

CONSTITUTION, BYLAWS, AND POLICIES
EASTERN WASHINGTON - IDAHO SYNOD OF THE ELCA

Adopted by the 1987 Constituting Convention of the Eastern Washington-Idaho Synod
As Amended through 2012

(Incorporates all amendments approved through September 2012)

Updated October 2012

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**CONSTITUTION, BYLAWS, AND POLICIES OF
THE EASTERN WASHINGTON-IDAHO SYNOD OF THE ELCA**

† Required Provisions

1 Required provisions in the Model Constitution for Synods adopted by the 1999, 2003, 2005, 2007 and 2009
2 Churchwide Assembly were entered upon notification from the Secretary of the Evangelical Lutheran Church in
3 America. Where appropriate, provisions were renumbered to reflect the required changes.
4

Chapter 1. NAME AND INCORPORATION

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7
8 †S1.01. The name of this synod shall be the Eastern Washington-Idaho Synod of the Evangelical Lutheran
9 Church in America.

10
11 †S1.02. For the purposes of this constitution and the accompanying bylaws, the Eastern Washington-Idaho
12 Synod of the Evangelical Lutheran Church in America is hereafter designated as "this synod" or "the
13 synod".

14
15 †S1.11. This synod shall be incorporated. Amendments to the articles of incorporation of this synod shall be
16 submitted to the Church Council for ratification before filing.

17
18 †S1.21. The seal of this synod is to include a cross superimposed over a representation of the geography of
19 this synod and a banner surrounding the whole on which is inscribed "Eastern Washington- Idaho
20 Synod, The ELCA."
21

Chapter 2. STATUS

22
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24
25 †S2.01. This synod possesses the powers conferred upon it, and accepts the duties and responsibilities
26 assigned to it, in the Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran
27 Church in America, which are recognized as having governing force in the life of this synod.

28
29 †S2.02. The name Evangelical Lutheran Church in America (ELCA or "this church") as used herein refers in
30 general references to this whole church, including its three expressions—congregations, synods, and
31 the churchwide organization. The name Evangelical Lutheran Church in America is also the name of
32 the corporation of the churchwide organization to which specific references may be made herein.
33

34 †S2.02. No provision of this constitution shall be inconsistent with the constitution and bylaws of this
35 church.
36

Chapter 3. TERRITORY

37
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39
40 †S3.01. The territory of this synod, as determined by the Churchwide Assembly, shall be: The state of
41 IDAHO; the counties of Adams, Asotin, Benton, Chelan, Columbia, Douglas, Ferry, Franklin,
42 Garfield, Grant, Kittitas, Klickitat, Lincoln, Okanogan, Pend Oreille, Spokane, Stevens, Walla
43 Walla, Whitman, Yakima in the state of WASHINGTON.
44

45 †S3.02. "Determined by the Churchwide Assembly," as stipulated by †S3.01., is understood to include the
46 reported changes in synod relationship made by any congregation in a border area agreed under
47 ELCA bylaw 10.01.11. and 10.02.02.
48

Chapter 4. CONFESSION OF FAITH

49
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51
52 †S4.01. This synod confesses the Triune God, Father, Son, and Holy Spirit.

53
54 †S4.02. This synod confesses Jesus Christ as Lord and Savior and the Gospel as the power of God for the

1 salvation of all who believe.

2
3 a. Jesus Christ is the Word of God incarnate, through whom everything was made and through
4 whose life, death, and resurrection God fashions a new creation.

5
6 b. The proclamation of God's message to us as both Law and Gospel is the Word of God, revealing
7 judgment and mercy through word and deed, beginning with the Word in creation, continuing in
8 the history of Israel, and centering in all its fullness in the person and work of Jesus Christ.

9
10 c. The canonical Scriptures of the Old and New Testaments are the written Word of God. Inspired
11 by God's Spirit speaking through their authors, they record and announce God's revelation
12 centering in Jesus Christ. Through them God's Spirit speaks to us to create and sustain Christian
13 faith and fellowship for service in the world.

14
15 †S4.03. This synod accepts the canonical Scriptures of the Old and New Testaments as the inspired Word of
16 God and the authoritative source and norm of its proclamation, faith, and life.

17
18 †S4.04. This synod accepts the Apostles', Nicene, and Athanasian Creeds as true declarations of the faith of
19 this synod.

20
21 †S4.05. This synod accepts the Unaltered Augsburg Confession as a true witness to the Gospel,
22 acknowledging as one with it in faith and doctrine all churches that likewise accept the teachings of
23 the Unaltered Augsburg Confession.

24
25 †S4.06. This synod accepts the other confessional writings in the Book of Concord, namely, the Apology of
26 the Augsburg Confession, the Smalcald Articles and the Treatise, the Small Catechism, the Large
27 Catechism, and the Formula of Concord, as further valid interpretations of the faith of the Church.

28
29 †S4.07. This synod confesses the Gospel, recorded in the Holy Scriptures and confessed in the ecumenical
30 creeds and Lutheran confessional writings, as the power of God to create and sustain the Church for
31 God's mission in the world.

32
33
34 **Chapter 5. NATURE OF THE CHURCH**

35
36 †S5.01. All power in the Church belongs to our Lord Jesus Christ, its head. All actions of this synod are to
37 be carried out under his rule and authority.

38
39 †S5.02. The Church exists both as an inclusive fellowship and as local congregations gathered for worship
40 and Christian service. Congregations find their fulfillment in the universal community of the Church,
41 and the universal Church exists in and through congregations. This church, therefore, derives its
42 character and powers both from the sanction and representation of its congregations and from its
43 inherent nature as an expression of the broader fellowship of the faithful. In length, it acknowledges
44 itself to be in the historic continuity of the communion of saints; in breadth, it expresses the
45 fellowship of believers and congregations in our day.

46
47
48 **Chapter 6. STATEMENT OF PURPOSE**

49
50 †S6.01. The Church is a people created by God in Christ, empowered by the Holy Spirit, called and sent to
51 bear witness to God's creative, redeeming, and sanctifying activity in the world.

52
53 †S6.02. To participate in God's mission, this synod as a part of the Church shall:

54
55 a. Proclaim God's saving Gospel of justification by grace for Christ's sake through faith alone,
56 according to the apostolic witness in the Holy Scripture, preserving and transmitting the Gospel
57 faithfully to future generations.

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- 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 and in the selection of 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 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.

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- 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.

- 1 n. Interpret the work of this church to congregations and to the public.
2
3 o. Respond to human need, work for justice and peace, care for the sick and the suffering, and
4 participate responsibly in society.
5
6 p. Provide for archives in conjunction with other synods.
7
8 q. Cooperate with other synods and the churchwide organization in creating, using, and supporting
9 regions to carry out those functions of this synod which can best be done cooperatively with
10 other synods and the churchwide organization.
11
12 r. Elect members of the Churchwide Assembly in accordance with bylaw 12.41.11. of the
13 constitution and bylaws of the Evangelical Lutheran Church in America and according to
14 procedures specified in the bylaws of this constitution.
15

16 †S6.04. Except as otherwise provided in this constitution and bylaws, the Synod Council shall establish
17 processes that will ensure that at least 60 percent of the members of the synod assemblies, councils,
18 committees, boards, and other organizational units shall be laypersons; and that, as nearly as
19 possible, 50 percent of the lay members of assemblies, councils, committees, boards, or other
20 organizational units shall be female and 50 percent shall be male; and that, where possible, the
21 representation of ordained ministers shall be both male and female. This synod shall establish
22 processes that will enable it to reach a minimum goal that 10 percent of its assemblies, councils,
23 committees, boards, or other organizational units be persons of color and/or persons whose primary
24 language is other than English.
25

26 S6.04.01 In making appointments to committees, boards, councils or other organizational units of the synod
27 whose members are appointed, the appointing authority shall consider the provisions of †S6.04 and
28 shall attempt to assure that each such organizational unit includes at least 10 percent persons of color
29 and/or persons whose primary language is other than English.
30

31 †S6.04.A01. It is the goal of this synod that 10 percent of the membership of synod assemblies, councils,
32 committees, boards and/or other organizational units be persons of color and/or persons whose
33 primary language is other than English.
34

35 †S6.04.B09. It is the goal of this synod that at least 10 percent of the voting members of the Synod Assembly,
36 Synod Council, committees, and organizational units of this synod be youth and young adults. The
37 Synod Council shall establish a plan for implementing this goal. For purposes of the constitution,
38 bylaws, and continuing resolutions of this synod, the term “youth” means a voting member of a
39 congregation who has not reached the age of 18 at the time of election or appointment for service.
40 The term “young adult” means a voting member of a congregation between the ages of 18 and 30 at
41 the time of election or appointment for service.
42

43 †S6.05. Each assembly, council, committee, board, commission, task force, or other body of this synod or
44 any synodical units shall be conclusively presumed to have been properly constituted, and neither
45 the method of selection nor the composition of any such assembly, council, committee, board,
46 commission, task force, or other body may be challenged in a court of law by any person or be used
47 as the basis of a challenge in a court of law to the validity or effect of any action taken or authorized
48 by any such assembly, council, committee, board, commission, task force, or other body.
49

50 †S6.06. References herein to the nature of the relationship between the three expressions of this
51 church—congregations, synods, and the churchwide organization—as being interdependent or as
52 being in a partnership relationship describe the mutual responsibility of these expressions in God’s
53 mission and the fulfillment of the purposes of this church as described in this chapter, and do not
54 imply or describe the creation of partnerships, co-ventures, agencies, or other legal relationships
55 recognized in civil law.
56

57 CHAPTER 7. SYNOD ASSEMBLY

- 1 †S7.01. This synod shall have a Synod Assembly, which shall be its highest legislative authority. The
- 2 powers of the Synod Assembly are limited only by the provisions in the Articles of Incorporation,
- 3 this constitution and bylaws, the assembly's own resolutions, and the constitutions and bylaws of the
- 4 Evangelical Lutheran Church in America.
- 5
- 6 P7.01.A Synod Event Finances Approximately eighteen (18) months before the event date(s), this Synod will
- 7 provide the local planning committees of Synod Festivals, Assemblies, and Bishops' Convocations
- 8 with access to a \$2,000 seed money restricted fund accessible by vouchers submitted through the
- 9 Region 1 Financial Services Office.
- 10
- 11 a. Prior to accessing these funds, the name of the planning group's treasurer, with his/her address,
- 12 phone number(s), and a sample signature, should be submitted to the Synod Bishop, Synod
- 13 Treasurer, and the Region 1 FSO.
- 14
- 15
- 16 b. These funds should be treated as a loan to be repaid after the event, not as Income of the event.
- 17
- 18
- 19 c. All income and/or registration fees must be deposited through the Region 1 FSO and the bills of
- 20 the event must be paid through vouchers submitted to the Region 1 FSO. This process
- 21 eliminates the use of local bank accounts and allows auditing of the financial activity of the
- 22 event in the consolidated Synod Audit.
- 23
- 24 Planning committees are expected to set registration charges at a level that will match estimated
- 25 expenses if all participants meet early registration deadlines. Any funds remaining after the event
- 26 and the \$2,000 "loan" repayment will be placed in a restricted fund to assist in covering possible
- 27 shortfalls in future events or to be used by action of the Synod Council.
- 28
- 29 The planning group treasurer should submit a final written report of the finances of the event to the
- 30 Synod Treasurer and Bishop within six months of the event. SC98.06.16.
- 31 P7.01.B Assembly Displays (See Appendix 9)
- 32
- 33 P7.01.C Policy on Forums and Hearings at Synod Assembly (See Appendix 14)
- 34
- 35 P7.01.D Policy Regarding the Use of Audio-Visual Presentations During Debate (See Appendix 15)
- 36
- 37 S7.01.01. The Synod Assembly shall provide for the overall review of the ministry and work of this synod.
- 38
- 39 S7.01.02. The Synod Assembly shall adopt a budget for the ministry and work of this synod.
- 40
- 41 S7.01.03. The Synod Assembly shall hold elections for the officers, synod council, and other elected
- 42 committee positions as defined within the bylaws.
- 43
- 44 S7.01.04. The Synod Assembly may initiate and enact appropriate resolutions addressing the ministry and
- 45 work of this synod, its related region, and the churchwide expression of the ELCA.
- 46
- 47 S7.01.05. The Synod Assembly may serve as a forum for the concerns of the congregations and people of this
- 48 synod.
- 49
- 50 S7.01.06. The Synod Assembly shall elect voting members to the Churchwide Assembly based on criteria
- 51 provided by the Evangelical Lutheran Church in America.
- 52
- 53 S7.01.07. The Synod Assembly shall conduct such other business as necessary to further the purposes and
- 54 functions of this synod.
- 55
- 56 S7.01.08. The Synod Assembly shall adopt such Assembly Rules as are necessary for the orderly
- 57 accomplishment of its duties.
- 58

- 1 **S7.01.A04** There shall be a Reference and Counsel Committee and three layperson and two members of the
2 clergy, appointed by the Executive Committee of the Synod Council. This committee shall review
3 any resolution to be included in the pre-assembly report for grammar, consistency with established
4 rules and governing documents, and common sense/understandability by voting members. It may
5 also recommend to the bishop special orders for hearing of representatives (voting members). The
6 committee shall also review and present its recommendations on any matter referred to it by the
7 Assembly or the Bishop. During meetings of the Synod Assembly it shall assist voting members and
8 committees with the formulation and/or rewording of resolutions for submission to the Assembly.
9 SC0401.16
10
- 11 †**S7.11.** A regular meeting of the Synod Assembly shall be held at least biennially.
12
- 13 **S7.11.01.** The Synod Assembly shall meet annually on dates established by the Synod Council.
14
- 15 **S7.11.02.** The Synod Assembly may meet at other times as provided for in S7.12.
16
- 17 **S7.12.** Special meetings of the Synod Assembly may be called by the bishop with the consent of the Synod
18 Council, and shall be called by the bishop at the request of one-fifth of the voting members of the
19 Synod Assembly.
20
- 21 a. The notice of each special meeting shall define the purpose for which it is to be held. The scope
22 of actions to be taken at such a special meeting shall be limited to the subject matter(s)
23 described in the notice.
24
- 25 b. If the special meeting of the Synod Assembly is required for the purpose of electing a successor
26 bishop because of death, resignation, or inability to serve, the special meeting shall be called by
27 the Synod Council after consultation with the presiding bishop of the Evangelical Lutheran
28 Church in America.
- 29 **S7.12.01.** Special meetings of the Synod Assembly shall be announced no less than 30 days prior to such
30 Assembly.
31
- 32 **S7.13.** Notice of the time and place of all meetings of the Synod Assembly shall be given by the secretary
33 of this synod.
34
- 35 **S7.13.01.** Notice shall be mailed no less than 90 days prior to the beginning of the regular Synod Assembly.
36
- 37 **S7.13.02.** A Pre-Assembly Report shall be sent to the congregations of this synod no less than 30 days prior to
38 regular meetings of the Synod Assembly, and 14 days prior to special meetings of the Synod
39 Assembly.
40
- 41 **P7.13.02.A** Distribution of Assembly Minutes The minutes of each Synod Assembly shall be distributed to each
42 congregation and to each rostered individual. SC93.09.21
43
- 44 **P7.13.02.B** Review of Assembly Actions The Synod Secretary and two Synod Council members shall be
45 appointed to a task group after each Synod Assembly for the purpose of reviewing Assembly actions
46 and bringing to the attention of the Bishop, the officers, the Synod Council, or other persons or units,
47 any action which may be required. S90.05.22
48
- 49 **S7.14.** A majority of the registered members of the Synod Assembly shall constitute a quorum.
50
- 51 †**S7.21.** The membership of the Synod Assembly, of which at least 60 percent of the voting membership
52 shall be composed of lay persons, shall be constituted as follows:
53
- 54 a. All ordained ministers under call on the roster of this synod in attendance at the Synod
55 Assembly shall be voting members.
56
- 57 b. All associates in ministry, deaconesses of the Evangelical Lutheran Church in America, and
58 diaconal ministers, under call, on the official lay rosters of this synod shall have both voice and

1 vote as lay voting members in the Synod Assembly, in addition to the voting membership of lay
2 members of congregations provided in item †S7.21.c.
3

4 c. A minimum of one lay member elected by each congregation with fewer than 175 baptized
5 members and a minimum of two lay members elected by each congregation with 175 or more
6 baptized members related to this synod, normally one of whom shall be male and one of whom
7 shall be female, shall be voting members. The Synod Council shall establish a formula to
8 provide additional lay representation from congregations on the basis of the number of baptized
9 members in the congregation. The Synod Council shall seek to ensure that, as nearly as
10 possible, 50 percent of the lay members of the assembly shall be female and 50 percent shall be
11 male. Additional members from each congregation normally shall be equally divided between
12 male and female.
13

14 d. Voting membership shall include the officers of this synod.

15 **P7.21.A** Congregational Lay Voting Member Representation at Synod Assembly Congregational lay voting
16 member representation at Synod Assemblies shall be as follows:

- 17 1. Baptized members 1-500 - two lay voting members
- 18 2. Baptized members 501-1000 - allow an additional lay voting member (total three lay voting
19 members)
- 20 3. Baptized members above 1000 - allow two additional lay voting members (total four lay voting
21 members) SC91.02.27
22

23 **S7.22.** The synod may establish processes that permit retired ordained ministers, retired associates in
24 ministry, retired deaconesses, and retired diaconal ministers on the roster of this synod to serve as
25 voting members of the Synod Assembly, consistent with †S7.21.c. above. The synod may establish
26 processes that permit ordained ministers, associates in ministry, deaconesses, and diaconal ministers
27 who are on leave from call, or those designated as disabled, on the roster of the synod to serve as
28 voting members of the Synod Assembly, consistent with †S7.21.c. above. If the synod does not
29 establish processes to permit the rostered leaders specified above to serve as voting members, they
30 shall have voice but not vote in the meetings of the Synod Assembly.
31

32 **S7.22.01.** Retired rostered persons on the rosters of this Synod in attendance at the Synod Assembly may have
33 voice and vote.
34

35 **S7.23.** ~~All retired ordained ministers, all ordained ministers on leave from call, all associates in ministry on
36 leave from call or retired, all deaconesses of the Evangelical Lutheran Church in America on leave
37 from call or retired, and all diaconal ministers of this church on leave from call or retired, all of
38 whose names appear on the rosters of this synod, shall have the privilege of voice but not vote at all
39 meetings of the Synod Assembly.~~ The presiding bishop of the Evangelical Lutheran Church in
40 America and such other official representatives of this church as may be designated from time to
41 time by the Church Council shall also have voice but not vote in the meetings of the Synod
42 Assembly. Like privileges shall be accorded to those additional persons whom the Synod Assembly
43 or the Synod Council shall from time to time designate.
44

45 **S7.24.** Ordained ministers under call on the roster of this synod shall remain as members of the Synod
46 Assembly so long as they remain under call and so long as their names appear on the roster of
47 ordained ministers of this synod. Associates in ministry, deaconesses of the Evangelical Lutheran
48 Church in America, and diaconal ministers of this church serving under call on the roster of this
49 synod shall remain as members of the Synod Assembly so long as they remain under call and so long
50 as their names appear on the official lay roster of this synod. Lay members of the Synod Assembly
51 representing congregations shall continue as such until replaced by the election of new members or
52 until they have been disqualified by termination of membership. Normally, congregations will hold
53 elections prior to each regular meeting of the Synod Assembly.
54

55 **†S7.25.** Except as otherwise provided in this constitution or in the Constitution, Bylaws, and Continuing
56 Resolutions of the Evangelical Lutheran Church in America, each voting member of the Synod
57 Assembly shall be a voting member of a congregation of this synod.
58

1 **S7.26.** This synod may establish processes through the Synod Council that permit representatives of
2 mission settings formed with the intent of becoming recognized congregations and authorized
3 worshiping communities of the synod, which have been authorized under ELCA bylaw 10.02.03., to
4 serve as voting members of the Synod Assembly, consistent with †S7.21.
5

6 **S7.27.** Duly elected voting members of the Synod Council who are not otherwise voting members of the
7 Synod Assembly under †S7.21. shall be granted the privilege of both voice and vote as members of
8 the Synod Assembly.
9

10 **†S7.31.** Proxy and absentee voting shall not be permitted in the transaction of any business of this synod.

11 **S7.32.** Robert's Rules of Order, latest edition, shall govern parliamentary procedure of the Synod Assembly.

12 **S7.33.** "Ex-officio" as used herein means membership with full rights of voice and vote unless otherwise
13 expressly limited.
14
15
16

17 **CHAPTER 8. OFFICERS**

18
19
20 **†S8.01.** The officers of this synod shall be a bishop, a vice-president, a secretary, and a treasurer.

21 **S8.10. Bishop**

22
23
24 **†S8.11.** The bishop shall be elected by the Synod Assembly. The bishop shall be a pastor who is an ordained
25 minister of the Evangelical Lutheran Church in America.
26

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

- 28
29 a. Preach, teach, and administer the sacraments in accord with the Confession of Faith of this
30 church.
31
32 b. Have primary responsibility for the ministry of Word and Sacrament in this synod and its
33 congregations, providing pastoral care and leadership for this synod, its congregations, its
34 ordained ministers, and its other rostered leaders.
35
36 c. Exercise solely this church's power to ordain (or provide for the ordination by another synodical
37 bishop of) approved candidates who have received and accepted a properly issued, duly attested
38 letter of call for the office of ordained ministry (and as provided in the bylaws of the
39 Evangelical Lutheran Church in America).
40
41 d. Commission (or provide for the commissioning of) approved candidates who have received and
42 accepted a properly issued, duly attested letter of call for service as associates in ministry;
43 consecrate (or provide for the consecration of) approved candidates who have received and
44 accepted a properly issued, duly attested letter of call for service as deaconesses; and consecrate
45 (or provide for the consecration of) approved candidates who have received and accepted a
46 properly issued, duly attested letter of call for service as diaconal ministers of this church.
47
48 e. Attest letters of call for persons called to serve congregations in the synod, letters of call for
49 persons called by the Synod Council, and letters of call for persons on the rosters of this synod
50 called by the Church Council.
51
52 f. Install (or provide for the installation of):
53
54 1) the pastors of all congregations of this synod;
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56 2) ordained ministers called to extra parish service within this synod; and
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58 3) persons serving in the other rostered ministries within this synod.

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- 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;

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- 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.

P8.12.A Chemical Dependencies (See Appendix 5)

P8.12.B The Synod shall cover the expenses for the spouse of the Bishop at these events: Assembly, Festival, Bishop's Convocation, Regional Pastoral Conference, Regional Bishops Meetings, Churchwide Assemblies, Spring Conference of Bishops, and other events specifically requested and approved by the Synod Council or Executive Committee. SC97.10.06

S8.14. The bishop may have such assistants as this synod shall from time to time authorize.

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

1 b. Matters include any proceedings under Chapter 20, proceedings under provision 7.46. of the
2 *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in*
3 *America* (†S14.13.), candidacy, reinstatement, and similar matters where determinations or
4 actions by the synodical bishop could change, limit, restrict, approve, authorize, or deny the
5 related individual’s ministry on one of the official rosters of this church.
6

7 c. A related individual is one who, with respect to the synodical bishop, is a spouse, parent, son,
8 daughter, sibling, uncle, aunt, niece, nephew, grandparent, grandchild, or in-law (parent, son,
9 daughter, or sibling of a spouse, spouse of a sibling, or the parent or sibling of the spouse of a
10 sibling).
11

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14 **S8.20. Vice President**

15
16 †S8.21. The vice president shall be elected by the Synod Assembly. The vice president shall be a layperson.
17 The vice president shall be a voting member of a congregation of this synod. The vice president
18 shall not receive a salary for the performance of the duties of the office.
19

20 S8.22. The vice president shall chair the Synod Council.
21

22 P8.22.A Synod Vice-President to Churchwide Assembly The Synod Vice-President is an ex-officio voting
23 member to the Churchwide Assembly. SC05.09.11
24

25 S8.23. In the event of the death, resignation, or disability of the bishop, the vice president, after consultation
26 with the presiding bishop of the Evangelical Lutheran Church in America, shall convene the Synod
27 Council to arrange for the conduct of the duties of the bishop until a new bishop shall be elected or,
28 in the case of temporary disability, until the bishop resumes full performance of the duties of the
29 office.
30

31 **S8.30. Secretary**

32
33 †S8.31. The secretary shall be elected by the Synod Assembly. The secretary shall be a voting member of a
34 congregation of this synod. The secretary may be either a layperson or an ordained minister.
35

36 †S8.32. The secretary shall:
37

38 a. Keep the minutes of all meetings of the Synod Assembly and Synod Council, be responsible for
39 the printing and distribution of such minutes, and perform such other duties as this synod may
40 from time to time direct.
41

42 b. Be authorized and empowered, in the name of this synod, to attest all instruments which require
43 the same, and which are signed and sealed by the bishop.

44 c. In consultation with the bishop, classify and arrange all important papers and documents and
45 deposit them in the archives of this synod.
46

47 d. Submit to the secretary of this church at least nine months before each regular Churchwide
48 Assembly a certified list of the voting members elected by the Synod Assembly.
49

50 **S8.40. Treasurer**

51
52 †S8.41. The treasurer may be elected by the Synod Assembly or may be appointed by the Synod Council.
53 The treasurer shall be a voting member of a congregation of this synod. The treasurer may be either
54 a layperson or an ordained minister.
55

56 S8.42. The treasurer shall provide and be accountable for:
57

58 a. Management of the monies and accounts of this synod, its deeds, mortgages, contracts,

1 evidences of claims and revenues, and trust funds, holding the same at all times subject to the
2 order of this synod.
3

- 4 b. Investment of funds upon the authorization of the Synod Council.
5
6 c. Receipt and acknowledgement of offerings, contributions, and bequests made to this synod,
7 collecting interest and income from its invested funds, and paying regular appropriations and
8 orders on the several accounts as approved and directed by the Synod Council. The treasurer
9 shall transmit each month to the treasurer of the Evangelical Lutheran Church in America the
10 funds received by this synod for the general work of this church.
11
12 d. Maintenance of a regular account with each congregation of this synod and informing the
13 congregation, at least quarterly, of the status of this account.
14
15 e. Rendering at each regular meeting of the Synod Assembly a full, detailed, and duly audited
16 report of receipts and disbursements in the several accounts of this synod for the preceding
17 fiscal year, together with the tabulation, for record and publication in the minutes, of the
18 contributions from the congregations.
19
20 f. Obtaining a fidelity bond in the amount determined by the Synod Council for persons handling
21 synod funds, which bond shall be in the custody of the secretary. The premium for the bond
22 shall be paid by this synod. Fidelity coverage provided by the Evangelical Lutheran Church in
23 America shall be deemed a fulfillment of this requirement.
24

25 **S8.50. General Provisions**

26
27 †S8.51. The terms of office of the officers of this synod shall be:

- 28
29 a. The bishop of this synod shall be elected to a term of six years and may be reelected.
30
31 b. The vice president; and secretary, of this synod shall be elected to a term of four years and may
32 be reelected.
33
34 c. The treasurer of this synod shall be [elected] [appointed] to a four-year term and may be
35 reelected or reappointed.

36 **S8.51.01.** The Bishop may be reelected only once, limiting the number of years in office to 12.
37

38 **S8.52.** The terms of the officers shall begin on the first day of the third month following election or, in
39 special circumstances, at a time designated by the Synod Council.
40

41 †S8.53. Each officer shall be a voting member in a congregation of this synod, except that the bishop need
42 not be a member of a congregation of this synod at the time of election.
43

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

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

1 the next Synod Assembly, shall be four years.

2
3 †S8.56. The Executive Committee of the Synod Council shall determine whether an officer is unable to
4 serve; the officer may appeal the decision of the Executive Committee by requesting a hearing
5 before the Synod Council. A meeting to determine the ability of an officer to serve shall be called
6 upon the request of at least three members of the Executive Committee and prior written notice of
7 the meeting shall be given to the officer in question at least ten calendar days prior to the meeting.
8

9 †S8.57. The recall or dismissal of an officer may be effected in accordance with the procedure established by
10 the Committee on Appeals of the Evangelical Lutheran Church in America.
11

12 †S8.58. If the bishop is to be temporarily absent from the synod for an extended period, the bishop, with the
13 consent of the Synod Council, may appoint as acting bishop for such period an ordained minister of
14 this church. Except as limited by action of the Synod Council, an acting bishop shall possess all of
15 the powers and authority of a regularly elected bishop other than authority to ordain or to authorize
16 the ordination of properly approved candidates for ordination.
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20 Chapter 9. NOMINATIONS AND ELECTIONS

21
22 †S9.01. The Synod Assembly shall elect such officers of this synod and such other persons as the
23 constitution and bylaws may require, according to procedures set forth in the bylaws.
24

25 S9.01.01 When the nominating body is unable to nominate the number of persons designated in these bylaws
26 for any position, the Synod Assembly shall have authority to suspend the rules for that requirement
27 for that position for the current election.
28

29 S9.02. In all elections by the Synod Assembly, other than for the bishop, a majority of the votes cast shall
30 be necessary for election.
31

32 S9.03. The Nominating Committee shall provide nominations for all elected and appointed Synod Council
33 and committee positions.
34

35 S9.03.01. The Nominating Committee shall insure with regard to the Synod Council, that in addition to the
36 provisions of †S6.04, all clusters of this synod shall be represented by at least one person. Each
37 cluster shall nominate one person for their cluster representative position on the Synod Council,
38 provided the cluster has a Synod approved constitution and the nomination is made during a duly
39 called meeting of the cluster. When such a nomination is made, there shall be no further
40 nominations made for their cluster representative position.
41

42 P9.03.01.A Synod Council Congregation Representation No Congregation shall have more than two
43 representatives on the Synod Council. SC99.06.
44
45

46 S9.03.02. The designation lay male or female or clergy will alternate among those cluster representatives being
47 elected the same year.
48

49 S9.03.03. The designation for cluster representatives shall alternate as follows: lay male - lay female - clergy -
50 lay male...
51

52 S9.03.04. Each congregation and/or cluster shall have the right to submit nominations for any available
53 position. Such nominations shall be submitted to the Nominating Committee.
54

55 P9.03.04.A Churchwide Assembly Nominations In order to provide the broadest representation of the people
56 and congregations of the synod, no more than one member per congregation may be elected as a
57 voting member to the Churchwide Assembly. If more than one person in a congregation is
58 nominated for the position of voting member to the Churchwide Assembly, the person who receives

- 1 a majority of votes shall be elected, the name(s) of the other person(s) shall be removed from any
2 subsequent ballots. SC99.09.
3
- 4 **S9.03.05.** Additional nominations may be made from the floor of the Assembly for all elections for which
5 nominations are made by the Nominating Committee.
6
- 7 **S9.04.** The bishop shall be elected by the Synod Assembly from among those nominated in the following
8 manner:
9
- 10 a. Each cluster may submit up to three names of those whom they wish to nominate for the office
11 of bishop and shall submit written vitae for each nominee, said vitae to adhere to a format
12 established by the elections committee; names of said nominees and their vitae shall then be
13 published in the voting members' pre-assembly packet.
14
- 15 b. Additional spoken nominations may later be made from the assembly floor, providing written
16 vitae following the established format are then available to the voting members.
17
- 18 c. Three-fourths of the votes cast shall be necessary for election on the first ballot.
19
- 20 d. The second ballot shall be limited to the seven persons (plus ties) who received the greatest
21 number of votes on the first ballot, and two-thirds of the votes cast shall be necessary for
22 election.
23
- 24 e. The third ballot shall be limited to the three persons (plus ties) who received the greatest number
25 of votes on the second ballot, and 60 percent of the votes cast shall be necessary for election.
26
- 27 f. Prior to the casting of the third ballot, the three or more persons to appear on the ballot, if they
28 are present, shall be invited to address the Assembly.
29
- 30 g. On subsequent ballots a majority of the votes cast shall be necessary for election. These ballots
31 shall be limited to the two persons (plus ties) who receive the greatest number of votes on the
32 previous ballot.
- 33 **S9.05.** The Nominating Committee shall nominate at least two persons for vice president; additional
34 nominations may be made from the floor.
35
- 36 **S9.06.** The Synod Council shall nominate two persons for secretary; additional nominations may be made
37 from the floor.
38
- 39 **P9.06.A** Officer Nominations Process for the Synod Council nomination of Synod Treasurer and Synod
40 Secretary, or an officer resigning from the Synod Council.
41
- 42 1. the first ballot shall be a nominating ballot, with prior permission of the nominee required, and
43 having written biographical information available
44
- 45 2. the second ballot shall include all names that resulted from the first ballot, and will be listed
46 without ranking or number of votes received on the first ballot
47
- 48 3. on the second ballot votes will be cast for two persons
49
- 50 4. election of the two nominees shall be by majority
51
- 52 5. if only one person received a majority vote, that person shall be one of the nominees
53 6. remaining names will be narrowed by one on each subsequent ballot until a majority is received.
54
- 55 7. the two persons receiving majority votes shall be presented to the Synod Assembly, without
56 ranking or number of votes cast, as the nominees from the Synod Council. SC91.02.22
57
- 58 **S9.07.** The Synod Council shall nominate two persons for treasurer; additional nominations may be made

1 from the floor.

2
3 **S9.08.** In all elections, except for the bishop, the names of the persons receiving the highest number of
4 votes, but not elected by a majority of the votes cast on a preceding ballot, shall be entered on the
5 next ballot to the number of two for each vacancy unfilled.
6

7 **S9.09.** The result of each ballot in every election shall be announced in detail to the assembly.
8

9 †**S9.12.** Background checks and screening shall be required and completed for persons nominated as
10 synodical officers prior to their election, if possible, or as soon as practical after their election. The
11 specific procedures and timing of background checks and screening shall be determined by the
12 Synod Council.
13

14
15 **Chapter 10. SYNOD COUNCIL**
16

17 †**S10.01.** The Synod Council consisting of the four officers of the synod, 10 to 24 other members, and at least
18 one youth and at least one young adult, shall be elected by the Synod Assembly.
19

20 a. Each person elected to the Synod Council shall be a voting member of a congregation of this
21 synod, with the exception of ordained ministers on the roster of this synod who reside outside
22 the territory of this synod. The process for election and the term of office when not otherwise
23 provided shall be specified in the bylaws. A member of the Church Council of the Evangelical
24 Lutheran Church in America, unless otherwise elected as a voting member of the Synod
25 Council, may serve as an advisory member of the Synod Council with voice but not vote.
26

27 b. The term of office of members of the Synod Council, with the exception of the officers and the
28 youth member, shall be six years.
29

30 **P10.01.A** Conflict of Interest Statement A conflict of interest statement for Synod officers, Synod staff, and
31 Synod Council members has been adopted. S88.09.34
32

33 1. All Council Members, Officers, and Staff of the Eastern Washington-Idaho Synod, shall avoid
34 any conflict between their own respective individual interests and the interest of the Eastern
35 Washington-Idaho Synod, in any and all actions taken by them on behalf of the Synod.
36

37 2. In the event any Council Member, Officer, or Staff of the Eastern Washington-Idaho Synod,
38 shall have any direct or indirect interest in or relationship with any individual or organization
39 which proposes to enter into any transaction with the Eastern Washington-Idaho Synod, for the
40 sale, purchase, lease, or rental of property, or to render or employ services, personal or
41 otherwise, such Council Member, Officer or Staff shall forthwith give the Synod Council of the
42 Eastern Washington-Idaho Synod, notice of such interest or relationship and shall thereafter
43 refrain from attempting to affect its decision to participate or not to participate in such
44 transaction. Minutes of appropriate meetings should reflect that such disclosure was made, and
45 that such Council Member or Officer was not counted for the purpose of determining a quorum.
46

47 3. The foregoing requirements, however, should not be construed to prevent a Council Member or
48 Officer from briefly stating his/her position in the matter, nor from answering pertinent
49 questions of other Council Members, Officers, or Staff. Such personal knowledge may be of
50 assistance to the other Council Members, Officers, or Staff, in reaching their decision.
51

52 4. A copy of this statement shall be furnished each Council Member, Officer, and Staff who is
53 presently serving the Eastern Washington-Idaho Synod, or who may hereafter become
54 associated with the Eastern Washington-Idaho Synod.
55

56 5. This policy is to be reviewed annually for the information and guidance of Council Members,
57 Officers, and Staff. Any new Council Members, Officers, or Staff shall be advised of the policy
58 upon undertaking the duties of such office. SC97.01.17

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P10.01.B Synod Council Partial Terms A Synod Council member who serves for two years or less is eligible for election to a subsequent full term on the Synod Council. Those who have served more than two years shall be ineligible for election. S90.11.15

P10.01.C Synod Council Youth Term of Office The person elected to the Synod Council youth position shall be a voting member of their home congregation and be less than nineteen years of age at the time of election and will be elected to a two-year term.

P10.01.D Church Council Member Expenses Members of this Synod who serve on the Church Council of the ELCA will be granted all of the rights, invitations, and reimbursement which are allowed to Synod members. S90.09.16

S10.01.01. In addition to the officers and one youth representative, there shall be 24 members of the Synod Council, 12 of whom shall be representatives of their respective clusters and 12 of whom shall be members at large.

P10.01.01.A Synod Council Congregation Representation In order to provide the broadest representation of the people and congregations of the Synod, the membership of the Synod Council shall not include two members of the same immediate family or household. If more than one person in a family or household is nominated for the Synod Council, the person to receive the greatest number of votes shall be elected, the name(s) of the other person(s) shall be removed from any subsequent ballots.

S10.01.02. Four new members of the Synod Council shall be elected at the annual Synod Assembly.

†**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.

P10.02.A Personnel Policies A copy of the ELCA Personnel Policies may be obtained from the Synod office or a Synod Officer. SC97.01.17

P10.02.B Liaison Representatives at Synod Council Meetings When the Synod Council affords participation in its meetings to a liaison from any organization, the liaison shall have "voice" but not "vote" at such meetings, and the expenses of the liaison will be reimbursed, if at all, by the organization represented. S90.05.35

P10.02.C Representation at Synod/Region/Churchwide Events All persons representing the synod who attend events at Synod/Region/Churchwide expense are expected to present a written report to the next Synod Council meeting. SC93.03.05

- S10.03.** The functions of the 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. See P7.13.02.B
 - 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 actions in this regard.
 - e. Issue letters of call to ordained ministers and letters of call to associates in ministry, deaconesses, and diaconal ministers as authorized by Chapter 7 of the constitution and bylaws of the Evangelical Lutheran Church in America.

- 1 f. Fill vacancies until the next regular meeting of the Synod Assembly except as may otherwise be
2 provided in the constitution or bylaws of this synod, and determine the fact of the incapacity of
3 an officer of this synod.
4
- 5 g. Report its actions to the regular meeting of the Synod Assembly.
6
- 7 h. Perform such other functions as are set forth in the bylaws of this synod, or as may be delegated
8 to it by the Synod Assembly.
9
- 10 **P10.03.A** Synod Council members are encouraged to visit congregations, councils or clusters of the Synod;
11 making themselves visible or giving temple talks in order to acquaint congregations with the work of
12 the Synod or answering questions. Announcements that council members are available for such
13 visits shall appear in Synod publications. S88.09.35
14
- 15 **P10.03.B** Agendas and Reports to be Printed in Advance Agendas, and where possible reports, are to be
16 provided to the Synod Council members prior to meetings either electronically or by hardcopy.
17
- 18 **S10.03.01.** The Synod Council shall, in cooperation with the bishop and other appropriate ELCA structures,
19 develop, adopt and periodically review a Call Process for use in this synod. Such a Call Process shall
20 include policies, procedures and such guidelines as are deemed appropriate.
21
- 22 **S10.04.** Any proposal to appropriate funds, whether by amendment to the budget or otherwise, which is
23 presented to a meeting of the Synod Assembly without the approval of the Synod Council shall
24 require a two-thirds vote for adoption.
25
- 26 **S10.05.** No elected member of the Synod Council shall receive compensation for such service.
27
- 28 **S10.06.** If a member of the Synod Council ceases to meet the requirements of the position to which she or he
29 was, the office filled by such member shall at once become vacant.
30
- 31 **P10.06.A** Synod Council Meeting Attendance It is the policy of the Synod Council that any member who has
32 two consecutive unexcused absences will receive a letter reminding them of the requirements of a
33 Synod Council Member. If a member has three unexcused absences within a year, that synod
34 council member will be asked to resign.
35
- 36 **S10.06.01.** When such a vacancy occurs for a cluster representative, the Synod Council shall name a
37 replacement from the same cluster. When such a vacancy occurs for an at-large representative, the
38 Synod Council may name a replacement from any cluster.
39
- 40 **S10.06.02.** When such a vacancy occurs for the youth representative, the Synod Council shall appoint a
41 replacement to fill the position until the next regular meeting of the Synod Assembly.
42
- 43 **S10.07.** The composition of the Synod Council, the number of its members, and the manner of their
44 selection, as well as the organization of the Synod Council, its additional duties and responsibilities,
45 and the number of meetings to be held each year shall be as set forth in the bylaws.
46
- 47 **S10.07.01.** The Synod Council shall meet at least three times per year. To the extent permitted by state law, an
48 action required or permitted to be taken at a meeting of the Synod Council and its committees may
49 be taken electronically or by telephone conference.
50
- 51 **S10.08.** A majority of the Synod Council shall constitute a quorum.
52

53 **Chapter 11. COMMITTEES**
54 **(names of other organizational units)**
55

- 56
- 57 †**S11.01.** There shall be an Executive Committee, a Consultation Committee, a Committee on Discipline, a
58 Mutual Ministry Committee, an Audit Committee, and such other committees as this synod may

1 from time to time determine. The duties and functions of such committees, or any other
2 organizational units created by this synod, and the composition and organizational structure of such
3 units, shall be as set forth in the bylaws and shall be subject to any applicable provisions or
4 requirements of the constitution and bylaws of the Evangelical Lutheran Church in America.
5

6 **S11.01.01.** The Executive Committee shall consist of the elected officers of the Synod and in addition, there
7 shall be two at-large members from the membership of the Synod Council, elected by the Synod
8 Council for a term of two years. There shall also be one alternate Executive Committee member
9 elected by the Synod Council.
10

11 **P11.01.01.A** Availability of Executive Committee Minutes Minutes of Synod Executive Committee meetings
12 shall be made available to Synod Council members. S88.09.21
13

14 **P11.01.01.B** Executive Committee Authority The Executive Committee is authorized to act on behalf of the
15 Synod between the meetings of Synod Council. All actions taken on behalf of the Synod Council by
16 the Executive Committee will be brought to the next Synod Council meeting for review. (policy 5.5)
17

18 **P11.01.01.C** Executive Committee Acting as Personnel Committee The Executive Committee shall act as the
19 Personnel Committee for the Synod Staff. They shall serve in an evaluative capacity, and advocate
20 on behalf of its staff for salary and benefits, as needed.
21

22 **S11.01.02.** Five members of the Executive Committee shall constitute a quorum.
23

24 †**S11.02.** The Consultation Committee of this synod shall consist of at least six persons and not more than 12
25 persons, of whom half shall be ordained ministers and half shall be lay persons, who shall each be
26 elected by the Synod Assembly for a term of six years without consecutive reelection. The functions
27 of the Consultation Committee are set forth in Chapter 20 of the Constitution and Bylaws, and
28 Continuing Resolutions of the Evangelical Lutheran Church in America and in Chapter 17 of this
29 constitution. The size of the Consultation Committee, in accord with this provision, shall be defined
30 in this synod's bylaw.
31

32 **S11.02.01.** There shall be eight members of the Consultation Committee, four members shall be clergy, two
33 shall be lay female, and two shall be lay male.
34

35 †**S11.03.** The Committee on Discipline of this synod shall consist of twelve persons of whom six shall be
36 ordained ministers and six shall be lay persons, who shall each be elected by the Synod Assembly
37 for a term of six years with out consecutive reelection.

38 a. The functions of the Committee on Discipline of this synod are set forth in Chapter
39 20 of the Constitution, Bylaws, and Continuing Resolutions of the Evangelical
40 Lutheran Church in America.
41

42
43 b. The terms of committee members shall be staggered so that the terms of four
44 committee members expire every two years.
45

46 c. The Synod Council shall fill vacancies on the Committee on Discipline for any
47 unexpired term.
48

49 †**S11.04.** The Mutual Ministry Committee shall be appointed by the Executive Committee of the Synod
50 Council to provide support and counsel to the bishop.
51

52 **S11.04.01.** The Mutual Ministry Committee shall seek to give encouragement by its concern for the spiritual,
53 emotional and physical well-being of the bishop of this synod.
54

55 **S11.04.02.** There shall be five members on the Mutual Ministry Committee, three of whom shall be selected by
56 the bishop and two (2) of whom shall be selected by the Executive Committee of the Synod Council
57 and appointed by the Synod Council.
58

- 1 **S11.04.03.** Appointment to the Mutual Ministry Committee shall be for six years and be coterminous with the
2 term of the bishop. Consecutive appointments shall be permitted.
3
- 4 **P11.04.03.A** Mutual Ministry Committees for Synod Staff
5
6 1. This synod affirms the need for a safe place of confidentiality for the expression of our staff's
7 concerns, for nurturing their spirituality, their prayer and confession/absolution, and personal
8 visioning. We further affirm their need for self-care of each of our staff, and this committee's
9 need to advocate for it.
10
11 2. Due to the nature of these support committees, the members of our staff need to select their own
12 members, notifying the Executive Committee only of the membership and their phone numbers.
13 Each committee will discover and discern its own function and be convened as needed by its
14 staff member, or by any of its members on their behalf.
15
- 16 †**S11.05.** The Audit Committee of this synod shall consist of three to six persons, none of whom are members
17 of the synod staff. Up to half of the committee members may be Synod Council members. The Audit
18 Committee members shall be elected by the Synod Council for a term of three years and be eligible
19 for re-election to a second consecutive three-year term. The terms of the Audit Committee members
20 shall be staggered. The Audit Committee shall be responsible for assisting the Synod Council in
21 fulfilling its general oversight of the synod's accounting, financial reporting, internal control
22 systems, and external audit processes as provided in †S15.31.
23
- 24 **S11.05.A** It shall be the responsibility of all committees or any other organizational structures to regularly
25 report on their work to the Synod Council and to the Synod Assembly.
26
- 27 **P11.05.B** Synod Council members are encouraged to serve on a synod-wide committee or task group as they
28 are able.
29
- 30 **P11.05.C** Standing Committee Chairs The Standing Committee Chairs will be scheduled to attend one
31 meeting per year at council expense to present a report. Chairs are welcome to attend all other synod
32 council meetings at committee expense.
33
- 34 **S11.06.** This synod shall have a Finance Committee.
35
- 36 **S11.06.01.** The Finance Committee shall consist of up to five persons appointed by the Synod Council. Terms
37 and duties shall be determined by the Synod Council.
38
- 39 **S11.07.** This synod may have programmatic committees.
40
- 41 **P11.07.A** Programmatic Committees
42
43 1. This synod may have the following programmatic committees: Congregational Life, Global
44 Mission, Multicultural Inclusivity, Outreach, Professional Ministry, Social Ministry, Youth
45 Ministry and others as determined by the Synod Council.
46
47 2. Committee members shall be appointed by the Synod Council. Terms and duties as assigned by
48 the Synod Council.
49
50 3. There may be a Congregational Life Committee. This committee would provide leadership in
51 the areas of education, evangelism, leadership training, stewardship, volunteer ministries, and
52 worship.
53
54 4. There may be a Global Mission Committee. This committee would provide leadership in the
55 areas of the Companion Synod, global mission advocacy, global ministry events, and world
56 hunger.
57
58 5. There may be an Outreach Committee. This committee would provide leadership in strategic

1 planning and development of new congregations and congregations in transitional communities,
2 area/cluster ministry development, resource development, urban and rural ministry,
3 multicultural ministry, and shall assist the deployed Division for Outreach staff in these
4 programmatic areas.
5

6 6. There may be a Professional Ministry Committee. This committee would provide leadership in
7 the areas of ELCA colleges, universities and seminaries, and training and event planning for
8 rostered persons. A member of this committee would also relate to the Candidacy and Mobility
9 Committee of this synod.
10

11 7. There may be a Social Ministry Committee. This committee would provide leadership in the
12 area of congregational social ministries, social ministry agencies which relate to the synod,
13 public policy, and social statements.
14

15 8. There may be a Youth Ministry Committee. This committee would provide leadership in youth
16 ministry planning and coordination in partnership with the Synod Lutheran Youth Organization
17 board members and regional staff with responsibilities for youth ministry. SC93.09.20 (policy
18 2.17)
19

20 **S11.08.** This synod shall have a Nominating Committee.

21
22 **S11.08.01.** The Nominating Committee shall consist of five persons, appointed by the Synod Council to one six
23 year term and shall not be eligible for consecutive re-appointment.
24

25 **S11.09.** This synod shall have a Constitution Review Committee.

26
27 **S11.09.01.** The duties of the Constitution Review Committee shall be conducted by two Review Panels, a
28 Congregation Constitution Review Panel and a Synod Constitution Review Panel.
29

30 **S11.09.02.** A Congregation Constitution Review panel shall review all congregation constitutions and bylaws
31 with subsequent changes submitted to the synod. The panel shall make a written response to the
32 congregation within 120 days stating its recommendation that the Synod Council approve or
33 disapprove the constitution or change(s) and the reasons for the recommendations. This panel shall
34 consist of five members appointed by the Synod Council.
35

36 **S11.09.03.** A Synod Constitution Review Panel shall review the Synod Constitution and Bylaws for amendment
37 and clarification. At the request of the Synod Council, the Panel shall draft constitution and bylaw
38 recommendations for action by the Synod Council and the Synod Assembly. This Panel shall
39 consist of five members appointed by the Synod Council, two of whom shall be members of the
40 Synod Council.
41

42 **S11.10. General Provisions**

43
44 **S11.11.** This synod shall in its bylaws or by continuing resolution establish a process to ensure that the
45 members of its committees and other organizational units will be persons possessing the necessary
46 knowledge and competence to be effective members of such units, and to meet the requirements of
47 †S6.04. With the exception of ordained ministers on the roster of this synod who reside outside the
48 territory of this synod, each member of a committee of this synod, or any other organizational unit
49 created by this synod, shall be a voting member of a congregation of this synod.
50

51 **S11.04.A87** The Synod Council shall be responsible to prepare, determine and monitor a process to meet the
52 provisions of S11.11.
53

54
55 **CHAPTER 12. CONFERENCES, CLUSTERS, COALITIONS OR**
56 **OTHER AREA SUBDIVISIONS**
57

58 **†S12.01.** This synod may establish conferences, clusters, coalitions, area subdivisions and networks as

1 appropriate within its territory and in collaboration with other synods and partners as specified in the
2 bylaws and continuing resolutions. The purpose of such groupings shall be to foster interdependent
3 relationships for missional purposes among congregations, synods, the churchwide organization, and
4 other partners.
5

6 **S12.01.01.** This synod shall have clusters arranged as determined by the Synod Council. A congregation may
7 request a transfer from one cluster to another by submitting a written request to the Synod Council
8 along with a letter from the cluster the congregation is in and a letter from the cluster the
9 congregation wants to join stating the clusters' positions on the transfer.
10

11 **S12.01.02.** There shall be a meeting of each cluster of this synod prior to the regular meetings of the Synod
12 Assembly for the purposes of fellowship, fostering interdependent relationships among
13 congregations and for conversation about matters coming before the Synod Assembly.
14

15 **S12.01.03.** Meetings of the clusters noted in S12.01.02 shall include, but not be limited to, voting members
16 elected to the Synod Assembly by the congregations of the cluster.
17

18 **S12.01.04.** A cluster, as defined by the Synod, is an organizational unit and as such, is subject to †S6.04.
19

20 **S12.01.05.** Clusters may have a constitution which shall be approved by the Synod Council.
21

22 **S12.01.06.** Clusters may have an operating budget which may be reviewed by the Synod Council.
23

24 **S12.01.07.** The purpose of a cluster shall include:
25

26 a. fostering interdependent relationships among congregations for mission purposes:
27

28 1) promoting the proclamation of the gospel;
29

30 2) providing the opportunities for strengthening the spiritual life of clergy and laity;
31

32 3) enabling participation in program planning for worship, learning, witness, service,
33 stewardship, and advocacy by implementing conferences, retreats, fellowship, study, and
34 training events;
35

36 4) deliberating on the faith and life of the church.
37

38 b. developing relationships with other religious and secular organizations dedicated to advocating
39 justice and providing services to meet human needs.
40

41 c. seeking to facilitate communication between the congregations of the cluster and the synod.
42

43 d. providing a forum for conversation about matters coming before the Synod Assembly.
44

45 e. submitting nominations for any available synod position to the Synod Nominating Committee.
46

47 **S12.01.A87** The Synod Council shall be responsible to review the purposes and functions of clusters and to assist
48 the clusters in the development of their common and interdependent ministry.
49

50 **S12.10. Cluster Deans**
51

52 **S12.11.01.** This synod shall have cluster deans who shall be selected by and shall serve according to guidelines
53 established by the bishop in conversation with the Synod Council and the clusters; and whose duties
54 shall be those noted in this constitution and its bylaws.
55

56 **S12.11.02.** In addition to the rights and duties assigned elsewhere in this Constitution and its Bylaws, the dean
57 shall:
58

a. Assist the bishop, as requested, with appropriate duties such as ordinations, installations,

- 1 The number of persons to be elected by each congregation and other qualifications shall be as
2 prescribed in guidelines established by this synod.
3
- 4 **S13.11.** When a pastor or an associate in ministry, deaconess, or diaconal minister resigns, the Congregation
5 Council shall receive the letter of resignation, report it to the congregation, and at once notify the
6 bishop of this synod.
7
- 8 **P13.11.A** Call and Termination of Rostered Lay Persons (See Appendix 8)
9
- 10 **S13.11.01.** Recognizing the inherent interdependence of congregations and synod, congregations of this synod
11 shall follow the provisions of the Call Process adopted for this synod.
12
- 13 **P13.11.01.A** Interim Ineligible for a Call A congregation may not issue a Call to its interim pastor during his/her
14 active service in that role, or within three years of the termination thereof. S90.05.36
15
- 16 **P13.11.01.B** Guidelines for the Call Process of the Eastern Washington-Idaho Synod (See Appendix 1)
17
- 18 **P13.11.01.C** The Affirmative Call (See Appendix 2)
19
- 20 **P13.11.01.D** Guidelines for Calling an Assistant, Associate, or Co-Pastor (See Appendix 3)
21
- 22 **P13.11.01.E** Guide for Congregations in Transition Interim Ministry (See Appendix 6)
23
- 24 **P13.11.01.F** Agreement for Interim Ministry (See Appendix 7)
25
- 26 **P13.11.01.G** Call and Termination of Rostered Lay Persons (See Appendix 8)
27
- 28 **P13.11.01.H** "Transition Minister" Designation (See Appendix 12)
29
- 30 **S13.12.** A congregation under financial obligation to its former pastor, associate in ministry, deaconess, or
31 diaconal minister shall make satisfactory settlement of the obligation before calling a successor.
32
- 33 †**S13.19.** A congregation considering a relocation shall confer with the bishop of the synod in which it is
34 territorially located and the appropriate program unit of the churchwide organization before any
35 steps are taken leading to such action. The approval of the Synod Council shall be received before
36 any such action is effected.
37
- 38 †**S13.20** A congregation considering development of an additional site to be used regularly for worship shall
39 confer with the bishop of the synod in which it is territorially located and the appropriate program
40 unit of the churchwide organization before any steps are taken leading to such action.
41
- 42 **S13.21.** The alignment of congregations in pastoral charges, and all alterations in any alignment, shall be
43 subject to approval by the Synod Assembly or by the Synod Council.
44
- 45 †**S13.22.** Each congregation of the Evangelical Lutheran Church in America within the territory of this synod,
46 except those which are in partnership with the Slovak Zion Synod, shall establish and maintain a
47 relationship with this synod.
48
- 49 †**S13.23.** Provision 9.71. of the ELCA constitution shall govern the relationship of this synod and a
50 congregation of this synod regarding the property of the congregation. This synod may transfer or
51 convey property to a congregation of the synod, subject to restrictions accepted by the congregation,
52 including provision that if the Synod Council, in its sole and exclusive discretion, determines (1) that
53 the property is not being used to serve the mission and ministry needs of this church, or (2) that the
54 congregation has transferred, encumbered, mortgaged, or in any way burdened or impaired any right,
55 title, or interest in the property without the prior approval of the Synod Council, then title to the
56 property shall revert to the synod, and the congregation, upon written demand, shall reconvey the
57 property to the synod.
58

1 **S13.24.** If any congregation of this synod has disbanded, or if the members of a congregation agree that it is
2 no longer possible for it to function as such, or if it is the opinion of the Synod Council that the
3 membership of a congregation has become so scattered or so diminished in numbers as to make it
4 impractical for such a congregation to fulfill the purposes for which it was organized or that it is
5 necessary for this synod to protect the congregation's property from waste and deterioration, the
6 Synod Council, itself or through trustees appointed by it, may take charge and control of the property
7 of the congregation to hold, manage, and convey the same on behalf of this synod. The congregation
8 shall have the right to appeal the decision to the Synod Assembly.
9

10 **S13.25.** This synod may temporarily assume administration of a congregation upon its request or with its
11 concurrence.
12

13 **S13.30. Discipline**

14
15 †**S13.31.** Congregations and members of congregations are subject to discipline in accordance with the
16 provisions of Chapter 20 of the ELCA constitution and bylaws.
17

18 **S13.40. Synodically Authorized Worshiping Communities**

19
20 **S13.41.** Authorized worshiping communities, acknowledged under criteria, policies, and procedures
21 approved by the Church Council of the Evangelical Lutheran Church in America, shall accept and
22 adhere to the Confession of Faith and Statement of Purpose of this church, shall be served by
23 leadership under the criteria of this church, and shall be subject to the discipline of this church.
24
25

26 **Chapter 14. ORDAINED MINISTERS AND LAY ROSTERED MINISTERS**

27
28 †**S14.01.** The time and place of the ordination of those persons properly called to congregations or extra parish
29 service of this synod shall be authorized by the bishop of this synod.
30

31 †**S14.02.** Consistent with the faith and practice of the Evangelical Lutheran Church in America,
32

- 33 a. Every ordained minister shall:
34
35 1) preach the Word;
36
37 2) administer the sacraments;
38
39 3) conduct public worship;
40
41 4) provide pastoral care; and
42
43 5) speak publicly to the world in solidarity with the poor and oppressed, calling for justice and
44 proclaiming God's love for the world.
45
46 b. Each ordained minister with a congregational call shall, within the congregation:
47
48 1) offer instruction, confirm, marry, visit the sick and distressed, and bury the dead;
49
50 2) supervise all schools and organizations of the congregation;
51
52 3) install regularly elected members of the Congregation Council; and
53
54 4) with the council, administer discipline.
55
56 c. Every pastor shall:
57
58 1) strive to extend the Kingdom of God in the community, in the nation, and abroad;

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- 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.

S14.02.01. Ordained ministers under call shall normally attend an Annual Pastors' Conference sponsored for purposes of worship, renewal, attention to pastoral concerns and fellowship.

P14.02.01.A Attendance of Ordained Ministers at Synod Events The Executive Committee shall be notified of unexcused absences of Pastors at Pastoral Conferences, Synod Assemblies, and Synod Gatherings. S97.01.17

P14.02.01.B Policy on Copyright Infringement and Plagiarism (See Appendix 11)

S14.02.02. Organization of and planning for the Annual Pastors' Conference shall be the responsibility of a committee elected from the roster of this synod by the members of the roster.

S14.02.03. Attendance at the Annual Pastors' Conference shall be in addition to, and not considered a part of, continuing education time provided by congregations in their Letter of Call.

S14.02.04. Ordained ministers under call shall normally attend any Festival Gatherings called by the Synod Council.

P14.02.04A Attendance of Ordained Ministers at Synod Events The Executive Committee shall be notified of unexcused absences of Pastors at Pastoral Conferences, Synod Assemblies, and Synod Gatherings. S90.05.33

P14.02.04.B Synod Sabbatical Policy (See Appendix 10)

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, (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 becomes 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 on the 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 a 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.

1 c. When the congregation has voted to issue a call to a prospective pastor, the letter of call shall be
2 submitted to the bishop of this synod for the bishop's signature.
3

4 **P14.11.A** Disclosure of Potential Liability In situations where there is a potential liability for the Eastern
5 Washington-Idaho Synod, or its congregations or its institutions, because of the history and/or
6 background of a clergyperson, a full disclosure of the circumstances/history regarding such a person
7 shall be made to a congregation or institution prior to their consideration for appointment or Call.
8 S90.05.18 Guidelines Background Checks for Candidacy (See Appendix 13)
9

10 **P14.11.B** Interim Ineligible for a Call A congregation may not issue a Call to its interim pastor during his/her
11 active service in that role, or within three years of the termination thereof. S90.05.36
12

13 **S14.12.** No ordained minister shall accept a call without first conferring with the bishop of this synod. An
14 ordained minister shall respond with an answer of acceptance or declination to a letter of call within
15 30 days of receipt of such call. In exceptional circumstances with the approval of the bishop of this
16 synod and the chair of the Congregation Council of the congregation issuing the call, an additional
17 15 days may be granted to respond to a letter of call.
18

19 †**S14.13.** a. The call of a congregation, when accepted by a pastor, shall constitute a continuing mutual
20 relationship and commitment which, except in the case of the death of the pastor, shall be
21 terminated only following consultation with the synodical bishop and for the following reasons:
22

- 23 1) mutual agreement to terminate the call or the completion of a call for a specific term;
- 24 2) resignation of the pastor, which shall become effective, unless otherwise agreed, 30 days
25 after the date on which it was submitted;
- 26 3) inability to conduct the pastoral office effectively in that congregation in view of local
27 conditions, without reflection on the competence or the moral and spiritual character of the
28 pastor;
- 29 4) the physical or mental incapacity of the pastor;
- 30 5) disqualification of the pastor through discipline on grounds of doctrine, morality, or
31 continued neglect of duty;
- 32 6) the dissolution of the congregation or the termination of a parish arrangement; or
33
- 34 7) suspension of the congregation as a result of discipline proceedings.
35
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41 b. When allegations of physical or mental incapacity of the pastor or ineffective conduct of the
42 pastoral office have come to the attention of the bishop of this synod, the bishop in his or her
43 sole discretion may, or when such allegations have been brought to this synod's attention by an
44 official recital of allegations by the Congregation Council or by a petition signed by at least one-
45 third of the voting members of the congregation, the bishop shall, investigate such conditions
46 personally in company with a committee of two ordained ministers and one layperson.
47

48 c. In case of alleged physical or mental incapacity competent medical testimony shall be obtained.
49 When such disability is evident, the bishop of this synod with the advice of the committee shall
50 declare the pastorate vacant. Upon the restoration of a disabled pastor to health, the bishop of
51 this synod shall take steps to enable the pastor to resume the ministry, either in the congregation
52 last served or in another field of labor.
53

54 d. In the case of alleged local difficulties that imperil the effective functioning of the congregation,
55 all concerned persons shall be heard, after which the bishop of this synod together with the
56 committee described in †S14.13.b. shall decide on the course of action to be recommended to
57 the pastor and the congregation. If they agree to carry out such recommendations, no further
58 action shall be taken by this synod. If either party fails to assent, the congregation may dismiss

1 the pastor at a legally called meeting after consultation with the bishop, either (a) by a two-
2 thirds majority vote of the voting members present and voting where the bishop and the
3 committee did not recommend termination of the call, or (b) by a simple majority vote of the
4 voting members present and voting where the bishop and the committee recommended
5 termination of the call.
6

7 e. If, in the course of proceedings described in †S14.13.d., the committee concludes that there may
8 be grounds for disciplinary action, the committee shall make recommendations concerning
9 disciplinary action to the synodical bishop who may bring charges, in accordance with the
10 provisions of the constitution and bylaws of the Evangelical Lutheran Church in America and
11 the constitution of this synod.
12

13 f. If, following the appointment of the committee described in †S14.13.b. or d., it should become
14 apparent that the pastoral office cannot be conducted effectively in the congregation(s) being
15 served by the ordained minister due to local conditions, the bishop of this synod may
16 temporarily suspend the pastor from service in the congregation(s) without prejudice and with
17 pay provided through a joint synodical and churchwide fund and with housing provided by the
18 congregation(s).
19

20 **P14.13.A** Process for Termination of Pastoral Calls (See Appendix 4)

21
22 **P14.13.B** Retirement Announcements The Synod Council recommends that pastors announce their impending
23 retirements to their congregations not less than three months nor more than six months before the
24 selected retirement date. SC93.03.02
25

26 **P14.13.C** Chemical Dependencies (See Appendix 5)
27

28 †S14.14. Ordained ministers shall respect the integrity of the ministry of congregations which they do not
29 serve and shall not exercise ministerial functions therein unless invited to do so by the pastor, or if
30 there is no duly called pastor, then by the interim pastor in consultation with the Congregation
31 Council.
32

33 †S14.15. The parochial records of all baptisms, confirmations, marriages, burials, communicants, members
34 received, members transferred or dismissed, members who have become inactive, or members
35 excluded from the congregation shall be kept accurately and permanently, They shall remain the
36 property of each congregation. At the time of the closure of a congregation, such records shall be
37 sent to the regional archives. The elected secretary of the congregation shall attest to the bishop of
38 this synod that such records have been placed in his or her hands in good order by a departing pastor
39 before:
40

- 41 a. installation in another field of labor, or
 - 42 b. the issuance of a certificate of dismissal or transfer.
- 43

44 †S14.16. The pastor shall make satisfactory settlement of all financial obligations to a former congregation
45 before:
46

- 47 a. installation in another field of labor, or
 - 48 b. the issuance of a certificate of dismissal or transfer.
- 49

50 †S14.17. During service to a congregation, an interim pastor shall have the rights and duties in the
51 congregation of a regularly called pastor. The interim pastor may delegate the same in part to an
52 interim supply pastor with the consent of the bishop of this synod. The interim pastor and any
53 ordained ministers who may assist shall refrain from exerting influence in the selection of a pastor.
54 Upon completion of service, the interim pastor shall certify to the bishop of this synod that the
55 parochial records, for the period for which the interim pastor was responsible, are in order.
56

57 †S14.18. With the approval of the synodical bishop expressed in writing, which sets forth a clear statement of
58 the purpose to be served by such a departure from the normal rule of permanency of the call as

1 expressed in †S14.13., a congregation may call a pastor for a specific term. Details of such calls
2 shall be in writing setting forth the purpose and conditions involved. Prior to the completion of a
3 term, the bishop of this synod or a representative of the bishop shall meet with the pastor and
4 representatives of the congregation for a review of the call. Such call may also be terminated before
5 its expiration in accordance with the provisions of †S14.13.
6

7 **S14.21.** All ordained ministers under a call shall normally attend meetings of the Synod Assembly and
8 Festival Gatherings, and the pastors of congregations shall also attend the meetings of the
9 conference, cluster, coalition, or other area subdivision to which the congregation belongs.
10

11 **P14.21.A** Attendance of Ordained Ministers at Synod Events The Executive Committee shall be notified of
12 unexcused absences of Pastors at Pastoral Conferences, Synod Assemblies, and Synod Gatherings.
13 S90.05.33
14

15 **S14.30. Official Rosters of Laypersons**
16

17 †S14.31. The provisions in the churchwide documents and such provisions as may be developed by the
18 appropriate Churchwide unit governing associates in ministry, deaconesses, and diaconal ministers
19 of this church shall apply in this synod.
20

21 a. When a congregation of this synod desires to call an associate in ministry, deaconess, or
22 diaconal minister or a candidate for these official rosters of laypersons of this church:

23 1) Such a congregation of this synod shall consult the synodical bishop before taking any steps
24 leading to extending such a call.
25

26 2) Issuance of such a letter of call shall be in accord with criteria, policies, and procedures
27 developed by the appropriate Churchwide unit, reviewed by the Conference of Bishops, and
28 adopted by the Church Council of the Evangelical Lutheran Church in America.
29

30 3) When the congregation has voted to issue a call to an associate in ministry, deaconess, or
31 diaconal minister, the letter of call shall be submitted to the bishop of this synod for the
32 bishop's signature.
33

34 b. An associate in ministry, deaconess, or diaconal minister shall confer with the bishop of this
35 synod before accepting a call within this synod.
36

37 c. The call of a congregation, when accepted by an associate in ministry, deaconess, or diaconal
38 minister, shall constitute a continuing mutual relationship and commitment which, except in the
39 case of the death of the individual, shall be terminated only following consultation with the
40 synodical bishop in accordance with policy developed by the appropriate Churchwide unit,
41 reviewed by the Conference of Bishops, and adopted by the Church Council of the Evangelical
42 Lutheran Church in America.
43

44 d. Associates in ministry, deaconesses, and diaconal ministers on the roster of this synod who are
45 serving under call shall attend meetings of the Synod Assembly.
46

47 **P14.31.A** Call and Termination of Rostered Lay Persons (See Appendix 8)
48

49 **P14.31.B** Policy on Copyright Infringement and Plagiarism (See Appendix 11)
50

51
52
53 **Chapter 15. FINANCIAL MATTERS**
54

55 †S15.01. The fiscal year of this synod shall be February 1 through January 31.
56

57 †S15.11. Since the congregations, synods, and churchwide organization are interdependent units that share
58 responsibly in God's mission, all share in the responsibility to develop, implement, and strengthen

1 the financial support program of the whole church. The gifts and offerings of the members of
2 Evangelical Lutheran Church in America are given to support all parts of this church and thus
3 partnership in this church should be evidenced in determining each part's share of the gifts and
4 offerings. Therefore:
5

6 a. The mission of this church beyond the congregation is to be supported by such a proportionate
7 share of each congregation's annual budget as each congregation determines. This synod shall
8 develop guidelines for determining "proportionate share," and shall consult with congregational
9 leaders to assist each congregation in making its determination.
10

11 b. This synod shall receive the proportionate share of the mission support from its congregations,
12 and shall transmit that percentage of each congregation's mission support as determined by the
13 Churchwide Assembly to the treasurer of the Evangelical Lutheran Church in America.
14

15 **S15.11.01.** Endowment funds, whose purpose, governance, and operational procedures shall be defined by
16 special resolution adopted by the Synod at its biennial business meetings, may be established.
17

18 †**S15.12.** The annual budget of this synod shall reflect the entire range of its own activities and its
19 commitment to partnership funding with other synods and the churchwide organization. Unless an
20 exception is granted upon the request of this synod by the Church Council, each budget shall
21 include the percentage of congregational mission support assigned to it by the Churchwide
22 Assembly.
23

24 **P15.12.A** Funding Requests All agencies and committees funded by the Eastern Washington-Idaho Synod
25 shall be notified by the Finance Committee of a deadline date (October 1). Funding requests
26 received after the deadline or increases to the preliminary proposed budget adopted at the next
27 Synod Council meeting after the deadline date shall be presented to the Finance Committee before
28 the Synod Council adopts the final budget. Any disagreement with the Finance Committee's budget
29 proposal for any committee or agency shall be made in writing to the Synod Council prior to the
30 biennial business Assembly. The text of the policy will be publicized in the next Synod "Cross
31 Connection". SC97.01.17
32

33 **S15.13.** On the basis of estimated income, the Synod Council shall authorize expenditures within the budget
34 for the fiscal year. Expenditure authorizations shall be subject to revision, in light of changing
35 conditions, by the Synod Council.
36

37 **P15.13.A** Registration at Synod Assemblies Synod Council members and members of this synod who serve
38 on the Church Council of the ELCA, who are not voting members from their own congregations
39 shall be provided registration and room and board at Synod Assemblies. SC94.05
40

41 **P15.13.B** Funding Discretionary Categories This Synod shall provide funding in "discretionary" categories up
42 to a percentage of adopted line items, with such a percentage determined by comparing receipts to
43 date with adopted budget to date. Funding at levels reduced from such percentage is always
44 possible. S88.09.03
45

46 **P15.13.C** Disbursement Policy The Synod Council will validate changes to disbursement policies. We have
47 made our Churchwide disbursement a priority. We, therefore, recognize that the Synod may enter
48 into deficit spending. If deficit spending is imminent, questions concerning which agencies will
49 receive disbursement may require timely Council action. The Council grants the Treasurer freedom
50 to make adjustments pending Council approval. SC97.01.17
51

52 **P15.13.D** Reimbursement of Expenses Synod officers, Synod staff, Synod Council members, and members of
53 all Synod committees and task groups shall be reimbursed by the Synod for travel costs and meals,
54 but not for housing where free housing has been provided, while conducting authorized Synod
55 business. Exceptions to this policy may be allowed only by vote of the Synod Council. S90.05.25
56

57 SC91.02.20 changed a portion of the above policy regarding housing: That we provide "double
58 occupancy" to Synod Council members and Synod Committee members attending to the business of

1 the Synod. SC91.02.20

2
3 Mileage reimbursement will be equal to the current IRS mileage rates.

4
5 **P15.13.E** Travel from Outside the Synod When a Synod Council member or a member of a Synod Committee
6 or Task Group who is temporarily out of the geographical area of the Synod, and who travels from
7 there to a Synod meeting, shall be reimbursed, if at all, only up to the value of transportation from
8 the person's home to the meeting location. S90.11.17

9
10 **S15.13.01.** Approval of the Synod Assembly shall be required when total upward adjustments to the adopted
11 budget exceed 10 percent of the synod's share of congregational benevolence or when upward
12 adjustments to individual items within the adopted budget exceed 20 percent of that budget item.

13
14 **S15.13.02.** The Synod Council shall determine means of accountability for organizations, groups and
15 institutions receiving financial support from this synod. The Synod Council may require appropriate
16 presence and vote on governing boards of such organizations, groups and institutions when financial
17 support exceeds 3 percent of the synod's share of congregational benevolence.

18
19 **P15.13.02.A** Moneys from Youth Events Any moneys raised from future Synod Youth events shall be placed in a
20 restricted fund to be released only for this synod's youth programming. S89.02.31 (Policy amended
21 6/98 Synod Council Meeting)

22
23 **S15.14.** Except when such procedure would jeopardize current operations, a reserve amounting to no more
24 than 16 percent of the sum of the amounts scheduled in the next year's budget for regular distribution
25 to synodical causes shall be carried forward annually for disbursement in the following year in the
26 interest of making possible a more even flow of income to such causes. The exact number of dollars
27 to be held in reserve shall be determined by the Synod Council.

28
29 **P15.14.A** Use of Restricted Funds for Cash Flow

30
31 a. When the Eastern Washington-Idaho Synod can realistically expect that funds needed for
32 current operations and payment of support to agencies shown in the budget will be available
33 within the Fiscal Year, expenditures can be made by using funds in the "Restricted Cash Flow"
34 line item. These funds must be replaced prior to the end of the Fiscal Year. This action may be
35 taken at the discretion of the Synod Treasurer who must clearly detail the need and the proposed
36 schedule of fund reimbursement at the next Executive Committee and Synod Council meetings.

37
38 b. When the Eastern Washington-Idaho Synod experiences one-time, unpredictable financial needs
39 of an emergency nature where no other funding is available, expenditures can be made by using
40 funds in the "Restricted Cash Flow" line item. Unpredictable financial needs is a subject for
41 discussion and development of alternatives by the Executive Committee, but approval of
42 proposals is an action of the Council. The telephone will be used to gather votes on alternatives.

43
44 c. Any other decisions to change the balance of the "Restricted Cash Flow" line item must be
45 approved by a majority vote of the Synod Council. SC97.01.17

46
47 **S15.21.** No appeal to congregations of this or any other synod of the Evangelical Lutheran Church in
48 America for the raising of funds shall be conducted by congregations or organizations related to or
49 affiliated with this synod without the consent of the Synod Assembly or the Synod Council.

50
51 **P15.21.A** Fund Appeals The Synod Council will approve such fund appeals only when:

52
53 a) the organization is one whose philosophies or activities we can endorse;

54
55 b) the proposed project to be funded is worth doing;

56
57 c) the Synod will not be asked to carry out any portion of the fund appeal. S90.05.12

58

- 1 **S15.21.01.** Appeals for normal operating budgets of such congregations or organizations shall be approved by
- 2 the Synod Council, and indication of such approval shall be included when such appeals are made.
- 3
- 4 **S15.21.02.** Appeals noted in S15.21.01 shall be reviewed at least every five years, with renewal of such
- 5 approval required at the time of such a review.
- 6
- 7 **S15.21.03.** Major fund appeals, or fund appeals for capital improvements, shall be approved by the Synod
- 8 Council and indication of such approval shall be included when such appeals are made.
- 9
- 10 †**S15.31.** This synod shall arrange to have an annual audit of its financial records conducted by a certified
- 11 public accountant firm recommended by the synod Audit Committee and approved ~~selected~~ by the
- 12 Synod Council. The audited annual financial report shall be submitted by this synod to the
- 13 churchwide Office of the Treasurer and to the congregations of this synod. The financial reports
- 14 shall be in the format approved from time to time by the Office of the Treasurer.
- 15
- 16 †**S15.32.** This synod shall maintain adequate, continuous insurance coverage in accordance with standards
- 17 recommended by the churchwide organization. Insurance programs offered or endorsed by the
- 18 churchwide organization shall be deemed to fulfill this obligation
- 19
- 20 **S15.40** **General Provisions**
- 21
- 22 **S15.41** **Restricted Funds**
- 23
- 24
- 25
- 26 **P15.41.A** Moellering Estate Guidelines for Moellering Estate:
- 27
- 28 1. The funds will be placed in the ELCA Mission Loan Fund with interest available to the Outreach
- 29 Committee as a supplement to the Synod's line item: "New Ministry Seed 1-608-02104".
- 30
- 31 2. Interest and, if warranted, principal, to be used to fund new mission and ministry in keeping with
- 32 the Synod's mission strategy and donor intent.
- 33
- 34 3. Any interest disbursement from the Moellering Estate will be made by the Outreach Committee. Any
- 35 disbursement of principal funds must have approval from the Synod Council. S90.05.06
- 36
- 37 **P15.41.B** Use of Restricted Funds for Cash Flow (See P15.14A)
- 38
- 39 **P15.41.C** Sale of Synod Assets The Synod may receive property or funds given or willed to it, or it may inherit
- 40 land, buildings or other assets when a congregation within the Synod disbands. When this occurs,
- 41 the following guidelines shall apply.
- 42
- 43 1. When the Synod receives land, buildings or other real or personal property, a Project Group
- 44 shall be appointed by the Bishop to determine the disposition of the property. The Project
- 45 Group may recommend that the property be:
- 46
- 47 a) sold;
- 48 b) distributed to other ministries for their use;
- 49 c) kept by the Synod for future use in ministry
- 50
- 51 The Project Group shall include a representative of the Bishop's office, a representative of the
- 52 Synod Council, a representative of the Finance Committee, a representative of the
- 53 Congregational Life Committee, and the Synod Treasurer as an ex officio member. Other group
- 54 representatives may be appointed to the Project Group at the discretion of the Bishop.
- 55
- 56 The Project Group will consult with the local congregations and ministries to discover local
- 57 concerns as it makes its recommendation for the disposition of the property. The Project Group
- 58 shall present its recommendation to the Synod Council for ratification.

1
2 2. When undesignated (SC0009.05) funds are received by the Synod, either directly or from the
3 sale of property received by the Synod, these funds shall be placed in a specially designated
4 Synod Mission Fund, which will be used by the Synod to extend the mission of the Church.
5 The funds may be used either to help develop new mission congregations or to support existing
6 congregations facing special needs or challenges. Ministries being so supported may, but need
7 not, be located within the Synod.
8

9 Any congregation, cluster, Synod Committee, or other recognized group within the Synod may
10 make a recommendation to the Synod Council as to how such funds shall be used. The Synod
11 Council shall make a final determination. SC92.05.27
12

13 **P15.41.D** Transfer of Funds by Committees to Restricted Accounts Committee budgets are intended to
14 finance committee activity in the year for which the funds are budgeted. These funds are not to be
15 set aside or transferred to restricted accounts for future year's programs without approval by the
16 Synod Council. SC95.03.17
17

18 **S15.50** Administrative Provisions
19

20 **P15.50.A** Airline Travel at Synod Expense Any travel incentives earned through airline mileage clubs may be
21 retained for personal use. Reservations for specific airlines cannot be made to gain incentive
22 mileage credits via inappropriate routes or use of other than lowest fare available tickets.
23 SC93.09.23
24

25
26 **P15.50.B** Use of Synod Mailing Lists Synod mailing lists, in their appropriate format, may be provided to
27 affiliated groups or individuals at the discretion of the Synod staff, provided that those groups or
28 individuals pay the administrative cost. Affiliated groups or individuals are defined as anyone
29 recognized by the ELCA Churchwide, or the Eastern Washington-Idaho Synod. This includes
30 groups or individuals associated with the ELCA and our purposes and mission. Mailing lists may
31 not be used for commercial purposes. Use of the mailing list for fund raising efforts must have the
32 prior approval of the Synod Council. S90.05.37 (policy 5.3)
33

34 **P15.50.C** Use of Synod Vehicles The Synod vehicle(s) will be used by Synod personnel only. S90.05.29
35

36 **S15.60** Fund Appeals by Synod
37

38 **P15.61.A** Future Fund-Raising Appeals Future fund-raising appeals shall include designation of those persons
39 responsible for determining the use of funds raised in case the amount received is short of or exceeds
40 the goal. SC93.09.16
41

42 43 **Chapter 16. INDEMNIFICATION** 44

45 †S16.01. Subject to the limitations and duties imposed by law, each person who is or was made or threatened
46 to be made a party to any proceeding by reason of the present or former capacity of that person as a
47 Synod Council member, officer, employee or committee member of this synod shall be indemnified
48 against all costs and expenses incurred by that person in connection with the proceeding.
49 Indemnification of any person by reason of that person's capacity as a director, officer, employee, or
50 committee member of any other organization, regardless of its form or relationship to this synod, is
51 subject to the provisions of section †S16.02.

52 a. The term "proceeding" means a threatened, pending, or completed lawsuit, whether civil or
53 criminal, an administrative or investigative matter, arbitration, mediation, alternative dispute
54 resolution, or any other similar legal or governmental action. Except as otherwise required by law,
55 the term "proceeding" does not include (a) any action by this synod against the individual seeking
56 indemnification, or (b) subject to †16.04., a disciplinary hearing or related process described in
57 Chapter 20 of the Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran
58 Church in America.

1
2 b. The term “indemnification” includes reimbursement and advances of costs and expenses for
3 judgments, penalties, fines, settlements, excise taxes, reasonable attorneys’ fees, disbursements, and
4 similar required expenditures.
5

6 †S16.02. Whenever a person who, while a Synod Council member, officer, committee member, or employee
7 of this synod, is or was serving at the request of this synod as (or whose duties in that position
8 involve or involved service in the capacity of) a director, officer, partner, trustee, employee, or agent
9 of another organization, is or was made or threatened to be made a party to a proceeding by reason
10 of such capacity, then such person shall be entitled to indemnification only if (a) the Synod Council
11 has established a process for determining whether a person serving in the capacity described in this
12 section shall be entitled to indemnification in any specific case, and (b) that process has been applied
13 in making a specific determination that such person is entitled to indemnification.
14

15 †S16.03. This synod may purchase and maintain insurance on behalf of itself or any person entitled to
16 indemnification pursuant to this chapter against any liability asserted against and incurred by this
17 synod or by such other person in or arising from a capacity described in section †S16.01. or section
18 †S16.02.
19

20 †S16.04. When written charges against an ordained minister or a layperson on an official roster of this church
21 are made in disciplinary proceedings under Chapter 20 of the *Constituion, Bylaws, and Continig*
22 *Resolutions of the Evangelical Lutheran Church in America* by the synodical bishop or when written
23 charges against a congregation are made in disciplinary proceedings by the Synod Council or the
24 synodical bishop, and the discipline hearing committee determines that no discipline shall be
25 imposed, the if such determination is not reversed or set aside on appeal indemnification shall be
26 made by the synod to the accused for reasonable attorney's fees and other reasonable expenses
27 related to the defense of the charges. The determination of the reasonableness of such fees and
28 expenses shall be decided by the Synod Council.
29

30 Chapter 17. ADJUDICATION

31
32 †S17.01. The synodical bishop and the Executive Committee of the Synod Council shall be available to give
33 counsel when disputes arise within this synod.
34

35 †S17.02. The synodical bishop and the Executive Committee of the Synod Council shall receive expressions
36 of concern from ordained ministers, associates in ministry or other persons on the official lay rosters
37 of this church, congregations, and organizations within this synod; provide a forum in which the
38 parties concerned can seek to work out matters causing distress or conflict; and make appropriate
39 recommendations for their resolution. When the matter at issue cannot be resolved in this manner,
40 the prescribed procedures for investigation, decision, appeal, and adjudication shall be followed.
41 Allegations or charges that could lead to the discipline of an ordained minister or a person on the
42 official lay rosters of this church, shall not be addressed by the Executive Committee but shall be
43 resolved through the disciplinary process set forth in the Constitution, Bylaws, and Continuing
44 Resolutions of the Evangelical Lutheran Church in America.
45

46 †S17.03. When there is disagreement among units of this synod on a substantive issue that cannot be resolved
47 by the parties, the aggrieved party or parties may appeal to the synodical bishop and the Executive
48 Committee of the Synod Council for a consultation. If this consultation fails to resolve the issue, a
49 petition may be addressed by the parties to the Synod Council requesting it to arbitrate the issue.
50 The decision of the Synod Council shall be final.
51

52 †S17.04. When a component or beneficiary of a synod has a disagreement on a substantive issue that it cannot
53 resolve, it may address an appeal to the synodical bishop and the Executive Committee of the Synod
54 Council. In this case the decision of the Executive Committee shall prevail, except that upon the
55 motion of a member of the Synod Council, the decision shall be referred to the Synod Council for
56 final action.
57

58 †S17.10. **Adjudication in a Congregation**

1
2 †S17.11. When there is disagreement among factions within a congregation on a substantive issue that cannot
3 be resolved by the parties, members of a congregation shall have access to the synodical bishop for
4 consultation after informing the chair of the Congregation Council of their intent. If the consultation
5 fails to resolve the issue(s), the Consultation Committee of this synod shall consider the matter. If
6 the Consultation Committee of this synod shall fail to resolve the issue(s), the matter shall be
7 referred to the Synod Council, whose decision shall be final.
8

9
10 **Chapter 18. AMENDMENTS, BYLAWS, AND CONTINUING RESOLUTIONS**

11
12 †S18.10. **Amendments to Constitution**

13
14 †S18.11. Certain sections of this constitution incorporate and record therein required provisions of the
15 constitution and bylaws of this church. If such provisions are amended by the Churchwide
16 Assembly, corresponding amendments shall be introduced at once into this constitution by the
17 secretary of this synod upon receipt of formal certification thereof from the secretary of the
18 Evangelical Lutheran Church in America.
19

20 †S18.12. Whenever the secretary of the Evangelical Lutheran Church in America officially informs this synod
21 that the Churchwide Assembly has amended the Constitution for Synods, this constitution may be
22 amended to reflect any such amendment by a simple majority vote at any subsequent meeting of the
23 Synod Assembly without presentation at a prior Synod Assembly. An amendment that is identical to
24 a provision of the Constitution for Synods shall be deemed to have been ratified upon its adoption by
25 this synod. The Church Council, through the secretary of this church, shall be given prompt
26 notification of its adoption.
27

28 †S18.13. Other amendments to this constitution may be adopted by this synod through either of the following
29 procedures:
30

- 31 a. An amendment may be adopted by a two-thirds vote at a regular meeting of the Synod
32 Assembly after having been presented in writing at the previous regular meeting of the Synod
33 Assembly over the signatures of at least 70 members and been approved by a two-thirds vote of
34 the voting members present and voting at such a regular meeting of the Synod Assembly.
35
36 b. The Synod Council may propose an amendment, with notice to be sent to the congregations of
37 this synod at least six months prior to the next regular meeting of the Synod Assembly. Such an
38 amendment shall require for adoption a two-thirds vote of the voting members present and
39 voting at such a regular meeting of the Synod Assembly.
40

41 All such amendments shall become effective upon ratification by the Churchwide Assembly or by
42 the Church Council.
43

44 S18.13.01. The Synod Council may also prepare and submit to the Synod Assembly for action appropriate
45 amendments to this Constitution. Such amendments shall be subject to the provisions of †S18.11.,
46 †S18.12., and †S18.13.
47

48 †S18.20. **Amendments to Bylaws**

49
50 †S18.21. This synod may adopt bylaws not in conflict with this constitution nor with the constitution and
51 bylaws of the churchwide organization. This synod may amend its bylaws at any meeting of the
52 Synod Assembly by a two-thirds vote of voting members of the assembly present and voting. Newly
53 adopted bylaws and amendments to existing bylaws shall be reported to the secretary of this church.
54

55 †S18.30. **Amendments to Continuing Resolutions**

56
57 †S18.31. This synod may adopt continuing resolutions not in conflict with this constitution or its bylaws or the
58 constitution, bylaws, and continuing resolutions of the churchwide organization. Such continuing

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2
3
4

resolutions may be adopted or amended by a majority vote of the Synod Assembly or by a two-thirds vote of Synod Council. Newly adopted continuing resolutions and amendments to existing continuing resolutions shall be reported to the secretary of this church.

APPENDICES

1. **GUIDELINES FOR THE CALL PROCESS EASTERN WASHINGTON-IDAHO SYNOD**
Approved by Synod Council 10-9-98

1. When a vacancy occurs, the congregation members shall prayerfully begin the call process. The congregational president shall notify the Bishop. The council and parish leadership shall attend to whatever emotions (i.e., grief, loss, guilt, anger, relief) the congregation and its members may be experiencing. Partnership congregations shall also notify the Mission Director of Division for Outreach Region 1, whose assistance and concurrence are required in the issuing of a new call.
2. The council shall call a congregational meeting for a synod representative to explain the call process, and shall send the Bishop's letter to congregation.
3. The council shall arrange with the Bishop's office for interim pastoral services.
4. The council shall review their present compensation package and their ability to adequately support a pastor. Congregations are expected to compensate according to synod guidelines. A review of financial stewardship by the entire congregation may be in order.
5. The congregation is encouraged to choose a "Mission and Life" task group that will work closely with the Interim Pastor, examine the opportunities for the congregation's mission and complete a congregational self study, sharing the results with the congregation's members.
6. The congregation shall elect a representative call committee according to the provisions for such a committee in their constitution.
7. If a "Mission and Life" task group is not formed, the call committee shall conduct a congregational self-study, with special attention being given to the mission of the congregation. The last two pages should be shared as a survey with as many members as possible.
8. The committee shall send a summary of this self-study to the Bishop, with a copy to the Cluster Dean, including objective demographic material about the congregation and community.
9. The council may provide an opportunity for the congregation to nominate candidates by use of a form provided in the church office.
10. The Bishop's office (and candidacy committee when possible) shall gather appropriate mobility information on each candidate, secure permission from each candidate's bishop, and review all prospective candidates. This process normally takes four to six weeks. The Bishop or his/her representative shall then present to the congregation call committee a list of 2-3 persons whom they believe match the congregation's stated needs and who have indicated they would be open to seriously considering a call to the congregation.¹ The bishop's office will offer explanation to the call committee of all persons nominated by the congregation who are not included among the 2-3 candidates presented by the bishop's office.
11. A representative from the synod office will go over each name with the committee, verbally

¹ Because of the need for individuals to be considered regionally and church-wide, an agreement has been reached that an individual's name can only be considered by one congregation at a time. (The two exceptions to this agreement are: a) seminary assignees and b) persons Without Call.) This means that when a congregation is reviewing 1-3 candidates, all other synods in the Region will be informed and these individuals will not be available for consideration until their names are released by the congregation considering him or her.

1 sharing as much information as is available and stating why they feel this person would fit the
2 congregation's stated needs.
3

- 4 12. If the call committee believes the names submitted do not match the needs of the congregation,
5 they may be returned and 2-3 additional names will be provided.
6
7 13. At this point the prospective candidate or candidates will be contacted for additional information
8 and interviewed on site. This pre-call on-site visit shall be held, at the congregation's expense,
9 with both pastor and spouse present when possible. A visit around the community would also
10 be helpful. The congregation should also meet the candidate at a reception, coffee hour, potluck
11 or other informal time. The Synod office will provide guidance for this on-site visit.
12
13 14. If the committee does not feel that the individual(s) met through an on-site visit meet the needs
14 of the congregation, they shall return the name(s) and request further names for consideration.
15
16 15. If the Call Committee feels that one of the candidates met through an on-site visit meets the
17 needs of the congregation and is their selection for pastor of the congregation, then a call
18 meeting will be arranged according to the congregation's constitution, announced (usually two
19 Sundays prior to the chosen date) and held with a designated representative of the Bishop
20 present. Only one name will be considered by the congregation. Written ballots will be used in
21 electing a pastor. Absentee ballots are not allowed. A report of the results of the vote and
22 meeting shall be sent to the Synod office together with data needed for issuing of the call. (See
23 Call Document.) A joint call meeting shall be held in the case of a two-point or multiple parish.
24
25 16. The Letter of Call shall be signed by two authorized congregational representatives and sent to
26 the Synod office for attestation by the Bishop, who will send it on to the candidate.²
27
28 17. The call committee will promptly notify the other individuals not called about the outcome of
29 the meeting.
30
31 18. Normally a pastor should make his/her decision within three weeks.
32
33 19. In the event the pastor does not accept the call, the call committee shall continue the process
34 beginning again at step 9.
35
36 20. In the case of a call for an associate or co-pastor, the call shall "normally" be co-terminus with
37 that of the lead or other co-pastor.
38
39 21. The council together with the pastor and bishop shall make plans for the pastor's installation as
40 soon after the acceptance of the call as possible. The Call Committee or another task group
41 appointed by the council may be charged with the tasks of helping the new pastor settle into the
42 community; i.e. finding a doctor, bank, schools, etc.
43

44
45 Addendum: when calling an Assistant, Associate, Co-Pastor, Associate in Ministry, Deaconess or
46 Diaconal minister, the current lead pastor has veto power in the selection process.
47
48
49

50 2. **THE AFFIRMATIVE CALL**
51

² Congregations calling first-call pastors are expected to participate with their pastor in the ELCA "First Call Theological Education" program. The program calls for additional continuing education time for the pastor and a congregational financial commitment of approximately \$250.

1 Purpose: This document is intended to offer guidance to call committees and synod staff as they
2 work together in the important matter of calling pastors and Associates in Ministry. Its intent is to
3 insure that every call process results ultimately in "the affirmative call", that is, a call free of
4 inappropriate discrimination, unlawful bias or unjust relationships with candidates.
5

6 Areas of Concern: The vast majority of call committee members approach their task with a high
7 commitment to fairness. They seek to be faithful representatives of the congregation that has chosen
8 them to serve. They are likewise fair-minded and seek to serve the best interest of all who might be
9 considered for the ministry position. Call committees recognize the many gifts for ministry among
10 the great variety of persons God calls into service--from new seminary graduates to pastors with
11 decades of experience to Associates in Ministry, both male and female. Congregations are willing to
12 grow and experience new leadership.
13

14 Nevertheless, some problem areas remain. They include:

- 15 1. Age discrimination: Pastors and AIMS above a certain age or within a few years of retirement
16 find they may not be considered for a particular call because of their age. At the other end of
17 the scale, younger persons may be dismissed as too youthful.
18
- 19 2. Gender discrimination: This most greatly, if not exclusively, adversely affects female pastors,
20 seminary graduates and associates. Twenty years after the ELCA's predecessor churches saw
21 the wisdom of ordaining women, it is still heard from time to time: "Our congregation is not
22 ready for a woman pastor".
23
- 24 3. Marital status: Some congregations or members within a congregation cling to their personal
25 image of the "ideal pastor". Often, this includes marital status and family situations.
26 Inappropriate discrimination is most often experienced by single pastors (including those who
27 have never married, as well as those who have known the painful realities of divorce or death of
28 a spouse). Another form of discrimination also can occur, that being a congregation's
29 expectation for a pastor's spouse and/or family. Unless stated otherwise, a congregation extends
30 a Call to an ordained pastor and not his or her spouse or family. The involvement of a pastor's
31 spouse and family in the life of a congregation should not determine whether a Call is issued.
32
- 33 4. Racial/ethnic discrimination: While the church, in its official statements, has championed racial
34 justice, we are not immune from inappropriate discrimination based upon a candidate's racial or
35 ethnic background. The ministry of the Lutheran church has been enriched in recent years by
36 the response of persons of color and many languages to the call. Yet, these sisters and brothers
37 sometimes face discrimination.
38
- 39 5. Physical attributes or conditions: A recent article in "The Lutheran" told the story of a blind
40 pastor's ministry. Many congregations have been blessed through the years by the ministry of
41 persons who are sometimes labeled as "disabled" or "handicapped". Nevertheless, there have
42 been instances where a candidate's physical condition was the basis of inappropriate
43 discrimination. Personal and physical needs (as, for example, a health requirement to live in a
44 particular climate) may be appropriate considerations in recommendation for call.
45
46

47 Principles: The Eastern Washington-Idaho Synod seeks to be guided by the highest principles of
48 justice, fairness and openness in its relationship with congregations calling pastors or Associates in
49 Ministry. While the church is bound by the same legal constraints as all other employers, it is our
50 desire to avoid legalism and strive toward even higher Biblical principles of fairness and justice than
51 are reflected in the civil codes of the United States.
52

53 Guidelines and Policies:

- 54 1. While they are first and foremost Christian communities and gatherings of the people of God,
55 congregations are also legal corporations and employers. They are bound in the same way as all
56 employers by federal, state and local laws in matters of "non-discriminatory hiring" etc. The
57 only appropriate exception is in matters of religious belief!
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2. While age discrimination in and of itself is always inappropriate (and illegal), in some cases expected tenure is an appropriate consideration. The congregation that has experienced several short term pastorates of two-three years, for example, may determine at the outset of a call process that the congregation can best be served by a relatively long-term pastorate of at least seven-ten years. That determination may result in candidates nearing retirement not being considered. Even so, the congregation will be expected to not simply assume a pastor's retirement at age 65, for example; they will be encouraged to enter into conversation with older candidates to determine whether mutual agreements concerning tenure may be worked out.
3. Statements such as, "we're not ready for a woman" or "our congregation wouldn't accept a person of color" will be regarded as honest expressions of feelings. Such feelings, while genuine, simply cannot govern the conduct of a call process. The only appropriate criteria for recommendation of candidates by Synod staff, and their consideration by a call committee, are those which relate to educational background, ministerial experience and a positive matching of parish needs with pastoral gifts. Where strong sentiments are felt by members in a congregation, this should be shared openly with the synod staff person. Every effort will be made to provide educational resources to assist persons in gaining understanding of the ELCA's beliefs and practices relating to ordained and lay ministry.
4. While discrimination on the basis of marital status or family circumstances is inappropriate (and illegal), call committees and synod staff are to be concerned for the holistic needs of pastoral candidates. Therefore, the synod's pastoral profile forms give opportunity for the candidates to state their family situation in addition to educational and ministerial experience. Many times, the congregation and synod are asked by candidates to offer assistance in exploring opportunities for employment of a spouse in the area, etc. In some cases, size of parsonage or resources available for housing allowance will affect candidate recommendation by the bishop's office. In all such situations, the considerations shall be openly discussed with prospective candidates. In most ministry situations residence in the local community where the congregation is located is recognized as an essential component for effective ministry. Such a determination shall be arrived at in consultation between a call committee and synod staff, and made known to all prospective candidates in advance of recommendations to the congregation.
5. Occasional acts of inappropriate discrimination shall be dealt with in an evangelical spirit of "guidance and counsel". Pastors or AIMs who feel they have suffered discrimination should discuss their situation with the Bishop or the Bishop's Assistant. Incidents of discrimination against candidates may be shared with future candidates; such knowledge is relevant to their consideration of a potential call and will involve issues that need to be addressed in future ministry in that place. SC92.05.05

3. GUIDELINES FOR CALLING AN ASSISTANT, ASSOCIATE, OR CO-PASTOR

Team ministry pastorates provide a unique style of pastoral ministry. To function effectively as a team, pastors must be able to fully share their ministry with one another, and members and leaders of a congregation must be able to consciously support such a concept. A team ministry, whether that be with an Assistant, Associate or Co-Pastor, requires pastors to forgo personal or individual acclaim for the good of the whole ministry.

Before entering into a team ministry, those considering it need to:

- a. Assess the strength of their individual personalities;
- b. Discover whether work styles are compatible;
- c. Review their theological understandings and commitments to the faith and to the ministry;
- d. Consider family willingness to support such a ministry;
- e. Agree on a specific process for regular assessment by a third party of this team relationship;
- f. Commit to writing a "working agreement" subject to regular review and revision, which clearly delineates an equality of both responsibility and compensation;
- g. Make clear and specific plans as to how to terminate the team relationship if it becomes unworkable, without causing damage to the congregation.

1
2 It is the Synod's recommendation that a "third party" consultant not connected with the congregation
3 or either pastor, be engaged to facilitate items a-g above. This person will meet with all parties,
4 alone and together, for the purpose of helping assess the potential compatibility of these individuals.
5 Psychological tools may be used in such an assessment. This assessment would be undertaken
6 before any commitments are made by those exploring a team ministry. When there appears to be the
7 potential for a compatible match as outlined above, the consultant will help the parties put their
8 expectations and understandings in writing. If a call is extended and accepted, the consultant will, at
9 an agreed time (normally within three months), meet a second time, individually and together, with
10 the persons involved in the agreement to assess how the understandings and expectations are
11 working, and to see if there are any adjustments that need to be made. After a second three months,
12 the consultant will again meet with the parties to assess how the agreement is working. A third
13 meeting will be held in six months, a fourth and fifth meeting in six-month intervals, and a sixth at
14 the end of the third year. Costs for the consultant's services will be borne by the
15 congregation/calling body.
16

17 When it has been decided at a properly called meeting that a congregation wishes to enter into a
18 team ministry involving two or more rostered individuals:
19

- 20 1. The chairperson of the congregation will advise the Synod office.
- 21
- 22 2. A special meeting of the council will be called so that the Bishop or his/her assistant can talk
23 through the concept and the process.
- 24
- 25 3. A representative Call Committee of seven to nine persons is to be elected by the congregation.
- 26
- 27 4. The Call Committee, together with the Congregation Council and the pastor already serving the
28 congregation, shall agree on the gifts of the persons to be considered.
- 29
- 30 5. Names may be submitted from the congregation to the Synod office through the Call
31 Committee.
- 32
- 33 6. The Synod office, in consultation with the other Synod Bishops and the congregation's present
34 pastor, will gather a list of prospective candidates.
- 35
- 36 7. The present pastor, in consultation with the Synod, and with the concurrence of the Synod, will
37 make initial contact with these persons to determine the compatibility and suitability for
38 working with him/her in such a team ministry. (See items a-g and notes on the consultation
39 process above.)
40
- 41 8. The Synod, in consultation with the present pastor, and with the concurrence of the present
42 pastor, will present a list of suitable candidates and their accompanying data to the Call
43 Committee. It is important that the present pastor or the Call Committee have the right to veto
44 on any candidate. It is also important to note that the final decision of the Call Committee
45 members will be made by written ballot.
46
- 47 9. The Call Committee will carefully review the candidates, narrowing the list to two or three. The
48 Committee will promptly notify those candidates released from consideration and will copy the
49 Synod office on all correspondence. (If, in the opinion of the Call Committee, none seem
50 suitable, the process will begin again at #5 above.)
51
- 52 10. When two or three acceptable candidates have been selected, arrangements will be made with
53 each for an on-site visit. (See consultation process outlined above. Initial meetings with the
54 consultant and each potential candidate are advisable to determine the potential for
55 compatibility. At this point the Call Committee will meet with candidates and be advised about
56
57 the consultant's and pastor's evaluation of each candidate. The Call Committee may then invite
58 potential candidates to meet with the committee and the candidates may also be invited to meet

1 with the congregation.)* The Synod office may provide guidance for such a visit. If at this
2 point a suitable candidate is not found, the process will begin again at #5.
3

- 4 11. Following the on-site visits, the Call Committee together with the pastor may make its selection
5 by written ballot, and will present only one candidate to the congregation for consideration.
6
- 7 12. A Call Meeting will be arranged according to the congregation's constitution, announced (usually
8 two Sundays prior to the chosen date), and held with a designated representative of the Bishop
9 present. Only one name will be considered by the congregation. Written ballots will be used in
10 electing to call an Assistant, Associate, or Co-Pastor, or in electing to call an Associate in
11 Ministry (AIM). Absentee ballots are not allowed. A 2/3 majority is required for election. A
12 report of the results of the vote and meeting shall be sent to the Synod office, together with data
13 needed for issuing the call.
14
- 15 13. All Calls for Assistant, Associate, or Co-Pastors will follow the Synod's policy on co-terminus
16 calls (formerly item 4.7 in the Synod Policy Manual):
 - 17 a. A call for an Assistant, Associate, or Co-Pastor, or the call of an Associate in Ministry will
18 not be approved by the Synod Bishop unless co-terminus provisions, or lack thereof, are
19 clearly stated.
20
 - 21 b. Assistant, Associate, or Co-Pastors with co-terminus calls are not to be considered as
22 candidates for the other ordained position in the team unless the original call to the
23 Assistant, Associate, or Co-Pastor was extended with the explicit provision to allow such
24 candidacy.
25
 - 26 c. Congregations may terminate the calls of Assistant, Associate, or Co-Pastors or the calls of
27 Associates in Ministry with co-terminus calls immediately upon the departure of the other
28 ordained position in the team, and after consultation with the Synod Bishop, in accordance
29 with Section S14.13.a.1 of the Synod Constitution, unless the original call states otherwise.
30
 - 31 d. Congregations may extend the Call of the present Assistant, Associate, or Co-Pastor, or the
32 call of the present AIM in order to provide for congregational ministry until the installation
33 of the new pastor.
34
 - 35 e. All existing multiple staff Calls/Appointments of this Synod shall work toward compliance
36 of this policy as new Calls are issued.
37
- 38 14. A compensation package for the assistant, associate, or co-pastor shall be determined, using
39 Synod guidelines and the worksheet provided by the Synod. This compensation package will be
40 included on the Letter of Call. The completed Letter of Call shall be signed by two authorized
41 congregational representatives and sent to the Synod office for attestation by the Bishop, who
42 then sends it on to the candidate.
43
- 44 15. The Call Committee will promptly notify the other individual not called about the outcome of
45 the meeting.
46
- 47 16. Normally the candidate should make his/her decision within three weeks.
48
- 49 17. In the event that the candidate does not accept the call, the Call Committee shall continue the
50 process, returning to #5 above.
51
- 52 18. In the event the candidate for Assistant, Associate, or Co-Pastor accepts the Call (or the AIM
53 accepts the call), the Council together with the other pastor and the Bishop, shall make plans for
54 his/her installation as soon after the acceptance of the Call as possible. SC94.02.14
55
56

57 ADDENDUM: Because of the need for individuals to be considered regionally and churchwide, an
58 agreement has been reached that an individual's name can only be considered (at the point of an on-

1 site visit) by one congregation at a time. (The two exceptions to this agreement are: 1) seminary
2 assignees, and 2) pastors or AIMS without Call.) This means that when a congregation has selected
3 one or two candidates, all other synods in the Region will be informed, and these individuals will not
4 be available for consideration until their names are released by the congregation currently
5 considering him/her.
6
7

8 **4. PROCESS FOR TERMINATION OF PASTORAL CALLS (also see Synod Constitution**
9 **†S14.13)**

- 10
11 1. When a congregation contacts the Bishop's office with allegations concerning its pastor, there
12 shall be a consultation period of not less than six months (to allow time for investigation and
13 possible resolution of the difficulties) before the congregation may terminate the pastor's call.
14 The six month period shall commence upon receipt by the Bishop's office of a written list of
15 concerns, complaints, or dissatisfactions from the congregation.
16
17 2. The Synod Bishop's involvement with the pastor and the congregation will normally include the
18 following:
19 a. a conversation with the pastor regarding the effectiveness of his/her ministry and his/her
20 readiness to move;
21 b. the appointment of a peer council chosen by the pastor in consultation with the Synod
22 Bishop;
23 c. a Bible study with the congregation on Biblical counsel regarding the resolution of
24 problems (e.g., Matthew 18:15-22; Galatians 6:1-5; Leviticus 19:15-18; Luke 7:1-4);
25 d. the appointment of a consultation committee in accordance with S14.13.b of the Synod
26 Constitution. When this committee visits the congregation it shall meet first alone with the
27 pastor, and, if married the spouse; second with the congregational leadership as a group;
28 and third, with individuals from the congregation who desire to be heard.
29
30 3. The consultation committee shall make recommendations for resolving the difficulties. These
31 shall be discussed thoroughly with the pastor and the congregational leadership. If either the
32 pastor or the congregation fails to agree to the recommendations of the committee, the
33 congregation may, when the six month consultation period is ended, dismiss the pastor by a
34 two-thirds vote in accordance with †S14.13.d of the Synod Constitution.
35
36 4. If the pastor and congregation agree to the recommendations of the consultation committee,
37 there shall be a resolution period of at least six months, commencing on the date the
38 recommendations are accepted. During this period the Synod Bishop may:
39 a. require a congregational self-study on pastoral needs;
40 b. arrange visits for the pastor and family with the regional Consultation for Clergy;
41 c. keep in close touch with the congregation and the pastor to determine whether
42 modifications in the recommendations for resolution are necessary, or whether the
43 resolution period shall be extended. (A resolution period may be extended upon agreement
44 by the Synod Bishop, the pastor, and the congregation.)
45
46 5. When the resolution period ends the congregation decides whether to continue or terminate the
47 call. A two-thirds vote is required to terminate the call in accordance with †S14.13.d.
48
49 6. If the call is terminated the Synod Bishop shall:
50 a. negotiate with the congregation for severance pay, not to exceed six months full salary,
51 housing, pension, and medical benefits;
52 b. consult with the pastor regarding future calls.
53
54 7. Following termination of the call the pastor shall depart from the parish and the parsonage
55 within 30 days, or as agreed upon with the Synod Bishop and the congregation.
56
57 8. Following termination of the call the Synod Bishop shall arrange for the provision of pastoral
58 skills in healing for the congregation during the interim period and call process.

- 1
2 9. If the call is not terminated the Synod Bishop shall hold a formal worship service of healing in
3 the congregation. SC93.09.25
4
5

6 5. **CHEMICAL DEPENDENCIES**
7

8 "Chemical Dependencies" are the inappropriate use of legal or illegal substances that create a
9 physical or psychological dependence for usage that inhibits, harms or disrupts the individual and his
10 relationships and/or functioning with mental health, work, family, colleagues, parishioners, and
11 friends. The Eastern Washington-Idaho Synod of the Evangelical Lutheran Church in America
12 recognizes that we have a special responsibility to chemically dependent clergy, other church
13 professionals, and their families. The following is a way for the church to assist these people:
14

- 15 1. In the pastoral role as Bishop, and in the Bishop's responsibility for the pastoral care of the
16 clergy and other church professionals, the Bishop is responsible to the Synod Council for the
17 well being of clergy and other church professionals. The Bishop will work together with one or
18 more chemical dependency counselors, appointed by the Synod Executive Committee.
19
20 2. A chemically dependent person may seek advice or assistance voluntarily without fear of
21 punitive action. Family, friends, and/or colleagues may discreetly initiate help for the
22 chemically dependent person without fear of punitive action as well.
23
24 3. Once chemical dependency is recognized, it is essential that there be a strong, firm, and
25 compassionate confrontation regarding the reality of the person's situation. This shall be done
26 by the appointed chemical dependency professional(s). This person will work with the Bishop
27 and others selected to assist. It is essential that the family be involved in the program. Others
28 who may help, include the congregational council chairperson, colleagues, and friends. The
29 most effective, loving way to help chemically dependent persons is to establish for the
30 individual a system of accountability. The system may include one or all of these: attending a
31 12 step program, having a 12 step sponsor, conducting unannounced urine analysis and/or
32 breathalyzer tests, and attending a relapse support group. The person in treatment must agree to
33 an evaluation. The person in treatment must authorize a limited release from the therapist to the
34 Bishop relating to the progress of the treatment.
35
36 4. Following evaluation, all possibilities of treatment and support should be considered. These
37 may include alcoholism dependency treatment centers (both in- and out-patient), twelve-step
38 groups, as well as other appropriate resources. For "After Care" treatment the individual would
39 be accountable to the Chemical Dependency professional for periodic monitoring. Full
40 disclosure to the employer or potential employer is a necessary step for the "recovering" person.
41
42 5. Congregational councils and other employers should give reasonable sick leave in the event the
43 clergy/church professional is in treatment on an in-patient basis and/or as indicated by treatment
44 recommendations.
45
46 6. The cost of treatment for clergy and church professionals is supported by the ELCA Medical
47 and Dental Benefits plan, where applicable.
48
49 7. The Bishop shall work with the congregation/employer and the individual to determine the
50 appropriate actions relating to continuation of a call and/or presence on the clergy roster.
51
52 8. The recovering person who has repented and asked for forgiveness will have equal opportunity
53 in future placement.
54
55 9. The policy of re-employment need not, however, be applied to chemically dependent persons
56 who refuse treatment.
57

58 Nothing in this policy is intended to limit the role or responsibilities of the Bishop under Chapter 14

1 of the Synod Constitution, or the duties and responsibilities of congregations under their
2 constitutions. SC97.01.17
3
4

5 **6. GUIDE FOR CONGREGATIONS IN TRANSITION**
6

7 Life is a series of transitions from birth to death. At best, transitions though painful, can provide
8 individuals and communities a time of reflection, vision, and opportunity to effect creative change.
9 At worst, transitions can be disruptive and discouraging, leaving individuals and/or communities
10 drained of spirit or hope. In all instances, transitions are made easier if there is a system of nurture
11 and support in place to assist, coach, mentor, or advise the individual and/or community through the
12 time of transition. For individuals this support and nurture may come from parents, friends, partners
13 and/or colleagues. For communities this support and nurture is more formalized and may be
14 provided by someone who is appointed, elected, or hired to assist the community in transition.
15

16 When a pastor leaves a congregation for whatever reason, the congregation experiences a loss. This
17 loss when acknowledged, can best be worked through during the time of transition before a new
18 pastor is call and installed. An Interim Pastor (IP) selected by the Bishop in consultation with the
19 church council, will provide the support and nurture needed during the transition by assisting,
20 coaching, mentoring and/or advising the congregation during its transition period.
21

22 **PARTNERSHIP AND INTERDEPENDENCE IN THE CHURCH**
23

24 The basis for interim ministry stems from a variety of biblical texts. Take note of Acts 11:27-30,
25 Romans 15:25-31 and 2 Corinthians 8-9, all referring to interdependence and the offering of gifts
26 from one congregation to another. The body of Christ texts, 1 Corinthians 12:12-27 and Ephesians
27 4:4-16, also point to the unity among Christians and the variety of gifts given to each for the good of
28 all. The constitution of the ELCA states:
29

30 The Church exists both as an inclusive fellowship and as local congregations
31 gathered for worship and Christian service. Congregations find their fulfillment in
32 the universal community of the Church, and the universal Church exists in and
33 through congregations. This church, therefore, derives its character and powers
34 both from the sanction and representation of its congregations and from its
35 inherent nature as an expression of the broader fellowship of the faithful. In
36 length, it acknowledges itself to be in the historic continuity of the communion of
37 saints; in breadth, it expresses the fellowship of believers and congregations in our
38 day. (3.02.)
39

40 It is in the spirit of interdependence and partnership that interim ministry takes place. When a pastor
41 leaves a congregation, the congregation's relationship to the other congregations in the synod (and
42 region), and the Bishop's pastoral relationship to the congregations in need come to the fore. All
43 become partners together with the ELCA in providing on-going ministry, discovering mission
44 opportunities, and working through interim issues. In this context we see that the gifts of all are
45 needed and appreciated.
46

47 **PRESENT UNDERSTANDING OF INTERIM MINISTRY**
48

49 Given the historical perspective on ministry and the fact that the church has evolved into an
50 organizational structure that requires its leadership to be called and sent into Word and Sacrament
51 ministry to congregations, interim ministry can best be classified as a specialized ministry in that
52 structure.
53

54 **THE PURPOSE OF INTERIM MINISTRY**
55

56 The purpose of Interim Ministry is to provide congregations with the time needed to review their
57 past history, and adjust to the loss of a pastor. This often includes time to resolve feelings of grief
58

1 and uncertainty for the future, in the case of a pastor who died while in office, or in the case of a
2 long term pastorate that terminated either when that pastor accepted another call to a different
3 congregation or retired. In the case of a conflicted congregation whose disagreements resulted in the
4 resignation of the pastor, time to heal is also needed. The same may be true for the short-term
5 pastorate in which significant relationships in the congregation failed to materialize, and the
6 congregation feels a sense of failure. Ultimately interim ministry prepares congregations to enter
7 into a new relationship and begin new challenges in ministry by providing an effective closure to the
8 past. Interim Ministry assumes that the congregation and the former pastor (if that person remains in
9 the congregation) will relinquish all pastoral acts to the interim pastor.

10 **THE INTERIM PASTOR**

11
12
13 Though Interim Ministry is a specialization in ministry, the Interim Pastor always comes from the
14 ranks of the ordained clergy. He/she may be retired, on leave from call, or a person who is a
15 transitionist by gifts, choice, and training.

16 General Characteristics of the Interim Pastor

17
18
19 The Interim Pastor:

- 20 • has met all of the requirements for call to the ordained ministry of the ELCA.
- 21 • has skills in group dynamics and group behavior.
- 22 • has skills, abilities, and the temperament to deal with conflict situations which manifest
23 themselves in power struggles and/or subversive techniques within the congregation's life.
- 24 • has the ability to work within a given time frame.
- 25 • has a healthy ego which helps him/her to patiently foster the time and process a congregation
26 needs to strengthen their relations among one another, with the synod, and to the pastoral office
27 and those who will serve them in the future.
- 28 • is trained to center on the tasks of interim ministry designed to lead the congregation toward the
29 goal of calling its next pastor.
- 30 • understands that he/she is acting on behalf of, by the authority of, and is accountable to the
31 Synod Bishop.

32 **THE TASKS OF INTERIM MINISTRY**

- 33
34
35 1. The Interim Pastor shall encourage the congregation to review its history. There are various
36 ways to do this:
 - 37 a. Assist the congregation in determining what it wants to keep from its past, and what it
38 wants to leave in the past.
 - 39
40 b. To aid the congregation in identifying and addressing issues from their past, recurring from
41 generation to generation, and perpetuating destructive cycles of conflict or non-growth.
42 The Interim Pastor may ask, "What are the issues which give this congregation its unique or
43 peculiar personality?"
 - 44
45 c. Ask the questions which will help the congregation focus on its objectives. This will
46 include a review of the congregation's understanding of their mission statement. "What has
47 been meaningful in the congregation's development?"
 - 48
49 d. He/she may work with the Synod Office in securing such research tools as a systems or
50 communications inventory.
 - 51
52 e. What are the feelings of the membership of the congregation about the previous pastor's
53 ministry? The Interim Pastor may review the "Exit Interview" of that former pastor with
54 members of the "Exit Interview" team.
- 55
56 2. The Interim Pastor shall help the congregation to acknowledge that there will be change in lay
57 and pastoral relationships as a result of any pastoral change. The congregation will be
58 encouraged to see change not as a threat but positively, even if the advantage of some changes

1 are not immediately recognized.

- 2
- 3 3. The Interim Pastor may on occasion be an enabler of positive changes among the lay leadership.
- 4
- 5 4. The Interim Pastor in his/her own personal style of ministry opens the possibilities for the
- 6 congregation to accept and welcome other styles of pastoral ministry by:
- 7 a. addressing the questions of what style of ministry the congregation is seeking,
- 8
- 9 b. demythologizing the "perfect pastor" concept, and
- 10
- 11 c. assisting the congregation in developing an awareness of its own style and gifts within its
- 12 lay membership that are needed for its future health.
- 13
- 14 5. The Interim Pastor shall guide the congregation in discovering and developing this current
- 15 identity through establishing a congregational mission statement, or a review of their present
- 16 statement. This can be done by answering the following questions:
- 17 a. How is our mission area (our parish, our community) different today from times past?
- 18
- 19 b. What is our mission in the days ahead?
- 20
- 21 c. What are our strengths/weaknesses "right now" and how do we plan to address them in the
- 22 future?
- 23
- 24 d. What kind of leader do we want to assist us in our mission? What kinds of gifts and
- 25 abilities must this leader possess to help us carry out our mission by making use of our
- 26 strengths and strengthening our weaknesses?
- 27
- 28 6. The Interim Pastor shall assist the Call Committee in guiding the congregation through the Call
- 29 Process.
- 30 a. The Interim Pastor is a representative of the larger church, called by the Synod or selected
- 31 by the Bishop to serve in specialized ministry providing denominational linkage to the
- 32 congregation during the congregation interim time and Call Process.
- 33
- 34 b. The Interim Pastor will assist the congregation with resources to define its special needs,
- 35 enabling the completion of the ELCA Congregational Profile and other parts of the Synod
- 36 Call Process.
- 37
- 38 c. The Interim Pastor may, at the discretion of the Bishop, guide the Call Committee in
- 39 planning an on-site visit process with prospective pastors. The objective of this planning
- 40 would be so that the Call Committee and the prospective pastor have ample time and
- 41 resources for questions and answers that give them a helpful depth of knowledge to make
- 42 informed decisions. (see Guidelines for an On-Site Visit Between a Call Committee and a
- 43 Prospective Pastor", available from the Synod Office.)
- 44
- 45

46 **THE PROCESS OF SELECTION TO INTERIM MINISTRY**

- 47
- 48 1. When a pastoral vacancy occurs, the Synodical Bishop's Office is informed by the
- 49 congregational leadership.
- 50
- 51 2. The Bishop or his/her representative consults with the congregational leadership to determine
- 52 the needs during the interim (see "Interim Ministry Guide" and "Information to Inform this
- 53 Ministry during Transition" available from the Synod Office.) The Bishop will also attend to
- 54 other pressing issues; i.e., the possible presence of the former pastor in the community,
- 55 immediate conflict, etc.
- 56 3. The Bishop selects and recommends a pastor from his/her interim pastor list who can best serve
- 57 the congregation during the time of transition.
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- 4. Once the Interim Pastor has been selected in consultation with the congregation's council, an Agreement for Interim Ministry is developed among the Bishop, the congregational leadership, and the Interim Pastor. This agreement includes:
 - a. Mutual covenanting of Interim Pastor and congregation to fulfill the goals of the congregation and stay within the guidelines of the constitution and bylaws of the congregation and the ELCA.
 - b. The Interim Pastor's duties, including, when necessary, the working relationship of the Interim Pastor with the congregation's staff.
 - c. The congregation's responsibilities, including financial compensation (salary, housing and benefits), to the Interim Pastor.
 - d. The Synod's responsibilities to the congregation and the Interim Pastor.
 - e. A time-frame in which the Interim Ministry will be completed.
- 5. The Interim Pastor will be in close contact with the Synod Office and the congregational leadership throughout the interim. He/she will provide written reports on the progress of the ministry during the interim.
- 6. The Interim Pastor will not be a candidate for permanent Call to the congregation he/she is serving as Interim Pastor. Exceptions may be considered by the Bishop in consultation with the Interim Pastor and the leadership of the congregation prior to signing the "Agreement for Interim Ministry".
- 7. The congregation will be asked to support the Interim Pastor in some specific ways including:
 - a. time necessary for participation in local text studies, Cluster and Synod meetings, local community events/programs, and continuing education,
 - b. support of his/her days off, hobbies, and recreation time, and
 - c. in the case of a remote interim in which the Interim Pastor is required to move away from his/her family, regularly scheduled times for him/her to return home for visits and attending to family responsibilities. This may include one Sunday per month away from the congregation at his/her expense.

7. **AGREEMENT OF INTERIM MINISTRY**

Date _____
 _____ Lutheran Church Rev. _____

This agreement is for the Interim Ministry of Reverend _____ to be performed at _____ Lutheran Church in _____ and is agreed to be the Congregation Council of _____ Lutheran Church, the Reverend _____, and the Office of the Bishop of the Eastern Washington-Idaho Synod.

The Interim Pastor shall provide an ongoing Gospel ministry of Word and Sacrament according to the teaching and practices of the Evangelical Lutheran Church in America. To this end he/she shall have all the rights, privileges, and responsibilities of a regularly called pastor. His/her responsibilities shall include the general pastoral duties of the congregation such as worship, visiting the sick and shut-in, baptisms, funerals, etc. He/she shall also be responsible for providing pastoral ministry to assist the congregation during its transition between regularly called pastors. The Interim Pastor shall be responsible to the Office of the Bishop and to the Congregation Council, both of

1 whom may provide guidance in his/her ministry. To this end all regular meetings of the
2 Congregation Council shall provide opportunity for review of the interim ministry of the
3 congregation and the Interim Pastor.
4

5 The Interim Pastor may not be considered a candidate for the regularly called pastoral office.
6

7 Since this is a specialized ministry, the Congregation Council together with the Bishop's office shall
8 assist the Interim Pastor in determining priorities for this ministry.
9

10 The Interim Pastor shall continue to participate in the local clergy support network.
11

12 Vacation time shall be earned at the rate of four weeks annually and shall be pro-rated according to
13 the length of service.
14

15 The Interim Pastor may, with the Congregation Council's permission, be absent one Sunday per
16 month, in which case he/she will arrange and pay for a substitute.
17

18 At the beginning of the new calendar year, the financial terms of this agreement shall be revised
19 according to the guidelines of the Synod.
20

21 This agreement shall be terminated when a regularly called pastor assumes office or upon thirty days
22 notice with the approval of any two of the parties involved.
23

24 _____
25 Congregation Council Interim Pastor Bishop
26
27

28 **FINANCIAL FACTORS**
29

30 \$ _____ (Annual) Salary at the rate of \$ _____ per month.
31 \$ _____ Housing
32 \$ _____ Utilities (All, including basic rate of telephone in housing.)
33 \$ _____ Car reimbursement (Annual) at the rate of \$ _____ per month.
34 \$ _____ Pension/Major Medical-Dental Plan.
35 \$ _____ Travel from _____ to _____ and return, plus food and lodging enroute,
36 if and when necessary.
37

38
39 **AGREEMENT FOR INTERIM MINISTRY**
40

41 Date _____
42 _____ Lutheran Church Rev. _____
43 _____
44 _____
45

46 This agreement is for the Interim Ministry of Reverend _____ to be
47 performed at _____ Lutheran Church in _____ and is
48 agreed to be the Congregation Council of _____ Lutheran Church, the
49 Reverend _____, and the Office of the Bishop of the Eastern Washington-Idaho
50 Synod.
51

52 The Interim Pastor shall provide an ongoing Gospel ministry of Word and Sacrament according to
53 the teaching and practices of the Evangelical Lutheran Church in America. To this end he/she shall
54 have all the rights, privileges, and responsibilities of a regularly called pastor. His/her
55 responsibilities shall include the general pastoral duties of the congregation such as worship, visiting
56 the sick and shut-in, baptisms, funerals, etc. He/she shall also be responsible for providing pastoral
57 ministry to assist the congregation during its transition between regularly called pastors. The Interim
58 Pastor shall be responsible to the Office of the Bishop and to the Congregation Council, both of

1 whom may provide guidance in his/her ministry. To this end all regular meetings of the
2 Congregation Council shall provide opportunity for review of the interim ministry of the
3 congregation and the Interim Pastor.
4

5 The Interim Pastor may not be considered a candidate for the regularly called pastoral office.
6

7 Since this is a specialized ministry, the Congregation Council together with the Bishop's office shall
8 assist the Interim Pastor in determining priorities for this ministry.
9

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12 Vacation time shall be earned at the rate of four weeks annually and shall be pro-rated according to
13 the length of service.
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16 month, in which case he/she will arrange and pay for a substitute.
17

18 At the beginning of the new calendar year, the financial terms of this agreement shall be revised
19 according to the guidelines of the Synod.
20

21
22 This agreement shall be terminated when a regularly called pastor assumes office or upon thirty days
23 notice with the approval of any two of the parties involved.
24

25
26 _____
Congregation Council Interim Pastor Bishop
27
28

29 **FINANCIAL FACTORS**
30

- 31 \$ _____ (Annual) Salary at the rate of \$ _____ per month.
32 \$ _____ Housing
33 \$ _____ Utilities (All, including basic rate of telephone in housing.)
34 \$ _____ Car reimbursement (Annual) at the rate of \$ _____ per month.
35 \$ _____ Pension/Major Medical-Dental Plan.
36

37 In the case of a remote interim pastorate,
38 \$ _____ Travel from _____ to _____ and return, plus food and lodging
39 enroute, _____ days per month for the remote interim pastor to visit his/her spouse and/or
40 family in their home.
41

42 _____ days paid "transition time" following this interim ministry to enable the interim pastor to
43 readjust to his/her family environment before entering into another interim ministry (5-7 days is
44 suggested for a 9 month interim, 1 day per month served in addition for interim ministries longer
45 than 9 months).
46

47 Congregations should provide housing and utilities for the Interim Pastor in the community in which
48 the interim ministry is located. In addition for remote interim pastorates the congregation should
49 designate a housing allowance that can be used for the Interim Pastor's permanent housing needs.*
50

51 \$ _____ per month housing and utilities for the Interim Pastor's permanent residence.
52

53 * For more information, see Tax Planning for Clergy by Manfred Holck, Jr., 1993 edition,
54 "Traveling Evangelists", pp.15-16.
55

56 **8. CALL AND TERMINATION OF ROSTERED LAY PERSONS**
57

- 58 1. Each congregation of this synod shall consult the bishop of this synod before taking any steps

- 1 leading to the extending of a call to an associate in ministry, a Deaconess of the Evangelical
2 Lutheran Church in America, or a diaconal minister listed on this church's official rosters of
3 laypersons or an approved candidate for such rosters.
- 4 2. A congregational call to an associate in ministry, a Deaconess of the ELCA, or a diaconal
5 minister may then be extended following a two-thirds majority vote of members present and
6 voting at a meeting regularly called for that purpose (ELCA 7.52.A93). When the congregation
7 has voted to issue a call to an associate in ministry, a Deaconess of the ELCA, or a diaconal
8 minister, the letter of call shall be submitted to the bishop of this synod for the bishop's
9 signature.
- 10
- 11 3. No associate in ministry, Deaconess of the ELCA, or diaconal minister shall seek or accept a
12 letter of call without first conferring with the bishop of the synod. An associate in ministry, a
13 Deaconess of the ELCA, or a diaconal minister shall respond with an answer of acceptance or
14 declination to a letter of call within 30 days of receipt of such call.
- 15
- 16 4. A letter of call from a congregation, when accepted by an associate in ministry, a Deaconess of
17 the ELCA, or a diaconal minister and attested by the synodical bishop, shall constitute a
18 continuing mutual relationship and commitment which shall be terminated only following
19 consultation with the synodical bishop.
- 20
- 21 5. In the case of alleged local difficulties which imperil the effective functioning of the
22 congregation, following appropriate consultation involving all parties, the synodical bishop will
23 recommend a course of action to the pastor, the associate in ministry, Deaconess of the ELCA,
24 or diaconal minister serving under call, and the congregation. If they agree to carry out such
25 recommendations, no further action shall be taken by the synod. If any party fails to assent, the
26 congregation council, after meeting and full consultation with the synodical bishop, may dismiss
27 the associate in ministry, Deaconess of the ELCA, or diaconal minister by a two-thirds majority
28 vote of the voting members present at a duly called meeting. SC94.09.03

29

30 9. **ASSEMBLY DISPLAYS (Adopted by the Synod Council January 19, 2001)**

31 The purpose of Synod Assembly displays is to educate and inform those in attendance. Only **non-**
32 **profit** and **not for profit** agencies and organizations will be allocated display space at assemblies of
33 this synod. The synod upholds freedom of expression in opinions and ideas that relate to the mission
34 of the ELCA as set forth in the constitution and bylaws of the Synod.

35

36

37 Guidelines to secure display space are as follows:

- 38
- 39 1. Display tables or spaces are available to all agencies and organizations of the ELCA based on
40 the number of tables the display area will accommodate.
- 41
- 42 2. Tables and spaces will be secured on a reservation policy of first request.
- 43
- 44 3. Location of tables and spaces in the display area will be decided by a random drawing to
45 allocate positions to the organizations and agencies that have secured a reservation.
- 46
- 47 4. Other religious agencies that are connected with and support the work of the ELCA, such as
48 National and World Council of Churches, and ecumenical organizations, are accepted after the
49 request deadline for ELCA-affiliated agencies and organizations if tables or spaces are
50 available.
- 51
- 52 5. Requests from commercial enterprises will generally be denied to protect the non-profit status of
53 the synod. Rare exceptions may be granted if the Synod Assembly Display Sub-Committee
54 determines that the enterprise will not impinge upon the synod's non-profit status.
- 55 6. Displays that do not relate to the mission and purpose of this synod will be denied space, as will
56 any which are offensive in nature, or inflammatory in purpose, as decided by the sub-committee.

57

58 The decision process for granting display space is as follows:

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1. The Synod Assembly Display Sub-Committee will solicit displays from the appropriate agencies and organizations.
 2. Reservation requests will be received until a deadline determined by the sub-committee.
 3. The sub-committee will review the requests according to the above guidelines.
 4. Organizations and agencies will be notified of acceptance or rejection and spaces will be allocated through a random drawing done by the sub-committee.
 5. Appeals concerning decisions of the display sub-committee may be made to the Synod Assembly Planning Committee first, and after that to the Synod Staff.

10. **A RESOLUTION ON SYNOD SABBATICAL POLICY**
from The Eastern Washington - Idaho Synod Professional Ministry Committee
Adopted by the Synod Council September 21, 2001 (SC0109.04)

WHEREAS the gift of rest and the Sabbath was graciously given by God in creation; and

WHEREAS the Visions and Expectations documents of the ELCA recognize that the demands of ministry can lead to neglect of proper nutrition, exercise, time for recreation and that the congregation, agency or institution the minister serves, needs to respect the need of rostered ministers to have adequate time for self-care; and

WHEREAS the Visions and Expectations documents of the ELCA also recognize the importance of life-long growth and learning and that the congregation or whatever agency or institution the minister serves, provides time and assistance for such education and growth; and

WHEREAS in most cases rostered ministers serving in a call for a long-tenure (more than seven years) promotes health and mission growth in the congregation; and

WHEREAS scheduled time away in addition to regular vacation and continuing education for renewal and/or study promotes all of the benefits of a long-tenured call while lessening the drawbacks of long-tenure; and

WHEREAS scheduled time away in addition to regular vacation and continuing education for renewal and/or study brings new energy to the minister-parishioner relationship without the disruption of a change of call; therefore

RESOLVED that this Synod agrees to and implement the following policy: All rostered ministers (Pastors, Diaconal Ministers, Deaconesses and Associates in Ministry) shall be eligible every seven years of rostered service (after serving at least four years in his/her present call) for a sabbatical of not less than three months. The congregation shall support the sabbatical through prayer, and by providing, 1) interim pastoral service, 2) ongoing compensation and benefits for the rostered staff person, 3) financial support for specific plans in the Sabbatical, and 4) the regular, annual vacation and continuing education time and benefits in addition to sabbatical time and benefits. The Synodical Professional Ministry Committee will provide resources to help congregations, agencies or institutions develop their own sabbatical policies and procedures and offer help in interpreting sabbatical plans to their members; and

RESOLVED that Synod Council members along with the Professional Ministry Committee support and work toward the development of sabbatical policies in each congregation, agency or institution of this Synod.

11. **POLICY ON COPYRIGHT INFRINGEMENT AND PLAGIARISM**
Adopted by the Synod Council January 23, 2004 (SC0401.09)

In that copyright infringement and plagiarism are both forms of stealing, i.e., claiming for oneself

1 what rightfully belongs to another, it is this Synod's policy that the Synod, its member
2 congregations, and all who serve on our behalf should:

- 3
4 A. Comply with the laws governing the use of copyrighted material, including securing permission
5 for its use, payment of appropriate licensing fees, and making appropriate notation of said
6 permission for use; and
7
8 B. Comply with reasonable academic standards regarding the summarization, paraphrasing, and/or
9 quoting of another author's work, whether in whole or in part, and provide appropriate citation
10 when using sources, providing such citations orally for oral presentations, and in appropriate
11 written form for printed work.
12

13 **12. "TRANSITION MINISTER" DESIGNATION**
14 **Adopted by the Synod Council April 21, 2005 (SC0504.04)**

15
16 "A Transition Minister may be appointed by the bishop, with the concurrence of the congregation
17 council, in those instances where special circumstances suggest it is better to allow such a pastor to
18 do transition work and stand for the call of the congregation at the end of a set period."
19

20 Definitions:

21 Transition Minister: A minister, appointed by the bishop with the concurrence of the congregation
22 council, who will do transition tasks and be eligible for the full call of the congregation.
23

24 "Appointed...with the concurrence": A transition minister is appointed by the bishop in the same
25 way that an interim pastor is appointed by the bishop, i.e. "selected in consultation with the
26 congregation's council." See Appendix 6, Process of selection to Interim Ministry, synod policy
27 manual (#4, p. 47).
28

29 "Special circumstances:"

30 Examples:

31 --Where rapid turnover of interim or regularly called pastors leaves the congregation vulnerable and
32 exhausted. In such case a regular call process may push the congregation beyond its capacities or
33 work hurtful delay.

34 --Where misconduct by the previous pastor suggests that the congregation needs multiple year and
35 exceptional ministry by a specialist.

36 --where exceptional needs by the pastor (health concerns, family issues are examples) or the
37 congregation (survival of the ministry, for example) are present.
38

39 The bishop and the assistant to the bishop for call processes would be given discretion to use the
40 category of Transition Minister when particular circumstances are persuasive to the Executive
41 Committee of the Synod Council.
42

43 The Executive Committee will be sensitive to this exception to the call process:

44 --That it not be used in cases where an appearance of favoritism is present;

45 --That it not be used more frequently than necessary since it may look like an "appointment" process
46 instead of a "call" process;

47 --That it potentially removes congregations from call process when other pastors have interest in
48 those calls and expect full and open call processes.

49 "better to allow:"

50 An exception to the normal call process should only be allowed when there is a clear advantage for
51 the mission and ministry of the congregation.

52 "stand for the call at the end of a set period:"

53 If an agreement for a Transition Minister is reached, a schedule for the transition work will be
54 developed. At the end of that work period, the congregation and pastor will normally take a break
55 from one another for a month or more. During this time the call committee of the congregation will
56 reach a decision on whether to present the Transition Minister's name to the congregation for call.
57 The call may be for an open term or it may be for a term call. The decision to call should be made
58 on the normal basis i.e. whether the minister has the right skills and gifts to match the congregation's
59 needs as defined by their prayers and their profile. No other candidates will be considered. If the
60 call committee nominates the Transition Minister, the congregation schedules a call meeting and

1 votes in the normal pattern.

2
3 If the call is issued, the Transition Minister has the regular time period (four weeks) to respond. If
4 the call is issued and accepted, the Transition Minister is installed and becomes the regularly called
5 pastor of the congregation.
6

7 If the call committee does not present the Transition Minister's name for call, or if the congregation
8 declines to call the Transition Minister, the Transition Minister may continue to serve the
9 congregation as an Interim Pastor while they are in call process.
10

11 If the Transition Minister is issued the call but turns it back, the transition minister either completes
12 specified, pre-determined tasks, or resigns, in conversation with the congregation's council.
13

14 **13. GUIDELINES BACKGROUND CHECKS FOR CANDIDACY**
15 **Adopted by the Synod Council September 24, 2005 (SC0509.09)**
16

17 This synod values the safety of its members and all those served by this church. It also values those
18 who are rostered leaders of this church. In order to help make congregations, as well as other
19 ministry settings, safe places, it is common for religious organizations to make use of information
20 now available through background checks as part of a comprehensive candidacy process. The
21 Evangelical Lutheran Church in America (ELCA) requires background checks on all persons who
22 have not completed entrance into the candidacy process of this church. Effective February 1, 2005,
23 the Eastern Washington - Idaho Synod conducts background checks on all persons seeking to be
24 candidates and rostered leaders in the ELCA, including those who have already been approved for
25 entrance as candidates.
26

27 What follows are general guidelines for candidacy background checks. The synod seeks to apply
28 these guidelines uniformly to all candidates.
29

- 30 • **CONTEXT OF BACKGROUND CHECK** -- The background checks are placed in the context
31 of the entire candidacy process and become only one piece of information used in this process.
32 Background checks are not infallible records of a person's previous conduct or misconduct. The
33 Candidacy Committee uses all components of the candidacy process to assess and discern a
34 person's potential for ministry.
35
- 36 • **TYPES OF CHECKS** -- Background checks cover at least a seven-year period. Areas covered
37 in the check include, but are not limited to:
38 - criminal history database search
39 - county record criminal check
40 - credit report check
41 - social security trace
42 - motor vehicle check
43
- 44 • **ADDITIONAL CHECKS** -- The Synod Candidacy Committee may add other types of checks if
45 it is reasonable to do so. The committee is not bound to use exactly the same checks for all
46 applicants for candidacy. If background checks other than those listed above, will be done, the
47 applicant will be notified.
48
- 49 • **WHO RECEIVES REPORTS** -- Background check reports are sent directly to the Bishop's
50 designee, normally the staff person working with the candidacy process. Information is used for
51 candidacy purposes only. If there are questions or concerns about something in the report, the
52 staff person may share details with the Chair of the Candidacy Committee or the Chair's
53 designee. A summary of the report is given to the Candidacy Committee members and, upon
54 member request, the committee may view the entire report. The Release of Information Form in
55 the candidate's application permits the committee to share pertinent information with partners in
56 the candidacy process. Reports are not shared with others unless written authorization is
57 provided by the candidate.
58
- 59 • **MAINTAINING RECORDS** -- Reports for candidates that are approved are maintained by the
60 Office of the Bishop and stored in the synod's confidential files for a minimum of fifty years, as

1 directed by the ELCA. Reports for those who are denied or who withdraw from the process are
2 kept for ten years.
3

- 4 • **NEGATIVE FINDINGS** – Depending on the kind of negative finding, the presence of a concern
5 does not automatically result in denial of a person’s entrance into or continuation in the
6 candidacy process. This is especially true if the person has voluntarily revealed this part of his
7 or her history. Various factors are taken into consideration when evaluating and reviewing
8 one’s background. Such factors may include:
9 - The nature and seriousness of the offense
10 - The circumstances under which the offense occurred
11 - The age of the person at the time of the offense, and how much time has passed since the
12 offense occurred
13 - Societal conditions that may have contributed to the nature of the offense
14 - The probability that the person will repeat the offense
15 - The person’s commitment to rehabilitation, restitution, and reconciliation.
16
- 17 • **NOTIFICATION OF NEGATIVE INFORMATION DISCOVERED** – When information is
18 received that, if accurate, could result in denial of a person’s entrance into candidacy, the
19 information is shared with the person. If, after reviewing the report, the person believes the
20 information is inaccurate, he or she will normally be put in contact with the company doing the
21 background check to challenge the findings. The applicant will be given a reasonable amount of
22 time to dispute the information in the report and have the records corrected.
23
- 24 • **DELIBERATE FALSE REPORTING** – Deliberately giving the Candidacy Committee false or
25 misleading information, or deliberately withholding information of an important nature, will,
26 except in special circumstances, result in denial of entrance to or continuation in the candidacy
27 process.
28
- 29 • **COPY OF REPORT FOR APPLICANT** – Upon request, the applicant for candidacy may obtain
30 a copy of his or her background check report.
31
- 32 • **TIME LIMIT ON AUTHORIZATION FOR BACKGROUND CHECK**– Background checks
33 may be done for candidacy purposes only, unless the candidate provides written direction
34 otherwise. Information may be accessed any time during the candidacy process, until a
35 candidate has accepted a letter of call or until termination of the candidacy process.
36

37 For more information, please contact the Office of the Bishop.
38 September, 2005
39

40 **14. POLICY ON FORUMS AND HEARINGS AT SYNOD ASSEMBLY**
41 **Adopted by the Synod Council September 24, 2005 (SC0509.10)**
42

43 WHEREAS our Synod’s Constitution states in S7.01.05 that “The Synod Assembly may serve as a
44 forum for the concerns of the congregations and people of this synod.”; and
45

46 WHEREAS our synod’s geography greatly limits the opportunities for synod-wide conversations on
47 matters of mutual interest and concern; and
48

49 WHEREAS the opportunity to schedule and convene such forums and hearings should be equally
50 available to all within our synod;
51

52 THEREFORE BE IT RESOLVED that the following policy be adopted:
53

- 54 1. This synod shall provide opportunities for workshops concerning the assembly theme; hearings
55 related to business items before the assembly; and forums concerning matters of mutual interest
56 and concern in conjunction with the Synod Assembly to the extent that time and space allow;
57 and
- 58 2. Any person, congregation, or organization related to the mission or purpose of this synod may
59 submit to the Assembly Committee a request for a time and space for a workshop, hearing or
60 forum in conjunction with the synod assembly; and

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3. Any person or organization not specifically related to the mission or purpose of this synod may request time and space for a workshop, hearing or forum only with the prior consent of the Executive Committee of the Synod Council; and
4. The Assembly Committee shall provide an appropriate timeline for submitting such requests; and
5. Priority shall be given in scheduling workshops, hearings and forums based on the timeliness of the request and its relevance to the ministry of the ELCA, the synod and the assembly; and finally
6. Any extraordinary expenses related to the conducting of a workshop, hearing or forum shall be the responsibility of the individuals or organizations convening the workshop, hearing or forum.

15. **SYNOD ASSEMBLY POLICY REGARDING THE USE OF AUDIO-VISUAL PRESENTATIONS**

Adopted by the Synod Council September 23, 2006 (SC06.09.03)
Amended by the Synod Council September 21, 2007 (SC07.09.05)

Any audio-visual (or other screening device) presentation to be used at a Synod Assembly must be pre-arranged with the Synod Assembly Committee-Technical Chair.

An audio-visual (or other screening device) presentation promoting an Assembly resolution may be presented only if pre-arranged with the Synod Assembly Committee -- Technical Chair and may not run more than 3:30 minutes and will be received as a “speaker” in the normal rotation of debate. An audio-visual presentation may serve as the initial “speaking” to a matter, subject to the time restriction above.

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MODEL CLUSTER CONSTITUTION

Chapter 1. Name

The name of this organization shall be _____
Cluster of the Eastern Washington-Idaho Synod, Evangelical Lutheran Church in America.

Chapter 2. Statement of Purpose

The purpose of the cluster shall include:

- (A) fostering interdependent relationships among congregations for mission purposes:
 - 1. promoting the proclamation of the gospel;
 - 2. providing the opportunities for strengthening the spiritual life of clergy and laity;
 - 3. enabling participation in program planning for worship, learning, witness, service, stewardship, and advocacy by implementing conferences, retreats, fellowship, study, and training events;
 - 4. deliberating on the faith and life of the church;
- (B) developing relationships with other religious and secular organizations dedicated to advocating justice and providing services to meet human needs;
- (C) seeking to facilitate communication between the congregations of the cluster and the synod;
- (D) providing a forum for conversation about matters coming before the Synod Assembly;
- (E) submitting nominations for any available synod position to the synod Nominating Committee.

Chapter 3. Membership

Membership of this cluster will be those churches as determined by the Synod Constitution, Bylaws and Synod Council, and will include Lutheran agencies within the cluster area. Changes in cluster arrangement can be facilitated using the Synod Constitution Bylaw S12.01.01.

Chapter 4. Cluster Meetings

- (A) The cluster shall meet prior to the regular meeting of the Synod Assembly for the purpose of fellowship, fostering interdependent relationships among congregations and for conversation about matters coming before the Synod Assembly.
- (B) The cluster may meet as necessary to carry out the clusters purpose and for the election of the officers.
- (C) The cluster meetings shall be called by the Executive Committee of the cluster.
- (D) The congregations shall be notified of the date, time and place of the cluster meeting at least 30 days in advance by the cluster Secretary and the agendum shall be mailed to all congregations at least 15 days in advance of the meeting.
- (E) The Quorum of this cluster shall be two-thirds of the congregations represented within the cluster.
- (F) Three members from each congregation may be designated as cluster voting members.

1 Chapter 5. Officers

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3 The officers of this cluster shall be a president, secretary and treasurer and other officers as deemed necessary.

- 4
5 (A) Each officer shall be a voting member of a congregation of this cluster.
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7 (B) The officers shall be elected by the cluster and shall serve for three years. (The terms of the officers
8 shall be staggered.)
9
10 (C) No officer shall hold more than one office at a time. No elected officer shall be eligible to serve
11 more than two full consecutive terms in the same office.
12
13 (D) The makeup of officers of the cluster shall conform to the †S6.04 section of the synod constitution.
14 Therefore, one officer of the cluster shall be a lay female, one a lay male, and the other clergy.
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17 Chapter 6. Duties

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19 The duties of the officers shall include:

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21 (A) the president will preside over the cluster meetings;
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23 (B) the secretary shall keep the minutes of any cluster meeting and provide the necessary reports to the
24 synod council;
25
26 (C) the treasurer shall keep the records of all financial matters, provide the necessary reports to the
27 synod council and manage all monies and accounts of the cluster.
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30 Chapter 7. Committees

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32 The cluster shall have an executive, mission and nominations committees and may have other committees as needed
33 to carry out the cluster purposes.
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- 35 (A) The executive committee shall consist of the cluster officers, dean and synod council cluster
36 representative.
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38 (1) The executive committee shall establish the agenda for cluster meetings and exercise interim
39 authority on behalf of the cluster between its meetings.
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41 (2) Appoint members to the committees of the cluster.
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43 (B) The mission committee will be responsible for establishing missions and for such mission activities
44 as educational workshops on various topics. They will serve as a resource for materials and persons
45 from the synod and region for congregational use. The committee may be comprised of up to one
46 representative from each congregation using section †S6.04 of the synod constitution as a guideline.
47 The chairperson is to report to the executive committee and the cluster.
48
49 (C) The nominating committee will secure nominations for officers of the cluster and officers and
50 positions needed for the next Synod Assembly elections. The chairperson is to report to the
51 executive committee and the cluster.
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54 Chapter 8. Operating Funds

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56 The cluster may assess dues from cluster congregations to finance mailing and duplicating costs. All workshop and
57 seminar costs are to be paid by a preregistration fee. No more than a free balance of \$500 may be carried over into a
58 new calendar year without the permission of the synod council. Distribution of an excess balance may be distributed

1 as local benevolence within the cluster.

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Chapter 9. Amendments

6 This constitution and its bylaws may be amended at any regular meeting of the cluster by a two-thirds majority vote
7 of the voting members present at such meeting provided that such proposed amendments shall have been submitted
8 to the member congregations by the secretary at least 30 days in advance of the meeting. All changes approved by
9 the cluster must also be approved by the synod council.