archives, such archival materials as fall within the scope of the district archives and keep a file of receipts establishing clearly the property rights involved;
- b. register such materials according to accepted archival accessioning procedures, prepare inventories, indexes, or other aids to the location of materials, and store such archival materials in an environmentally safe and secure place;
- c. assist individuals and organizations in research and in locating materials, and supervise the use by others of the materials in the archives;
- d. report the activities of the office of archivist-historian to each District convention and to the district president and board of directors as requested.

13.07 Scope of the Archives

The district archives are established to receive, process, and preserve books, printed materials, documents, and artifacts that relate geographically and chronologically to Iowa District West and its congregations. The district archives are also the depository for the correspondence, records, minutes, reports, and other files of the various offices, board of directors, committees, commissions, and other entities related to the district. The district archives may be used to store the archival materials of the auxiliary organizations of the district. Other materials offered may be referred or transferred to other appropriate archival depositories.

13.09 Transfer of Records

- a. The president, vice presidents, secretary, treasurer, and district executive assistants; the board of directors and its officers and committees; district commissions, committees, conferences, and all other entities related to the district shall transfer correspondence,

records, minutes, reports, and other files from their respective offices to the archives when they are no longer of current operational value.

- b. Temporary committees and other entities serving the district shall immediately upon their dissolution transfer to the archives all their files containing their correspondence, records, minutes, and reports relating to their work.
- c. Congregations, schools, ordained ministers, commissioned ministers, and others are urged to deposit in the archives anniversary books, special service folders and bulletins (e.g., church dedications, anniversaries, ordinations and installations of pastors and teachers), congregational histories, biographies, and other materials pertinent to the history of individuals and congregations of the district.
- d. Congregations permanently disbanding and not merging with another congregation are urged to transfer all of their records, such as registers of official acts, minutes, and other historical materials to the archives.

13.11 Site of the Archives

The district archives shall be located with the district offices in the Lutheran Building in Fort Dodge, Webster County, Iowa.

13.13 Financial Support of the Archives and the Archivist-Historian

The board of directors shall make available to the district archivist-historian an annual appropriation sufficient to cover such expenses of the archivist-historian as purchases of supplies and equipment, payment for photo-duplication, travel allowance, membership in professional archival organizations, and expenses for attendance at archival and related conferences and conventions.

XIV. Director of Communication Services

14.01 Appointment

The district president with the approval of the board of directors shall appoint an ordained minister of the district to be director of communication services for the district. The appointment shall be for a term of three years running concurrently with the president's term, and there shall be no limit to the number of terms he may serve.

14.03 Functions

The director of communication services shall

- a. arrange for media coverage of district conventions and other significant events in the district;
- b. publish daily summaries of convention sessions for the delegates, and for a nominal charge to cover costs make available to all congregations and delegates a summary report of the convention as soon as possible following the convention;
- c. maintain contact with the Board of Communication Services of the Synod and seek its assistance in organizing communications activities on the district and circuit levels;
- d. provide assistance to circuit communication services representatives in the performance of their duties and share with them news releases and other public relations information from the Synod and the district; he may call upon the circuit communication services representatives for assistance in the performance of his duties;
- e. prepare, distribute, and publish, as deemed necessary and subject to the approval of the applicable offices, the necessary information and explanation to clear up for the church's publics any misrepresentation or unfavorable or inaccurate publicity regarding the Synod or district;
- f. be directly responsible to the district president in the performance of this office and report his activities to him.

14.05 Funds

The necessary funds for the functions of this office shall be made available by the board of directors from the district treasury.

XV. Amendments to the Bylaws and Regulations of the District *Handbook*

15.01 Required Procedures and Votes

Amendments to the bylaws and regulations of the District *Handbook* may be made provided they

- a. are in harmony with the Constitution, Bylaws, and resolutions of The Lutheran Church—Missouri Synod and the laws of the State of Iowa;
- b. are presented in writing to a convention of the district, specified as bylaw or regulation amendments, considered by a convention floor committee, and adopted by the affirmative vote of a majority of the delegates present and voting; or
- c. are adopted by the affirmative vote of two-thirds of the delegates present and voting if the steps listed in (b) above were not followed prior to their presentation to the convention.
- d. The convention floor committees shall make every effort to submit the proposed bylaw and regulation amendments to the Synod's Commission on Constitutional Matters for clearance prior to their presentation to the convention in accordance with the Bylaws of the Synod. If such clearance was not possible prior to the convention and the proposed amendments are nevertheless passed by the convention, they shall not be put into effect unless and until they are subsequently approved by the Commission on Constitutional Matters or the Synod.

XVI. Restated Articles of Incorporation of Iowa District West of The Lutheran Church—Missouri Synod

I. Name

The name of this Corporation is “Iowa District West of The Lutheran Church—Missouri Synod” and its name prior to the adoption of these Restated Articles of Incorporation was “The Iowa District West of The Lutheran Church—Missouri Synod.”

II. Duration

The duration of this Corporation shall be perpetual.

III. Registered Office and Registered Agent

The address of the registered office in the State of Iowa is 1317 Tower Drive in the City of Fort Dodge, County of Webster, and the name of the registered agent shall be the name of the duly elected President of Iowa District West of The Lutheran Church—Missouri Synod.

IV. Purpose

The purpose of this Corporation shall be

- a. to unify into a corporate body the congregations, pastors, and teachers who are members of The Lutheran Church—Missouri Synod situated or residing within the geographic bounds of the Iowa District West; and
- b. to carry out, with the resources of the Iowa District West, the purposes and objectives of The Lutheran Church—Missouri Synod, as stated in the Articles of Incorporation of said Synod.

V. Membership

The voting power of this Corporation shall be vested in the accredited clergy and the lay delegates of the congregations of The Lutheran Church—Missouri Synod which are situated within the geographic bounds of the Iowa District West.

VI. Corporate Signatures

All conveyances of real estate made by this Corporation shall be executed by the President and countersigned by the Secretary and Treasurer; and all other contracts, obligations, releases or other instruments to be executed by the Corporation shall be signed by the President and the Secretary. This Corporation shall have no corporate seal.

VII. Property

This Corporation shall have the power to acquire by gift, grant, devise, purchase, or otherwise, property of every kind and description, real or personal; to hold and use such property, or to dispose of any or all such property by sale, exchange, or gift, when necessary or expedient to carry out the objectives and purposes of this Corporation, provided that all such property shall be acquired, used, or disposed of in a manner not in conflict with the laws of the State of Iowa or the laws of any State in which such property is located.

VIII. Officers

The officers of this Corporation shall be a President, a First Vice President, a Second Vice President, a Secretary, and a Treasurer to be elected by the members of this Corporation at the time hereinafter provided, and in accordance with the Constitution of The Lutheran Church—Missouri Synod.

IX. Board of Directors

The control and management of the affairs and funds of this Corporation shall be vested in a Board of Directors, not less than ten (10) nor more than twenty (20) in number, a majority of whom shall constitute a quorum for the transaction of business.

X. Election of Officers and Directors

In conformity with the Constitution of The Lutheran Church—Missouri Synod, the election of the officers and directors of this Corporation shall take place at its regular meeting every third year, in the year preceding the regular session of said Synod. All officers and directors shall hold office until their successors are properly elected and qualified. In case of vacancies in said Board of Directors or Offices, the same shall be filled by appointment of the Board of Directors, and the appointee so selected shall hold office until the next meeting of the Corporation, or until his successor is elected and qualified.

XI. Exempt Property

The private property of the members of this Corporation shall be exempt from corporate obligations.

XII. Bylaws

This Corporation may make and alter such Bylaws as may be deemed advisable. All matters not covered by these Restated Articles of Incorporation shall be determined by the Bylaws of this Corporation.

XIII. Amendment

These Restated Articles of Incorporation may be amended by a vote of a majority of the members at any regular meeting of this Corporation.

XIV. Dissolution

In the event of the dissolution of this Corporation, all assets remaining after the payment of its legal debts and legitimate obligations shall be distributed to the successor regional authority of The Lutheran Church—Missouri Synod, or if there be no such successor, to The Lutheran Church—Missouri Synod, a Missouri Non-Profit Corporation.

XV.

All previous Articles of Incorporation or Amendments thereto for this Corporation shall be replaced by these Restated Articles of Incorporation.

XVI.

These Restated Articles of Incorporation: (1) correctly set forth the provisions of the Articles of Incorporation of this Corporation as heretofore and hereby amended; (2) have been duly adopted as required by law; and (3) supersede the original Articles of Incorporation of this Corporation and all amendments thereto. Dated, June 24, 2003, Iowa District West of The Lutheran Church—Missouri Synod.