

# CONSTITUTION, BYLAWS and CONTINUING RESOLUTIONS of the Southeastern Iowa Synod of the Evangelical Lutheran Church in America

Including revisions through the 2011 Synod Assembly and the 2011 Churchwide Assembly.

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# CONSTITUTION, BYLAWS and CONTINUING RESOLUTIONS of the Southeastern Iowa Synod of the Evangelical Lutheran Church in America

## Introduction

Codification:

+ Required ELCA provision

**Sx.xx. Synod Constitution**

Sx.xx.xx. Synod Bylaw

Sx.xx.Lxx *Synod Continuing Resolution*

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Placement together of those constitutional provisions, bylaws, and continuing resolutions that pertain to the same matter is recommended.

Each is separately codified, but all are preceded by the letter, "S," denoting that they are part of the synodical constitution.

- a. Constitutional provisions are codified by two sets of numbers, as in S9.08. or S10.01.
- b. A bylaw related to S9.08. would be codified as S9.08.01., and to S10.01. as S10.01.01. A bylaw under a required provision would not carry the dagger, "†", that designates a required constitutional provision.
- c. Continuing resolutions also are codified by three sets of numbers, except that the third set is preceded by a capital letter. Thus, a continuing resolution might be numbered S10. to designate the chapter; S10.07. to designate the subject matter within the chapter; and the third set might be numbered A03. in the codification S10.07.A03. to indicate by the "A" that it is the first continuing resolution regarding that subject and by the "03" that it was adopted in 2003.

### Types of constitutional provisions

Three types of constitutional provisions are found within each synod's constitution.

- a. Required provisions are designated by a dagger, "†". Such required provisions:
  1. May only be adopted or amended by the Churchwide Assembly;
  2. May not be altered or amended by the Synod Assembly; and
  3. Are to be introduced "at once" into the synod's constitution upon notification of the amendment or adoption of the provision. (†S18.11.).
- c. Recommended provisions are provided in this Constitution for Synods, as approved by the Churchwide Assembly. Such recommended provisions may be adopted by majority vote at one meeting of the Synod Assembly (†S18.12.).
- c. Other provisions may be initiated in and adopted by each respective synod (†S18.13.), but such provisions may not conflict with required constitutional provisions or with churchwide constitutional provisions and bylaws. Synodical constitutional amendments become effective upon ratification by the Church Council or Churchwide Assembly.

**Chapter 1.  
NAME AND INCORPORATION**

- +S1.01.** The name of this synod shall be the Southeastern Iowa Synod of the Evangelical Lutheran Church in America.
- +S1.02.** For the purposes of this constitution and the accompanying bylaws, the Southeastern Iowa Synod of the Evangelical Lutheran Church in America is hereafter designated as “this synod” or “the synod.”
- +S1.11.** This synod shall be incorporated. Amendments to the articles of incorporation of this synod shall be submitted to the Church Council for ratification before filing.
- +S1.21.** The seal of this synod displays the bold letters “ELCA” in block form with the “EL” being above the “CA”. It states: Corporate SEAL Illinois; Southeastern Iowa Synod of the Evangelical Lutheran Church in America.
- S1.31.01.** The headquarters of the Southeastern Iowa Synod shall be in Johnson County, Iowa.
- S1.31.02.** The headquarters of the organizational units of this synod shall be in Johnson County, Iowa, unless otherwise specified.

**Chapter 2.  
STATUS**

- +S.2.01.** This synod possesses the powers conferred upon it, and accepts the duties and responsibilities assigned to it, in the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*, which are recognized as having governing force in the life of this synod.
- +S2.02** The name Evangelical Lutheran church in America (ELCA or “this church”) as used herein refers in general references to this whole church, including its three expressions – congregations, synods, and the churchwide organization. The name Evangelical Lutheran Church in America is also the name of the corporation of the churchwide organization to which specific references may be made herein.
- +S2.03.** No provision of this constitution shall be inconsistent with the constitution and bylaws of this church.

**Chapter 3.  
TERRITORY**

- +S3.01.** The territory of this synod, as determined by the Churchwide Assembly, shall be the counties of Appanoose, Benton, Boone, Cedar, Clarke, Clinton, Dallas (east), Davis, Decatur, Des Moines, Henry, Iowa, Jackson (south), Jasper, Jefferson, Johnson, Jones, Keokuk, Lee, Linn, Louisa, Lucas, Madison, Mahaska, Marion, Marshall, Monroe, Muscatine, Polk, Poweshiek, Scott, Story (south), Tama (south), Van Buren, Wapello, Warren, Washington, Wayne in the state of Iowa.
- +S3.02** “Determined by the Churchwide Assembly,” as stipulated by +S3.01., is understood to include the reported changes in synod relationships made by any congregation in a border area agreed under ELCA bylaws 10.01.11 and 10.02.02.

**Chapter 4  
CONFESSION OF FAITH**

- +S4.01.** This synod confesses the Triune God, Father, Son, and Holy Spirit.
- +S4.02.** This synod confesses Jesus Christ as Lord and Savior and the Gospel as the power of God for the salvation of all who believe.
  - a.** Jesus Christ is the Word of God incarnate, through whom everything was made and through whose life, death, and resurrection God fashions a new creation.
  - b.** The proclamation of God’s message to us as both Law and Gospel is the Word of God, revealing judgment and mercy through word and deed, beginning with the Word in creation, continuing in the history of Israel, and centering in all its fullness in the person and work of Jesus Christ.

- c. The canonical Scriptures of the Old and New Testaments are the written Word of God. Inspired by God's Spirit speaking through their authors, they record and announce God's revelation centering in Jesus Christ. Through them God's Spirit speaks to us to create and sustain Christian faith and fellowship for service in the world.
- +S4.03. This synod accepts the canonical Scriptures of the Old and New Testaments as the inspired Word of God and the authoritative source and norm of its proclamation, faith, and life.
- +S4.04. This synod accepts the Apostles', Nicene, and Athanasian Creeds as true declarations of the faith of this synod.
- +S4.05. This synod accepts the Unaltered Augsburg Confession as a true witness to the Gospel, acknowledging as one with it in faith and doctrine all churches that likewise accept the teachings of the Unaltered Augsburg Confession.
- +S4.06. This synod accepts the other confessional writings in the Book of Concord, namely, the Apology of the Augsburg Confession, the Smalcald Articles and the Treatise, the Small Catechism, the Large Catechism, and the Formula of Concord, as further valid interpretations of the faith of the Church.
- +S4.07. This synod confesses the Gospel, recorded in the Holy Scriptures and confessed in the ecumenical creeds and Lutheran confessional writings, as the power of God to create and sustain the Church for God's mission in the world.

**Chapter 5.  
NATURE OF THE CHURCH**

- +S5.01. All power in the Church belongs to our Lord Jesus Christ, its head. All actions of this synod are to be carried out under His rule and authority.
- +S5.02. The Church exists both as an inclusive fellowship and as local congregations gathered for worship and Christian service. Congregations find their fulfillment in the universal community of the Church, and the universal Church exists in and through congregations. This church, therefore, derives its character and powers both from the sanction and representation of its congregations and from its inherent nature as an expression of the broader fellowship of the faithful. In length, it acknowledges itself to be in the historic continuity of the communion of saints; in breadth, it expresses the fellowship of believers and congregations in our day.

**Chapter 6.  
STATEMENT OF PURPOSE**

- +S6.01. The Church is a people created by God in Christ, empowered by the Holy Spirit, called and sent to bear witness to God's creative, redeeming, and sanctifying activity in the world.
- +S6.02. To participate in God's mission, this synod as a part of the Church shall:
  - a. Proclaim God's saving Gospel of justification by grace for Christ's sake through faith alone, according to the apostolic witness in the Holy Scripture, preserving and transmitting the Gospel faithfully to future generations.
  - b. Carry out Christ's Great Commission by reaching out to all people to bring them to faith in Christ and by doing all ministry with a global awareness consistent with the understanding of God as Creator, Redeemer, and Sanctifier of all.
  - c. Serve in response to God's love to meet human needs, caring for the sick and the aged, advocating dignity and justice for all people, working for peace and reconciliation among the nations, and standing with the poor and powerless, and committing itself to their needs.
  - d. Worship God in proclamation of the Word and administration of the sacraments and through lives of prayer, praise, thanksgiving, witness, and service.
  - e. Nurture its members in the Word of God so as to grow in faith and hope and love, to see daily life as the primary setting for the exercise of their Christian

calling, and to use the gifts of the Spirit for their life together and for their calling in the world.

- f. Manifest the unity given to the people of God by living together in the love of Christ and by joining with other Christians in prayer and action to express and preserve the unity which the Spirit gives.

+S6.03.

To fulfill these purposes, this synod, in partnership with the churchwide organization, shall bear primary responsibility for the oversight of the life and mission of this church in the territory of this synod. In fulfillment of this role, this synod shall:

- a. Provide for the pastoral care of congregations, ordained ministers, associates in ministry, deaconesses, and diaconal ministers of this church in this synod, including:
- 1) approving candidates for the ordained ministry in cooperation with the appropriate seminaries of this church, which may be done through multi-synodical committees;
  - 2) authorizing ordinations and ordaining on behalf of this church;
  - 3) approving associates in ministry, deaconesses, and diaconal ministers of this church, which may be done through multi-synodical committees;
  - 4) authorizing the commissioning of associates in ministry, the consecration of deaconesses, and the consecration of diaconal ministers of this church; and
  - 5) consulting in the calling process for ordained ministers, associates in ministry, deaconesses, and diaconal ministers.
- b. Provide for leadership recruitment, preparation, and support in accordance with churchwide standards and policies, including:
- 1) nurturing and supporting congregations and lay leaders;
  - 2) seeking and recruiting qualified candidates for the rostered ministries of this church;
  - 3) making provision for pastoral care, call or appointment review, and guidance;
  - 4) encouraging and supporting persons on the rosters of this church in stewardship of their abilities, care of self, and pursuit of continuing education to undergird their effectiveness of service; and
  - 5) supporting recruitment of leaders for this church's colleges, universities, seminaries, and social ministry organizations.
- c. Provide for discipline of congregations, ordained ministers, and persons on the official lay rosters; as well as for termination of call, appointment, adjudication, and appeals consistent with the procedures in Chapter 20 of the constitution of the churchwide organization.
- d. Foster organizations for youth, women, and men, and organizations for language or ethnic communities.
- e. Plan for the mission of this church in this synod, initiating and developing policy and implementing programs, consistent with churchwide policy, including:
- 1) ecumenical guidance and encouragement;
  - 2) development of new ministries, redevelopment of existing ministries, and support and assistance in the conclusion, if necessary, of a particular ministry;
  - 3) leadership and encouragement of congregations in their evangelism efforts;
  - 4) development of relationships to and participation in planning for the mission of social ministry organizations and ministries;
  - 5) encouragement of financial support for the work of this church by individuals and congregations;
  - 6) provision for resources for congregational life;
  - 7) assistance to the members of its congregations in carrying out their ministries in the world;
  - 8) interpretation of social statements in a manner consistent with the interpretation given by the churchwide unit which assisted in the

development of the statement, and suggestion of social study issues through (a) Synod Assembly memorials to the Churchwide Assembly or (b) resolutions for referral from the Synod Assembly through the Synod Council to the Church Council and (c) Synod Council resolutions addressed to the Church Council or for referral to a unit of the churchwide organization through the Church Council's Executive Committee.

- f. Promote interdependent relationships among congregations, synods, and the churchwide organization, and enter into partnership with other synods in the region.
- g. Participate in churchwide programs and develop support for the ministry of the churchwide organization.
- h. Foster the grouping of congregations in conferences, clusters, coalitions, or other area subdivisions for mission purposes.
- i. Support relationships with and provide partnership funding on behalf of colleges, universities, and campus ministries.
- j. Foster relationships with and provide partnership funding on behalf of social ministry organizations.
- k. Maintain relationships with and provide partnership funding on behalf of seminaries and continuing education centers.
- l. Foster supporting relationships with camps and other outdoor ministries.
- m. Foster supporting relationships with preschools, elementary schools, and secondary schools operated by congregations of this synod.
- n. Interpret the work of this church to congregations and to the public.
- o. Respond to human need, work for justice and peace, care for the sick and the suffering, and participate responsibly in society.
- p. Provide for archives in conjunction with other synods.
- q. Cooperate with other synods and the churchwide organization in creating, using, and supporting regions to carry out those functions of this synod which can best be done cooperatively with other synods and the churchwide organization.
- r. Elect members of the Churchwide Assembly in accordance with bylaw 12.41.11. of the constitution and bylaws of the Evangelical Lutheran Church in America and according to procedures specified in the bylaws of this constitution.

**S6.03.01.** The Southeastern Iowa Synod acknowledges its responsibility together with other synods of the ELCA as may be associated with it for that purpose, to maintain and strengthen spiritually, academically and financially Wartburg Theological Seminary, Dubuque, and the Lutheran School of Theology at Chicago.

**S6.03.02.** The Southeastern Iowa Synod shall accept and sustain a supporting relationship with certain recognized colleges of the ELCA, reflecting this synod's concern for the character of these Christian institutions of learning, their academic excellence, and their material welfare.

**S6.03.03.** The boards of trustees or directors of the theological seminaries maintained in part by this synod and of the colleges maintained and controlled in part by this synod, shall be requested to report annually to the regular Synod Assemblies. The trustees elected by this synod may, as a group, append comments and recommendations to such report.

**S6.03.04.** Recognition of specific social ministry agencies or institutions shall be granted pursuant to their acceptance by the Synod Council.

**S6.03.05.** Representatives from this synod chosen to serve on boards or agencies and institutions supported by this synod shall be elected by the Synod Council, subject to the constitution or bylaws of the ELCA.

**+S6.04.** **Except as otherwise provided in this constitution and bylaws, the Synod Council shall establish processes that will ensure that at least 60% of the members of the synod assemblies, councils, committees, boards, and other organizational units shall be laypersons; and that as nearly as possible, 50% of the lay members of assemblies, councils, committees, boards, or other organizational units shall be female and 50% shall be male; and that, where possible, the representation of ordained ministers shall be both male and female. This synod shall establish processes that will enable it to reach a minimum goal that 10% of its assemblies,**

**councils, committees, boards, or other organizational units be persons of color and/or persons whose primary language is other than English.**

**+S6.04.A01** *It is the goal of this synod that 10% of the membership of synod assemblies, councils, committees, boards and/or other organizational units be persons of color and/or persons whose primary language is other than English.*

**+S6.04.B09** *It is the goal of this synod that at least 10 percent of the voting members of the Synod Assembly, Synod Council, committees, and organizational units of this synod be youth and young adults. The Synod Council shall establish a plan for implementing this goal. For purposes of the constitution, bylaws, and continuing resolutions of this synod, the term "youth" means a voting member of a congregation who has not reached the age of 18 at the time of election or appointment for service. The term "young adult" means a voting member of a congregation between the ages of 18 and 30 at the time of election or appointment for service.*

**+S6.05.** **Each assembly, council, committee, board, commission, task force, or other body of this synod or any synodical units shall be conclusively presumed to have been properly constituted, and neither the method of selection nor the composition of any such assembly, council, committee, board, commission, task force, or other body may be challenged in a court of law by any person or be used as the basis of a challenge in a court of law to the validity or effect of any action taken or authorized by any such assembly, council, committee, board, commission, task force, or other body.**

**+S6.06.** **References herein to the nature of the relationship between the three expressions of this church - congregations, synods, and the churchwide organization – as being interdependent or as being in a partnership relationship describe the mutual responsibility of these expressions in God's mission and the fulfillment of the purposes of this church as described in the this chapter, and do not imply or describe the creation of partnerships, co-ventures, agencies, or other legal relationships recognized in civil law.**

## **Chapter 7. SYNOD ASSEMBLY**

**+S7.01.** **This synod shall have a Synod Assembly, which shall be its highest legislative authority. The powers of the Synod Assembly are limited only by the provisions of the Articles of Incorporation, this constitution and bylaws, the assembly's own resolutions, and the constitutions and bylaws of the Evangelical Lutheran Church in America.**

**+S7.11.** **A regular meeting of the Synod Assembly shall be held at least biennially.**  
**S7.12.** **Special meetings of the Synod Assembly may be called by the bishop with consent of the Synod Council, and shall be called by the bishop at the request of one-fifth of the voting members of the Synod Assembly.**

- a. **The notice of each special meeting shall define the purpose for which it is to be held. The scope of actions to be taken at such a special meeting shall be limited to the subject matter(s) described in the notice.**
- b. **If the special meeting of the Synod Assembly is for the purpose of electing a successor bishop because of death, resignation, or inability to serve, the special meeting shall be called by the presiding bishop of the ELCA in cooperation with the Synod Council.**

**S7.13.** **Notice of the time and place of all meetings of the Synod Assembly shall be given by the secretary of this synod.**

**S7.14.** **One-half of the members of the Synod Assembly shall constitute a quorum.**

**+S7.21.** **The membership of the Synod Assembly, of which at least 60 percent of the voting membership shall be composed of laypersons, shall be constituted as follows:**

- a. **All ordained ministers under call on the roster of this synod in attendance at this Synod Assembly shall be voting members.**
- b. **All associates in ministry, deaconesses of the Evangelical Lutheran Church in America, and diaconal ministers, under call, on the official lay rosters of this synod shall have both voice and vote as lay voting members in the Synod**

Assembly, in addition to the voting membership of lay members of congregations provided in item +S7.21.c.

- c. A minimum of one lay member elected by each congregation with fewer than 175 baptized members and a minimum of two lay members elected by each congregation with 175 or more baptized members related to this synod, normally one of whom shall be male and one of whom shall be female, shall be voting members. The Synod Council shall establish a formula to provide additional lay representation from congregations on the basis of the number of baptized members in the congregation. The Synod Council shall seek to ensure that, as nearly as possible, 50 percent of the lay members of the assembly shall be female and 50 percent shall be male. Additional members from each congregation normally shall be equally divided between male and female.
- d. Voting membership shall include the officers of this synod.

**S7.21.A99.** *Each congregation of this synod, whether it has fewer than 175 baptized members or 175 baptized members or more, shall be entitled to elect two lay members of the Synod Assembly. Congregations having a membership of 1250 baptized members or more shall be entitled to elect one additional member, plus an additional member for each 500 baptized members of the congregation above 1250. Each congregation shall elect an equal number of men and women to the Synod Assembly, except that an odd-numbered member may be either a man or a woman.*

**S7.22.** **The synod may establish processes that permit retired or interim ordained ministers, retired or interim associates in ministry, retired or interim deaconesses of the Evangelical Lutheran Church in America, and retired or interim diaconal ministers of this church, all of whose names appear on the rosters of this synod, to serve as voting members of the Synod Assembly, consistent with +S7.21.c. above. The synod may establish processes that permit ordained ministers, associates in ministry, deaconesses, and diaconal ministers who are on leave from call, or those designated as disabled, on the roster of the synod to serve as voting members of the Synod Assembly, consistent with +S7.21.c. above. If the synod does not establish processes to permit the rostered leaders specified above to serve as voting members, they shall have voice but not vote in the meetings of the Synod Assembly.**

**S7.22.01** All retired ordained ministers, retired associates in ministry, retired deaconesses and retired diaconal ministers of the Evangelical Lutheran Church in America, all of whose names appear on the rosters of this synod, who are in attendance at the Synod Assembly shall be voting members of the Synod Assembly. All ordained ministers, associates in ministry, deaconesses and diaconal ministers of the Evangelical Lutheran Church in America, all of whose names appear on the rosters of this synod, who are serving in interim positions within this synod and who are in attendance at the Synod Assembly shall be voting members of the Synod Assembly.

**S7.22.02** All retired ordained ministers shall be counted as ordained persons for purposes of +S6.04. All retired associates in ministry, retired deaconesses of the Evangelical Lutheran Church in America, and diaconal ministers of this church shall be counted as lay people for purposes of +S6.04.

**S7.23** **The presiding bishop of the Evangelical Church in America and such other official representatives of this church as may be designated from time to time by the Church Council shall have voice but not vote in the meeting of the Synod Assembly, unless the presiding bishop or other representative is already a voting member of the Synod Assembly under another provision of this constitution or bylaws. The privilege of voice but not vote shall be accorded to those additional persons whom the Synod Assembly or the Synod Council shall from time to time designate.**

**S7.24.** **Ordained ministers under call on the roster of this synod shall remain as members of the Synod Assembly so long as they remain under call and so long as their names appear on the roster of ordained ministers of this synod. Associates in ministry, deaconesses of the Evangelical Lutheran Church in America, and diaconal ministers of this church serving under call on the roster of this synod shall remain as members of the Synod Assembly so long as they remain under call and so long as their names appear on the official lay roster of this synod. Lay**

- members of the Synod Assembly representing congregations shall continue as such until replaced by the election of new members or until they have been disqualified by termination of membership. Normally, congregations will hold elections prior to each regular meeting of the Synod Assembly.
- +S7.25.** Except as otherwise provided in this constitution or in the *Constitution, Bylaws and Continuing Resolutions of the Evangelical Lutheran Church in America*, each voting member of the Synod Assembly shall be a voting member of a congregation of this synod.
- S7.26.** This synod may establish processes through the Synod Council that permit representatives of mission settings formed with the intent of becoming recognized congregations and authorized worshiping communities of the synod, which have been authorized under ELCA bylaw 10.02.03., to serve as voting members of the Synod Assembly, consistent with **+S7.21**.
- S7.26.A02.** *The synod council may, on its own initiative, or shall, if requested by the Bishop, an assistant to the Bishop or an authorized worshiping community within the territory of this synod, consider whether or not to permit representatives of an authorized worshiping community of this synod, under ELCA bylaw 10.02.03, to serve as voting members of this synod's assembly. A simple majority of the synod council members present and voting shall be required to permit such representation. If such representation is permitted by the synod council, representation of the authorized worshiping community shall be governed by +S7.21.c, S7.21.A99 and S7.41. An authorized worshiping community that is granted such representation shall continue to be entitled to such representation at all following synod assemblies until the authorized worshiping community's status changes or the synod council revokes the entitlement to representation by a two-thirds vote of the full membership of the council at a meeting conducted at least one month prior to the synod assembly at which such revocation would be effective.*
- S7.27.** This synod may establish processes through the Synod Council to grant an ordained minister from a church body with which a relationship of full communion has been declared and established by the Churchwide Assembly of the Evangelical Lutheran Church in America the privilege of both voice and vote in the Synod Assembly during the period of that ordained minister's service in a congregation of this church.
- S7.27.A04** *The synod council may grant an ordained minister from a church body with which a relationship of full communion has been declared and established by the Churchwide Assembly of the Evangelical Lutheran Church in America the privilege of both voice and vote in the Synod Assembly during the period of that ordained minister's service in a congregation of this church.*
- S7.28.** Duly elected voting members of the Synod Council who are not otherwise voting members of the Synod Assembly under **+S7.21**. shall be granted the privilege of both voice and vote as members of the Synod Assembly.
- +S7.31.** Proxy and absentee voting shall not be permitted in the transaction of any business of this synod.
- S7.32.** Robert's Rules of Order, latest edition, shall govern parliamentary procedure of the Synod Assembly.
- S7.33.** "Ex-officio" as used herein means membership with full rights of voice and vote unless otherwise expressly limited.
- S7.41.** Congregations shall be responsible for all expenses for their voting members of Synod Assembly. Those voting members affiliated with agencies or institutions which do not pay for Synod Assembly expenses may apply to the Synod Council for financial assistance.
- S7.42.** This synod shall be responsible for assembly expenses for persons who are not serving as voting members sent by their congregations, agencies or institutions but whose participation is expected by the Synod Council, such as the four officers of this synod, synod staff, and members of Synod Council. This synod shall also be responsible for assembly expenses for members of this synod's organizational units and such others whose attendance the Synod Council specifically requests.

**S7.51. Synod Assembly committees shall be established. The description of these committees shall be in the bylaws. The Synod Assembly may authorize such other committees as it deems necessary.**

**S7.51.01.** The assembly planning committee shall, under the supervision of the vice president of this synod, make arrangements for each assembly of this synod. This committee shall consist of at least five members appointed by the Synod Council.

**S7.51.02.** The credentials committee shall supervise the proper registration of voting members and visitors. Before the opening of the assembly, the committee shall meet to examine credentials and applications and shall submit a published roster of voting members of the assembly as soon as possible following the opening of the assembly. The committee shall keep the roster current at all times during the assembly and shall make additional periodic reports as required by the assembly. This committee shall have three members appointed by the Synod Council.

**S7.51.03.** The committee on elections shall prepare the ballots, supervise the voting and counting of ballots and report to the Synod Assembly. This committee shall have six members appointed by the Synod Council.

**S7.51.04.** The committee of reference and counsel shall consist of six people, who shall be nominated by the Secretary of this Synod and appointed by the Synod Council to three-year staggered terms. The chairperson shall be appointed by the Synod Council to a term of one year and shall be eligible for reappointment as chairperson. Conference deans are encouraged to nominate individuals for this committee. All terms shall begin January 1.

The committee of reference and counsel shall have the following duties:

a. To review and report all original main motions of resolutions together with any recommendations. Resolutions may be submitted to the committee by congregations, synod organizational units, conferences, or a voting member of the assembly until 45 days prior to the first day the assembly meets. Resolutions submitted less than 45 days prior to this meeting will be reported as information to the assembly, and may be brought to the floor for consideration at the discretion of the committee of reference and counsel, or by a two-thirds majority vote of the assembly following the final report of the committee. Resolutions not brought to the floor for consideration shall be referred to the synod council. The committee is empowered to put resolutions in proper form, to eliminate duplication where similar resolutions are offered, and to ensure resolutions are presented in a logical sequence. The committee may make substantive alterations to a resolution with the sponsor's consent.

b. To prepare and present general resolutions of courtesy and acknowledgment.

**S7.51.05.** The committee on minutes shall review and verify the correctness of the minutes and periodically report on same to the Synod Assembly. This committee shall consist of three members appointed by the Synod Council.

**S7.51.06.** The committee on standing rules shall draft and submit for consideration by the Synod Assembly a group of rules called "The Standing Rules of the Assembly," and these shall be available to all voting members at the time of registration. This committee shall consist of the bishop or the bishop's designee, the secretary of the synod, the parliamentarian and a member of the synod's constitution committee.

Standing rules are adopted by a two-thirds vote of the voting members. They may later be amended or rescinded also by a two-thirds vote. However, standing rules may be temporarily suspended for a particular specified purpose by a majority vote.

## **Chapter 8. OFFICERS**

**+S8.01. The officers of this synod shall be a bishop, a vice president, a secretary and a treasurer.**

**S8.10. Bishop**

**+S8.11. The bishop shall be elected by the Synod Assembly. The bishop shall be a pastor who is an ordained minister of the Evangelical Lutheran Church in America.**

**+S8.12. As this synod's pastor, the bishop shall be an ordained minister of Word and Sacrament who shall:**

- a. Preach, teach, and administer the sacraments in accord with the Confession of Faith of this church.
- b. Have primary responsibility for the ministry of Word and Sacrament in this synod and its congregations, providing pastoral care and leadership for this synod, its congregations, its ordained ministers, and its other rostered leaders.
- c. Exercise solely this church's power to ordain (or provide for the ordination by another synodical bishop of approved candidates who have received and accepted a properly issued, duly attested letter of call for the office of ordained ministry (and as provided in the bylaws of the Evangelical Lutheran Church in America)).
- d. Commission (or provide for the commissioning of) approved candidates who have received and accepted a properly issued, duly attested letter of call for service as associates in ministry; consecrate (or provide for the consecration of) approved candidates who have received and accepted a properly issued, duly attested letter of call for service as deaconesses; and consecrate (or provide for the consecration of) approved candidates who have received and accepted a properly issued, duly attested letter of call for service as diaconal ministers of this church.
- e. Attest letters of call for persons called to serve congregations in the synod, letters of call for persons called by the Synod Council, and letters of call for persons on the rosters of this synod called by the Church Council.
- f. Install (or provide for the installation of):
  - 1) the pastors of all congregations of this synod;
  - 2) ordained ministers called to extraparish service within this synod; and
  - 3) persons serving in the other rostered ministries within this synod.
- g. Exercise leadership in the mission of this church and in so doing:
  - 1) Interpret and advocate the mission and theology of the whole church;
  - 2) Lead in fostering support for and commitment to the mission of this church within this synod;
  - 3) Coordinate the use of the resources available to this synod as it seeks to promote the health of this church's life and witness in the areas served by this synod;
  - 4) Submit a report to each regular meeting of the Synod Assembly concerning the synod's life and work; and
  - 5) Advise and counsel this synod's related institutions and organizations.
- h. Practice leadership in strengthening the unity of the Church and in so doing:
  - 1) Exercise oversight of the preaching, teaching, and administration of the sacraments within this synod in accord with the Confession of Faith of this church;
  - 2) Be responsible for administering the constitutionally established processes for the resolution of controversies and for the discipline of ordained ministers, other rostered leaders, and congregations of this synod;
  - 3) Be the chief ecumenical officer of this synod;
  - 4) Consult regularly with other synodical bishops and the Conference of Bishops;
  - 5) Foster awareness of other churches throughout the Lutheran world communion and, where appropriate, engage in contact with leaders of those churches;
  - 6) Cultivate communion in faith and mission with appropriate Christian judicatory leaders functioning within the territory of this synod; and
  - 7) Be ex officio a member of the Churchwide Assembly.
- i. Oversee and administer the work of this synod and in so doing:
  - 1) Serve as the president of the synod corporation and be the chief executive and administrative officer of this synod, who is authorized and empowered, in the name of this synod, to sign deeds or other instruments and to affix the seal of this synod;

- 2) Preside at all meetings of the Synod Assembly and provide for the preparation of the agenda for the Synod Assembly, Synod Council, and the council's Executive Committee;
- 3) Ensure that the constitution and bylaws of the synod and of the churchwide organization are duly observed within this synod, and that the actions of the synod in conformity therewith are carried into effect;
- 4) Exercise supervision over the work of the other officers;
- 5) Coordinate the work of all synodical staff members;
- 6) Appoint all committees for which provision is not otherwise made;
- 7) Be a member of all committees and any other organizational units of the synod, except as otherwise provided in this constitution;
- 8) Provide for preparation and maintenance of synodical rosters containing:
  - a) the names and addresses of all ordained ministers of this synod and a record of the calls under which they are serving or the date on which they become retired or disabled; and
  - b) the names and addresses of all other rostered persons of this synod and a record of the positions to which they have been called or the date on which they become retired or disabled;
- 9) Annually bring to the attention of the Synod Council the names of all rostered persons on leave from call or engaged in approved graduate study in conformity with the constitution, bylaws and continuing resolutions of this church and pursuant to prior action of this synod through the Synod Council;
- 10) Provide for prompt reporting to the secretary of this church of:
  - a) additions to and subtractions from the rosters of this synod and the register of congregations;
  - b) the issuance of certificates of transfer for rostered persons in good standing who have received and accepted a properly issued, duly attested, regular letter of call under the jurisdiction of another synod; and
  - c) the entrance of the names of such persons for whom proper certificates of transfer have been received;
- 11) Provide for preparation and maintenance of a register of the congregations of this synod and the names of the laypersons who have been elected to represent them; and
- 12) Appoint a statistician of the synod, who shall secure the parochial reports of the congregations and make the reports available to the secretary of this church for collation, analysis, and distribution of the statistical summaries to this synod and the other synods of this church.

**S8.14.** The bishop may have such assistants as this synod shall from time to time authorize. The bishop shall nominate persons to authorized staff positions in the synod.

**+S8.15.** The presiding bishop of this church, or the appointee of the presiding bishop, shall install into office, in accord with the policy and approved rite of this church, each newly elected synodical bishop.

**+S8.16** **Conflicts of Interest**

**+S8.16.01** The following procedures shall govern matters of potential conflicts of interest for synodical bishops:

- a. Whenever a synodical bishop determines that a matter of the kind described in +S8.16.01.b. may require his or her determination or action with respect to a related individual as defined in +S8.16.01.c., the synodical bishop shall withdraw from personal involvement in such matter and shall so notify the presiding bishop. The presiding bishop shall then appoint another synodical bishop from the same region to handle the matter to conclusion. In dealing with such matter, the appointed bishop shall exercise all of the functions and authority to the same extent as if the appointed bishop were the elected bishop of the withdrawing bishop's synod.
- b. Matters include any proceedings under Chapter 20, proceedings under provision 7.46. of the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America* (+S14.13.), candidacy, reinstatement, and similar

matters where determinations or actions by the synodical bishop could change, limit, restrict, approve, authorize, or deny the related individual's ministry on one of the official rosters of this church.

- c. A related individual is one who, with respect to the synodical bishop, is a spouse, parent, son, daughter, sibling, uncle, aunt, niece, nephew, grandparent, grandchild, or in-law (parent, son, daughter, or sibling of a spouse, spouse of a sibling, or the parent or sibling of the spouse of a sibling).

**S8.20. Vice President**

**+S8.21. The vice president shall be elected by the Synod Assembly. The vice president shall be a lay person. The vice president shall be a voting member of a congregation of this synod. The vice president shall not receive a salary for the performance of the duties of the office.**

**S8.22. The vice president shall:**

- a. Chair the Synod Council.
- b. Supervise the Synod Assembly Planning Committee.

**S8.23. In the event of the death, resignation, or disability of the bishop, the vice president, after consultation with the presiding bishop of the Evangelical Lutheran Church in America, shall convene the Synod Council to arrange for the conduct of the duties of the bishop until a new bishop shall be elected or, in the case of temporary disability, until the bishop resumes full performance of the duties of the office.**

**S8.30. Secretary**

**+S8.31. The secretary shall be elected by the Synod Assembly. The secretary shall be a voting member of a congregation of this synod. The secretary may be either a lay person or an ordained minister.**

**+S8.32. The secretary shall:**

- a. Keep the minutes of all meetings of the Synod Assembly and Synod Council, be responsible for the printing and distribution of such minutes, and perform such other duties as this synod may from time to time direct.
- b. Be authorized and empowered, in the name of this synod, to attest all instruments which require the same, and which are signed and sealed by the bishop.
- c. In consultation with the bishop, classify and arrange all important papers and documents and deposit them in the archives of this synod.
- d. Submit to the secretary of this church at least nine months before the Churchwide Assembly a certified list of the voting members elected by the Synod Assembly.

**S8.32.01. The secretary shall perform these other duties:**

- a. Give notice of the time and place of each Synod Assembly.
- b. Convene the Synod Assembly nominating committee.
- c. Cause the slate of nominees and biographical information about them to be published in the pre-assembly report at least thirty days prior to the Synod Assembly.
- d. Serve as a member of the Synod Assembly planning committee.
- e. Serve as a member of the Synod Assembly committee on standing rules.

**S8.40. Treasurer**

**+S8.41. The treasurer may be elected by the Synod Assembly or may be appointed by the Synod Council. The treasurer shall be a voting member of a congregation of this synod. The treasurer may be either a lay person or an ordained minister.**

**S8.42. The treasurer shall provide and be accountable for:**

- a. Management of the monies and accounts of this synod, its deeds, mortgages, contracts, evidences of claims and revenues, and trust funds, holding the same at all times subject to the order of this synod.
- b. Investment of funds upon the authorization of the Synod Council.
- c. Receipt and acknowledgment of offerings, contributions, and bequests made to this synod, collecting interest and income from its invested funds, and paying regular appropriations and orders on the several accounts as approved and directed by the Synod Council. The treasurer shall transmit each month to the treasurer of the Evangelical Lutheran Church in America the funds received by this synod for the general work of this church.

- d. Maintenance of a regular account with each congregation of this synod and informing the congregation, at least quarterly, of the status of this account.
- e. Rendering at each regular meeting of the Synod Assembly a full, detailed and duly audited report of receipts and disbursements in the several accounts of the synod for the preceding fiscal year, together with the tabulation, for record and publication in the minutes, of the contributions from the congregations.
- f. Obtaining a fidelity bond in the amount determined by the Synod Council for persons handling synod funds, which bond shall be in the custody of the secretary. The premium for the bond shall be paid by this synod. Fidelity coverage provided by the Evangelical Lutheran Church in America shall be deemed a fulfillment of this requirement.

**S8.50. General Provisions**

**+S8.51. The terms of office of the officers of this synod shall be:**

- a. The bishop of this synod shall be elected to a term of six years and may be reelected.
- b. The vice president and secretary of this synod shall be elected to a term of four years and may be reelected.
- c. The treasurer of this synod shall be appointed to a term of four years and may be reappointed.

**S8.51.01. The vice president and the secretary may be elected for a maximum of two consecutive full terms.**

**S8.52. The term of the bishop of this synod shall begin on the first day of the third month following election. The terms of the other officers of this synod shall begin on the first day of the next month following election.**

**+S8.53. Each officer shall be a voting member in a congregation of this synod, except that the bishop need not be a member of a congregation of this synod at the time of election.**

**+S8.54. Should the bishop die, resign or be unable to serve, the vice president, after consultation with the presiding bishop of the Evangelical Lutheran Church in America, shall convene the Synod Council to arrange for the appropriate care of the responsibilities of the bishop until an election of a new bishop can be held or, in the case of temporary disability, until the bishop is able to serve again. Such arrangements may include the appointment by the Synod Council of an interim bishop, who during the vacancy or period of disability shall possess all of the powers and authority of a regularly elected bishop. The term of the successor bishop, elected by the next Synod Assembly or a special meeting of the Synod Assembly called for the purpose of election, shall be six years with the subsequent election to take place at the Synod Assembly closest to the expiration of such a term and with the starting date of a successor term to be governed by constitutional provision S8.52.**

**S8.55. Should the vice president, secretary or treasurer die, resign or be unable to serve, the bishop, with the approval of the Executive Committee of the Synod Council, shall arrange for the appropriate care of the responsibilities of the officer until an election of a new officer can be held or, in the case of temporary disability, until the officer is able to serve again. The term of the successor officer, elected by the next Synod Assembly, shall be four years.**

**+S8.56. The Executive Committee of the Synod Council shall determine whether an officer is unable to serve; the officer may appeal the decision of the Executive Committee by requesting a hearing before the Synod Council. A meeting to determine the ability of an officer to serve shall be called upon the request of at least three members of the Executive Committee and prior written notice of the meeting shall be given to the officer in question at least ten calendar days prior to the meeting.**

**+S8.57. The recall or dismissal of an officer may be effected in accordance with the procedure established by the Committee on Appeals of the Evangelical Lutheran Church in America.**

**+S8.58. If the bishop is to be temporarily absent from the synod for an extended period, the bishop, with the consent of the Synod Council, may appoint as acting bishop for such period an ordained minister of this church. Except as limited by action of the Synod Council, an acting bishop shall possess all of the powers and authority**

of a regularly elected bishop other than authority to ordain or to authorize the ordination of properly approved candidates for ordination.

**Chapter 9.**  
**NOMINATIONS AND ELECTIONS**

- +S9.01.** The Synod Assembly shall elect such officers of this synod and such other persons as the constitution and bylaws may require, according to procedures set forth in the bylaws.
- S9.02.** In all elections by the Synod Assembly, other than for the bishop, a majority of the legal votes cast shall be necessary for election.
- S9.03.** There shall be a Nominating Committee as provided in the bylaws. Additional nominations may be made from the floor for all elections for which nominations are made by the Nominating Committee, or as provided in the bylaws.
- S9.03.01.** There shall be a Nominating Committee consisting of five persons, representing the broad constituency of the synod. They shall be appointed by the Synod Council. The secretary of this synod shall act as convener.
- S9.03.02.** The function of the Nominating Committee will be to receive the names and information about nominees provided by the conferences for offices for which there are elections, to provide additional nominees in cases in which a conference does not provide the number of nominees required by the constitution or bylaws, and to obtain nominees for the at-large positions as a means to ensure obtaining inclusive goals. Information about nominees should thus be made available in adequate time for publication in the pre-assembly report.
- S9.03.03.** Each conference shall nominate at least one person for the Synod Council. They shall be either clergy or lay as determined by a schedule established by the Synod Council. From these nominees, and any others nominated from the floor, the Synod Assembly shall elect one person to represent each conference.
- S9.03.04.** The Nominating Committee will provide two nominees for each of the four at-large memberships on the Synod Council. From each of these pairs of nominees, the Synod Assembly shall elect one at-large member to serve a staggered term on the Synod Council.
- S9.03.05.** The Nominating Committee will provide two nominees for each of two youth positions, one male and one female, as those positions become open on the Synod Council. From these nominees, the Synod Assembly shall elect one in each category to serve a staggered term, each of whom at the time of election shall be in or have completed the tenth grade of school.
- S9.03.06** In consultation with the Synodical Women's Organization, the Nominating Committee will provide two nominees for one Synodical Women's Organization Representative position, and the Synod Assembly shall elect one.
- S9.03.07.** In accordance with ELCA constitutional provision 12.41, Southeastern Iowa Synod constitutional provision +S6.04., and Southeastern Iowa Synod continuing resolution +S6.04.A01, members of the Churchwide Assembly shall be selected as follows:
- a. Each conference shall nominate one clergy. This nomination shall be accomplished and communicated to the secretary of this synod no later than December 1 prior to the Synod Assembly at which the election will occur. The nominating committee shall, if necessary, nominate sufficient clergy so that there are at least two nominees for each clergy position. All of these nominees and any additional nominees from the floor shall be submitted to the Synod Assembly on a single ballot and not in pairs, and the Synod Assembly shall elect the number of clergy members of the Churchwide Assembly allotted to this synod.
  - b. The Nominating Committee shall nominate two lay male at-large nominees and two lay female at-large nominees. The Synod Assembly shall elect one male at-large member and one female at-large member from these nominees.
  - c. Each conference shall nominate one lay person, who may be either male or female. This nomination shall be accomplished and communicated to the secretary of this synod no later than December 1 prior to the Synod Assembly at which the election will occur. The Nominating Committee shall, if necessary, nominate sufficient

additional lay persons so that there are at least two nominees for each of the remaining possible male lay positions and at least two nominees for each of the remaining possible female lay positions. All of the male nominees and any additional lay male nominees from the floor shall be submitted to the Synod Assembly on a single ballot and not in pairs, and the Synod Assembly shall elect the required number of lay male members to the Churchwide Assembly. All of the female nominees and any additional lay female nominees from the floor shall be submitted to the Synod Assembly on a single ballot and not in pairs, and the Synod Assembly shall elect the required number of lay female members to the Churchwide Assembly.

- d. The Synod Assembly shall elect an equal number of men and women to fulfill the number of lay members of the Churchwide Assembly allotted to this synod. In the event this synod is allotted an odd number of lay members, the odd-numbered lay member shall be the man or woman among the lay nominees, not including the at-large nominees, who has the higher number of votes and is not already assured of election.
- e. In the event of ties for the last member in a category, all nominees who are tied will be submitted to the Synod Assembly in a run-off election.
- f. The bishop of this synod, who is ex-officio a member of the Churchwide Assembly, shall be included in the assigned number of voting clergy members otherwise elected.

**S9.04. The bishop shall be elected by the Synod Assembly by ecclesiastical ballot. Three-fourths of the legal votes cast shall be necessary for election on the first ballot. If no one is elected, the first ballot shall be considered the nominating ballot. Three-fourths of the legal votes cast on the second ballot shall be necessary for election. The third ballot shall be limited to the seven persons (plus ties) who received the greatest number of legal votes on the second ballot, and two-thirds of the legal votes cast shall be necessary for election. The fourth ballot shall be limited to the three persons (plus ties) who receive the greatest number of legal votes on the third ballot, and 60 percent of the legal votes cast shall be necessary for election. On subsequent ballots a majority of the legal votes cast shall be necessary for election. These ballots shall be limited to the two persons (plus ties) who receive the greatest number of legal votes on the previous ballot.**

**S.9.04.01.** An opportunity shall be provided on the Synod Assembly agenda for a brief presentation by each nominee prior to balloting on the third ballot.

**S9.05. The Nominating Committee shall nominate at least two persons for vice president; additional nominations may be made from the floor.**

**S9.06. The Nominating Committee shall nominate two persons for secretary; additional nominations may be made from the floor.**

**S9.07. The Synod Council shall nominate two persons for treasurer; additional nominations may be made from the floor.**

**S9.08. In all elections, except for the bishop, the names of the persons receiving the highest number of legal votes, but not elected by a majority of the legal votes cast on a preceding ballot, shall be entered on the next ballot to the number of two for each vacancy unfilled. On any ballot when only two names appear, a majority of the legal votes cast shall be necessary for election.**

**S9.09. The result of each ballot in every election shall be announced in detail to the assembly.**

**S9.11. The Synod Council shall elect or appoint representatives to the steering committee of its region.**

**+S9.12 Background checks and screening shall be required and completed for persons nominated as synodical officers prior to their election, if possible, or as soon as practical after their election. The specific procedures and timing of background checks and screening shall be determined by the Synod Council.**

## **Chapter 10. SYNOD COUNCIL**

- +S10.01.** The Synod Council consisting of the four officers of the synod, 10 to 24 other members, and at least one youth and at least one young adult, shall be elected by the Synod Assembly.
- a. Each person elected to the Synod Council shall be a voting member of a congregation of this synod, with the exception of ordained ministers on the roster of this synod who reside outside the territory of this synod. The process for election and the term of office when not otherwise provided shall be specified in the bylaws. A member of the Church Council of the Evangelical Lutheran Church in America, unless otherwise elected as a voting member of the Synod Council, may serve as an advisory member of the Synod Council with voice but not vote.
  - b. The term of office of members of the Synod Council, with the exception of the officers and the youth members, shall be three years.
- S10.01.01** There shall be two youth positions on the Synod Council, one male and one female.
- S10.01.02** The persons elected by the Synod Assembly to the youth positions shall be elected to two-year staggered terms.
- S10.01.03** There shall be one Southeastern Iowa Synodical Women's Organization Representative position on the Synod Council for a term of three years.
- +S10.02.** **The Synod Council shall be the board of directors of this synod and shall serve as its interim legislative authority between meetings of the Synod Assembly. It may make decisions which are not in conflict with actions taken by the Synod Assembly or which are not precluded by provisions of this constitution or the constitution and bylaws of the Evangelical Lutheran Church in America.**
- S10.03.** **The functions of this Synod Council shall be to:**
- a. Exercise trusteeship responsibilities on behalf of this synod.
  - b. Recommend program goals and budgets to the regular meetings of the Synod Assembly.
  - c. Carry out the resolutions of the Synod Assembly.
  - d. Provide for an annual review of the roster of ordained ministers and of other official rosters, receive and act upon appropriate recommendations regarding those persons whose status is subject to reconsideration and action under the constitution and bylaws of the ELCA, and make a report to the Synod Assembly of the Synod Council's action in this regard.
  - e. Issue letters of call to ordained ministers and letters of call to associates in ministry, deaconesses of the Evangelical Lutheran Church in America, and diaconal ministers as authorized by Chapter 7 of the constitution and bylaws of the ELCA.
  - f. Fill vacancies until the next regular meeting of the Synod Assembly except as may otherwise be provided in the constitution or bylaws of this synod, and determine the fact of the incapacity of an officer of this synod.
  - g. Report its actions to the regular meeting of the Synod Assembly.
  - h. Perform such other functions as are set forth in the bylaws of this synod, or as may be delegated to it by the Synod Assembly.
- S10.03.01.** Other functions of the Synod Council shall be to:
- a. Develop the long-range vision of the synod, and periodically review the work of this synod to see that programs and organizational units are functioning according to synod priorities.
  - b. Elect to synod professional staff positions created by the Synod Assembly those persons nominated by the bishop.
  - c. Be responsible for the leadership and supervision of all matters of this synod not otherwise assigned by the constitution and bylaws.
- S10.03.02.** The Synod Council may create committees to assist it in performing its functions. The Synod Council may elect persons who are not members of Synod Council to membership on committees of the Council.
- S10.03.A00.** *The Synod Council shall appoint members to each of the committees of the Council. The number of members to be appointed to each committee shall be determined by the Synod Council. Those committees are:*
- a. *Finance.*

- b. Human Resources.
- c. Constitution.
- d. Such other ad hoc committees as the Council deems necessary.

**S10.03.B99.** *There shall be a human resources committee that shall recommend to the Synod Council personnel policies for the executive staff and the support staff of the synod. The following duties shall be among its responsibilities:*

- a. *Recommend personnel policies, staffing levels, procedures, and standards for the approval of the Synod Council.*
- b. *Initiate necessary research to update compensation packages and make recommendations to the Synod Council for upgrading pensions and other benefit plans.*
- c. *Recommend salary increases to the Synod Council and implement policy and procedures for ongoing performance evaluation.*
- d. *Ensure that equal employment opportunity and affirmative action are the practices of the Southeastern Iowa Synod.*
- e. *Provide for just and equitable employee relations practices, including grievance procedures and orderly termination of an employee, when that becomes necessary.*
- f. *Supervise the maintenance of personnel records for all employees, including employee performance evaluations.*

*The human resources committee shall be composed of five persons; two Synod Council members, one of whom shall be the chair of the committee; two at-large members of the Southeastern Iowa Synod, and the treasurer of the synod. The bishop of the Southeastern Iowa Synod shall serve ex officio. Members will be nominated by the executive committee to the Synod Council for election. They shall serve a one year term. The human resources committee shall meet twice each year.*

**S10.03.C11.** *There shall be a constitution committee that ensures the currency, accuracy and integrity of the Southeastern Iowa Synod Constitution and the constitutions of its congregations. The following duties shall be among its responsibilities:*

- a. *Annually review the Southeastern Iowa Synod Constitution to ensure compliance with changes to the ELCA Model Constitution for Synods.*
- b. *Annually review the Southeastern Iowa Synod Constitution for clarity, consistency and completeness as the life of the synod evolves.*
- c. *Receive and review recommendations for changes to the Southeastern Iowa Synod Constitution from the Synod Council, synod staff, congregations or individual members.*
- d. *Prepare resolutions for changes which must come before the Assembly as required.*
- e. *Encourage congregations of the Southeastern Iowa Synod to keep their constitutions current and in compliance with changes to the ELCA Model Constitution for Congregations.*
- f. *As congregations revise their constitutions for various reasons and submit these constitutions for review, ensure a timely and proactive process of communication and recommendation.*

*The constitution committee shall be composed of six persons, including the bishop of the Southeastern Iowa Synod, who serves as ex officio. The bishop's appointed parliamentarian shall serve as liaison. The committee shall have staff services provided by the Office of the Bishop. Members will be nominated by the executive committee to the Synod Council for election. They shall serve a three-year term, with approximately one-third elected each year. Members may be elected to serve two consecutive terms.*

**S10.04.** **Any proposal to appropriate funds, whether by amendment to the budget or otherwise, which is presented to a meeting of the Synod Assembly without the approval of the Synod Council, shall require a two-thirds vote for adoption.**

**S10.05.** **No elected member of the Synod Council shall receive compensation for such service.**

**S10.06.** **If an ordained member of the Synod Council ceases to be a member in good standing on a roster of this synod or if a lay person serving on this Synod Council ceases to be a voting member of a congregation of this synod, the office filled by such member shall at once become vacant.**

**S10.06.A03.** *A member's place on the synod council shall be declared vacant if the member a) was required to be a voting member of a congregation of this synod at the time of the*

*member's election and ceases to be a voting member of a congregation of this synod or b) is absent from two consecutive regular meetings of the synod council without cause.*

- S10.07. The composition of the Synod Council, the number of its members, and the manner of their selection, as well as the organization of the Synod Council, its additional duties and responsibilities, and the number of meetings to be held each year shall be as set forth in the bylaws.**
- S10.07.01** The Synod Council shall be composed of one member from each conference of this synod, four at-large members (one lay male, one lay female, and two clergy), the officers of this synod, and two youth members.
- S10.07.02.** Except for the officers and youth members, terms of members on the Synod Council shall be three years in length. Members shall be eligible for consecutive reelection once to a second full term. The youth members shall not be eligible for reelection.
- S10.07.03.** A vacancy occurring ad interim shall be filled by the Synod Council. Nominations shall be made by the vice president of the Synod Council in consultation with the dean of the affected conference. The person thus elected shall serve until the next Synod Assembly and shall be eligible for election to complete the unexpired term.
- S10.07.04.** The Synod Council shall stagger the terms of office so that approximately one-third of the members nominated by conferences shall be elected each year, and so that at least one at-large member shall be elected each year.
- S10.07.05** The representation on Synod Council from a particular conference shall rotate among lay female, clergy and lay male. The Synod Council shall, by continuing resolution, adopt a rotation plan which will implement this bylaw and permit each member of the Synod Council to serve out the balance of the two terms permitted to that member or that member and the member's immediate predecessor. The Synod Council may adjust the rotation plan from time to time to respond to gender balance and diversity considerations.
- S10.07.06.** When a member of the Synod Council moves out of the conference represented, that position shall be declared vacant. A new member from that conference shall be elected by the Synod Council until the election at the next Synod Assembly.
- S10.07.07.** Meetings of the Synod Council shall normally be three times a year. Additional meetings may be called by the bishop, vice president, or 25% of the Synod Council membership.
- S10.07.A01.** *The grid adopted by the Synod Council on June 9, 2001 to establish the rotation of conference representation directed by S10.07.05 appears at the end of this constitution.*

## Chapter 11.

### ORGANIZATIONAL UNITS

- +S11.01. There shall be an Executive Committee, a Consultation Committee, a Committee on Discipline, a Mutual Ministry Committee, an Audit Committee, and such other committees as this synod may from time to time determine. The duties and functions of such committees, or any other organizational units created by this synod, and the composition and organizational structure of such units, shall be as set forth in this constitution or in the bylaws or continuing resolutions and shall be subject to any applicable provisions or requirements of the constitution and bylaws of the Evangelical Lutheran Church in America.**
- S11.01.10.** EXECUTIVE COMMITTEE
- S11.01.11.** There shall be an Executive Committee, chaired by the bishop of the synod, consisting of the four synod officers, plus one additional clergy appointed by the Synod Council upon the recommendation of the bishop and vice president. The additional clergy member will serve for one year and shall be chosen from the Synod Council.
- S11.01.12.** The Executive Committee shall appoint members to the Mutual Ministry Committee upon nomination by the bishop.
- S11.01.13.** Other duties and responsibilities may be assigned to the Executive Committee by the bishop or the Synod Council.
- S11.01.14.** There shall be commissions responsible to the Synod Council to further the mission of this synod.
- The name and purpose of each commission shall be specified in continuing resolutions.
  - Each commission shall provide an annual written report to the Synod Council and to the Synod Assembly. The Synod Council may request additional reports.

- S11.01.A09.** *The names and purposes of the commissions of this synod shall be as follows:*
- a. *There shall be a commission for EVANGELICAL MISSION. This commission is dedicated to developing and renewing evangelizing congregations. In the name of Jesus, this commission will foster ministries and action that reflect a deep understanding of the connection between the various forms of mission support and the mission to which God has called us.*
  - b. *There shall be a commission for VOCATION AND FAITH FORMATION. This commission is dedicated to enhancing the ministries of congregations, leaders (called and elected), and individual members of every age throughout this synod. Wholeness, renewal, and faith development are dominant themes that will shape the work of this commission.*
  - c. *There shall be a commission for ROSTERED LEADERSHIP SUPPORT. This commission is dedicated to fostering connections among the rostered leaders of this synod, while addressing issues related to continuing education and enrichment, compensation for ministry, vocational affirmation. This commission attends to needs and challenges in ways that strive to strengthen the leaders called or authorized for Word and Sacrament ministry or Word and Service ministries.*
  - d. *There shall be a commission for CHURCH IN SOCIETY. This commission attends to the intersections between the church's mission and the world's needs. This commission is responsible for holding this synod accountable for our shared commitment to ministry to and with people living in poverty. It is also responsible for other issues including peace, justice and care for creation.*
  - e. *There shall be a commission for GLOBAL RELATIONSHIPS. This commission is committed to this synod's engagement in God's mission to the whole world, including by not limited to any companion relationship into which the Southeastern Iowa Synod has entered on behalf of the Evangelical Lutheran Church in America.*
  - f. *The Synod Council may create new commissions.*
- S11.01.B09** *Each commission shall be led by a chairperson appointed by the Synod Council.*
- a. *The term of each chairperson is subject to annual renewal not to exceed 3 consecutive years.*
  - b. *The term of each chairperson shall begin after the Synod Council meeting at which he or she is appointed.*
- S11.01.C09** *Each Commission shall consist of no more than nine (9) members appointed by the Synod Council, including the chairperson.*
- a. *Each member shall be appointed to a three-year term. No member shall serve more than two consecutive terms.*
  - b. *The chairperson of each commission or the Bishop may invite persons to meet with that commission as advisory participants with voice but not vote.*
- S11.01.D09** *Working groups that have specific stated outcomes and time tables may be created, added, discontinued or realigned by the Synod Council in order to carry out the work assigned to each commission. Such revisions shall take place in consultation with the appropriate commission.*
- a. *In order to facilitate the activities required to address identified priorities, a commission may establish working groups. Each working group will receive a charge from the commission that establishes it, which shall include a description of responsibilities, measurable hoped-for outcomes, and when appropriate, an expected timetable for accomplishing the work. Upon the completion of the charge or at a date determined by the commission, a particular working group shall cease to exist.*
  - b. *With the consent of the Synod Council, a commission may establish a working group with an ongoing or continuing charge without an identified time limit. Such working groups shall be referred to as committees of the commission and shall operate within the scope of the respective commission's charge. A commission committee shall provide annual written reports to the commission. The commission may dissolve a committee with the consent of the Synod Council.*
  - c. *The term for members of a commission committee shall be determined by the commission and may not exceed a total of six (6) consecutive years.*
  - d. *Members of a commission may serve as members of the working groups or committees the commission establishes.*
- S11.01.15.** *The Candidacy Committee shall consist of no more than twelve (12) members appointed by the Synod Council for three-year staggered terms who shall serve no more than three*

consecutive terms. The chairperson of the Candidacy Committee shall be recommended by the Bishop and ratified by the Synod Council. The term of the chairperson shall be three years and may extend beyond the term limit assigned to members of the committee if the chairperson is appointed during a concluding term. The responsibilities of this committee shall include:

- a. providing direction for entrance into rostered ministries,
- b. endorsing candidates for all rostered ministries in cooperation with the appropriate seminaries of this church and in accordance with the standards and procedures of the Evangelical Lutheran Church in America,
- c. providing for the approval of candidates for ordination, consecration, and certification,
- d. recommending to the Synod Council the reinstatement of persons to the ministry rosters, and
- e. providing for rostered leadership recruitment, preparation, and support in accordance with churchwide standards and policies.

**+S11.02. The Consultation Committee of this synod shall consist of at least six persons and not more than 12 persons, of whom half shall be ordained ministers and half shall be laypersons, who shall each be elected by the Synod Assembly for a term of six years without consecutive reelection. The functions of the Consultation Committee are set forth in Chapter 20 of the Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America and in Chapter 17 of this constitution. The size of the Consultation Committee, in accord with this provision, shall be defined in this synod's bylaws.**

**S11.02.01** The Consultation Committee of this synod shall consist of six persons.

**+S11.03. The Committee on Discipline of this synod shall consist of 12 persons, of whom six shall be ordained ministers and six shall be laypersons, who shall each be elected by the Synod Assembly for a term of six years without consecutive reelection.**

- a. The functions of the Committee on Discipline of this synod are set forth in Chapter 20 of the Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America.
- b. The terms of committee members shall be staggered so that the terms of four committee members (two clergy and two lay) expire every two years.
- c. The Synod Council shall fill vacancies on the Committee of Discipline for any unexpired term. (During the 1999-2001 biennium, in order to implement such staggered terms for as 12-member committee, the Synod Council may designate terms and may transfer members from the Consultation Committee to the Committee on Discipline consistent with models prepared by the secretary of this church. This parenthetical implementation sentence shall expire at the conclusion of the 2001 Churchwide Assembly.)

**+S11.04 The Mutual Ministry Committee shall be appointed by the Executive Committee of the Synod Council to provide support and counsel to the bishop.**

**S11.04.01** The Mutual Ministry Committee to the bishop shall be composed of five members who are nominated by the bishop.

**S11.04.02.** The term of office of members of the Mutual Ministry Committee shall coincide with the bishop's term of office.

**S11.04.03.** There shall be a Mutual Ministry Committee to the bishop's assistants to provide support and counsel to the bishop's assistants.

**S11.04.04.** The membership of the Mutual Ministry Committee to the bishop's assistants may be the same as the Mutual Ministry Committee to the bishop.

**S11.04.05.** The term of office for the Mutual Ministry Committee to the bishop's assistants shall coincide with the term of the bishop.

**+S11.05. The Audit Committee of this synod shall consist of three to six persons, none of whom are members of the synod staff. Up to half of the committee members may be Synod Council members. The Audit Committee members shall be elected by the Synod Council for a term of three years and be eligible for re-election to a second consecutive three-year term. The terms of the Audit Committee members shall be staggered. The Audit Committee shall be responsible for assisting the Synod Council in fulfilling its general oversight of the synod's accounting, financial reporting, internal control systems, and external audit processes as provided in +S15.31.**

**S11.10 General Provisions**

**S11.11.** This synod shall in its bylaws or by continuing resolution establish a process to ensure that the members of its committees and program boards will be persons possessing the necessary knowledge and competence to be effective members of such units, and to meet the requirements of +S6.04. With the exception of ordained ministers on the roster of this synod who reside outside the territory of this synod, each member of a committee of this synod, or any other organizational unit created by this synod, shall be a voting member of a congregation of this synod.

**Chapter 12.**

**CONFERENCES, CLUSTERS, COALITIONS OR OTHER AREA SUBDIVISIONS**

**+S12.01.** This synod may establish conferences, clusters, coalitions, area subdivisions, and networks as appropriate within its territory and in collaboration with other synods and partners as specified in the bylaws and continuing resolutions. The purpose of such groupings shall be to foster interdependent relationships for missional purposes among congregations, synods, the churchwide organization, and other partners.

**S12.01.10.** Conferences

**S12.01.11.** This synod shall establish eleven conferences and their boundaries within the territory of this synod.

**S12.01.12.** Each conference shall, at an annual assembly of the conference, elect a dean (clergy), a secretary (lay) and any other officers deemed necessary, for three-year terms to serve no more than two consecutive terms. When a conference assembly is scheduled to elect a dean, the Bishop may recommend for consideration a pastor serving within the conference.

**S12.01.14.** Each conference shall have at least one assembly per year with voting representation established by each conference.

**S12.01.16.** In the event of a vacancy in the office of dean, the Bishop shall appoint a pastor from the conference to serve until the next conference assembly.

**Chapter 13.**

**CONGREGATIONS**

**+S13.01.** Each congregation, except those certified as congregations of the Evangelical Lutheran Church in America by the uniting churches, prior to being listed in the register of congregations of this synod, shall adopt the Model Constitution for Congregations or one acceptable to this synod, which is not in contradiction to the constitution and bylaws of the ELCA.

- a. **New congregations.** A congregation newly formed by this church and any congregation seeking recognition and reception by this church shall:
  - 1) **Accept the criteria for recognition and reception as a congregation of this church, fulfill the functions of the congregation, and accept the governance provisions as provided in Chapter 9 of the ELCA constitution and bylaws.**
  - 2) **Adopt governing documents that include fully and without alterations the Preamble, Chapter 1, where applicable, and all required provisions of Chapters 2, 3, 4, 5, 6, 7, 8, 9, 15, 16, 17, 18, and 19 in the *Model Constitution for Congregations* consistent with requirements of the constitutions, bylaws, and continuing resolutions of this church. Bylaws and continuing resolutions, appropriate for inclusion in these chapters and not in conflict with these required provisions in the Model Constitution for Congregations, the constitution of this synod, or the Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America, may be adopted as described in Chapters 16 and 18 of the Model Constitution for Congregations.**
  - 3) **Accept the commitments expected of all congregations of the ELCA as stated in \*C6.01,\*C6.02 and \*C6.03 of the Model Constitution for Congregations.**
- b. **Congregations from another church body.** If a congregation is a member of another church body, the leaders of the congregation first should consult with

the appropriate authorities of that church body before taking action to leave its current church body. After such consultation leaders of the congregation should make contact with the ELCA synod bishop or staff where the congregation is located.

- c. Recognition and reception. Recognition and reception into this church of transferring or independent congregations by the Evangelical Lutheran Church in America is based on the judgment of the synod and action by the synod through the Synod Council and Synod Assembly. The synod bishop shall provide for prompt reporting of such additions to the secretary of this church for addition to the register of congregations.

- +S13.02. It shall be the responsibility of each congregation of this synod annually to choose from among its voting members lay persons to serve as members of the Synod Assembly as well as persons to represent it at meetings of any conference, cluster, coalition, or other area subdivision of which it is a member. The number of persons to be elected by each congregation and other qualifications shall be as prescribed in guidelines established by this synod.
- S13.11. When a pastor or when an associate in ministry, deaconess, or diaconal minister resigns, the Congregation Council shall receive the letter of resignation, report it to the congregation and at once notify the bishop of this synod.
- S13.12. A congregation under financial obligation to its former pastor or associate in ministry, deaconess, or diaconal minister shall make satisfactory settlement of the obligation before calling a successor.
- +S13.19. A congregation considering a relocation shall confer with the bishop of the synod in which it is territorially located and the appropriate program unit of the churchwide organization before any steps are taken leading to such action. The approval of the Synod Council shall be received before any such action is effected.
- +S13.20. A congregation considering development of an additional site to be used regularly for worship shall confer with the bishop of the synod in which it is territorially located and the appropriate program unit of the churchwide organization before any steps are taken leading to such action.
- S13.21. The alignment of congregations in pastoral charges, and all alterations in any alignment, shall be subject to approval by the Synod Assembly or by the Synod Council.
- +S13.22. Each congregation of the Evangelical Lutheran Church in America within the territory of this synod, except those which are in partnership with the Slovak Zion Synod, shall establish and maintain a relationship with this synod.
- +S13.23. Provision 9.71. of the ELCA constitution shall govern the relationship of this synod and a congregation of this synod regarding the property of the congregation. This synod may transfer or convey property to a congregation of the synod, subject to restrictions accepted by the congregation, including provision that if the Synod Council, in its sole and exclusive discretion, determines (1) that the property is not being used to serve the mission and ministry needs of this church, or (2) that the congregation has transferred, encumbered, mortgaged, or in any way burdened or impaired any right, title, or interest in the property without prior approval of the Synod Council, then title to the property shall revert to the synod, and the congregation, upon written demand, shall reconvey the property to the synod.
- S13.24. If any congregation of this synod has disbanded, or if the members of a congregation agree that it is no longer possible for it to function as such, or if it is the opinion of the Synod Council that the membership of a congregation has become so scattered or so diminished in numbers as to make it impractical for such a congregation to fulfill the purposes for which it was organized or that it is necessary for this synod to protect the congregation's property from waste and deterioration, the Synod Council, itself or through trustees appointed by it, may take charge and control of the property of the congregation to hold, manage and convey the same on behalf of this synod. The congregation shall have the right to appeal the decision to the Synod Assembly.
- S13.25. This synod may temporarily assume administration of a congregation upon its request or with its concurrence.
- S13.30. Discipline.

- +S13.31.** Congregations and members of congregations are subject to discipline in accordance with the provisions of Chapter 20 of the ELCA constitution and bylaws.
- S13.40** Synodically Authorized Worshiping Communities
- S13.41** Authorized worshiping communities, acknowledged under criteria, policies, and procedures approved by the Church Council of the Evangelical Lutheran Church in America, shall accept and adhere to the Confession of Faith and Statement of Purpose of this church, shall be served by leadership under the criteria of this church, and shall be subject to the discipline of this church.

**Chapter 14.**

**ORDAINED MINISTERS AND LAY ROSTERED MINISTERS**

- +S14.01.** The time and place of the ordination of those persons properly called to congregations or extra-parish service of this synod shall be authorized by the bishop of this church.
- +S14.02.** Consistent with the faith and practice of the Evangelical Lutheran Church in America,
  - a.** Every ordained minister shall:
    - 1) preach the Word;
    - 2) administer the sacraments;
    - 3) conduct public worship;
    - 4) provide pastoral care; and
    - 5) speak publicly to the world in solidarity with the poor and oppressed, calling for justice and proclaiming God's love for the world.
  - b.** Each ordained minister with a congregational call shall, within the congregation:
    - 1) offer instruction, confirm, marry, visit the sick and distressed and bury the dead;
    - 2) supervise all school and organizations within the congregation;
    - 3) install regularly elected members of the Congregation Council; and
    - 4) with the council, administer discipline.
  - c.** Every pastor shall:
    - 1) strive to extend the Kingdom of God in the community, in the nation, and abroad;
    - 2) seek out and encourage qualified persons to prepare for the ministry of the Gospel;
    - 3) impart knowledge of this church and its wider ministry through distribution of its periodicals and other publications; and
    - 4) endeavor to increase the support given by the congregation to the work of the ELCA churchwide organization and of this ELCA synod.
- S14.03.** The pastor (a) shall keep accurate parochial records of all baptisms, confirmations, marriages, burials, communicants, members received, members dismissed, or members excluded from the congregation, (b) shall submit a summary of such statistics annually to this synod, and (c) shall become a member of the congregation upon receipt and acceptance of the letter of call. In a parish of multiple congregations, the pastor shall hold membership in one of the congregations.
- S14.04.** Whenever members of a congregation move to such a distance that regular attendance at its services become impractical, it shall be the duty of the pastor to commend them, upon their consent, to the pastoral care of a Lutheran congregation nearer to their place of residence.
- S14.05.** Each ordained minister, associate in ministry, deaconess, and diaconal minister on a roster of this synod shall submit a report of his or her ministry to the bishop of the synod at least 90 days prior to each regular meeting of the Synod Assembly.
- +S14.11.** When a congregation of this church desires to call a pastor or candidate for the pastoral office in the ordained ministry of this church:
  - a.** Each congregation of this synod shall consult the bishop of this synod before taking any steps leading to the extending of a call to a prospective pastor.

- b. For issuance of a letter of call to a pastor or pastoral candidate by a congregation of this synod in accord with ELCA constitutional provision 7.41, a two-thirds majority ballot vote shall be required of members of the congregation present and voting at a meeting regularly called for the purpose of issuing such a call.
- c. When the congregation has voted to issue a call to a prospective pastor, the letter of call shall be submitted to the bishop of this synod for the bishop's signature.

**S14.12.** No ordained minister shall accept a call without first conferring with the bishop of this synod. An ordained minister shall respond with an answer of acceptance or declination to a letter of call within 30 days of receipt of such call. In exceptional circumstances with the approval of the bishop of this synod and the chair of the Congregation Council of the congregation issuing the call, an additional 15 days may be granted to respond to a letter of call.

**S14.12.A10** *Recognizing that congregations in transition have been in the call process for several months, an ordained minister is encouraged to respond with an answer of acceptance or declination to a letter of call within 15 days.*

**+S14.13.**

- a. The call of a congregation, when accepted by a pastor, shall constitute a continuing mutual relationship and commitment which, except in the case of the death of the pastor, shall be terminated only following consultation with the synodical bishop and for the following reasons: 1) mutual agreement to terminate the call or the completion of a call for a specific term; 2) resignation of the pastor, which shall become effective, unless otherwise agreed, 30 days after the date on which it was submitted; 3) inability to conduct the pastoral office effectively in that congregation in view of local conditions, without reflection on the competence or the moral and spiritual character of the pastor; 4) the physical or mental incapacity of the pastor; 5) disqualification of the pastor through discipline on grounds of doctrine, morality, or continued neglect of duty; 6) the dissolution of the congregation or the termination of a parish arrangement, or 7) suspension of the congregation as a result of discipline proceedings.
- b. When allegations of physical or mental incapacity of the pastor or ineffective conduct of the pastoral office have come to the attention of the bishop of this synod, the bishop in his or her sole discretion may, or when such allegations have been brought to this synod's attention by an official recital of allegations by the Congregation Council or by a petition signed by a least one-third of the voting members of the congregation, the bishop shall, investigate such conditions personally in company with a committee of two ordained ministers and one lay person.
- c. In case of alleged physical or mental incapacity competent medical testimony shall be obtained. When such disability is evident, the bishop of this synod with the advice of the committee shall declare the pastorate vacant. Upon the restoration of a disabled pastor to health, the bishop of this synod shall take steps to enable the pastor to resume the ministry, either in the congregation last served or in another field of labor.
- d. In the case of alleged local difficulties that imperil the effective functioning of the congregation, all concerned persons shall be heard, after which the bishop of this synod together with the committee described in +S14.13.b. shall decide on the course of action to be recommended to the pastor and the congregation. If they agree to carry out such recommendations, no further action shall be taken by this synod. If either party fails to assent, the congregation may dismiss the pastor at a legally called meeting after consultation with the bishop, either (a) by a two-thirds majority vote of the voting members present and voting where the bishop and committee did not recommend termination of the call, or (b) by a simple majority vote of the voting members present and voting where the bishop and the committee recommended termination of the call.
- e. If, in the course of proceedings described in +S14.13.d., the committee concludes that there may be grounds for disciplinary action, the committee

shall make recommendations concerning disciplinary action to the synodical bishop who may bring charges, in accordance with the provisions of the constitution and bylaws of the Evangelical Lutheran Church in America and the constitution of this synod.

- f. If, following the appointment of the committee described in +S14.13.b. or d., it should become apparent that the pastoral office cannot be conducted effectively in the congregation(s) being served by the ordained minister due to local conditions, the bishop of this synod may temporarily suspend the pastor from service in the congregation(s) without prejudice and with pay provided through a joint synodical and churchwide fund and with housing provided by the congregation(s).

**+S14.14.** Ordained ministers shall respect the integrity of the ministry of congregations which they do not serve and shall not exercise ministerial functions therein unless invited to do so by the pastor, or if there is no duly called pastor, then by the interim pastor in consultation with the Congregation Council.

**+S14.15.** The parochial records of all baptisms, confirmations, marriages, burials, communicants, members received, members transferred or dismissed, members who have become inactive, or members excluded from the congregation shall be kept accurately and permanently. They shall remain the property of each congregation. At the time of the closure of a congregation, such records shall be sent to the regional archives. The secretary of the congregation shall attest to the bishop of this synod that such records have been placed in his/her hands in good order by a departing pastor before:

- a. installation in another field of labor; or
- b. the issuance of a certificate of dismissal or transfer.

**+S14.16.** The pastor shall make satisfactory settlement of all financial obligations to a former congregation before:

- a. Installation in another field of labor; or
- b. the issuance of a certificate of dismissal or transfer.

**+S14.17.** During service to a congregation, an interim pastor shall have the rights and duties in the congregation of a regularly called pastor. The interim pastor may delegate the same in part to an interim supply pastor with the consent of the bishop of this synod. The interim pastor and any ordained ministers who may assist shall refrain from exerting influence in the selection of a pastor. Upon completion of service, the interim pastor shall certify to the bishop of this synod that the parochial records, for the period for which the interim pastor was responsible, are in order.

**+S14.18.** With the approval of the synodical bishop expressed in writing, which sets forth a clear statement of the purpose to be served by such a departure from the normal rule of permanency of the call as expressed in +S14.13, a congregation may call a pastor for a specific term. Details of such calls shall be in writing setting forth the purpose and conditions involved. Prior to the completion of a term, the bishop of this synod or a representative of the bishop shall meet with the pastor and representatives of the congregation for a review of the call. Such call may also be terminated before its expiration in accordance with the provisions of +S14.13.

**S14.21.** All ordained ministers under a call shall attend meetings of the Synod Assembly, and the pastors of congregations shall also attend the assemblies of the conference, cluster, coalition or other area subdivision to which the congregation belongs.

**S14.30.** Official Rosters of Laypersons

**+S14.31.** The provisions in the churchwide documents and such provisions as may be developed by the Division for Ministry governing associates in ministry, deaconesses, and diaconal ministers of this church shall apply in this synod.

- a. When a congregation of this synod desires to call an associate in ministry, deaconess, or diaconal minister or a candidate for these official rosters of laypersons of this church:
  - 1) Such a congregation of this synod shall consult the synodical bishop before taking any steps leading to extending such a call.
  - 2) Issuance of such a letter of call shall be in accord with criteria, policies, and procedures developed by the Division for Ministry, reviewed by the

Conference of Bishops, and adopted by the Church Council of the Evangelical Lutheran Church in America.

- 3) When the congregation has voted to issue a call to an associate in ministry, deaconess, or diaconal minister, the letter of call shall be submitted to the bishop of this synod for the bishop's signature.
- b. An associate in ministry, deaconess, or diaconal minister shall confer with the bishop of this synod before accepting a call within this synod.
- c. The call of a congregation, when accepted by an associate in ministry, deaconess, or diaconal minister, shall constitute a continuing mutual relationship and commitment which, except in the case of the death of the individual, shall be terminated only following consultation with the synodical bishop in accordance with policy developed by the Division for Ministry, reviewed by the Conference of Bishops, and adopted by the Church Council of the Evangelical Lutheran Church in America.
- d. Associates in ministry, deaconesses, and diaconal ministers on the roster of this synod who are serving under call shall attend meetings of the Synod Assembly.

## Chapter 15.

### FINANCIAL MATTERS

- +S15.01** The fiscal year of this synod shall be February 1 through January 31.
- +S15.11.** Since the congregations, synods and churchwide organization are interdependent units that share responsibly in God's mission, all share in the responsibility to develop, implement and strengthen the financial support program of the whole church. The gifts and offerings of the members of the ELCA are given to support all parts of this church and thus partnership in this church should be evidenced in determining each part's share of the gifts and offerings. Therefore:
- a. The mission of this church beyond the congregation is to be supported by such a proportionate share of each congregation's annual budget as each congregation determines. This synod shall develop guidelines for determining "proportionate share", and shall consult with congregational leaders to assist each congregation in making its determination.
  - b. This synod shall receive the proportionate share of the mission support from its congregations and shall transmit that percentage of each congregation's mission support as determined by the Churchwide Assembly to the treasurer of the Evangelical Lutheran Church in America.
- S15.11.01.** The total sum of the budget, minus restricted income, shall be apportioned by the Synod Council.
- S15.11.02.** A congregation which contributed the full amount of its commitment as approved by the synod may designate the churchwide or synodical program which should benefit from any additional contributions.
- S15.11.A10.** *Each congregation of this synod shall be encouraged to contribute to the synod mission development fund.*
- +S15.12.** **The annual budget of this synod shall reflect the entire range of its own activities and its commitment to partnership funding with other synods and the churchwide organization. Unless an exception is granted upon the request of this synod by the Church Council, each budget shall include the percentage of congregational mission support assigned to it by the Churchwide Assembly.**
- S15.12.01.** The Synod Council shall propose an annual budget to accomplish the mission strategies of this synod. Budget preparation shall include attention to current ministry priorities of existing commissions and any respective working groups, as well as needs related to the ministry of committees that are directly responsible to the Synod Council.
- S15.13.** **On the basis of estimated income, the Synod Council shall authorize expenditures within the budget for the fiscal year. Expenditure authorizations shall be subject to revision, in light of changing conditions, by the Synod Council.**
- S15.13.01.** No organizational unit of the synod shall incur capital indebtedness without the consent of the Synod Assembly or the Synod Council.

- S15.13.02.** No organizational unit of this synod shall make any appropriation of a budget allocation to any other organizational unit of this synod except to defray expenses incurred in connection with joint activities or with the approval of the Synod Council.
- S15.13.A01.** *Rostered staff of the Southeastern Iowa Synod office may accumulate continuing education funds up to a maximum amount equal to the sum budgeted for the current year plus that budgeted for the prior two years.*
- S15.14.** **Except when such procedure would jeopardize current operations, a reserve amounting to no more than 16% of the sum of the amounts scheduled in the next year's budget for regular distribution to synodical causes shall be carried forward annually for disbursement in the following year in the interest of making possible a more even flow of income to such causes. The exact number of dollars to be held in reserve shall be determined by the Synod Council.**
- S15.21.** **No appeal to congregations of this or any other synod of the Evangelical Lutheran Church in America for the raising of funds shall be conducted by congregations or organizations related to or affiliated with this synod without the consent of the Synod Assembly or the Synod Council, except that individual conferences may gather additional funds as needed for conference purposes and activities.**
- +S15.31.** **This synod shall arrange to have an annual audit of its financial records conducted by a certified public accountant firm recommended by the synod Audit Committee and approved by the Synod Council. The audited annual financial report shall be submitted by this synod to the churchwide Office of the Treasurer and to the congregations of this synod. The financial reports shall be in the format approved from time to time by the churchwide Office of the Treasurer.**
- +S15.32.** **This synod shall maintain adequate, continuous insurance coverage in accordance with standards recommended by the churchwide organization. Insurance programs offered or endorsed by the churchwide organization shall be deemed to fulfill this obligation.**

**Chapter 16.  
INDEMNIFICATION**

- +S16.01.** **Subject to the limitations and duties imposed by law, each person who is or was made or threatened to be made a party to any proceeding by reason of the present or former capacity of that person as a Synod Council member, officer, employee, or committee member of this synod shall be indemnified against all costs and expenses incurred by that person in connection with the proceeding. Indemnification of any person by reason of that person's capacity as a director, officer, employee, or committee member of any other organization, regardless of its form or relationship to this synod, is subject to the provisions of section +S16.03.**
- a.** **The term "proceeding" means a threatened, pending, or completed lawsuit, whether civil or criminal, an administrative or investigative matter, arbitration, mediation, alternative dispute resolution, or any other similar legal or governmental action. Except as otherwise required by law, the term "proceeding" does not include (a) any action by this synod against the individual seeking indemnification, or (b) subject to +16.04., a disciplinary hearing or related process described in Chapter 20 of the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*.**
- b.** **The term "indemnification" includes reimbursement and advances of costs and expenses for judgments, penalties, fines, settlements, excise taxes, reasonable attorneys' fees, disbursements, and similar required expenditures.**
- +S16.02.** **Whenever a person who, while a Synod Council member, officer, committee member, or employee of this synod, is or was serving at the request of this synod as (or whose duties in that position involve or involved service in the capacity of) a director, officer, partner, trustee, employee, or agent of another organization, is or was made or threatened to be made a party to a proceeding by reason of such capacity, then such person shall be entitled to indemnification only if (a) the Synod Council has established a process for determining whether a person serving in the capacity described in this section shall be entitled to indemnification in any**

specific case, and (b) that process has been applied in making a specific determination that such person is entitled to indemnification.

- +S16.03.** This synod may purchase and maintain insurance on behalf of itself or any person entitled to indemnification pursuant to this chapter against any liability asserted against and incurred by this synod or by such other person in or arising from a capacity described in section +S16.01 or section +S16.02.
- +S16.04.** When written charges against an ordained minister or a layperson on an official roster of this church are made in disciplinary proceedings under Chapter 20 of the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America* by the synodical bishop or when written charges against a congregation are made in disciplinary proceedings by the Synod Council or the synodical bishop, and the discipline hearing committee determines that no discipline shall be imposed, then if such determination is not reversed or set aside on appeal, indemnification shall be made by the synod to the accused for reasonable attorney's fees and other reasonable expenses related to the defense of the charges. The determination of the reasonableness of such fees and expenses shall be decided by the Synod Council.

## **Chapter 17. ADJUDICATION**

- +S17.01.** The synodical bishop and the Executive Committee of the Synod Council shall be available to give counsel when disputes arise within the synod.
- +S17.02.** The synodical bishop and the Executive Committee of the Synod Council shall receive expressions of concern from ordained ministers, associates in ministry or other persons on the official lay rosters of this church, congregations, and organizations within this synod; provide a forum in which the parties concerned can seek to work out matters causing distress or conflict; and make appropriate recommendations for their resolution. When the matter at issue cannot be resolved in this manner, the prescribed procedures for investigation, decision, appeal, and adjudication shall be followed. Allegations or charges that could lead to the discipline of an ordained minister or a person on the official lay rosters of this church shall not be addressed by the Executive Committee but shall be resolved through the disciplinary process set forth in the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*.
- +S17.03.** When there is disagreement among units of this synod on a substantive issue that cannot be resolved by the parties, the aggrieved party or parties may appeal to the synodical bishop and the Executive Committee of the Synod Council for a consultation. If this consultation fails to resolve the issue, a petition may be addressed by the parties to the Synod Council requesting it to arbitrate the issue. The decision of the Synod Council shall be final.
- +S17.04.** When a component or beneficiary of a synod has a disagreement on a substantive issue that it cannot resolve, it may address an appeal to the synodical bishop and the Executive Committee of the Synod Council. In this case the decision of the Executive Committee shall prevail, except that upon the motion of a member of the Synod Council, the decision shall be referred to the Synod Council for final action.
- +S17.10.** Adjudication in a Congregation
- +S17.11.** When there is disagreement among factions within a congregation on a substantive issue that cannot be resolved by the parties, members of a congregation shall have access to the synodical bishop for consultation after informing the chair of the Congregation Council of their intent. If the consultation fails to resolve the issue(s), the Consultation Committee of this synod shall consider the matter. If the Consultation Committee of this synod shall fail to resolve the issue(s), the matter shall be referred to the Synod Council, whose decision shall be final.

## **Chapter 18. AMENDMENTS, BYLAWS AND CONTINUING RESOLUTIONS**

- +S18.10.** Amendments to Constitution

- +S18.11.** Certain sections of this constitution incorporate and record therein required provisions of the constitution and bylaws of this church. If such provisions are amended by the Churchwide Assembly, corresponding amendments shall be introduced at once into this constitution by the secretary of this synod upon receipt of formal certification thereof from the secretary of the ELCA.
- +S18.12.** Whenever the secretary of the Evangelical Lutheran Church in America officially informs the synod that the Churchwide Assembly has amended the Constitution for Synods, this constitution may be amended to reflect any such amendment by a simple majority vote at any subsequent meeting of the Synod Assembly without presentation at a prior Synod Assembly. An amendment that is identical to a provision of the Constitution for Synods shall be deemed to have been ratified upon its adoption by this synod. The Church Council, through the secretary of this church, shall be given prompt notification of its adoption.
- +S18.13.** Other amendments to this constitution may be adopted by this synod through either of the following procedures:
- a. An amendment may be adopted by a two-thirds vote at a regular meeting of the Synod Assembly after having been presented in writing at the previous regular meeting of the Synod Assembly over the signatures of at least 1/5th of the members and having been approved by a two-thirds vote of the voting members present and voting at such a regular meeting of the Synod Assembly.
  - b. The Synod Council may propose an amendment, with notice to be sent to the congregations of this synod at least six months prior to the next regular meeting of the Synod Assembly. Such an amendment shall require for adoption a two-thirds vote of the voting members present and voting at such a regular meeting of the Synod Assembly.
- All such amendments shall become effective upon ratification by the Churchwide Assembly or by the Church Council.
- +S18.20.** Amendments to Bylaws
- +S18.21.** This synod may adopt bylaws not in conflict with this constitution nor with the constitution and bylaws of the churchwide organization. This synod may amend its bylaws at any meeting of the Synod Assembly by a two-thirds vote of voting members of the assembly present and voting. Newly adopted bylaws and amendments to existing bylaws shall be reported to the secretary of this church.
- +S18.30.** Amendments to Continuing Resolutions
- +S18.31.** This synod may adopt continuing resolutions not in conflict with this constitution or its bylaws or the constitution, bylaws and continuing resolutions of the churchwide organization. Such continuing resolutions may be adopted or amended by a majority vote of the Synod Assembly or by a two-thirds vote of the Synod Council. Newly adopted continuing resolutions and amendments to existing continuing resolutions shall be reported to the secretary of this church.