

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

Adopted by the 1987 Constituting Convention of the Eastern Washington-Idaho Synod  
Amended 1989, 1993, 1995, 1997, 1999, 2000, 2001, 2002, 2003, 2004, 2005 and 2006 Synod Assemblies and  
including provisions adopted by the 1999, 2003, 2005, 2007 and 2009 Churchwide Assembly

*Ratified by the ELCA Church Council November 13, 2000  
Constitution & Bylaws Edition current as of August 23, 2009  
Eastern Washington-Idaho Synod Policies current as of September 21, 2007*

**CONTENTS**

Chapter 1	Name and Incorporation .....	2
Chapter 2	Status.....	2
Chapter 3	Territory .....	2
Chapter 4	Confession of Faith.....	2
Chapter 5	Nature of the Church.....	3
Chapter 6	Statement of Purpose .....	3
Chapter 7	Synod Assembly .....	6
Chapter 8	Officers .....	10
S8.10.	Bishop .....	10
S8.20.	Vice President .....	12
S8.30.	Secretary .....	12
S8.40.	Treasurer .....	13
S8.50.	General Provisions .....	13
Chapter 9	Nominations and Elections .....	14
Chapter 10	Synod Council.....	16
Chapter 11	Committees .....	19
Chapter 12	Conferences, Clusters, Coalitions, or Other Area Subdivisions.....	22
Chapter 13	Congregations .....	23
Chapter 14	Ordained Ministers and Lay Rostered Ministers .....	25
Chapter 15	Financial Matters .....	29
Chapter 16	Indemnification.....	33
Chapter 17	Adjudication .....	34
Chapter 18	Amendments, Bylaws, and Continuing Resolutions.....	35

**APPENDICES**

1.	Guidelines for the Call Process of the Eastern Washington-Idaho Synod .....	37
2.	The Affirmative Call.....	39
3.	Guidelines for Calling an Assistant, Associate, or Co-Pastor .....	40
4.	Process for Termination of Pastoral Calls (Also see Synod Constitution †S14.13).....	43
5.	Chemical Dependencies.....	44
6.	Guide for Congregations in Transition Interim Ministry .....	45
7.	Agreement for Interim Ministry.....	48
8.	Call and Termination of Rostered Lay Persons .....	51
9.	Assembly Displays .....	51
10.	A Resolution on Synod Sabbatical Policy .....	52
11.	Policy on Copyright Infringement and Plagiarism.....	53
12.	"Transition Minister" Designation .....	53
13.	Guidelines Background Checks for Candidacy .....	54
14.	Policy on Forums and Hearings at Synod Assembly .....	55
15.	Policy Regarding the Use of Audio-Visual Presentations During Debate .....	56
	<b>MODEL CLUSTER CONSTITUTION .....</b>	<b>57</b>

**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**

5  
6  
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  
23  
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 (ELCA or "this church"), which are recognized as having governing force in the  
28 life of this synod.  
29

30 †S2.02. No provision of this constitution shall be inconsistent with the constitution and bylaws of this  
31 church.  
32

**Chapter 3. TERRITORY**

33  
34  
35  
36 †S3.01. The territory of this synod, as determined by the Churchwide Assembly, shall be: The state of  
37 IDAHO; the counties of Adams, Asotin, Benton, Chelan, Columbia, Douglas, Ferry, Franklin,  
38 Garfield, Grant, Kittitas, Klickitat, Lincoln, Okanogan, Pend Oreille, Spokane, Stevens, Walla  
39 Walla, Whitman, Yakima in the state of WASHINGTON.  
40

41 †S3.02. "Determined by the Churchwide Assembly," as stipulated by †S3.01., is understood to include the  
42 reported changes in synod relationship made by any congregation in a border area agreed under  
43 ELCA bylaw 10.01.11. and 10.02.02.  
44

**Chapter 4. CONFESSION OF FAITH**

45  
46  
47  
48 †S4.01. This synod confesses the Triune God, Father, Son, and Holy Spirit.  
49

50 †S4.02. This synod confesses Jesus Christ as Lord and Savior and the Gospel as the power of God for the  
51 salvation of all who believe.  
52

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

1  
2 b. The proclamation of God's message to us as both Law and Gospel is the Word of God, revealing  
3 judgment and mercy through word and deed, beginning with the Word in creation, continuing in  
4 the history of Israel, and centering in all its fullness in the person and work of Jesus Christ.  
5

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

11 †S4.03. This synod accepts the canonical Scriptures of the Old and New Testaments as the inspired Word of  
12 God and the authoritative source and norm of its proclamation, faith, and life.  
13

14 †S4.04. This synod accepts the Apostles', Nicene, and Athanasian Creeds as true declarations of the faith of  
15 this synod.  
16

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

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

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

## 29 30 **Chapter 5. NATURE OF THE CHURCH**

31  
32 †S5.01. All power in the Church belongs to our Lord Jesus Christ, its head. All actions of this synod are to  
33 be carried out under his rule and authority.  
34

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

## 43 44 **Chapter 6. STATEMENT OF PURPOSE**

45  
46 †S6.01. The Church is a people created by God in Christ, empowered by the Holy Spirit, called and sent to  
47 bear witness to God's creative, redeeming, and sanctifying activity in the world.  
48

49 †S6.02. To participate in God's mission, this synod as a part of the Church shall:  
50

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

55 b. Carry out Christ's Great Commission by reaching out to all people to bring them to faith in  
56 Christ and by doing all ministry with a global awareness consistent with the understanding of  
57 God as Creator, Redeemer, and Sanctifier of all.  
58

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42  
43  
44  
45  
46  
47  
48  
49  
50  
51  
52  
53  
54  
55  
56  
57  
58

- 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.
- 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 established by this church in chapter 20 of the ELCA constitution and bylaws.
- d. Foster organizations for youth, women, and men, and organizations for language or ethnic communities.

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42  
43  
44  
45  
46  
47  
48  
49  
50  
51  
52  
53  
54  
55  
56  
57  
58

- e. Plan for the mission of this church in this synod, initiating and developing policy and implementing programs, consistent with churchwide policy, including:
  - 1) ecumenical guidance and encouragement;
  - 2) development of new ministries, redevelopment of existing ministries, and support and assistance in the conclusion, if necessary, of a particular ministry;
  - 3) leadership and encouragement of congregations in their evangelism efforts;
  - 4) development of relationships to and participation in planning for the mission of social ministry organizations and ministries;
  - 5) encouragement of financial support for the work of this church by individuals and congregations;
  - 6) provision for resources for congregational life;
  - 7) assistance to the members of its congregations in carrying out their ministries in the world;
  - 8) interpretation of social statements in a manner consistent with the interpretation given by the churchwide unit which assisted in the development of the statement, and suggestion of social study issues through (a) Synod Assembly memorials to the Churchwide Assembly or (b) resolutions for referral from the Synod Assembly through the Synod Council to the Church Council and (c) Synod Council resolutions addressed to the Church Council or for referral to a unit of the churchwide organization through the Church Council's Executive Committee.
- f. Promote interdependent relationships among congregations, synods, and the churchwide organization, and enter into partnership with other synods in the region.
- g. Participate in churchwide programs and develop support for the ministry of the churchwide organization.
- h. Foster the grouping of congregations in conferences, clusters, coalitions, or other area subdivisions for mission purposes.
- i. Support relationships with and provide partnership funding on behalf of colleges, universities, and campus ministries.
- j. Foster relationships with and provide partnership funding on behalf of social ministry organizations.
- k. Maintain relationships with and provide partnership funding on behalf of seminaries and continuing education centers.
- l. Foster supporting relationships with camps and other outdoor ministries.
- m. Foster supporting relationships with preschools, elementary schools, and secondary schools operated by congregations of this synod.
- n. Interpret the work of this church to congregations and to the public.
- o. Respond to human need, work for justice and peace, care for the sick and the suffering, and participate responsibly in society.
- p. Provide for archives in conjunction with other synods.

- 1  
2 q. Cooperate with other synods and the churchwide organization in creating, using, and supporting  
3 regions to carry out those functions of this synod which can best be done cooperatively with  
4 other synods and the churchwide organization.  
5  
6 r. Elect members of the Churchwide Assembly in accordance with bylaw 12.41.11. of the  
7 constitution and bylaws of the Evangelical Lutheran Church in America and according to  
8 procedures specified in the bylaws of this constitution.  
9

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

20 S6.04.01 In making appointments to committees, boards, councils or other organizational units of the synod  
21 whose members are appointed, the appointing authority shall consider the provisions of †S6.04 and  
22 shall attempt to assure that each such organizational unit includes at least 10 percent persons of color  
23 and/or persons whose primary language is other than English.  
24

25 †S6.04.A01. It is the goal of this synod that 10 percent of the membership of synod assemblies, councils,  
26 committees, boards and/or other organizational units be persons of color and/or persons whose  
27 primary language is other than English.  
28

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

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

## 45 CHAPTER 7. SYNOD ASSEMBLY

46  
47 †S7.01. This synod shall have a Synod Assembly, which shall be its highest legislative authority. The  
48 powers of the Synod Assembly are limited only by the provisions in the Articles of Incorporation,  
49 this constitution and bylaws, the assembly's own resolutions, and the constitutions and bylaws of the  
50 Evangelical Lutheran Church in America.  
51

52 P7.01.A Synod Event Finances Approximately eighteen (18) months before the event date(s), this Synod will  
53 provide the local planning committees of Synod Festivals, Assemblies, and Bishops' Convocations  
54 with access to a \$2,000 seed money restricted fund accessible by vouchers submitted through the  
55 Region 1 Financial Services Office.  
56

- 57 a. Prior to accessing these funds, the name of the planning group's treasurer, with his/her address,  
58 phone number(s), and a sample signature, should be submitted to the Synod Bishop, Synod

1 Treasurer, and the Region 1 FSO.

- 2  
3  
4 b. These funds should be treated as a loan to be repaid after the event, not as Income of the event.  
5  
6 c. All income and/or registration fees must be deposited through the Region 1 FSO and the bills of  
7 the event must be paid through vouchers submitted to the Region 1 FSO. This process  
8 eliminates the use of local bank accounts and allows auditing of the financial activity of the  
9 event in the consolidated Synod Audit.

10  
11 Planning committees are expected to set registration charges at a level that will match estimated  
12 expenses if all participants meet early registration deadlines. Any funds remaining after the event  
13 and the \$2,000 "loan" repayment will be placed in a restricted fund to assist in covering possible  
14 shortfalls in future events or to be used by action of the Synod Council.

15  
16 The planning group treasurer should submit a final written report of the finances of the event to the  
17 Synod Treasurer and Bishop within six months of the event. SC98.06.16.

18  
19 **P7.01.B** Assembly Displays (See Appendix 9)

20  
21 **P7.01.C** Policy on Forums and Hearings at Synod Assembly (See Appendix 14)

22  
23 **P7.01.D** Policy Regarding the Use of Audio-Visual Presentations During Debate (See Appendix 15)

24  
25 **S7.01.01.** The Synod Assembly shall provide for the overall review of the ministry and work of this synod.

26  
27 **S7.01.02.** The Synod Assembly shall adopt a budget for the ministry and work of this synod.

28  
29 **S7.01.03.** The Synod Assembly shall hold elections for the officers, synod council, and other elected  
30 committee positions as defined within the bylaws.

31  
32 **S7.01.04.** The Synod Assembly may initiate and enact appropriate resolutions addressing the ministry and  
33 work of this synod, its related region, and the churchwide expression of the ELCA.

34  
35 **S7.01.05.** The Synod Assembly may serve as a forum for the concerns of the congregations and people of this  
36 synod.

37  
38 **S7.01.06.** The Synod Assembly shall elect voting members to the Churchwide Assembly based on criteria  
39 provided by the Evangelical Lutheran Church in America.

40  
41 **S7.01.07.** The Synod Assembly shall conduct such other business as necessary to further the purposes and  
42 functions of this synod.

43  
44 **S7.01.08.** The Synod Assembly shall adopt such Assembly Rules as are necessary for the orderly  
45 accomplishment of its duties.

46  
47 **S7.01.A04** There shall be a Reference and Counsel Committee and three layperson and two members of the  
48 clergy, appointed by the Executive Committee of the Synod Council. This committee shall review  
49 any resolution to be included in the pre-assembly report for grammar, consistency with established  
50 rules and governing documents, and common sense/understandability by voting members. It may  
51 also recommend to the bishop special orders for hearing of representatives (voting members). The  
52 committee shall also review and present its recommendations on any matter referred to it by the  
53 Assembly or the Bishop. During meetings of the Synod Assembly it shall assist voting members and  
54 committees with the formulation and/or rewording of resolutions for submission to the Assembly.  
55 SC0401.16

56  
57 †**S7.11.** A regular meeting of the Synod Assembly shall be held at least biennially.  
58

- 1 **S7.11.01.** The Synod Assembly shall meet annually on dates established by the Synod Council.  
2  
3 **S7.11.02.** The Synod Assembly may meet at other times as provided for in S7.12.  
4  
5 **S7.12.** Special meetings of the Synod Assembly may be called by the bishop with the consent of the Synod  
6 Council, and shall be called by the bishop at the request of one-fifth of the voting members of the  
7 Synod Assembly.  
8  
9 a. The notice of each special meeting shall define the purpose for which it is to be held. The scope  
10 of actions to be taken at such a special meeting shall be limited to the subject matter(s)  
11 described in the notice.  
12 b. If the special meeting of the Synod Assembly is required for the purpose of electing a successor  
13 bishop because of death, resignation, or inability to serve, the special meeting shall be called by  
14 the bishop of the ELCA in cooperation with the Synod Council.  
15  
16 **S7.12.01.** Special meetings of the Synod Assembly shall be announced no less than 30 days prior to such  
17 Assembly.  
18  
19 **S7.13.** Notice of the time and place of all meetings of the Synod Assembly shall be given by the secretary  
20 of this synod.  
21  
22 **S7.13.01.** Notice shall be mailed no less than 90 days prior to the beginning of the regular Synod Assembly.  
23  
24 **S7.13.02.** A Pre-Assembly Report shall be sent to the congregations of this synod no less than 30 days prior to  
25 regular meetings of the Synod Assembly, and 14 days prior to special meetings of the Synod  
26 Assembly.  
27  
28 **P7.13.02.A** Distribution of Assembly Minutes The minutes of each Synod Assembly shall be distributed to each  
29 congregation and to each rostered individual. SC93.09.21  
30  
31 **P7.13.02.B** Review of Assembly Actions The Synod Secretary and two Synod Council members shall be  
32 appointed to a task group after each Synod Assembly for the purpose of reviewing Assembly actions  
33 and bringing to the attention of the Bishop, the officers, the Synod Council, or other persons or units,  
34 any action which may be required. S90.05.22  
35  
36 **S7.14.** A majority of the registered members of the Synod Assembly shall constitute a quorum.  
37  
38 †**S7.21.** The membership of the Synod Assembly, of which at least 60 percent of the voting membership  
39 shall be composed of lay persons, shall be constituted as follows:  
40  
41 a. All ordained ministers under call on the roster of this synod in attendance at the Synod  
42 Assembly shall be voting members.  
43  
44 b. All associates in ministry, deaconesses of the Evangelical Lutheran Church in America, and  
45 diaconal ministers, under call, on the official lay rosters of this synod shall have both voice and  
46 vote as lay voting members in the Synod Assembly, in addition to the voting membership of lay  
47 members of congregations provided in item †S7.21.c.  
48  
49 c. A minimum of one lay member elected by each congregation with fewer than 175 baptized  
50 members and a minimum of two lay members elected by each congregation with 175 or more  
51 baptized members related to this synod, normally one of whom shall be male and one of whom  
52 shall be female, shall be voting members. The Synod Council shall establish a formula to  
53 provide additional lay representation from congregations on the basis of the number of baptized  
54 members in the congregation. The Synod Council shall seek to ensure that, as nearly as  
55 possible, 50 percent of the lay members of the assembly shall be female and 50 percent shall be  
56 male. Additional members from each congregation normally shall be equally divided between  
57 male and female.  
58

- 1 d. Voting membership shall include the officers of this synod.
- 2 **P7.21.A** Congregational Lay Voting Member Representation at Synod Assembly Congregational lay voting
- 3 member representation at Synod Assemblies shall be as follows:
- 4 1. Baptized members 1-500 - two lay voting members
- 5 2. Baptized members 501-1000 - allow an additional lay voting member (total three lay voting
- 6 members)
- 7 3. Baptized members above 1000 - allow two additional lay voting members (total four lay voting
- 8 members) SC91.02.27
- 9
- 10 **S7.22.** The synod may establish processes that permit retired ordained ministers, retired associates in
- 11 ministry, retired deaconesses, and retired diaconal ministers on the roster of this synod to serve as
- 12 voting members of the Synod Assembly, consistent with †S7.21.c. above. The synod may establish
- 13 processes that permit ordained ministers, associates in ministry, deaconesses, and diaconal ministers
- 14 who are on leave from call, or those designated as disabled, on the roster of the synod to serve as
- 15 voting members of the Synod Assembly, consistent with †S7.21.c. above. If the synod does not
- 16 establish processes to permit the rostered leaders specified above to serve as voting members, they
- 17 shall have voice but not vote in the meetings of the Synod Assembly.
- 18
- 19 **S7.22.01.** Retired rostered persons on the rosters of this Synod in attendance at the Synod Assembly may have
- 20 voice and vote.
- 21
- 22 **S7.23.** ~~All retired ordained ministers, all ordained ministers on leave from call, all associates in ministry on~~
- 23 ~~leave from call or retired, all deaconesses of the Evangelical Lutheran Church in America on leave~~
- 24 ~~from call or retired, and all diaconal ministers of this church on leave from call or retired, all of~~
- 25 ~~whose names appear on the rosters of this synod, shall have the privilege of voice but not vote at all~~
- 26 ~~meetings of the Synod Assembly.~~ The presiding bishop of the Evangelical Lutheran Church in
- 27 America and such other official representatives of this church as may be designated from time to
- 28 time by the Church Council shall also have voice but not vote in the meetings of the Synod
- 29 Assembly. Like privileges shall be accorded to those additional persons whom the Synod Assembly
- 30 or the Synod Council shall from time to time designate.
- 31
- 32 **S7.24.** Ordained ministers under call on the roster of this synod shall remain as members of the Synod
- 33 Assembly so long as they remain under call and so long as their names appear on the roster of
- 34 ordained ministers of this synod. Associates in ministry, deaconesses of the Evangelical Lutheran
- 35 Church in America, and diaconal ministers of this church serving under call on the roster of this
- 36 synod shall remain as members of the Synod Assembly so long as they remain under call and so long
- 37 as their names appear on the official lay roster of this synod. Lay members of the Synod Assembly
- 38 representing congregations shall continue as such until replaced by the election of new members or
- 39 until they have been disqualified by termination of membership. Normally, congregations will hold
- 40 elections prior to each regular meeting of the Synod Assembly.
- 41
- 42 **†S7.25.** Except as otherwise provided in this constitution or in the Constitution, Bylaws, and Continuing
- 43 Resolutions of the Evangelical Lutheran Church in America, each voting member of the Synod
- 44 Assembly shall be a voting member of a congregation of this synod.
- 45
- 46 **S7.26.** This synod may establish processes through the Synod Council that permit representatives of
- 47 mission settings formed with the intent of becoming recognized congregations and authorized
- 48 worshiping communities of the synod, which have been authorized under ELCA bylaw 10.02.03., to
- 49 serve as voting members of the Synod Assembly, consistent with †S7.21.
- 50
- 51 **S7.27.** Duly elected voting members of the Synod Council who are not otherwise voting members of the
- 52 Synod Assembly under †S7.21. shall be granted the privilege of both voice and vote as members of
- 53 the Synod Assembly.
- 54
- 55 **†S7.31.** Proxy and absentee voting shall not be permitted in the transaction of any business of this synod.
- 56
- 57 **S7.32.** Robert's Rules of Order, latest edition, shall govern parliamentary procedure of the Synod Assembly.
- 58

1 **S7.33.** "Ex-officio" as used herein means membership with full rights of voice and vote unless otherwise  
2 expressly limited.  
3

## 4 **CHAPTER 8. OFFICERS**

5  
6  
7 †**S8.01.** The officers of this synod shall be a bishop, a vice-president, a secretary, and a treasurer.  
8

9 **S8.10. Bishop**

10  
11 †**S8.11.** The bishop shall be elected by the Synod Assembly. The bishop shall be a pastor who is an ordained  
12 minister of the Evangelical Lutheran Church in America.  
13

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

- 15  
16 a. Preach, teach, and administer the sacraments in accord with the Confession of Faith of this  
17 church.  
18  
19 b. Have primary responsibility for the ministry of Word and Sacrament in this synod and its  
20 congregations, providing pastoral care and leadership for this synod, its congregations, its  
21 ordained ministers, and its other rostered leaders.  
22  
23 c. Exercise solely this church's power to ordain (or provide for the ordination by another synodical  
24 bishop of) approved candidates who have received and accepted a properly issued, duly attested  
25 letter of call for the office of ordained ministry (and as provided in the bylaws of the  
26 Evangelical Lutheran Church in America).  
27  
28 d. Commission (or provide for the commissioning of) approved candidates who have received and  
29 accepted a properly issued, duly attested letter of call for service as associates in ministry;  
30 consecrate (or provide for the consecration of) approved candidates who have received and  
31 accepted a properly issued, duly attested letter of call for service as deaconesses; and consecrate  
32 (or provide for the consecration of) approved candidates who have received and accepted a  
33 properly issued, duly attested letter of call for service as diaconal ministers of this church.  
34  
35 e. Attest letters of call for persons called to serve congregations in the synod, letters of call for  
36 persons called by the Synod Council, and letters of call for persons on the rosters of this synod  
37 called by the Church Council.  
38  
39 f. Install (or provide for the installation of):  
40  
41 1) the pastors of all congregations of this synod;  
42  
43 2) ordained ministers called to extra parish service within this church; and  
44  
45 3) persons serving in the other rostered ministries within this synod.  
46  
47 g. Exercise leadership in the mission of this church and in so doing:  
48  
49 1) Interpret and advocate the mission and theology of the whole church;  
50  
51 2) Lead in fostering support for and commitment to the mission of this church within this  
52 synod;  
53  
54 3) Coordinate the use of the resources available to this synod as it seeks to promote the health  
55 of this church's life and witness in the areas served by this synod;  
56  
57 4) Submit a report to each regular meeting of the Synod Assembly concerning the synod's life  
58 and work; and

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42  
43  
44  
45  
46  
47  
48  
49  
50  
51  
52  
53  
54  
55  
56  
57  
58

- 5) Advise and counsel this synod's related institutions and organizations.
- h. Practice leadership in strengthening the unity of the Church and in so doing:
  - 1) Exercise oversight of the preaching, teaching, and administration of the sacraments within this synod in accord with the Confession of Faith of this church;
  - 2) Be responsible for administering the constitutionally established processes for the resolution of controversies and for the discipline of ordained ministers, other rostered leaders, and congregations of this synod.
  - 3) Be the chief ecumenical officer of this synod.
  - 4) Consult regularly with other synodical bishops and the Conference of Bishops;
  - 5) Foster awareness of other churches throughout the Lutheran world communion and, where appropriate, engage in contact with leaders of those churches;
  - 6) Cultivate communion in faith and mission with appropriate Christian judicatory leaders functioning within the territory of this synod; and
  - 7) Be ex officio a member of the Churchwide Assembly.
- i. Oversee and administer the work of this synod and in so doing:
  - 1) Serve as the president of the synod corporation and be the chief executive and administrative officer of this synod, who is authorized and empowered, in the name of this synod, to sign deeds or other instruments and to affix the seal of this synod;
  - 2) Preside at all meetings of the Synod Assembly and provide for the preparation of the agenda for the Synod Assembly, Synod Council, and the council's Executive Committee;
  - 3) Ensure that the constitution and bylaws of the synod and of the churchwide organization are duly observed within this synod, and that the actions of the synod in conformity therewith are carried into effect;
  - 4) Exercise supervision over the work of the other officers;
  - 5) Coordinate the work of all synodical staff members;
  - 6) Appoint all committees for which provision is not otherwise made;
  - 7) Be a member of all committees and any other organizational units of the synod, except as otherwise provided in this constitution;
  - 8) Provide for preparation and maintenance of synodical rosters containing:
    - a) the names and addresses of all ordained ministers of this synod and a record of the calls under which they are serving or the date on which they become retired or disabled; and
    - b) the names and addresses of all other rostered persons of this synod and a record of the positions to which they have been called or the date on which they become retired or disabled;
  - 9) Annually bring to the attention of the Synod Council the names of all rostered persons on leave from call or engaged in approved graduate study in conformity with the constitution and bylaws of this church and pursuant to prior action of this synod through the Synod

Council;

10) Provide for prompt reporting to the secretary of this church of:

- a) additions to and subtractions from the rosters of this synod and the register of congregations;
- b) the issuance of certificates of transfer for rostered persons in good standing who have received and accepted a properly issued, duly attested, regular letter of call under the jurisdiction of another synod; and
- c) the entrance of the names of such persons for whom proper certificates of transfer have been received;

11) Provide for preparation and maintenance of a register of the congregations of this synod and the names of the laypersons who have been elected to represent them; and

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

**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.
- b. Matters include any proceedings under Chapter 20, proceedings under provision 7.46. of the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America* (†S14.13.), candidacy, reinstatement, and similar matters where determinations or actions by the synodical bishop could change, limit, restrict, approve, authorize, or deny the related individual's ministry on one of the official rosters of this church.
- c. A related individual is one who, with respect to the synodical bishop, is a spouse, parent, son, daughter, sibling, uncle, aunt, niece, nephew, grandparent, grandchild, or in-law (parent, son, daughter, or sibling of a spouse, spouse of a sibling, or the parent or sibling of the spouse of a sibling).

- 1 **S8.20. Vice President**  
2  
3 †**S8.21.** The vice president shall be elected by the Synod Assembly. The vice president shall be a layperson.  
4 The vice president shall be a voting member of a congregation of this synod. The vice president  
5 shall not receive a salary for the performance of the duties of the office.  
6  
7 **S8.22.** The vice president shall chair the Synod Council.  
8  
9 **P8.22.A** Synod Vice-President to Churchwide Assembly The Synod Vice-President is an ex-officio voting  
10 member to the Churchwide Assembly. SC05.09.11  
11  
12 **S8.23.** In the event of the death, resignation, or disability of the bishop, the vice president shall convene the  
13 Synod Council to arrange for the conduct of the duties of the bishop until a new bishop shall be  
14 elected or, in the case of temporary disability, until the bishop resumes full performance of the duties  
15 of the office.  
16  
17 **S8.30. Secretary**  
18  
19 †**S8.31.** The secretary shall be elected by the Synod Assembly. The secretary shall be a voting member of a  
20 congregation of this synod. The secretary may be either a layperson or an ordained minister.  
21  
22 †**S8.32.** The secretary shall:  
23  
24 a. Keep the minutes of all meetings of the Synod Assembly and Synod Council, be responsible for  
25 the printing and distribution of such minutes, and perform such other duties as this synod may  
26 from time to time direct.  
27  
28 b. Be authorized and empowered, in the name of this synod, to attest all instruments which require  
29 the same, and which are signed and sealed by the bishop.  
30  
31 c. In consultation with the bishop, classify and arrange all important papers and documents and  
32 deposit them in the archives of this synod.  
33  
34 d. Submit to the secretary of this church at least nine months before each regular Churchwide  
35 Assembly a certified list of the voting members elected by the Synod Assembly.  
36  
37 **S8.40. Treasurer**  
38  
39 †**S8.41.** The treasurer shall be elected by the Synod Assembly. The treasurer shall be a voting member of a  
40 congregation of this synod. The treasurer may be either a layperson or an ordained minister.  
41  
42 **S8.42.** The treasurer shall provide and be accountable for:  
43  
44 a. Management of the monies and accounts of this synod, its deeds, mortgages, contracts,  
45 evidences of claims and revenues, and trust funds, holding the same at all times subject to the  
46 order of this synod.  
47  
48 b. Investment of funds upon the authorization of the Synod Council.  
49  
50 c. Receipt and acknowledgement of offerings, contributions, and bequests made to this synod,  
51 collecting interest and income from its invested funds, and paying regular appropriations and  
52 orders on the several accounts as approved and directed by the Synod Council. The treasurer  
53 shall transmit each month to the treasurer of the Evangelical Lutheran Church in America the  
54 funds received by this synod for the general work of this church.  
55  
56 d. Maintenance of a regular account with each congregation of this synod and informing the  
57 congregation, at least quarterly, of the status of this account.  
58  
59 e. Rendering at each regular meeting of the Synod Assembly a full, detailed, and duly audited

1 report of receipts and disbursements in the several accounts of this synod for the preceding  
2 fiscal year, together with the tabulation, for record and publication in the minutes, of the  
3 contributions from the congregations.  
4

- 5 f. Obtaining a fidelity bond in the amount determined by the Synod Council for persons handling  
6 synod funds, which bond shall be in the custody of the secretary. The premium for the bond  
7 shall be paid by this synod. Fidelity coverage provided by the Evangelical Lutheran Church in  
8 America shall be deemed a fulfillment of this requirement.  
9

10 **S8.50. General Provisions**

11  
12 †S8.51. The terms of office of the officers of this synod shall be:

- 13  
14 a. The bishop of this synod shall be elected to a term of six years and may be reelected.  
15  
16 b. The vice president, secretary, and treasurer of this synod shall be elected to a term of four years  
17 and may be reelected.  
18

19 **S8.51.01.** The Bishop may be reelected only once, limiting the number of years in office to 12.  
20

21 **S8.52.** The terms of the officers shall begin on the first day of the third month following election.  
22

23 †S8.53. Each officer shall be a voting member in a congregation of this synod, except that the bishop need  
24 not be a member of a congregation of this synod at the time of election.  
25

26 †S8.54. Should the bishop die, resign, or be unable to serve, the vice president shall convene the Synod  
27 Council to arrange for the appropriate care of the responsibilities of the bishop until an election of a  
28 new bishop can be held or, in the case of temporary disability, until the bishop is able to serve again.  
29 Such arrangements may include the appointment by the Synod Council of an interim bishop, who  
30 during the vacancy or period of disability shall possess all of the powers and authority of a regularly  
31 elected bishop. The term of the successor bishop, elected by the next Synod Assembly or a special  
32 meeting of the Synod Assembly called for the purpose of election, shall be six years, with the  
33 subsequent election to take place at the assembly closest to the expiration of such a term and with the  
34 starting date of a successor term to be governed by constitutional provision S8.52.  
35

36 **S8.55.** Should the vice president, secretary, or treasurer die, resign, or be unable to serve, the bishop, with  
37 the approval of the Executive Committee of the Synod Council, shall arrange for the appropriate care  
38 of the responsibilities of the officer until an election of a new officer can be held or, in the case of  
39 temporary disability, until the officer is able to serve again. The term of successor officer, elected by  
40 the next Synod Assembly, shall be four years.  
41

42 †S8.56. The Executive Committee of the Synod Council shall determine whether an officer is unable to  
43 serve; the officer may appeal the decision of the Executive Committee by requesting a hearing  
44 before the Synod Council. A meeting to determine the ability of an officer to serve shall be called  
45 upon the request of at least three members of the Executive Committee and prior written notice of  
46 the meeting shall be given to the officer in question at least ten calendar days prior to the meeting.  
47

48 †S8.57. The recall or dismissal of an officer may be effected in accordance with the procedure established by  
49 the Committee on Appeals of the Evangelical Lutheran Church in America.  
50

51 †S8.58. If the bishop is to be temporarily absent from the synod for an extended period, the bishop, with the  
52 consent of the Synod Council, may appoint as acting bishop for such period an ordained minister of  
53 this church. Except as limited by action of the Synod Council, an acting bishop shall possess all of  
54 the powers and authority of a regularly elected bishop other than authority to ordain or to authorize  
55 the ordination of properly approved candidates for ordination.  
56  
57  
58

## Chapter 9. NOMINATIONS AND ELECTIONS

- 1  
2  
3 †S9.01. The Synod Assembly shall elect such officers of this synod and such other persons as the  
4 constitution and bylaws may require, according to procedures set forth in the bylaws.  
5
- 6 S9.01.01 When the nominating body is unable to nominate the number of persons designated in these bylaws  
7 for any position, the Synod Assembly shall have authority to suspend the rules for that requirement  
8 for that position for the current election.  
9
- 10 S9.02. In all elections by the Synod Assembly, other than for the bishop, a majority of the votes cast shall  
11 be necessary for election.  
12
- 13 S9.03. The Nominating Committee shall provide nominations for all elected and appointed Synod Council  
14 and committee positions.  
15
- 16 S9.03.01. The Nominating Committee shall insure with regard to the Synod Council, that in addition to the  
17 provisions of †S6.04, all clusters of this synod shall be represented by at least one person. Each  
18 cluster shall nominate one person for their cluster representative position on the Synod Council,  
19 provided the cluster has a Synod approved constitution and the nomination is made during a duly  
20 called meeting of the cluster. When such a nomination is made, there shall be no further  
21 nominations made for their cluster representative position.  
22
- 23 P9.03.01.A Synod Council Congregation Representation No Congregation shall have more than two  
24 representatives on the Synod Council. SC99.06.  
25  
26
- 27 S9.03.02. The designation lay male or female or clergy will alternate among those cluster representatives being  
28 elected the same year.  
29
- 30 S9.03.03. The designation for cluster representatives shall alternate as follows: lay male - lay female - clergy -  
31 lay male...  
32
- 33 S9.03.04. Each congregation and/or cluster shall have the right to submit nominations for any available  
34 position. Such nominations shall be submitted to the Nominating Committee.  
35
- 36 P9.03.04.A Churchwide Assembly Nominations In order to provide the broadest representation of the people  
37 and congregations of the synod, no more than one member per congregation may be elected as a  
38 voting member to the Churchwide Assembly. If more than one person in a congregation is  
39 nominated for the position of voting member to the Churchwide Assembly, the person who receives  
40 a majority of votes shall be elected, the name(s) of the other person(s) shall be removed from any  
41 subsequent ballots. SC99.09.  
42
- 43 S9.03.05. Additional nominations may be made from the floor of the Assembly for all elections for which  
44 nominations are made by the Nominating Committee.  
45
- 46 S9.04. The bishop shall be elected by the Synod Assembly from among those nominated in the following  
47 manner:  
48 a. Each cluster may submit up to three names of those whom they wish to nominate for the office  
49 of bishop and shall submit written vitae for each nominee, said vitae to adhere to a format  
50 established by the elections committee; names of said nominees and their vitae shall then be  
51 published in the voting members' pre-assembly packet.  
52
- 53 b. Additional spoken nominations may later be made from the assembly floor, providing written  
54 vitae following the established format are then available to the voting members.  
55
- 56 c. Three-fourths of the votes cast shall be necessary for election on the first ballot.  
57
- 58 d. The second ballot shall be limited to the seven persons (plus ties) who received the greatest

1 number of votes on the first ballot, and two-thirds of the votes cast shall be necessary for  
2 election.

3  
4 e. The third ballot shall be limited to the three persons (plus ties) who received the greatest number  
5 of votes on the second ballot, and 60 percent of the votes cast shall be necessary for election.

6  
7 f. Prior to the casting of the third ballot, the three or more persons to appear on the ballot, if they  
8 are present, shall be invited to address the Assembly.

9  
10 g. On subsequent ballots a majority of the votes cast shall be necessary for election. These ballots  
11 shall be limited to the two persons (plus ties) who receive the greatest number of votes on the  
12 previous ballot.

13  
14 **S9.05.** The Nominating Committee shall nominate at least two persons for vice president; additional  
15 nominations may be made from the floor.

16  
17 **S9.06.** The Synod Council shall nominate two persons for secretary; additional nominations may be made  
18 from the floor.

19  
20 **P9.06.A** Officer Nominations Process for the Synod Council nomination of Synod Treasurer and Synod  
21 Secretary, or an officer resigning from the Synod Council.

22  
23 1. the first ballot shall be a nominating ballot, with prior permission of the nominee required, and  
24 having written biographical information available

25  
26 2. the second ballot shall include all names that resulted from the first ballot, and will be listed  
27 without ranking or number of votes received on the first ballot

28  
29 3. on the second ballot votes will be cast for two persons

30  
31 4. election of the two nominees shall be by majority

32  
33 5. if only one person received a majority vote, that person shall be one of the nominees

34  
35 6. remaining names will be narrowed by one on each subsequent ballot until a majority is received.

36  
37 7. the two persons receiving majority votes shall be presented to the Synod Assembly, without  
38 ranking or number of votes cast, as the nominees from the Synod Council. SC91.02.22

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

41  
42 **S9.08.** In all elections, except for the bishop, the names of the persons receiving the highest number of  
43 votes, but not elected by a majority of the votes cast on a preceding ballot, shall be entered on the  
44 next ballot to the number of two for each vacancy unfilled.

45  
46 **S9.09.** The result of each ballot in every election shall be announced in detail to the assembly.

47  
48 †**S9.12.** Background checks and screening shall be required and completed for persons nominated as  
49 synodical officers prior to their election, if possible, or as soon as practical after their election. The  
50 specific procedures and timing of background checks and screening shall be determined by the  
51 Synod Council.

52  
53  
54 **Chapter 10. SYNOD COUNCIL**

55  
56 †**S10.01.** The Synod Council consisting of the four officers of the synod, 10 to 24 other members, and at least  
57 one youth and at least one young adult, shall be elected by the Synod Assembly.

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

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

1. All Council Members, Officers, and Staff of the Eastern Washington-Idaho Synod, shall avoid any conflict between their own respective individual interests and the interest of the Eastern Washington-Idaho Synod, in any and all actions taken by them on behalf of the Synod.
2. In the event any Council Member, Officer, or Staff of the Eastern Washington-Idaho Synod, shall have any direct or indirect interest in or relationship with any individual or organization which proposes to enter into any transaction with the Eastern Washington-Idaho Synod, for the sale, purchase, lease, or rental of property, or to render or employ services, personal or otherwise, such Council Member, Officer or Staff shall forthwith give the Synod Council of the Eastern Washington-Idaho Synod, notice of such interest or relationship and shall thereafter refrain from attempting to affect its decision to participate or not to participate in such transaction. Minutes of appropriate meetings should reflect that such disclosure was made, and that such Council Member or Officer was not counted for the purpose of determining a quorum.
3. The foregoing requirements, however, should not be construed to prevent a Council Member or Officer from briefly stating his/her position in the matter, nor from answering pertinent questions of other Council Members, Officers, or Staff. Such personal knowledge may be of assistance to the other Council Members, Officers, or Staff, in reaching their decision.
4. A copy of this statement shall be furnished each Council Member, Officer, and Staff who is presently serving the Eastern Washington-Idaho Synod, or who may hereafter become associated with the Eastern Washington-Idaho Synod.
5. This policy is to be reviewed annually for the information and guidance of Council Members, Officers, and Staff. Any new Council Members, Officers, or Staff shall be advised of the policy upon undertaking the duties of such office. SC97.01.17

**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

- 1 members of the same immediate family or household. If more than one person in a family or  
2 household is nominated for the Synod Council, the person to receive the greatest number of votes  
3 shall be elected, the name(s) of the other person(s) shall be removed from any subsequent ballots.  
4
- 5 **S10.01.02.** Four new members of the Synod Council shall be elected at the annual Synod Assembly.  
6
- 7 †**S10.02.** The Synod Council shall be the board of directors of this synod and shall serve as its interim  
8 legislative authority between meetings of the Synod Assembly. It may make decisions which are not  
9 in conflict with actions taken by the Synod Assembly or which are not precluded by provisions of  
10 this constitution or the constitution and bylaws of the Evangelical Lutheran Church in America.  
11
- 12 **P10.02.A** Personnel Policies A copy of the ELCA Personnel Policies may be obtained from the Synod office  
13 or a Synod Officer. SC97.01.17  
14
- 15 **P10.02.B** Liaison Representatives at Synod Council Meetings When the Synod Council affords participation  
16 in its meetings to a liaison from any organization, the liaison shall have "voice" but not "vote" at  
17 such meetings, and the expenses of the liaison will be reimbursed, if at all, by the organization  
18 represented. S90.05.35  
19
- 20 **P10.02.C** Representation at Synod/Region/Churchwide Events All persons representing the synod who attend  
21 events at Synod/Region/Churchwide expense are expected to present a written report to the next  
22 Synod Council meeting. SC93.03.05  
23
- 24 **S10.03.** The functions of the Synod Council shall be to:  
25
- 26 a. Exercise trusteeship responsibilities on behalf of this synod.
  - 27
  - 28 b. Recommend program goals and budgets to the regular meetings of the Synod Assembly.
  - 29
  - 30 c. Carry out the resolutions of the Synod Assembly. See P7.13.02.B
  - 31
  - 32 d. Provide for an annual review of the roster of ordained ministers and of other official rosters,  
33 receive and act upon appropriate recommendations regarding those persons whose status is  
34 subject to reconsideration and action under the constitution and bylaws of the ELCA, and make  
35 a report to the Synod Assembly of the Synod Council's actions in this regard.
  - 36 e. Issue letters of call to ordained ministers and letters of call to associates in ministry,  
37 deaconesses, and diaconal ministers as authorized by Chapter 7 of the constitution and bylaws  
38 of the Evangelical Lutheran Church in America.
  - 39
  - 40 f. Fill vacancies until the next regular meeting of the Synod Assembly except as may otherwise be  
41 provided in the constitution or bylaws of this synod, and determine the fact of the incapacity of  
42 an officer of this synod.
  - 43
  - 44 g. Report its actions to the regular meeting of the Synod Assembly.
  - 45
  - 46 h. Perform such other functions as are set forth in the bylaws of this synod, or as may be delegated  
47 to it by the Synod Assembly.
  - 48
- 49 **P10.03.A** Synod Council members are encouraged to visit congregations, councils or clusters of the Synod;  
50 making themselves visible or giving temple talks in order to acquaint congregations with the work of  
51 the Synod or answering questions. Announcements that council members are available for such  
52 visits shall appear in Synod publications. S88.09.35  
53
- 54 **P10.03.B** Agendas and Reports to be Printed in Advance Agendas, and where possible reports, are to be  
55 provided to the Synod Council members prior to meetings either electronically or by hardcopy.  
56
- 57 **S10.03.01.** The Synod Council shall, in cooperation with the bishop and other appropriate ELCA structures,  
58 develop, adopt and periodically review a Call Process for use in this synod. Such a Call Process shall

1 include policies, procedures and such guidelines as are deemed appropriate.  
2

3 **S10.04.** Any proposal to appropriate funds, whether by amendment to the budget or otherwise, which is  
4 presented to a meeting of the Synod Assembly without the approval of the Synod Council shall  
5 require a two-thirds vote for adoption.  
6

7 **S10.05.** No elected member of the Synod Council shall receive compensation for such service.  
8

9 **S10.06.** If a member of the Synod Council ceases to be a member in good standing on a roster of this synod,  
10 if an ordained minister, or to be a voting member of a congregation of this synod, if a layperson, the  
11 office filled by such member shall at once become vacant.  
12

13 **P10.06.A** Synod Council Meeting Attendance It is the policy of the Synod Council that any member who has  
14 two consecutive unexcused absences will receive a letter reminding them of the requirements of a  
15 Synod Council Member. If a member has three unexcused absences within a year, that synod  
16 council member will be asked to resign.  
17

18 **S10.06.01.** When such a vacancy occurs for a cluster representative, the Synod Council shall name a  
19 replacement from the same cluster. When such a vacancy occurs for an at-large representative, the  
20 Synod Council may name a replacement from any cluster.  
21

22 **S10.06.02.** When such a vacancy occurs for the youth representative, the Synod Council shall appoint a  
23 replacement to fill the position until the next regular meeting of the Synod Assembly.  
24

25 **S10.07.** The composition of the Synod Council, the number of its members, and the manner of their  
26 selection, as well as the organization of the Synod Council, its additional duties and responsibilities,  
27 and the number of meetings to be held each year shall be as set forth in the bylaws.  
28

29 **S10.07.01.** The Synod Council shall meet at least three times per year.  
30

31 **S10.08.** A majority of the Synod Council shall constitute a quorum.  
32  
33

34 **Chapter 11. COMMITTEES**  
35 **(names of other organizational units)**  
36

37 †**S11.01.** There shall be an Executive Committee, a Consultation Committee, a Committee on Discipline, a  
38 Mutual Ministry Committee, an Audit Committee, and such other committees as this synod may  
39 from time to time determine. The duties and functions of such committees, or any other  
40 organizational units created by this synod, and the composition and organizational structure of such  
41 units, shall be as set forth in the bylaws and shall be subject to any applicable provisions or  
42 requirements of the constitution and bylaws of the Evangelical Lutheran Church in America.  
43

44 **S11.01.01.** The Executive Committee shall consist of the elected officers of the Synod and in addition, there  
45 shall be two at-large members from the membership of the Synod Council, elected by the Synod  
46 Council for a term of two years. There shall also be one alternate Executive Committee member  
47 elected by the Synod Council.  
48

49 **P11.01.01.A** Availability of Executive Committee Minutes Minutes of Synod Executive Committee meetings  
50 shall be made available to Synod Council members. S88.09.21  
51

52 **P11.01.01.B** Executive Committee Authority The Executive Committee is authorized to act on behalf of the  
53 Synod between the meetings of Synod Council. All actions taken on behalf of the Synod Council by  
54 the Executive Committee will be brought to the next Synod Council meeting for review. (policy 5.5)  
55

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

- 1  
2 **S11.01.02.** Five members of the Executive Committee shall constitute a quorum.  
3  
4 †**S11.02.** The Consultation Committee of this synod shall consist of at least six persons and not more than 12  
5 persons, of whom half shall be ordained ministers and half shall be lay persons, who shall each be  
6 elected by the Synod Assembly for a term of six years without consecutive reelection. The functions  
7 of the Consultation Committee are set forth in Chapter 20 of the Constitution and Bylaws, and  
8 Continuing Resolutions of the Evangelical Lutheran Church in America and in Chapter 17 of this  
9 constitution. The size of the Consultation Committee, in accord with this provision, shall be defined  
10 in this synod's bylaw.  
11  
12 **S11.02.01.** There shall be eight members of the Consultation Committee, four members shall be clergy, two  
13 shall be lay female, and two shall be lay male.  
14  
15 †**S11.03.** The Committee on Discipline of this synod shall consist of twelve persons of whom six shall be  
16 ordained ministers and six shall be lay persons, who shall each be elected by the Synod Assembly  
17 for a term of six years with out consecutive reelection.  
18 a. The functions of the Committee on Discipline of this synod are set forth in Chapter  
19 20 of the Constitution, Bylaws, and Continuing Resolutions of the Evangelical  
20 Lutheran Church in America.  
21  
22  
23 b. The terms of committee members shall be staggered so that the terms of four  
24 committee members expire every two years.  
25  
26 c. The Synod Council shall fill vacancies on the Committee on Discipline for any  
27 unexpired term.  
28  
29 †**S11.04.** The Mutual Ministry Committee shall be appointed by the Executive Committee of the Synod  
30 Council to provide support and counsel to the bishop.  
31  
32 **S11.04.01.** The Mutual Ministry Committee shall seek to give encouragement by its concern for the spiritual,  
33 emotional and physical well-being of the bishop of this synod.  
34  
35 **S11.04.02.** There shall be five members on the Mutual Ministry Committee, three of whom shall be selected by  
36 the bishop and two (2) of whom shall be selected by the Executive Committee of the Synod Council  
37 and appointed by the Synod Council.  
38  
39 **S11.04.03.** Appointment to the Mutual Ministry Committee shall be for six years and be coterminous with the  
40 term of the bishop. Consecutive appointments shall be permitted.  
41  
42 **P11.04.03.A** Mutual Ministry Committees for Synod Staff  
43  
44 1. This synod affirms the need for a safe place of confidentiality for the expression of our staff's  
45 concerns, for nurturing their spirituality, their prayer and confession/absolution, and personal  
46 visioning. We further affirm their need for self-care of each of our staff, and this committee's  
47 need to advocate for it.  
48  
49 2. Due to the nature of these support committees, the members of our staff need to select their own  
50 members, notifying the Executive Committee only of the membership and their phone numbers.  
51 Each committee will discover and discern its own function and be convened as needed by its  
52 staff member, or by any of its members on their behalf.  
53  
54 †**S11.05.** The Audit Committee of this synod shall consist of three to six persons, none of whom are members  
55 of the synod staff. Up to half of the committee members may be Synod Council members. The Audit  
56 Committee members shall be elected by the Synod Council for a term of three years and be eligible  
57 for re-election to a second consecutive three-year term. The terms of the Audit Committee members  
58 shall be staggered. The Audit Committee shall be responsible for assisting the Synod Council in

- 1 fulfilling its general oversight of the synod’s accounting, financial reporting, internal control  
2 systems, and external audit processes as provided in †S15.31.  
3
- 4 **S11.05.A** It shall be the responsibility of all committees or any other organizational structures to regularly  
5 report on their work to the Synod Council and to the Synod Assembly.  
6
- 7 **P11.05.B** Synod Council members are encouraged to serve on a synod-wide committee or task group as they  
8 are able.  
9
- 10 **P11.05.C** Standing Committee Chairs The Standing Committee Chairs will be scheduled to attend one  
11 meeting per year at council expense to present a report. Chairs are welcome to attend all other synod  
12 council meetings at committee expense.  
13
- 14 **S11.06.** This synod shall have a Finance Committee.  
15
- 16 **S11.06.01.** The Finance Committee shall consist of up to five persons appointed by the Synod Council. Terms  
17 and duties shall be determined by the Synod Council.  
18
- 19 **S11.07.** This synod may have programmatic committees.  
20
- 21 **P11.07.A** Programmatic Committees  
22
- 23 1. This synod may have the following programmatic committees: Congregational Life, Global  
24 Mission, Multicultural Inclusivity, Outreach, Professional Ministry, Social Ministry, Youth  
25 Ministry and others as determined by the Synod Council.  
26
  - 27 2. Committee members shall be appointed by the Synod Council. Terms and duties as assigned by  
28 the Synod Council.  
29
  - 30 3. There may be a Congregational Life Committee. This committee would provide leadership in  
31 the areas of education, evangelism, leadership training, stewardship, volunteer ministries, and  
32 worship.  
33
  - 34 4. There may be a Global Mission Committee. This committee would provide leadership in the  
35 areas of the Companion Synod, global mission advocacy, global ministry events, and world  
36 hunger.  
37
  - 38 5. There may be an Outreach Committee. This committee would provide leadership in strategic  
39 planning and development of new congregations and congregations in transitional communities,  
40 area/cluster ministry development, resource development, urban and rural ministry,  
41 multicultural ministry, and shall assist the deployed Division for Outreach staff in these  
42 programmatic areas.  
43
  - 44 6. There may be a Professional Ministry Committee. This committee would provide leadership in  
45 the areas of ELCA colleges, universities and seminaries, and training and event planning for  
46 rostered persons. A member of this committee would also relate to the Candidacy and Mobility  
47 Committee of this synod.  
48
  - 49 7. There may be a Social Ministry Committee. This committee would provide leadership in the  
50 area of congregational social ministries, social ministry agencies which relate to the synod,  
51 public policy, and social statements.  
52
  - 53 8. There may be a Youth Ministry Committee. This committee would provide leadership in youth  
54 ministry planning and coordination in partnership with the Synod Lutheran Youth Organization  
55 board members and regional staff with responsibilities for youth ministry.SC93.09.20 (policy  
56 2.17)  
57
- 58 **S11.08.** This synod shall have a Nominating Committee.

- 1
- 2 **S11.08.01.** The Nominating Committee shall consist of five persons, appointed by the Synod Council to one six
- 3 year term and shall not be eligible for consecutive re-appointment.
- 4
- 5 **S11.09.** This synod shall have a Constitution Review Committee.
- 6
- 7 **S11.09.01.** The duties of the Constitution Review Committee shall be conducted by two Review Panels, a
- 8 Congregation Constitution Review Panel and a Synod Constitution Review Panel.
- 9
- 10 **S11.09.02.** A Congregation Constitution Review panel shall review all congregation constitutions and bylaws
- 11 with subsequent changes submitted to the synod. The panel shall make a written response to the
- 12 congregation within 120 days stating its recommendation that the Synod Council approve or
- 13 disapprove the constitution or change(s) and the reasons for the recommendations. This panel shall
- 14 consist of five members appointed by the Synod Council.
- 15
- 16 **S11.09.03.** A Synod Constitution Review Panel shall review the Synod Constitution and Bylaws for amendment
- 17 and clarification. At the request of the Synod Council, the Panel shall draft constitution and bylaw
- 18 recommendations for action by the Synod Council and the Synod Assembly. This Panel shall
- 19 consist of five members appointed by the Synod Council, two of whom shall be members of the
- 20 Synod Council.
- 21
- 22 **S11.10. General Provisions**
- 23
- 24 **S11.11.** This synod shall in its bylaws or by continuing resolution establish a process to ensure that the
- 25 members of its committees and other organizational units will be persons possessing the necessary
- 26 knowledge and competence to be effective members of such units, and to meet the requirements of
- 27 †S6.04. With the exception of ordained ministers on the roster of this synod who reside outside the
- 28 territory of this synod, each member of a committee of this synod, or any other organizational unit
- 29 created by this synod, shall be a voting member of a congregation of this synod.
- 30
- 31 **S11.04.A87** The Synod Council shall be responsible to prepare, determine and monitor a process to meet the
- 32 provisions of S11.11.
- 33

**CHAPTER 12. CONFERENCES, CLUSTERS, COALITIONS OR  
OTHER AREA SUBDIVISIONS**

- 34
- 35
- 36
- 37
- 38 **†S12.01.** This synod shall establish conferences, clusters, coalitions, or other area subdivisions within its
- 39 territory as specified in the bylaws. The purpose of such groupings shall be to foster interdependent
- 40 relationships among congregations, institutions, and synodical and churchwide units for mission
- 41 purposes.
- 42
- 43 **S12.01.01.** This synod shall have clusters arranged as determined by the Synod Council. A congregation may
- 44 request a transfer from one cluster to another by submitting a written request to the Synod Council
- 45 along with a letter from the cluster the congregation is in and a letter from the cluster the
- 46 congregation wants to join stating the clusters' positions on the transfer.
- 47
- 48 **S12.01.02.** There shall be a meeting of each cluster of this synod prior to the regular meetings of the Synod
- 49 Assembly for the purposes of fellowship, fostering interdependent relationships among
- 50 congregations and for conversation about matters coming before the Synod Assembly.
- 51
- 52 **S12.01.03.** Meetings of the clusters noted in S12.01.02 shall include, but not be limited to, voting members
- 53 elected to the Synod Assembly by the congregations of the cluster.
- 54
- 55 **S12.01.04.** A cluster, as defined by the Synod, is an organizational unit and as such, is subject to †S6.04.
- 56
- 57 **S12.01.05.** Clusters may have a constitution which shall be approved by the Synod Council.
- 58

- 1 **S12.01.06.** Clusters may have an operating budget which may be reviewed by the Synod Council.  
2  
3 **S12.01.07.** The purpose of a cluster shall include:  
4  
5 a. fostering interdependent relationships among congregations for mission purposes:  
6  
7 1) promoting the proclamation of the gospel;  
8  
9 2) providing the opportunities for strengthening the spiritual life of clergy and laity;  
10  
11 3) enabling participation in program planning for worship, learning, witness, service,  
12 stewardship, and advocacy by implementing conferences, retreats, fellowship, study, and  
13 training events;  
14  
15 4) deliberating on the faith and life of the church.  
16  
17 b. developing relationships with other religious and secular organizations dedicated to advocating  
18 justice and providing services to meet human needs.  
19  
20 c. seeking to facilitate communication between the congregations of the cluster and the synod.  
21  
22 d. providing a forum for conversation about matters coming before the Synod Assembly.  
23  
24 e. submitting nominations for any available synod position to the Synod Nominating Committee.  
25  
26 **S12.01.A87** The Synod Council shall be responsible to review the purposes and functions of clusters and to assist  
27 the clusters in the development of their common and interdependent ministry.  
28  
29 **S12.10. Cluster Deans**  
30  
31 **S12.11.01.** This synod shall have cluster deans who shall be selected by and shall serve according to guidelines  
32 established by the bishop in conversation with the Synod Council and the clusters; and whose duties  
33 shall be those noted in this constitution and its bylaws.  
34 **S12.11.02.** In addition to the rights and duties assigned elsewhere in this Constitution and its Bylaws, the dean  
35 shall:  
36  
37 a. Assist the bishop, as requested, with appropriate duties such as ordinations, installations,  
38 dedications, anniversaries, and the like;  
39  
40 b. Serve, when necessary, as one of the persons described in †S14.13.b;  
41  
42 c. Assist the bishop, where appropriate, with consultations for the Call Process in congregations of  
43 the cluster;  
44  
45 d. Serve the needs of the cluster and synod as, from time to time, may be determined by the  
46 bishop.  
47  
48 e. Serve a term at the pleasure of the bishop.  
49  
50 **P12.11.02.A** Cluster Deans' Expenses The expenses of Cluster Deans when acting on behalf of the Synod as  
51 directed by the Bishop shall be paid by the Synod. S90.05.20  
52  
53

### Chapter 13. CONGREGATIONS

- 56 †S13.01. Each congregation, except those certified as congregations of the Evangelical Lutheran Church in  
57 America by the uniting churches, prior to being listed in the register of congregations of this synod,  
58 shall adopt the Model Constitution for Congregations or one acceptable to this synod, which is not in

1 contradiction to the constitution and bylaws of the Evangelical Lutheran Church in America.

2  
3 a. New Congregations. A congregation newly formed by this church and any congregation  
4 seeking recognition and reception by this church shall:

5  
6 1) Accept the criteria for recognition and reception as a congregation of this church, fulfill the  
7 functions of the congregation, and accept the governance provisions as provided in Chapter  
8 9 of the ELCA constitution and bylaws.

10  
11 2) Adopt governing documents that include fully and without alterations the Preamble,  
12 Chapter 1, where applicable, and all provisions of Chapter 2, 3, 4, 5, 6, 7, 8, 9, 15, 16, 17,  
13 18, and 19 in the Model Constitution for Congregations consistent with requirements of this  
14 constitution and the constitution of this church. Bylaws and continuing resolutions,  
15 appropriate for inclusion in these chapters and not in conflict with these required provisions  
16 in the Model Constitution for Congregations, the constitution of this synod, or the  
17 Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in  
18 America, may be adopted as described in Chapters 16 and 18 of the Model Constitution for  
19 Congregations.

20  
21 3) Accept the commitments expected of all congregations of the ELCA as stated in \*C6.01.,  
22 \*C6.02., and \*C6.03., of the Model Constitution for Congregations.

23 b. Congregations from another church body. If a congregation is a member of another church  
24 body, the leaders of the congregation first should consult with the appropriate authorities of that  
25 church body before taking action to leave its current church body. After such consultation,  
26 leaders of the congregation should make contact with the ELCA synod bishop or staff where the  
27 congregation is located.

28  
29 c. Recognition and reception. Recognition and reception into this church of transferring or  
30 independent congregations by the Evangelical Lutheran Church in America is based on the  
31 judgment of the synod and action by the synod through the Synod Council and Synod  
32 Assembly. The synod bishop shall provide for prompt reporting of such additions to the  
33 secretary of this church for addition to the register of congregations.

34  
35 †S13.02. It shall be the responsibility of each congregation of this synod to choose from among its voting  
36 members laypersons to serve as members of the Synod Assembly as well as persons to represent it at  
37 meetings of any conference, cluster, coalition, or other area subdivision of which it is a member.  
38 The number of persons to be elected by each congregation and other qualifications shall be as  
39 prescribed in guidelines established by this synod.

40  
41 S13.11. When a pastor or an associate in ministry, deaconess, or diaconal minister resigns, the Congregation  
42 Council shall receive the letter of resignation, report it to the congregation, and at once notify the  
43 bishop of this synod.

44  
45 P13.11.A Call and Termination of Rostered Lay Persons (See Appendix 8)

46  
47 S13.11.01. Recognizing the inherent interdependence of congregations and synod, congregations of this synod  
48 shall follow the provisions of the Call Process adopted for this synod.

49  
50 P13.11.01.A Interim Ineligible for a Call A congregation may not issue a Call to its interim pastor during his/her  
51 active service in that role, or within three years of the termination thereof. S90.05.36

52  
53 P13.11.01.B Guidelines for the Call Process of the Eastern Washington-Idaho Synod (See Appendix 1)

54  
55 P13.11.01.C The Affirmative Call (See Appendix 2)

56  
57 P13.11.01.D Guidelines for Calling an Assistant, Associate, or Co-Pastor (See Appendix 3)

58

- 1 **P13.11.01.E** Guide for Congregations in Transition Interim Ministry (See Appendix 6)  
2  
3 **P13.11.01.F** Agreement for Interim Ministry (See Appendix 7)  
4  
5 **P13.11.01.G** Call and Termination of Rostered Lay Persons (See Appendix 8)  
6  
7 **P13.11.01.H** "Transition Minister" Designation (See Appendix 12)  
8  
9 **S13.12.** A congregation under financial obligation to its former pastor, associate in ministry, deaconess, or  
10 diaconal minister shall make satisfactory settlement of the obligation before calling a successor.  
11  
12 †**S13.19.** A congregation considering a relocation shall confer with the bishop of the synod in which it is  
13 territorially located and the appropriate program unit of the churchwide organization before any  
14 steps are taken leading to such action. The approval of the Synod Council shall be received before  
15 any such action is effected.  
16  
17 †**S13.20** A congregation considering development of an additional site to be used regularly for worship shall  
18 confer with the bishop of the synod in which it is territorially located and the appropriate program  
19 unit of the churchwide organization before any steps are taken leading to such action.  
20  
21 **S13.21.** The alignment of congregations in pastoral charges, and all alterations in any alignment, shall be  
22 subject to approval by the Synod Assembly or by the Synod Council.  
23  
24 †**S13.22.** Each congregation of the Evangelical Lutheran Church in America within the territory of this synod,  
25 except those which are in partnership with the Slovak Zion Synod, shall establish and maintain a  
26 relationship with this synod.  
27  
28 †**S13.23.** Provision 9.71. of the ELCA constitution shall govern the relationship of this synod and a  
29 congregation of this synod regarding the property of the congregation. This synod may transfer or  
30 convey property to a congregation of the synod, subject to restrictions accepted by the congregation,  
31 including provision that if the Synod Council, in its sole and exclusive discretion, determines (1) that  
32 the property is not being used to serve the mission and ministry needs of this church, or (2) that the  
33 congregation has transferred, encumbered, mortgaged, or in any way burdened or impaired any right,  
34 title, or interest in the property without the prior approval of the Synod Council, then title to the  
35 property shall revert to the synod, and the congregation, upon written demand, shall reconvey the  
36 property to the synod.  
37  
38 **S13.24.** If any congregation of this synod has disbanded, or if the members of a congregation agree that it is  
39 no longer possible for it to function as such, or if it is the opinion of the Synod Council that the  
40 membership of a congregation has become so scattered or so diminished in numbers as to make it  
41 impractical for such a congregation to fulfill the purposes for which it was organized or that it is  
42 necessary for this synod to protect the congregation's property from waste and deterioration, the  
43 Synod Council, itself or through trustees appointed by it, may take charge and control of the property  
44 of the congregation to hold, manage, and convey the same on behalf of this synod. The congregation  
45 shall have the right to appeal the decision to the Synod Assembly.  
46  
47 **S13.25.** This synod may temporarily assume administration of a congregation upon its request or with its  
48 concurrence.  
49  
50 **S13.30. Discipline**  
51  
52 †**S13.31.** Congregations and members of congregations are subject to discipline in accordance with the  
53 provisions of Chapter 20 of the ELCA constitution and bylaws.  
54  
55 **S13.40. Synodically Authorized Worshiping Communities**  
56  
57 **S13.41.** Authorized worshiping communities, acknowledged under criteria, policies, and procedures  
58 approved by the Church Council of the Evangelical Lutheran Church in America, shall accept and

1 adhere to the Confession of Faith and Statement of Purpose of this church, shall be served by  
2 leadership under the criteria of this church, and shall be subject to the discipline of this church.  
3  
4

5 **Chapter 14. ORDAINED MINISTERS AND LAY ROSTERED MINISTERS**  
6

7 †S14.01. The time and place of the ordination of those persons properly called to congregations or extra parish  
8 service of this synod shall be authorized by the bishop of this synod.  
9

10 †S14.02. Consistent with the faith and practice of the Evangelical Lutheran Church in America,  
11

12 a. Every ordained minister shall:

- 13 1) preach the Word;
- 14 2) administer the sacraments;
- 15 3) conduct public worship;
- 16 4) provide pastoral care; and
- 17 5) speak publicly to the world in solidarity with the poor and oppressed, calling for justice and  
18 proclaiming God's love for the world.  
19

20 b. Each ordained minister with a congregational call shall, within the congregation:  
21

- 22 1) offer instruction, confirm, marry, visit the sick and distressed, and bury the dead;
- 23 2) supervise all schools and organizations of the congregation;
- 24 3) install regularly elected members of the Congregation Council; and
- 25 4) with the council, administer discipline.  
26

27 c. Every pastor shall:  
28

- 29 1) strive to extend the Kingdom of God in the community, in the nation, and abroad;
- 30 2) seek out and encourage qualified persons to prepare for the ministry of the Gospel;
- 31 3) impart knowledge of this church and its wider ministry through distribution of its  
32 periodicals and other publications; and
- 33 4) endeavor to increase the support given by the congregation to the work of the ELCA  
34 churchwide organization and of this ELCA synod.  
35

36  
37  
38  
39  
40  
41  
42  
43  
44  
45  
46  
47  
48 **S14.02.01.** Ordained ministers under call shall normally attend an Annual Pastors' Conference sponsored for  
49 purposes of worship, renewal, attention to pastoral concerns and fellowship.  
50

51 **P14.02.01.A** Attendance of Ordained Ministers at Synod Events The Executive Committee shall be notified of  
52 unexcused absences of Pastors at Pastoral Conferences, Synod Assemblies, and Synod Gatherings.  
53 S97.01.17  
54

55 **P14.02.01.B** Policy on Copyright Infringement and Plagiarism (See Appendix 11)  
56

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

- 1  
2 **S14.02.03.** Attendance at the Annual Pastors' Conference shall be in addition to, and not considered a part of,  
3 continuing education time provided by congregations in their Letter of Call.  
4
- 5 **S14.02.04.** Ordained ministers under call shall normally attend any Festival Gatherings called by the Synod  
6 Council.  
7
- 8 **P14.02.04A** Attendance of Ordained Ministers at Synod Events The Executive Committee shall be notified of  
9 unexcused absences of Pastors at Pastoral Conferences, Synod Assemblies, and Synod Gatherings.  
10 S90.05.33  
11
- 12 **P14.02.04.B** Synod Sabbatical Policy (See Appendix 10)  
13
- 14 **S14.03.** The pastor (a) shall keep accurate parochial records of all baptisms, confirmations, marriages,  
15 burials, communicants, members received, members dismissed, or members excluded from the  
16 congregation, (b) shall submit a summary of such statistics annually to this synod, (c) shall become a  
17 member of the congregation upon receipt and acceptance of the letter of call. In a parish of multiple  
18 congregations, the pastor shall hold membership in one of the congregations.  
19
- 20 **S14.04.** Whenever members of a congregation move to such a distance that regular attendance at its services  
21 becomes impractical, it shall be the duty of the pastor to commend them, upon their consent, to the  
22 pastoral care of a Lutheran congregation nearer to their place of residence.  
23
- 24 **S14.05.** Each ordained minister on the roster of this synod shall submit a report of his or her ministry to the  
25 bishop of the synod at least 90 days prior to each regular meeting of the Synod Assembly.  
26
- 27 †**S14.11.** When a congregation of this church desires to call a pastor or a candidate for the pastoral office in  
28 the ordained ministry of this church:  
29
- 30 a. Each congregation of this synod shall consult the bishop of this synod before taking any steps  
31 leading to the extending of a call to a prospective pastor.  
32
- 33 b. For issuance of a letter of call to a pastor or pastoral candidate by a congregation of this synod  
34 in accord with ELCA constitutional provision 7.41., a two-thirds majority ballot vote shall be  
35 required of members of the congregation present and voting at a meeting regularly called for the  
36 purpose of issuing such a call.  
37
- 38 c. When the congregation has voted to issue a call to a prospective pastor, the letter of call shall be  
39 submitted to the bishop of this synod for the bishop's signature.  
40
- 41 **P14.11.A** Disclosure of Potential Liability In situations where there is a potential liability for the Eastern  
42 Washington-Idaho Synod, or its congregations or its institutions, because of the history and/or  
43 background of a clergyperson, a full disclosure of the circumstances/history regarding such a person  
44 shall be made to a congregation or institution prior to their consideration for appointment or Call.  
45 S90.05.18 Guidelines Background Checks for Candidacy (See Appendix 13)  
46
- 47 **P14.11.B** Interim Ineligible for a Call A congregation may not issue a Call to its interim pastor during his/her  
48 active service in that role, or within three years of the termination thereof. S90.05.36  
49
- 50 **S14.12.** No ordained minister shall accept a call without first conferring with the bishop of this synod. An  
51 ordained minister shall respond with an answer of acceptance or declination to a letter of call within  
52 30 days of receipt of such call. In exceptional circumstances with the approval of the bishop of this  
53 synod and the chair of the Congregation Council of the congregation issuing the call, an additional  
54 15 days may be granted to respond to a letter of call.  
55
- 56 †**S14.13.** a. The call of a congregation, when accepted by a pastor, shall constitute a continuing mutual  
57 relationship and commitment which, except in the case of the death of the pastor, shall be  
58 terminated only following consultation with the synodical bishop and for the following reasons:

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42  
43  
44  
45  
46  
47  
48  
49  
50  
51  
52  
53  
54  
55  
56  
57  
58

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

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

- 1 **P14.13.B** Retirement Announcements The Synod Council recommends that pastors announce their impending  
2 retirements to their congregations not less than three months nor more than six months before the  
3 selected retirement date. SC93.03.02  
4
- 5 **P14.13.C** Chemical Dependencies (See Appendix 5)  
6
- 7 †S14.14. Ordained ministers shall respect the integrity of the ministry of congregations which they do not  
8 serve and shall not exercise ministerial functions therein unless invited to do so by the pastor, or if  
9 there is no duly called pastor, then by the interim pastor in consultation with the Congregation  
10 Council.  
11
- 12 †S14.15. The parochial records of each congregation shall be kept in a separate book which shall remain its  
13 property. The elected secretary of the congregation shall attest to the bishop of this synod that such  
14 records have been placed in his or her hands in good order by a departing pastor before:  
15  
16 a. installation in another field of labor, or  
17 b. the issuance of a certificate of dismissal or transfer.  
18
- 19 †S14.16. The pastor shall make satisfactory settlement of all financial obligations to a former congregation  
20 before:  
21  
22 a. installation in another field of labor, or  
23 b. the issuance of a certificate of dismissal or transfer.  
24
- 25 †S14.17. During service to a congregation, an interim pastor shall have the rights and duties in the  
26 congregation of a regularly called pastor. The interim pastor may delegate the same in part to an  
27 interim supply pastor with the consent of the bishop of this synod. The interim pastor and any  
28 ordained ministers who may assist shall refrain from exerting influence in the selection of a pastor.  
29 Upon completion of service, the interim pastor shall certify to the bishop of this synod that the  
30 parochial records, for the period for which the interim pastor was responsible, are in order.  
31
- 32 †S14.18. With the approval of the synodical bishop expressed in writing, which sets forth a clear statement of  
33 the purpose to be served by such a departure from the normal rule of permanency of the call as  
34 expressed in †S14.13., a congregation may call a pastor for a specific term. Details of such calls  
35 shall be in writing setting forth the purpose and conditions involved. Prior to the completion of a  
36 term, the bishop of this synod or a representative of the bishop shall meet with the pastor and  
37 representatives of the congregation for a review of the call. Such call may also be terminated before  
38 its expiration in accordance with the provisions of †S14.13.  
39
- 40 **S14.21.** All ordained ministers under a call shall normally attend meetings of the Synod Assembly and  
41 Festival Gatherings, and the pastors of congregations shall also attend the meetings of the  
42 conference, cluster, coalition, or other area subdivision to which the congregation belongs.  
43
- 44 **P14.21.A** Attendance of Ordained Ministers at Synod Events The Executive Committee shall be notified of  
45 unexcused absences of Pastors at Pastoral Conferences, Synod Assemblies, and Synod Gatherings.  
46 S90.05.33  
47
- 48 **S14.30. Official Rosters of Laypersons**  
49
- 50 †S14.31. The provisions in the churchwide documents and such provisions as may be developed by the  
51 appropriate Churchwide unit governing associates in ministry, deaconesses, and diaconal ministers  
52 of this church shall apply in this synod.  
53  
54 a. When a congregation of this synod desires to call an associate in ministry, deaconess, or  
55 diaconal minister or a candidate for these official rosters of laypersons of this church:  
56  
57 1) Such a congregation of this synod shall consult the synodical bishop before taking any steps  
58 leading to extending such a call.

- 1  
2  
3 2) Issuance of such a letter of call shall be in accord with criteria, policies, and procedures  
4 developed by the appropriate Churchwide unit, reviewed by the Conference of Bishops, and  
5 adopted by the Church Council of the Evangelical Lutheran Church in America.  
6  
7 3) When the congregation has voted to issue a call to an associate in ministry, deaconess, or  
8 diaconal minister, the letter of call shall be submitted to the bishop of this synod for the  
9 bishop's signature.  
10  
11 b. An associate in ministry, deaconess, or diaconal minister shall confer with the bishop of this  
12 synod before accepting a call within this synod.  
13  
14 c. The call of a congregation, when accepted by an associate in ministry, deaconess, or diaconal  
15 minister, shall constitute a continuing mutual relationship and commitment which, except in the  
16 case of the death of the individual, shall be terminated only following consultation with the  
17 synodical bishop in accordance with policy developed by the appropriate Churchwide unit,  
18 reviewed by the Conference of Bishops, and adopted by the Church Council of the Evangelical  
19 Lutheran Church in America.  
20  
21 d. Associates in ministry, deaconesses, and diaconal ministers on the roster of this synod who are  
22 serving under call shall attend meetings of the Synod Assembly.

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

24  
25 **P14.31.B** Policy on Copyright Infringement and Plagiarism (See Appendix 11)

26  
27  
28 **Chapter 15. FINANCIAL MATTERS**

29  
30 †S15.01. The fiscal year of this synod shall be February 1 through January 31.

31  
32 †S15.11. Since the congregations, synods, and churchwide organization are interdependent units that share  
33 responsibly in God's mission, all share in the responsibility to develop, implement, and strengthen  
34 the financial support program of the whole church. The gifts and offerings of the members of  
35 Evangelical Lutheran Church in America are given to support all parts of this church and thus  
36 partnership in this church should be evidenced in determining each part's share of the gifts and  
37 offerings. Therefore:

- 38  
39 a. The mission of this church beyond the congregation is to be supported by such a proportionate  
40 share of each congregation's annual budget as each congregation determines. This synod shall  
41 develop guidelines for determining "proportionate share," and shall consult with congregational  
42 leaders to assist each congregation in making its determination.  
43  
44 b. This synod shall receive the proportionate share of the mission support from its congregations,  
45 and shall transmit that percentage of each congregation's mission support as determined by the  
46 Churchwide Assembly to the treasurer of the Evangelical Lutheran Church in America.  
47

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

50  
51 †S15.12. The annual budget of this synod shall reflect the entire range of its own activities and its  
52 commitment to partnership funding with other synods and the churchwide organization. Unless an  
53 exception is granted upon the request of this synod by the Church Council, each budget shall  
54 include the percentage of congregational mission support assigned to it by the Churchwide  
55 Assembly.  
56

57 **P15.12.A** Funding Requests All agencies and committees funded by the Eastern Washington-Idaho Synod  
58 shall be notified by the Finance Committee of a deadline date (October 1). Funding requests

1 received after the deadline or increases to the preliminary proposed budget adopted at the next  
2 Synod Council meeting after the deadline date shall be presented to the Finance Committee before  
3 the Synod Council adopts the final budget. Any disagreement with the Finance Committee's budget  
4 proposal for any committee or agency shall be made in writing to the Synod Council prior to the  
5 biennial business Assembly. The text of the policy will be publicized in the next Synod "Cross  
6 Connection". SC97.01.17  
7

8 **S15.13.** On the basis of estimated income, the Synod Council shall authorize expenditures within the budget  
9 for the fiscal year. Expenditure authorizations shall be subject to revision, in light of changing  
10 conditions, by the Synod Council.  
11

12 **P15.13.A** Registration at Synod Assemblies Synod Council members and members of this synod who serve  
13 on the Church Council of the ELCA, who are not voting members from their own congregations  
14 shall be provided registration and room and board at Synod Assemblies. SC94.05  
15

16 **P15.13.B** Funding Discretionary Categories This Synod shall provide funding in "discretionary" categories up  
17 to a percentage of adopted line items, with such a percentage determined by comparing receipts to  
18 date with adopted budget to date. Funding at levels reduced from such percentage is always  
19 possible. S88.09.03  
20

21 **P15.13.C** Disbursement Policy The Synod Council will validate changes to disbursement policies. We have  
22 made our Churchwide disbursement a priority. We, therefore, recognize that the Synod may enter  
23 into deficit spending. If deficit spending is imminent, questions concerning which agencies will  
24 receive disbursement may require timely Council action. The Council grants the Treasurer freedom  
25 to make adjustments pending Council approval. SC97.01.17  
26

27 **P15.13.D** Reimbursement of Expenses Synod officers, Synod staff, Synod Council members, and members of  
28 all Synod committees and task groups shall be reimbursed by the Synod for travel costs and meals,  
29 but not for housing where free housing has been provided, while conducting authorized Synod  
30 business. Exceptions to this policy may be allowed only by vote of the Synod Council. S90.05.25  
31

32 SC91.02.20 changed a portion of the above policy regarding housing: That we provide "double  
33 occupancy" to Synod Council members and Synod Committee members attending to the business of  
34 the Synod. SC91.02.20  
35

36 Mileage reimbursement will be equal to the current IRS mileage rates.  
37

38 **P15.13.E** Travel from Outside the Synod When a Synod Council member or a member of a Synod Committee  
39 or Task Group who is temporarily out of the geographical area of the Synod, and who travels from  
40 there to a Synod meeting, shall be reimbursed, if at all, only up to the value of transportation from  
41 the person's home to the meeting location. S90.11.17  
42

43 **S15.13.01.** Approval of the Synod Assembly shall be required when total upward adjustments to the adopted  
44 budget exceed 10 percent of the synod's share of congregational benevolence or when upward  
45 adjustments to individual items within the adopted budget exceed 20 percent of that budget item.  
46

47 **S15.13.02.** The Synod Council shall determine means of accountability for organizations, groups and  
48 institutions receiving financial support from this synod. The Synod Council may require appropriate  
49 presence and vote on governing boards of such organizations, groups and institutions when financial  
50 support exceeds 3 percent of the synod's share of congregational benevolence.  
51

52 **P15.13.02.A** Moneys from Youth Events Any moneys raised from future Synod Youth events shall be placed in a  
53 restricted fund to be released only for this synod's youth programming. S89.02.31 (Policy amended  
54 6/98 Synod Council Meeting)  
55

56 **S15.14.** Except when such procedure would jeopardize current operations, a reserve amounting to no more  
57 than 16 percent of the sum of the amounts scheduled in the next year's budget for regular distribution  
58 to synodical causes shall be carried forward annually for disbursement in the following year in the

1 interest of making possible a more even flow of income to such causes. The exact number of dollars  
2 to be held in reserve shall be determined by the Synod Council.  
3

4 **P15.14.A** Use of Restricted Funds for Cash Flow  
5

- 6 a. When the Eastern Washington-Idaho Synod can realistically expect that funds needed for  
7 current operations and payment of support to agencies shown in the budget will be available  
8 within the Fiscal Year, expenditures can be made by using funds in the "Restricted Cash Flow"  
9 line item. These funds must be replaced prior to the end of the Fiscal Year. This action may be  
10 taken at the discretion of the Synod Treasurer who must clearly detail the need and the proposed  
11 schedule of fund reimbursement at the next Executive Committee and Synod Council meetings.  
12  
13 b. When the Eastern Washington-Idaho Synod experiences one-time, unpredictable financial needs  
14 of an emergency nature where no other funding is available, expenditures can be made by using  
15 funds in the "Restricted Cash Flow" line item. Unpredictable financial needs is a subject for  
16 discussion and development of alternatives by the Executive Committee, but approval of  
17 proposals is an action of the Council. The telephone will be used to gather votes on alternatives.  
18  
19 c. Any other decisions to change the balance of the "Restricted Cash Flow" line item must be  
20 approved by a majority vote of the Synod Council. SC97.01.17  
21

22 **S15.21.** No appeal to congregations of this or any other synod of the Evangelical Lutheran Church in  
23 America for the raising of funds shall be conducted by congregations or organizations related to or  
24 affiliated with this synod without the consent of the Synod Assembly or the Synod Council.  
25

26 **P15.21.A** Fund Appeals The Synod Council will approve such fund appeals only when:  
27

- 28 a) the organization is one whose philosophies or activities we can endorse;  
29  
30 b) the proposed project to be funded is worth doing;  
31  
32 c) the Synod will not be asked to carry out any portion of the fund appeal. S90.05.12  
33

34 **S15.21.01.** Appeals for normal operating budgets of such congregations or organizations shall be approved by  
35 the Synod Council, and indication of such approval shall be included when such appeals are made.  
36

37 **S15.21.02.** Appeals noted in S15.21.01 shall be reviewed at least every five years, with renewal of such  
38 approval required at the time of such a review.  
39

40 **S15.21.03.** Major fund appeals, or fund appeals for capital improvements, shall be approved by the Synod  
41 Council and indication of such approval shall be included when such appeals are made.  
42

43 †**S15.31.** This synod shall arrange to have an annual audit of its financial records conducted by a certified  
44 public accountant firm recommended by the synod Audit Committee and approved ~~selected~~ by the  
45 Synod Council. The audited annual financial report shall be submitted by this synod to the  
46 churchwide Office of the Treasurer and to the congregations of this synod. The financial reports  
47 shall be in the format approved from time to time by the Office of the Treasurer.  
48

49 †**S15.32.** This synod shall maintain adequate, continuous insurance coverage in accordance with standards  
50 recommended by the churchwide organization. Insurance programs offered or endorsed by the  
51 churchwide organization shall be deemed to fulfill this obligation  
52

53 **S15.40** **General Provisions**

54  
55 **S15.41** Restricted Funds  
56  
57  
58

- 1 **P15.41.A** Moellering Estate Guidelines for Moellering Estate:  
2  
3 1. The funds will be placed in the ELCA Mission Loan Fund with interest available to the Outreach  
4 Committee as a supplement to the Synod's line item: "New Ministry Seed 1-608-02104".  
5  
6 2. Interest and, if warranted, principal, to be used to fund new mission and ministry in keeping with  
7 the Synod's mission strategy and donor intent.  
8  
9 3. Any interest disbursement from the Moellering Estate will be made by the Outreach Committee. Any  
10 disbursement of principal funds must have approval from the Synod Council. S90.05.06  
11
- 12 **P15.41.B** Use of Restricted Funds for Cash Flow (See P15.14A)  
13
- 14 **P15.41.C** Sale of Synod Assets The Synod may receive property or funds given or willed to it, or it may  
15 inherit land, buildings or other assets when a congregation within the Synod disbands. When this  
16 occurs, the following guidelines shall apply.  
17
- 18 1. When the Synod receives land, buildings or other real or personal property, a Project Group  
19 shall be appointed by the Bishop to determine the disposition of the property. The Project  
20 Group may recommend that the property be:  
21  
22 a) sold;  
23 b) distributed to other ministries for their use;  
24 c) kept by the Synod for future use in ministry  
25
- 26 The Project Group shall include a representative of the Bishop's office, a representative of the  
27 Synod Council, a representative of the Finance Committee, a representative of the  
28 Congregational Life Committee, and the Synod Treasurer as an ex officio member. Other group  
29 representatives may be appointed to the Project Group at the discretion of the Bishop.  
30
- 31 The Project Group will consult with the local congregations and ministries to discover local  
32 concerns as it makes its recommendation for the disposition of the property. The Project Group  
33 shall present its recommendation to the Synod Council for ratification.  
34
- 35 2. When undesignated (SC0009.05) funds are received by the Synod, either directly or from the  
36 sale of property received by the Synod, these funds shall be placed in a specially designated  
37 Synod Mission Fund, which will be used by the Synod to extend the mission of the Church.  
38 The funds may be used either to help develop new mission congregations or to support existing  
39 congregations facing special needs or challenges. Ministries being so supported may, but need  
40 not, be located within the Synod.  
41
- 42 Any congregation, cluster, Synod Committee, or other recognized group within the Synod may  
43 make a recommendation to the Synod Council as to how such funds shall be used. The Synod  
44 Council shall make a final determination. SC92.05.27  
45
- 46 **P15.41.D** Transfer of Funds by Committees to Restricted Accounts Committee budgets are intended to  
47 finance committee activity in the year for which the funds are budgeted. These funds are not to be  
48 set aside or transferred to restricted accounts for future year's programs without approval by the  
49 Synod Council. SC95.03.17  
50
- 51 **S15.50** Administrative Provisions  
52
- 53 **P15.50.A** Airline Travel at Synod Expense Any travel incentives earned through airline mileage clubs may be  
54 retained for personal use. Reservations for specific airlines cannot be made to gain incentive  
55 mileage credits via inappropriate routes or use of other than lowest fare available tickets.  
56 SC93.09.23  
57  
58

1 **P15.50.B** Use of Synod Mailing Lists Synod mailing lists, in their appropriate format, may be provided to  
2 affiliated groups or individuals at the discretion of the Synod staff, provided that those groups or  
3 individuals pay the administrative cost. Affiliated groups or individuals are defined as anyone  
4 recognized by the ELCA Churchwide, or the Eastern Washington-Idaho Synod. This includes  
5 groups or individuals associated with the ELCA and our purposes and mission. Mailing lists may  
6 not be used for commercial purposes. Use of the mailing list for fund raising efforts must have the  
7 prior approval of the Synod Council. S90.05.37 (policy 5.3)  
8

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

10 **S15.60** Fund Appeals by Synod

11 **P15.61.A** Future Fund-Raising Appeals Future fund-raising appeals shall include designation of those persons  
12 responsible for determining the use of funds raised in case the amount received is short of or exceeds  
13 the goal. SC93.09.16  
14  
15  
16  
17

## 18 **Chapter 16. INDEMNIFICATION**

19  
20 †S16.01. Except as otherwise provided in this constitution, indemnification of any person who is or was made  
21 or threatened to be made a party to any proceeding is prohibited. For purposes of this chapter the  
22 term, "proceeding" means a threatened, pending, or completed civil, criminal, administrative,  
23 arbitration, or investigative proceeding, including a proceeding in the right of this synod or any other  
24 organization. Except as otherwise required by law, (a) the term, "proceeding," does not include a  
25 proceeding by this synod and (b) indemnification for expenses incurred in a disciplinary hearing or  
26 other proceeding described in Chapter 20 of the Constitution, Bylaws, and Continuing Resolutions  
27 of the Evangelical Lutheran Church in America shall be permitted only as provided in †S16.05. For  
28 purposes of this chapter, the term, "indemnification," includes advances of expenses.  
29

30 †S16.02. To the full extent permitted from time to time by law, each person who is or was made or threatened  
31 to be made a party to any proceeding by reason of the present or former capacity of that person as a  
32 Synod Council member, officer, employee or committee member of this synod shall be indemnified  
33 against judgments, penalties, fines, settlements, excise taxes, and reasonable attorney's fees and  
34 disbursements incurred by that person in connection with the proceeding. Indemnification of any  
35 person by reason of that person's capacity as a director, officer, employee, or committee member of  
36 any other organization, regardless of its form or relationship to this synod, is subject to the  
37 provisions of section †S16.03.  
38

39 †S16.03. Whenever a person who, while a Synod Council member, officer, committee member, or employee  
40 of this synod, is or was serving at the request of this synod as (or whose duties in that position  
41 involve or involved service in the capacity of) a director, officer, partner, trustee, employee, or agent  
42 of another organization, is or was made or threatened to be made a party to a proceeding by reason  
43 of such capacity, then such person shall not be entitled to indemnification unless (a) the Synod  
44 Council has established a process for determining whether a person serving in the capacity described  
45 in this section shall be entitled to indemnification in any specific case, and (b) that process has been  
46 applied in making a specific determination that such person is entitled to indemnification.  
47

48 †S16.04. This synod may purchase and maintain insurance on behalf of itself or any person entitled to  
49 indemnification pursuant to this chapter against any liability asserted against and incurred by this  
50 synod or by such other person in or arising from a capacity described in section †S16.02. or section  
51 †S16.03.  
52

53 †S16.05. When in proceedings under Chapter 20 of the Constitution, Bylaws, and Continuing Resolutions of  
54 the Evangelical Lutheran Church in America written charges against an ordained minister or a  
55 layperson on an official roster of this church are made by the synodical bishop or written charges  
56 against a congregation are made by the Synod Council or the synodical bishop, and the discipline  
57 hearing committee determines that no discipline shall be imposed, and such determination is not  
58 reversed or set aside if an appeal is taken, then indemnification shall be made by the synod to the

1 accused for reasonable attorney's fees and other reasonable expenses related to the defense of the  
2 charges. The determination of the reasonableness of such fees and expenses shall be decided by the  
3 Synod Council.  
4

## 5 **Chapter 17. ADJUDICATION**

6

7 †S17.01. The synodical bishop and the Executive Committee of the Synod Council shall be available to give  
8 counsel when disputes arise within this synod.  
9

10 †S17.02. The synodical bishop and the Executive Committee of the Synod Council shall receive expressions  
11 of concern from ordained ministers, associates in ministry or other persons on the official lay rosters  
12 of this church, congregations, and organizations within this synod; provide a forum in which the  
13 parties concerned can seek to work out matters causing distress or conflict; and make appropriate  
14 recommendations for their resolution. When the matter at issue cannot be resolved in this manner,  
15 the prescribed procedures for investigation, decision, appeal, and adjudication shall be followed.  
16 Allegations or charges that could lead to the discipline of an ordained minister or a person on the  
17 official lay rosters of this church, shall not be addressed by the Executive Committee but shall be  
18 resolved through the disciplinary process set forth in the Constitution, Bylaws, and Continuing  
19 Resolutions of the Evangelical Lutheran Church in America.  
20

21 †S17.03. When there is disagreement among units of this synod on a substantive issue that cannot be resolved  
22 by the parties, the aggrieved party or parties may appeal to the synodical bishop and the Executive  
23 Committee of the Synod Council for a consultation. If this consultation fails to resolve the issue, a  
24 petition may be addressed by the parties to the Synod Council requesting it to arbitrate the issue.  
25 The decision of the Synod Council shall be final.  
26

27 †S17.04. When a component or beneficiary of a synod has a disagreement on a substantive issue that it cannot  
28 resolve, it may address an appeal to the synodical bishop and the Executive Committee of the Synod  
29 Council. In this case the decision of the Executive Committee shall prevail, except that upon the  
30 motion of a member of the Synod Council, the decision shall be referred to the Synod Council for  
31 final action.  
32

### 33 †S17.10. **Adjudication in a Congregation**

34

35 †S17.11. When there is disagreement among factions within a congregation on a substantive issue that cannot  
36 be resolved by the parties, members of a congregation shall have access to the synodical bishop for  
37 consultation after informing the chair of the Congregation Council of their intent. If the consultation  
38 fails to resolve the issue(s), the Consultation Committee of this synod shall consider the matter. If  
39 the Consultation Committee of this synod shall fail to resolve the issue(s), the matter shall be  
40 referred to the Synod Council, whose decision shall be final.  
41  
42

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

44

### 45 †S18.10. **Amendments to Constitution**

46

47 †S18.11. Certain sections of this constitution incorporate and record therein required provisions of the  
48 constitution and bylaws of this church. If such provisions are amended by this church,  
49 corresponding amendments shall be introduced at once into this constitution by the secretary of this  
50 synod upon receipt of formal certification thereof from the secretary of the Evangelical Lutheran  
51 Church in America.  
52

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

1 notification of its adoption.  
2

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

- 5  
6 a. An amendment may be adopted by a two-thirds vote at a regular meeting of the Synod  
7 Assembly after having been presented in writing at the previous regular meeting of the Synod  
8 Assembly over the signatures of at least 70 members and been approved by a two-thirds vote of  
9 the voting members present and voting at such a regular meeting of the Synod Assembly.  
10  
11 b. The Synod Council may propose an amendment, with notice to be sent to the congregations of  
12 this synod at least six months prior to the next regular meeting of the Synod Assembly. Such an  
13 amendment shall require for adoption a two-thirds vote of the voting members present and  
14 voting at such a regular meeting of the Synod Assembly.  
15

16 All such amendments shall become effective upon ratification by the Churchwide Assembly or by  
17 the Church Council.  
18

19 S18.13.01. The Synod Council may also prepare and submit to the Synod Assembly for action appropriate  
20 amendments to this Constitution. Such amendments shall be subject to the provisions of †S18.11.,  
21 †S18.12., and †S18.13.  
22

23 †S18.20. **Amendments to Bylaws**  
24

25 †S18.21. This synod may adopt bylaws not in conflict with this constitution nor with the constitution and  
26 bylaws of this church. This synod may amend its bylaws at any meeting of the Synod Assembly by  
27 a two-thirds vote of voting members of the assembly present and voting. Newly adopted bylaws and  
28 amendments to existing bylaws shall be reported to the secretary of this church.  
29

30 †S18.30. **Amendments to Continuing Resolutions**  
31

32 †S18.31. This synod may adopt continuing resolutions not in conflict with this constitution or its bylaws.  
33 Such continuing resolutions may be adopted or amended by a majority vote of the Synod Assembly  
34 or by a two-thirds vote of Synod Council. Newly adopted continuing resolutions and amendments to  
35 existing continuing resolutions shall be reported to the secretary of this church.  
36

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.<sup>1</sup> 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

---

<sup>1</sup> 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.<sup>2</sup>  
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

---

<sup>2</sup> 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!  
58

- 1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42  
43  
44  
45  
46  
47  
48  
49  
50  
51  
52  
53  
54  
55  
56  
57  
58
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
- 18 a. A call for an Assistant, Associate, or Co-Pastor, or the call of an Associate in Ministry will  
19 not be approved by the Synod Bishop unless co-terminus provisions, or lack thereof, are  
20 clearly stated.  
21
  - 22 b. Assistant, Associate, or Co-Pastors with co-terminus calls are not to be considered as  
23 candidates for the other ordained position in the team unless the original call to the  
24 Assistant, Associate, or Co-Pastor was extended with the explicit provision to allow such  
25 candidacy.  
26
  - 27 c. Congregations may terminate the calls of Assistant, Associate, or Co-Pastors or the calls of  
28 Associates in Ministry with co-terminus calls immediately upon the departure of the other  
29 ordained position in the team, and after consultation with the Synod Bishop, in accordance  
30 with Section S14.13.a.1 of the Synod Constitution, unless the original call states otherwise.  
31
  - 32 d. Congregations may extend the Call of the present Assistant, Associate, or Co-Pastor, or the  
33 call of the present AIM in order to provide for congregational ministry until the installation  
34 of the new pastor.  
35
  - 36 e. All existing multiple staff Calls/Appointments of this Synod shall work toward compliance  
37 of this policy as new Calls are issued.  
38
- 39 14. A compensation package for the assistant, associate, or co-pastor shall be determined, using  
40 Synod guidelines and the worksheet provided by the Synod. This compensation package will be  
41 included on the Letter of Call. The completed Letter of Call shall be signed by two authorized  
42 congregational representatives and sent to the Synod office for attestation by the Bishop, who  
43 then sends it on to the candidate.  
44
- 45 15. The Call Committee will promptly notify the other individual not called about the outcome of  
46 the meeting.  
47
- 48 16. Normally the candidate should make his/her decision within three weeks.  
49
- 50 17. In the event that the candidate does not accept the call, the Call Committee shall continue the  
51 process, returning to #5 above.  
52
- 53 18. In the event the candidate for Assistant, Associate, or Co-Pastor accepts the Call (or the AIM  
54 accepts the call), the Council together with the other pastor and the Bishop, shall make plans for  
55 his/her installation as soon after the acceptance of the Call as possible. SC94.02.14  
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 INTERIM MINISTRY**  
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.
- 58

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42  
43  
44  
45  
46  
47  
48  
49  
50  
51  
52  
53  
54  
55  
56  
57  
58

- 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

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  
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:

- 1
  - 2
  - 3
  - 4
  - 5
  - 6
  - 7
  - 8
  - 9
  - 10
  - 11
  - 12
  - 13
  - 14
  - 15
  - 16
  - 17
  - 18
  - 19
  - 20
  - 21
  - 22
  - 23
  - 24
  - 25
  - 26
  - 27
  - 28
  - 29
  - 30
  - 31
  - 32
  - 33
  - 34
  - 35
  - 36
  - 37
  - 38
  - 39
  - 40
  - 41
  - 42
  - 43
  - 44
  - 45
  - 46
  - 47
  - 48
  - 49
  - 50
  - 51
  - 52
  - 53
  - 54
  - 55
  - 56
  - 57
  - 58
  - 59
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

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26

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.

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42  
43  
44  
45  
46  
47  
48  
49  
50  
51  
52  
53  
54  
55  
56  
57  
58

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

2  
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.  
6  
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.  
15  
16

17 Chapter 6. Duties

18  
19 The duties of the officers shall include:

- 20  
21 (A) the president will preside over the cluster meetings;  
22  
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.  
28  
29

30 Chapter 7. Committees

31  
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.  
34

- 35 (A) The executive committee shall consist of the cluster officers, dean and synod council cluster  
36 representative.  
37  
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.  
40  
41 (2) Appoint members to the committees of the cluster.  
42  
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.  
52  
53

54 Chapter 8. Operating Funds

55  
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.

2

3

4

#### Chapter 9. Amendments

5

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.