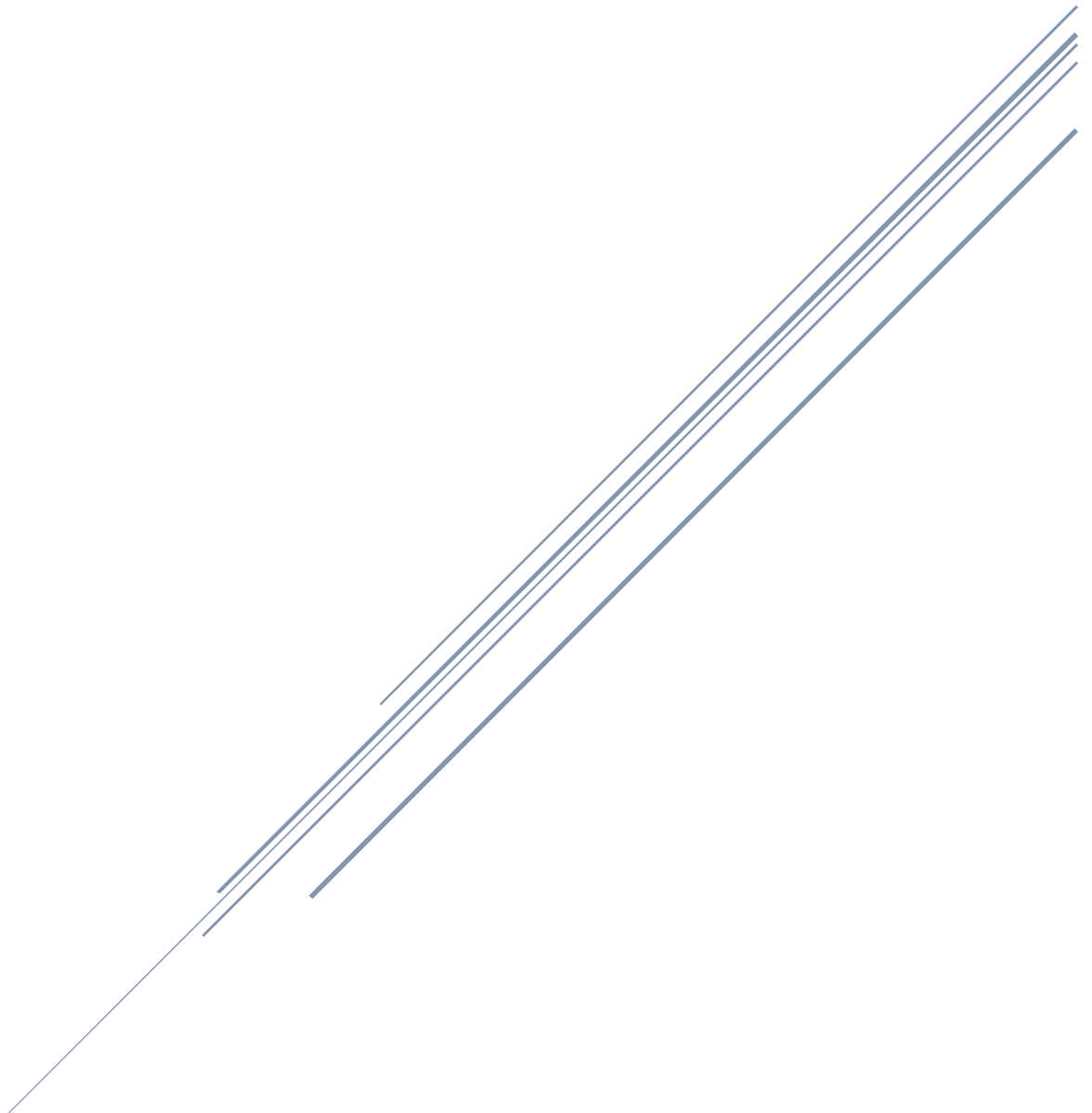


# CONSTITUTION, BYLAWS, AND CONTINUING RESOLUTIONS

Amended 19 June 2021

*with further amendments to required sections by the 2022 Churchwide Assembly, and  
Continuing Resolutions by Synod Council.*



Upper Susquehanna Synod  
ELCA

**THE CONSTITUTION, BYLAWS, AND CONTINUING RESOLUTIONS  
OF THE  
UPPER SUSQUEHANNA SYNOD  
OF THE  
EVANGELICAL LUTHERAN CHURCH IN AMERICA**  
**Amended – Synod Assembly 19 June 2021**  
*with further amendments to required sections by the 2022  
Churchwide Assembly, and Continuing Resolutions by  
Synod Council*

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## Chapter 1. NAME AND INCORPORATION

- †S1.01. The name of this synod, as determined by the Churchwide Assembly shall be the UPPER SUSQUEHANNA Synod of the Evangelical Lutheran Church in America.
- †S1.02. For the purposes of this constitution and the accompanying bylaws, the Upper Susquehanna Synod of the Evangelical Lutheran Church in America is hereafter designated as "this synod" or "the synod."
- †S1.11. This synod shall be incorporated. Amendments to the articles of incorporation of this synod shall be submitted to the Church Council for ratification before filing.
- †S1.21. The seal of this synod is a circle banded by the words EVANGELICAL LUTHERAN CHURCH IN AMERICA. Inside are lines, like lines on a map, representing the Susquehanna River and its branches, north and west, flowing through the synod. To the left of center is the cross (of the ELCA seal) and below are the words UPPER SUSQUEHANNA SYNOD. The organizing year, 1987, appears at the base of the cross.

## Chapter 2. STATUS

- †S2.01. This synod possesses the powers conferred upon it, and accepts the duties and responsibilities assigned to it, in the Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America, which are recognized as having governing force in the life of this synod.
- †S2.02. The name Evangelical Lutheran Church in America (ELCA or “this church”) as used herein refers in general references to this whole church, including its three expressions—congregations, synods, and the churchwide organization. The name Evangelical Lutheran Church in America is also the name of the corporation of the churchwide organization to which specific references may be made herein.
- †S2.03. No provision of this constitution shall be inconsistent with the constitution and bylaws of this church.

## Chapter 3. TERRITORY

- †S3.01. The territory of this synod, as determined by the Churchwide Assembly, shall be the following counties within the Commonwealth of Pennsylvania: Clinton, Columbia, Juniata, Lycoming, Mifflin, Montour, Northumberland, Snyder, Tioga, and Union. In addition, Trinity Congregation, Mountain Grove, in Luzerne County, and Zion Congregation, Pillow, in Dauphin County, are member congregations of this synod.
- †S3.02. “Determined by the Churchwide Assembly,” as stipulated by †S3.01., is understood to include the reported changes in synod relationship made by any congregation in a border area agreed under ELCA bylaws 10.01.01. and 10.01.03.

## Chapter 4. CONFESSION OF FAITH

- †S4.01. This synod confesses the Triune God, Father, Son, and Holy Spirit.
- †S4.02. This synod confesses Jesus Christ as Lord and Savior and the Gospel as the power of God for the salvation of all who believe.
- a. Jesus Christ is the Word of God incarnate, through whom everything was made and through whose life, death, and resurrection God fashions a new creation.
  - b. The proclamation of God's message to us as both Law and Gospel is the Word of God, revealing judgment and mercy through word and deed, beginning with the Word in creation, continuing in the history of Israel, and centering in all its fullness in the person and work of Jesus Christ.
  - c. The canonical Scriptures of the Old and New Testaments are the written Word of God. Inspired by God's Spirit speaking through their authors, they record and announce God's revelation centering in Jesus Christ. Through them God's Spirit speaks to us to create and sustain Christian faith and fellowship for service in the world.
- †S4.03. This synod accepts the canonical Scriptures of the Old and New Testaments as the inspired Word of God and the authoritative source and norm of its proclamation, faith, and life.
- †S4.04. This synod accepts the Apostles', Nicene, and Athanasian Creeds as true declarations of the faith of this synod.
- †S4.05. This synod accepts the Unaltered Augsburg Confession as a true witness to the Gospel, acknowledging as one with it in faith and doctrine all churches that likewise accept the teachings of the Unaltered Augsburg Confession.
- †S4.06. This synod accepts the other confessional writings in the Book of Concord, namely, the Apology of the Augsburg Confession, the Smalcald Articles and the Treatise, the Small Catechism, the Large Catechism, and the Formula of Concord, as further valid interpretations of the faith of the Church.
- †S4.07. This synod confesses the Gospel, recorded in the Holy Scriptures and confessed in the ecumenical creeds and Lutheran confessional writings, as the power of God to create and sustain the Church for God's mission in the world.

## Chapter 5. NATURE OF THE CHURCH

- †S5.01. All power in the Church belongs to our Lord Jesus Christ, its head. All actions of this synod are to be carried out under his rule and authority.
- †S5.02. This church confesses the one, holy, catholic, and apostolic Church and is resolved to serve Christian unity throughout the world.
- †S5.03. The Church exists both as an inclusive fellowship and as local congregations gathered for worship and Christian service. Congregations find their fulfillment in the universal community of the Church, and the universal Church exists in and through congregations. This church, therefore, derives its character and powers both from the sanction and representation of its congregations and from

its inherent nature as an expression of the broader fellowship of the faithful. In length, it acknowledges itself to be in the historic continuity of the communion of saints; in breadth, it expresses the fellowship of believers and congregations in our day.

- †S5.04. This church, inspired and led by the Holy Spirit, participates in The Lutheran World Federation as a global communion of churches, engaging in faithful witness to the gospel of Jesus Christ and in service for the sake of God's mission in the world.

## Chapter 6. STATEMENT OF PURPOSE

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

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

- a. Proclaim God's saving Gospel of justification by grace for Christ's sake through faith alone, according to the apostolic witness in the Holy Scripture, preserving and transmitting the Gospel faithfully to future generations.
- b. Carry out Christ's Great Commission by reaching out to all people to bring them to faith in Christ and by doing all ministry with a global awareness consistent with the understanding of God as Creator, Redeemer, and Sanctifier of all.
- c. Serve in response to God's love to meet human needs, caring for the sick and the aged, advocating dignity, justice, and equity for all people, working for peace and reconciliation among the nations, caring for the marginalized, embracing and welcoming racially and ethnically diverse populations, and standing in solidarity with the poor and oppressed 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. This synod, in cooperation with the churchwide organization, shall bear primary responsibility for the oversight of the life and mission of this church in its territory. In fulfillment of this role and consistent with policies and procedures of this church, the synod shall:

- a. Provide for pastoral care of congregations and rostered ministers in the synod;

- b. Plan for, facilitate, and nurture the mission of this church through congregations;
- c. Strengthen interdependent relationships among congregations, synods, and the churchwide organization, and foster relationships with agencies and institutions affiliated with or related to this church as well as ecumenical partners.
- d. Interpret the work of this church to congregations and to the public on the territory of the synod.

†S6.03.01. *The responsibilities of the synod include the following:*

- a. *providing for pastoral care of congregations, ministers of Word and Sacrament, and ministers of Word and Service in the synod, including:*
  - 1) *approving candidates for rostered ministry in cooperation with the appropriate seminaries of this church, which may be done through multi-synod committees;*
  - 2) *authorizing ordinations and ordaining rostered ministers on behalf of this church;*
  - 3) *consulting in the call process for rostered ministers.*
- b. *providing 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 review, and guidance;*
  - 4) *encouraging and supporting persons on the rosters of this church in stewardship of their abilities, care of self, and pursuit of continuing education to undergird their effectiveness of service; and*
  - 5) *supporting recruitment of leaders for this church's colleges, universities, seminaries, and social ministry organizations.*
- c. *providing for discipline of congregations, ministers of Word and Sacrament, and ministers of Word and Service; as well as for termination of call, appointment, adjudication, and appeals consistent with Chapter 20 of this church's constitution.*
- d. *providing for archives in conjunction with other synods.*

†S6.03.02. *In planning for, facilitating, and nurturing the mission of this church through congregations, the responsibilities of the synod include the following:*

- a. *developing of new ministries, redevelopment of existing ministries, and support and assistance in the conclusion, if necessary, of a particular ministry;*
- b. *leading and encouraging of congregations in their evangelism efforts;*
- c. *assisting members of its congregations in carrying out their ministries in the world;*

- d. encouraging congregations to respond to human need, work for justice and peace, care for the sick and the suffering, and participate responsibly in society;*
- e. providing resources for congregational life;*
- f. grouping congregations in conferences, clusters, coalitions, or other area subdivisions for mission purposes.*

†S6.03.03. *In strengthening interdependent relationships among congregations, synods, and the churchwide organization, and in fostering relationships with agencies and institutions affiliated with or related to this church as well as with ecumenical partners, the responsibilities of the synod include the following:*

- a. promoting interdependent relationships among congregations, synods, and the churchwide organization, and entering into relationships with other synods in the region;*
- b. fostering organizations for youth, women, and men, and organizations for language or ethnic communities;*
- c. developing relationships with social ministry organizations and ministries, participating in their mission planning, and providing supportive funding;*
- d. supporting relationships with and providing supportive funding on behalf of colleges, universities, and campus ministries;*
- e. maintaining relationships with and providing supportive funding on behalf of seminaries and continuing education centers;*
- f. fostering supporting relationships with camps and other outdoor ministries;*
- g. fostering supporting relationships with preschools, elementary schools, and secondary schools operated by congregations of the synod;*
- h. fostering relationships with ecumenical and global companions;*
- i. cooperating with other synods and the churchwide organization in creating, using, and supporting regions to carry out those functions of the synod which can best be done cooperatively with other synods and the churchwide organization.*

†S6.03.04. *In interpreting the work of this church on the territory of the synod, the responsibilities of the synod include the following:*

- a. encouraging financial support for the work of this church by individuals and congregations;*
- b. participating in churchwide programs;*
- c. interpreting social statements in a manner consistent with the interpretation given by the churchwide unit or office which assisted in the development of the statement, and suggestion of social study issues;*
- d. providing ecumenical guidance and encouragement.*

S6.03.A18. *To promote mutually-beneficial relationships, the synod shall accord to the synod women's organization of the Evangelical Lutheran Church in America the privilege of establishing liaison with appropriate units of the synod and of presenting reports to regular*

*assemblies of the synod, and shall, upon invitation, appoint consultants to the clusters and board of the organization.*

*S6.03.B18. Similar relationships will be established with an organization for men and an organization for youth when they are constituted.*

†S6.04. Except as otherwise provided in this constitution and bylaws, the Synod Council shall establish processes that will ensure that at least 60% of the members of the synod assemblies, councils, committees, boards, and other organizational units shall be lay persons; and that, as nearly as possible, at least 45% of the lay members of assemblies, councils, committees, boards, or other organizational units shall be women and, as nearly as possible, at least 45 % shall be men; and that, where possible, the representation of rostered ministers shall include both men and women. This synod shall establish processes that will enable it to reach a minimum goal that 10 percent of its assemblies, councils, committees, boards, or other organizational units be persons of color and/or persons whose primary language is other than English.

†S6.04.01. *It is the goal of this synod that at least 10 percent of the voting members of the Synod Assembly, Synod Council, committees, and organizational units of this synod be youth and young adults. The Synod Council shall establish a plan for implementing this goal. For purposes of the constitution, bylaws, and continuing resolutions of this synod, the term “youth” means a voting member of a congregation who has not reached the age of 18 at the time of election or appointment for service. The term “young adult” means a voting member of a congregation between the ages of 18 and 30 at the time of election or appointment for service.*

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

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

## Chapter 7. SYNOD ASSEMBLY

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



- †S7.11. A regular meeting of the Synod Assembly shall be held at least triennially.
- S7.11.01. *The regular assembly of the synod shall be held annually as the Synod Council shall designate. The time and place of the Upper Susquehanna Synod Assembly shall be determined by the Synod Council. The time and place for the next regular assembly normally shall be announced six (6) months prior to the assembly.*
- S7.11.02. *The priorities of the assembly are worship, edification, and the legislative business of the synod, conducted with the greatest possible involvement of those entitled to participate.*
- S7.11.03. *The Synod Council and/or bishop shall grant or deny permission for displays and the distribution of printed matter at an assembly.*
- S7.11.04. *The bishop shall appoint the following committees to serve in relation to the assembly:*
- a. *An Assembly Planning Committee of at least 3 persons to implement the directions of the bishop and Synod Council for site selection, arrangements, schedule and program of the assembly.*
  - b. *An Elections Committee of at least 4 persons to be responsible for the conduct of all assembly elections.*
  - c. *A Committee of Reference and Counsel of at least 4 persons*
    - 1) *to receive all resolutions not germane to pending questions and to report thereon to the assembly with recommendations; to recommend special orders for the hearing of unscheduled presentations; and give such assistance to the bishop as may be required.*
    - 2) *to receive all memorials addressed to the synod and the Evangelical Lutheran Church in America on any subject affecting the welfare of this church, reporting thereon to the assembly with its recommendations.*
- S7.11.05. *Approval of the minutes shall be the responsibility of the bishop and Synod Council. After making any necessary corrections, the bishop and the secretary shall certify two copies of the printed minutes of each assembly as the official protocol of said assembly and shall submit the same to the next regular assembly for approval, and shall deposit them in the archives.*
- S7.12. Special meetings of the Synod Assembly may be called by the bishop with the consent of the Synod Council, and shall be called by the bishop at the request of one-fifth of the voting members of the Synod Assembly.
- a. The notice of each special meeting shall define the purpose for which it is to be held. The scope of actions to be taken at such a special meeting shall be limited to the subject matter(s) described in the notice.
  - b. If the special meeting of the Synod Assembly is required for the purpose of electing a successor bishop because of death, resignation, or inability to serve, the special meeting shall be called by the Synod Council after consultation with the presiding bishop of the Evangelical Lutheran Church in America.
- S7.13. Notice of the time and place of all meetings of the Synod Assembly shall be given by the secretary of this synod.

- S7.13.01. *Ministers of Word and Sacrament and Ministers of Word and Service and congregations shall be notified at least four weeks prior to the date of a regular or special assembly. A bulletin of reports shall be sent to ministers of Word and Sacrament and ministers of Word and Service, and congregational voting members at least one month before each regular assembly.*
- S7.13.02. *All voting members including all Ministers of Word and Sacrament and Ministers of Word and Service shall attend all meetings of the synod assembly. Absence will be excused upon notification to the secretary before the day of the assembly at the discretion of the secretary in consultation with the bishop of the synod.*
- S7.13.03. *Meetings of the Assembly may be conducted through use of Internet meeting services (a) when the Bishop or Vice President has obtained written consent for this from four fifths of the Synod Council; (b) when so directed by the Synod Assembly; or (c) in the case of special meetings, when so directed by those calling the special meeting. Meetings of the Assembly using Internet meeting services shall be subject to all rules adopted by the Assembly to govern such meetings, which may include any reasonable limitations on, and requirements for, Assembly members' participation. Any such rules adopted by the Assembly shall supersede any conflicting rules in the parliamentary authority, but may not otherwise conflict with or alter any rule or decision of the Synod.*
- S7.14. One-half of members of the Synod Assembly shall constitute a quorum.
- †S7.21. The membership of the Synod Assembly, of which at least 60% of the voting membership shall be composed of laypersons, shall be constituted as follows:
- a. All rostered ministers under call on the roster of this synod shall be voting members of the synod assembly.
  - b. A minimum of one lay member elected by each congregation with fewer than 175 baptized members and a minimum of two lay members elected by each congregation with more than 175 baptized members related to this synod, typically one of whom shall be a man and one of whom shall be a woman, shall be voting members. The Synod Council shall establish a formula to provide additional lay representation from congregations on the basis of number of baptized members in the congregation. The Synod Council shall seek to ensure that, as nearly as possible, at least 45 percent of the lay members of the assembly shall be women and, as nearly as possible, at least 45 percent shall be men.
  - c. Voting membership shall include the officers of this synod.
- S.7.21.A23. *[Takes effect following the 2024 synod assembly]  
The number of lay voting members to Synod Assembly from each congregation shall be determined at least six months before the next scheduled regular assembly and be based upon baptized membership as reported on the previous year's parochial report. Congregations with baptized membership of up to 500 shall have 2 voting members; congregations with baptized membership of 501 through 900 shall have 3 voting members and congregations with baptized membership*

*of 901 and above shall have 4 voting members. Congregations that fail to submit a parochial report in the previous year shall be allotted one (1) lay voting member.*

*S.7.21.B24. Each conference shall elect two youth and two young adult (as defined in ELCA constitution chapter 6)<sup>1</sup> voting members and credential them with their home congregations. The credentialing of youth and young adult voting members elected by conferences shall be an exception to S.7.21.A23 in regard to the number of voting members from a congregation. The conference shall make all efforts possible to maintain the ratio of men and women of S.7.21.c. The synod will cover registration, room, and board expenses for these voting members.*

*S7.21.01. Voting members shall begin serving with the opening of a regular Synod Assembly and shall continue serving until voting members are seated at the next regular Synod Assembly.*

*†S7.21.02. If a special Synod Assembly is called and voting members at the previous assembly are unable to serve as voting members, where permitted by state law, the congregation through the Congregation Council may elect new members who shall continue to serve until the next regular Synod Assembly.*

*S7.22. This synod may establish processes that permit retired rostered ministers, or those granted disability status, or on leave from call, on the roster of the synod to serve as voting members of the Synod Assembly, consistent with †S7.21.c. If the synod does not establish processes to permit the rostered ministers specified above to serve as voting members, they shall have voice but not vote in the meetings of the Synod Assembly.*

*S7.22.01. Ministers of Word and Sacrament, retired, disabled, or on leave from call shall have voice and vote at all Synod Assemblies.*

*S7.22.02. Ministers of Word and Service, retired, disabled, or on leave from call shall have voice and vote at all Synod Assemblies.*

*S7.22.03. An allowance, in an amount to be determined by the Synod Council, shall be provided for rostered ministers who are disabled, retired, or on leave from call and for ordinands for the purpose of attending the assemblies of this synod. Rostered ministers serving under call to special service shall be included under the provisions if their expenses are not reimbursed by their employing agencies or institutions.*

*†S7.23. The presiding bishop of the Evangelical Lutheran Church in America and such*

*S7.24. Ministers under call on the rosters of this synod shall remain as members of the Synod Assembly so long as they remain under call and so long as their names appear on the rosters of this synod. Lay members of the Synod Assembly representing congregations shall continue as such until replaced by the election of new members or until they have been disqualified by termination of membership. Normally, congregations will hold elections prior to each regular meeting of the Synod Assembly.*

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<sup>1</sup> Youth are those who have not attained age 18 at the time of election. Young adults are those who are 18 to 30 years of age.

- †S7.25. Except as otherwise provided in this constitution or in the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran church in America* each voting member of the Synod Assembly shall be a voting member of a congregation of this synod.
- S7.26. This synod may establish processes through the Synod Council that permit representatives of authorized worshipping communities of the synod, which have been authorized under ELCA bylaw 10.02.04., to serve as voting members of the Synod Assembly, consistent with †S7.21.
- S7.26.A19 *Each Synod Authorized Worshipping Community (SAWC) of this synod that has or will have held fewer than fifty (50) consecutive weekly worship services will be invited to send one member to the synod assembly who shall have voice. Each SAWC that has or will have had at least fifty (50) consecutive weekly worship services prior to the synod assembly will be permitted one lay voting member at the assembly.*
- S7.27. This synod may establish processes through the Synod Council to grant a minister of Word and Sacrament from a church body with which a relationship of full communion has been declared and established by the Churchwide Assembly of the Evangelical Lutheran Church in America the privilege of both voice and vote in the Synod Assembly during the period of that minister's service in a congregation of this church.
- S7.27.A17 *A minister of Word and Sacrament from a church body with which a relationship of full communion has been declared and established by the Churchwide Assembly of the Evangelical Lutheran Church in America, serving a congregation of this synod, shall be granted voice and vote at any assembly held during the time of that minister's service.*
- S7.28. Duly elected voting members of the Synod Council who are not otherwise voting members of the Synod Assembly under †S7.21. shall be granted the privilege of both voice and vote as members of the Synod Assembly.
- †S7.31. Proxy and absentee voting shall not be permitted in the transaction of any business of the Synod Assembly.
- S7.32. Robert's Rules of Order, latest edition, shall govern parliamentary procedure of the Synod Assembly, unless otherwise ordered by the assembly.
- S7.33. "Ex-officio" as used herein means membership with full rights of voice and vote unless otherwise expressly limited.

## Chapter 8. OFFICERS

- †S8.01. The officers of this synod shall be a bishop, a vice president, a secretary, and a treasurer.
- S8.01.01 *The officers shall have voice and vote at all Synod Council meetings.*
- S8.01.02. *No elected official or other duly appointed representative of this synod shall accept personal, special remuneration for services rendered in behalf of this synod to any congregation or organization of this synod.*
- S8.01.03. *Staff assistants to the officers, if and when such positions are created by this*

*synod in assembly, shall be appointed by the bishop with the approval or call of the Synod Council. The term of office of a staff assistant to any officer shall continue six months beyond the expiration of the term of the officer. Such staff assistants may be recalled or dismissed for cause on recommendation of the bishop upon approval of the Synod Council.*

**S8.10. BISHOP**

†S8.11. The bishop shall be elected by the Synod Assembly. The bishop shall be a minister of Word and Sacrament of the Evangelical Lutheran Church in America.

S8.11.01. *When authorized by the Synod Council in order to address special circumstances, the synod bishop may be compensated as an employee or contractor for specified services to another expression of this church. Such an arrangement may be terminated by the Synod Assembly or Synod Council if determined to be detrimental to the function of the office or if the special circumstances no longer apply.*

†S8.12. As this synod's pastor, the bishop shall:

- a. Preach, teach, and administer the sacraments in accord with the Confession of Faith of this church.
- b. Have primary responsibility for the ministry of Word and Sacrament in this synod and its congregations, providing pastoral care and leadership for this synod, its congregations, its ministers of Word and Sacrament, and its ministers of Word and Service.
- c. Exercise solely this church's power to ordain (or provide for the ordination by another synod bishop of) approved candidates who have received and accepted a properly issued, duly attested letter of call for the office of ministry of Word and Sacrament (and as provided in the bylaws of the Evangelical Lutheran Church in America).
- d. Ordain (or provide for the ordination of) approved candidates who have received and accepted a properly issued, duly attested letter of call for service as ministers of Word and Service of this church.
- e. Attest letters of call for persons called to serve congregations in the synod, letters of call for persons called by the Synod Council, and letters of call for persons on the rosters of this synod called by the Church Council.
- f. Install (or provide for the installation of) rostered ministers whose calls the bishop has attested.
- g. Exercise leadership in the mission of this church and in so doing:
  - 1) *Interpret and advocate the mission and theology of the whole church;*
  - 2) *Lead in fostering support for and commitment to the mission of this church within this synod;*
  - 3) *Coordinate the use of the resources available to this synod as it seeks to promote the health of this church's life and witness in the areas served by this synod;*
  - 4) *Submit a report to each regular meeting of the Synod Assembly concerning the synod's life and work; and*

- 5) *Advise and counsel this synod's related institutions and organizations.*
- h. Practice leadership in strengthening the unity of the Church and in so doing:
  - 1) *Exercise oversight of the preaching, teaching, and administration of the sacraments within this synod in accord with the Confession of Faith of this church;*
  - 2) *Be responsible for administering the constitutionally established processes for the resolution of controversies and for the discipline of rostered ministers and congregations of this synod;*
  - 3) *Be the chief ecumenical officer of this synod;*
  - 4) *Be a member of the Conference of Bishops and consult regularly with other synod 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) *direct and guide the work of the other officers;*
  - 5) *exercise supervision over the work of all synod 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 synod rosters containing the names and addresses of all rostered ministers of this synod and a record of the calls under which they are serving or the date on which their retired or disability status took effect;*
  - 9) *Annually bring to the attention of the Synod Council the names of all rostered ministers on leave from call or engaged in approved graduate study in conformity with the constitution, bylaws, and continuing resolutions of this church and pursuant to prior action of this synod through the Synod Council;*
  - 10) *Provide for prompt reporting to the secretary of this church of:*

- a) additions to and subtractions from the rosters of this synod;
  - 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 synods;
  - 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 roster 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 reports of the congregations and make the reports available to the secretary of this church for collation, analysis, and distribution of the statistical summaries to this synod and the other synods of this church.*
- S8.12.01. *The bishop shall make visitation to congregations and church institutions in synod territory a priority. An earnest effort shall be made to visit officially every congregation and church institution at least once in a four-year period.*
- †S8.13. The synod bishop may appoint an attorney, admitted to the bar within the territory of the synod or the state where the synod is located, to be Synod Attorney. The appointment must be approved by the Synod Council and reported to the Synod Assembly and to the secretary of this church. The appointment continues until resignation or until a successor is appointed. The Synod Attorney provides legal advice and counsel to the synod officers and the Synod Council. The Synod Attorney is expected to be familiar with the governing documents and policies of the synod and, as necessary, to attend meetings of the Synod Council. The Synod Attorney serves without salary but may be retained and compensated for specific legal services requested by the synod.
- S8.14. The synod bishop may have such assistants as this synod shall from time to time authorize.
- †S8.15. The presiding bishop of this church, or the appointee of the 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 synod bishops:*
- a. *Whenever a synod bishop determines that a matter of the kind described in †S8.16.01.b. may require the bishop's determination or action with respect to a related individual as defined in †S8.16.01.c., the synod bishop shall withdraw from personal involvement in such matter and shall so notify the presiding bishop. The presiding bishop shall then appoint another synod 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 provisions 7.46. and 7.75. of the Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America (†S14.18. and †S14.43.), candidacy, reinstatement, and similar matters where determinations or actions by the synod 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 synod bishop, is a spouse, parent, son, daughter, sibling, uncle, aunt, niece, nephew, grandparent, grandchild, including corresponding members of blended families and or in-laws (parent, son, daughter, or sibling of a spouse, spouse of a sibling, or the parent or sibling of the spouse of a sibling).*

**S8.20. VICE PRESIDENT**

- †S8.21. The vice president shall be elected by the Synod Assembly. The vice president shall be a layperson. The vice president shall be a voting member of a congregation of this synod. The vice president shall not receive a salary for the performance of the duties of the office.
- S8.22. The vice president shall chair the Synod Council.

**S8.30. SECRETARY**

- †S8.31. The secretary shall be elected by the Synod Assembly. The secretary shall be a voting member of a congregation of this synod. The secretary may be either a layperson or a rostered minister.
- †S8.32. The secretary shall:
  - a. Keep the minutes of all meetings of the Synod Assembly and Synod Council, be responsible for distribution of such minutes, and perform such other duties as this synod may from time to time direct.
  - b. Be authorized and empowered, in the name of this synod, to attest all instruments which require the same, and which are signed and sealed by the bishop.
  - c. In consultation with the bishop, classify and arrange all important papers and documents and deposit them in the archives of this synod.
  - d. Submit to the secretary of this church at least nine months before each regular Churchwide Assembly a certified list of the members elected by the Synod Assembly.

**S8.40. TREASURER**

- †S8.41. The treasurer may be elected by the Synod Assembly or may be appointed by the Synod Council. The treasurer shall be a voting member of a congregation of this synod. The treasurer may be either a layperson or a rostered minister.
- S8.42. The treasurer shall provide and be accountable for:
  - a. Management of the monies and accounts of the synod, its deeds, mortgages, contracts, evidences of claims and revenues, and trust funds, holding the same at all times subject to the order of this synod.
  - b. Investment of funds upon the authorization of the Synod Council.



- c. Receipt and acknowledgment of offerings, contributions, and bequests made to this synod, collecting interest and income from its invested funds, and paying regular appropriations and orders on the several accounts as approved and directed by the Synod Council. The treasurer shall transmit each month to the treasurer of the Evangelical Lutheran Church in America the funds received by the synod for the general work of this church.
- d. Maintenance of a regular account with each congregation of this synod and informing the congregation, at least quarterly, of the status of this account.
- e. Rendering at each regular meeting of the Synod Assembly a full, detailed, and duly audited report of receipts and disbursements in the several accounts of this synod for the preceding fiscal year, together with the tabulation, for record and publication in the minutes, of the contributions from the congregations.
- f. Giving of corporate surety in the amount determined by the Synod Council, which shall be in the custody of the secretary, and the premium therefore shall be paid by this synod. Fidelity coverage provided by the Evangelical Lutheran Church in America shall be deemed a fulfillment of this requirement.

#### **S8.50. GENERAL PROVISIONS**

- †S8.51. The terms of office of the officers of this synod shall be as follows:
- a. The bishop of this synod shall be elected to a term of six years and may be reelected.
  - b. The vice president and secretary of this synod shall be elected to a term of four years and may be reelected. The officer shall serve until a successor takes office.
  - c. The treasurer of this synod shall be appointed to a term of four years and may be re-appointed. The treasurer shall serve until a successor takes office.
- †S8.52. The terms of the officers shall begin on the first day of the third month following election or, in special circumstances, at a time designated by the Synod Council.
- †S8.53. Each officer shall be a voting member in a congregation of this synod, except that the bishop need not be a member of a congregation of the synod at the time of election.
- †S8.54. Should the bishop die, resign, or be unable to serve, the vice president shall convene the Synod Council to arrange for the appropriate care of the responsibilities of the bishop until an election of a new bishop can be held or, in the case of temporary disability, until the bishop is able to serve again. Such arrangements may include the appointment by the Synod Council of an interim bishop, who during the vacancy or period of disability shall possess all of the powers and authority of a regularly elected bishop. The term of the successor bishop, elected by the next Synod Assembly or a special meeting of the Synod Assembly called for the purpose of election, shall be six years with the subsequent election to take place at the Synod Assembly closest to the expiration

of such a term and with the starting date of a successor term to be governed by constitutional provision S8.52.

- S8.55. Should the vice president, secretary, or treasurer die, resign, or be unable to serve, the bishop, with the approval of the Executive Committee of the Synod Council, shall arrange for the appropriate care of the responsibilities of the officer until an election of a new vice president or secretary can be held or the appointment of a new treasurer, in the case of temporary disability, until the officer is able to serve again. The term of the successor officer, elected by the next Synod Assembly, shall be four years. If the treasurer is appointed by the Synod Council, the Synod Council shall appoint a new treasurer to a four-year term.
- †S8.56. The Executive Committee of the Synod Council shall determine whether an officer is unable to serve; the officer may appeal the decision of the Executive Committee by requesting a hearing before the Synod Council. A meeting to determine the ability of an officer to serve shall be called upon the request of at least three members of the Executive Committee and prior written notice of the meeting shall be given to the officer in question at least ten calendar days prior to the meeting.
- †S8.57. The recall or dismissal of an officer and the vacating of office may be effected for willful disregard or violation of the constitutions, bylaws, and continuing resolutions of this church; for such physical or mental disability as renders the officer incapable of performing the duties of office; or for such conduct as would subject the officer to disciplinary action as a rostered minister or as a member of a congregation of this church.
- a. Proceedings for the recall or dismissal of a synod bishop shall be instituted by written petition by:
    - 1) the Synod Council on an affirmative vote of at least two-thirds of its elected members present and voting;
    - 2) the Synod Assembly on an affirmative vote of at least two-thirds of its members present and voting;
    - 3) at least 10 synod bishops; or
    - 4) the presiding bishop of this church.
  - b. Proceedings for the recall or dismissal of an officer of a synod, other than the synod bishop, shall be instituted by written petition by:
    - 1) the Synod Council on an affirmative vote of at least two-thirds of its elected members present and voting;
    - 2) the Synod Assembly on an affirmative vote of at least two-thirds of its members present and voting; or
    - 3) the synod bishop.
  - c. The petition shall be filed with the chair of the Committee on Appeals (in care of the secretary of the Evangelical Lutheran Church in America, 8765 West Higgins Road, Chicago, Illinois 60631) and shall set forth the specific charge or charges.
  - d. Upon the filing of a written petition, the Executive Committee of the Synod Council may temporarily suspend the officer from service in the synod without prejudice, but with continuation of compensation, including

benefits, if the officer is a salaried employee of the synod.

- e. In the case of alleged physical or mental incapacity of an officer of the synod, the procedures outlined in †S8.56. shall be followed, and such officer shall comply with the decision of the Synod Council. If such officer fails or refuses to comply, the Synod Council may proceed to petition for recall or dismissal as follows:
  - 1) the Synod Council will submit a written report of their findings and the basis of their decision to the Committee on Appeals.
  - 2) the Committee on Appeals, exclusive of any members who are disqualified, shall review the findings and decision of the Synod Council and by an affirmative vote of at least two-thirds of those present and voting may adopt the findings and grant the petition.
- f. If the synod officer is a minister of Word and Sacrament, grounds for recall or dismissal include those set forth in ELCA bylaw 20.22.01. and as defined under the process described in ELCA constitutional provisions 20.21. and 20.22. as grounds for discipline. If the officer is a minister of Word and Service, grounds for recall or dismissal include those set forth in ELCA bylaw 20.22.01. 20.23.01. and as defined under the process described in ELCA constitutional provisions 20.20. and 20.21. and 20.22. as grounds for discipline.
- g. If the officer is a layperson, grounds for recall or dismissal include those set forth in ELCA bylaw 20.41.01. as grounds for discipline.
- h. If the case of alleged willful disregard or violation of the constitutions, bylaws, and continuing resolutions or of alleged conduct as would subject the officer to disciplinary action, the following procedures shall apply:
  - 1) the petition shall be referred to the Committee on Appeals, which shall function as the discipline hearing committee that shall conduct a hearing in accordance with the rules provided for in ELCA bylaw 20.22.14. except to the extent that those rules are in conflict with the provisions of this bylaw; and
  - 2) the members of the Committee on Appeals, other than those who are disqualified, may grant the petition by an affirmative vote of at least two-thirds of those present and voting.
- i. Written notice of a decision by the Committee on Appeals that the charges have been sustained shall be given to the affected officer and to the Synod Council, and the office shall be vacated.

†S8.58. If the bishop is to be temporarily absent from the synod for an extended period not to exceed 90 days, the bishop, after consultation with the presiding bishop and with the consent of the Synod Council, may appoint as acting bishop for such period minister of Word and Sacrament of this church. Except as limited by the action of the Synod Council, an acting bishop shall possess all of the powers and authority of a regularly elected bishop other than authority to ordain or to authorize the ordination of properly approved candidates for ordination.

## Chapter 9. NOMINATIONS AND ELECTIONS

†S9.01. The Synod Assembly shall elect such officers of this synod and such other

persons as the constitution and bylaws may require, according to procedures set forth in the bylaws. The Synod Assembly shall elect members of the Churchwide Assembly in accordance with bylaw 12.41.11. of the constitution and bylaws of the Evangelical Lutheran Church in America.

*S9.01.01. Synod Assembly*

*a. General Provisions:*

- 1) It shall be the responsibility of the Synod Assembly to elect voting members to the Churchwide Assembly, officers of the Synod, members of the Synod Council, members of the Consultation Committee, and members of the Committee on Discipline. Two nominees shall be presented for each position by the Synod Nominating Committee, along with biographical information for each nominee.*
- 2) All elections shall be by ballot, and the results shall be determined by simple majority unless otherwise designated by these bylaws or the constitution of the Upper Susquehanna Synod.*

*b. Churchwide Assembly*

- 1) Voting members to the Churchwide Assembly shall be elected according to the procedures set forth in the constitution and bylaws of the Evangelical Lutheran Church in America; with an equal number of alternates.*
- 2) The bishop of the synod shall be empowered to fill vacancies that may occur in the synod voting membership within 30 days of the Churchwide Assembly.*
- 3) Unless otherwise determined by the Synod Council, the synod vice president shall serve as a voting member of the Churchwide assembly.*

*c. Synod Council*

- 1) Synod Council members, excluding the officers and youth member, shall be elected in such a way that approximately one-third of the terms expire in any given year.*
- 2) The nominating committee shall strive to maintain inclusivity on the synod council through the nominating process.*
- 3) The youth and young adult members shall each be a confirmed member of a congregation whose age is as defined by the ELCA churchwide expression (see footnote to S7.21.A10).*

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

S9.03. There shall be a Nominating Committee consisting of the bishop of the synod or his/her representative, two persons chosen by the Synod Council from its own membership, and one member elected by each conference, to serve for each regular meeting of the Synod Assembly. Additional nominations may be made from the floor for all elections for which nominations are made by the Synod Nominating Committee. Additional nominations must have the prior consent of the nominees.

*S9.03.A20. All ordained ministers shall be eligible for nomination to Synod election by the conference in which they hold congregational membership.*

S9.04. The bishop shall be elected by the Synod Assembly by ecclesiastical ballot.

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

- S9.05. The Nominating Committee shall nominate at least two persons for vice president; additional nominations may be made from the floor.
- S9.06. The Synod Nominating Committee shall nominate two persons for secretary; additional nominations may be made from the floor.
- S9.08. In all elections, except for the bishop, the names of the persons receiving the highest number of votes, but not elected by a majority of the votes cast on a preceding ballot, shall be entered on the next ballot to the number of two for each vacancy unfilled.
- S9.09. The result of each ballot in every election shall be presented in detail to the assembly.
- †S9.10. When notified by the secretary of this church, on behalf of the Nominating Committee of the Churchwide Assembly, the Synod Assembly shall nominate two persons in the specified categories for possible election by the Churchwide Assembly to the Church Council.
- †S9.12. Background checks and screening shall be required and completed for persons nominated as synod officers prior to their election, if possible, or as soon as practical after their election. The specific procedures and timing of background checks and screening shall be determined by the Synod Council.

## Chapter 10. SYNOD COUNCIL

- †S10.01. The Synod Council consisting of the four officers of the synod, 10 to 24 other members, and at least one youth and at least one young adult, shall be elected by the Synod Assembly.
- a. Each person elected to the Synod Council shall be a voting member of a congregation of this synod, with the exception of ministers on a 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 three years.

*S10.01.01. Membership*

- a. *The Synod Council shall consist of 16 members, including the officers, at least one of whom shall be a youth and one a young adult. Membership shall conform to the standards of representation of the ELCA.*
- b. *With the exception of the bishop, officers of the synod and youth member, no more than one lay member of any congregation shall serve on the Synod Council at any given time.*

*S10.01.02. Term of Office*

- a. *Except for the officers and the youth member, each member elected to the Synod Council shall be elected for a term of three years. Each member shall serve no more than two consecutive terms.*
- b. *Newly elected members of synod council shall take office on the first day of August immediately following the synod assembly at which they are elected. Their terms shall end on the 31<sup>st</sup> day of July on which their respective terms end.*
- c. *Each youth member elected to the Synod Council shall be elected for a term of two years. Each youth member shall serve no more than two consecutive terms.*

†S10.02. The Synod Council shall be the board of directors of this synod and shall serve as its interim legislative authority between meetings of the Synod Assembly. It may make decisions which are not in conflict with actions taken by the Synod Assembly or which are not precluded by provisions of this constitution or the constitution and bylaws of the Evangelical Lutheran Church in America.

S10.03. The functions of the Synod Council shall be to:

- a. Exercise trusteeship responsibilities on behalf of this synod.
- b. Recommend program goals and budgets to the regular meetings of the Synod Assembly.
- c. Carry out the resolutions of the Synod Assembly.
- d. Provide for an annual review of the roster of ministers of Word and Sacrament and the roster of ministers of Word and Service, receive and act upon appropriate recommendations regarding those persons whose status is subject to reconsideration and action under the constitution and bylaws of the Evangelical Lutheran Church in America, and make a report to the Synod Assembly of the Synod Council's actions in this regard.
- e. Issue letters of call to rostered ministers as authorized by Chapter 7 of the constitution and bylaws of the Evangelical Lutheran Church in America.
- f. Fill vacancies until the next regular meeting of the Synod Assembly except as may otherwise be provided in the constitution or bylaws of this synod, and determine the fact of the incapacity of an officer of the synod.
- g. Report its actions to the regular meeting of the Synod Assembly.
- h. Perform such other functions as are set forth in the bylaws of this synod, or as may be delegated to it by the Synod Assembly.

*S10.03.01. Persons filling vacancies on the Synod Council, boards, committees, and*

*commissions shall serve for the unexpired term which shall be counted as a full term in determining eligibility for succession, except when the period of vacancy is less than one year. (see 10.03. f. above)*

- S10.04. Any proposal to appropriate funds, whether by amendment to the budget or otherwise, which is presented to a meeting of the Synod Assembly without the approval of the Synod Council, shall require a two-thirds vote for adoption.
- S10.05. No elected member of the Synod Council shall receive compensation for such service.
- S10.06. If a member of the Synod Council ceases to meet the requirements to be elected/appointed to the position to which she or he was elected/appointed, the office filled by such member shall at once become vacant.
- S10.07. The composition of the Synod Council, the number of its members, and the manner of their selection, as well as the organization of the Synod Council, its additional duties and responsibilities, and the number of meetings to be held each year shall be as set forth in the bylaws.
- S10.07.01. *Functions of the Synod Council in addition to those specified in the synod constitution:*
- a. *Determination of the salaries and benefits of the bishop and staff of the synod, and maintenance of personnel policies governing those persons' employment and performance;*
  - b. *Confirmation of appointments by the bishop, including appointment of synod representatives to governing bodies of interchurch agencies to which the synod is related;*
  - c. *Creation of and appointment to any committees, commissions, and other organizations needed to fulfill the function of the Synod Council.*
  - d. *Election of members to the Board of Directors of the United Lutheran Seminary in accordance with the bylaws of the United Lutheran Seminary.*
  - e. *Establish and review policies, as necessary, that will be maintained in a policy manual, which may be digital, and see that the policies are distributed appropriately.*
  - f. *When requested, elect or appoint directors or trustees to institutions or agencies as may be determined.*
- S10.07.02. *Meetings*
- a. *The Synod Council shall have at least four stated meetings annually. Special meetings may be called by the vice president, the bishop, or by petition of 10 members of the Synod Council.*
  - b. *A majority of the members of the Synod Council shall constitute a quorum.*
- S10.08. *Robert's Rules of Order*, latest edition, shall govern parliamentary procedure of all meetings of the Synod Council
- S10.08.01 *To the extent permitted by commonwealth law, meetings of the Synod Council and its committees may be held electronically or by telephone conference, and notice of all meetings may be provided electronically.*



## Chapter 11. COMMITTEES

(Commissions, Boards, Teams, Tables, Task Forces, etc.)

- †S11.01. There shall be an Executive Committee, a Consultation Committee, a Committee on Discipline, a Mutual Ministry Committee, an Audit Committee, and such other committees as this synod may from time to time determine. The duties and functions of such committees, or any other organizational units created by the synod, and the composition and organizational structure of such units, shall be as set forth in this constitution or in the bylaws or continuing resolutions, and shall be subject to any applicable provisions or requirements of the constitution and bylaws of the Evangelical Lutheran Church in America.
- S11.01.02. The Executive Committee of this synod shall be composed of the bishop, vice president, secretary, treasurer, and two additional members of the Synod Council elected from the synod council at the first meeting following the synod assembly. Term of office shall be one year.*
- S11.01.03. The Committee on Candidacy shall be composed of 12 members, including the bishop of this synod. The purpose of this committee shall be to recruit persons for the professional ministry in the Church; to approve, guide, and assist them in the preparation for such service; and to examine and recommend persons for ordination.*
- †S11.02. The Consultation Committee of this synod shall consist of at least six persons and not more than 12 persons, of whom half shall be rostered ministers and half shall be lay persons, who shall each be elected by the Synod Assembly for a term of six years without consecutive reelection. The functions of the Consultation Committee are set forth in Chapter 20 of the Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America and in Chapter 17 of this constitution. The size of the Consultation Committee, in accord with this provision shall be defined in this synod's bylaws.
- S11.02.01. The Consultation Committee shall be composed of 12 persons, of whom six shall be ministers of Word and Sacrament and six lay persons.*
- S11.02.02 The terms of the committee members shall be staggered so that the terms of four committee members (two clergy and two lay) expire every two years.*
- †S11.03. The Committee on Discipline of this synod shall consist of twelve persons, of whom six shall be rostered ministers and six shall be lay persons, who shall each be elected by the Synod Assembly for a term of six years without consecutive reelection.
- a. The functions of the Committee on Discipline of this synod are set forth in Chapter 20 of the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America.*
- b. The Synod Council shall fill vacancies on the Committee of Discipline for any unexpired term.
- S11.03.01. The Committee on Discipline shall be composed of twelve persons, of whom three shall be ministers of Word and Sacrament and three laypersons, and shall be the standing committee of this synod elected by the Synod Assembly each for a term of six years (except for staggered terms following initial organization of*

*this synod) and not eligible for reelection to consecutive full terms. When a specific case arises, the chair of the Committee on Discipline shall advise the vice president of the ELCA of the need for the appointment of six persons from the churchwide committee to serve with the synod committee. The vice president, as chair of the Church Council, shall then bring the matter to the Executive Committee of the Church Council for the selection of the six persons from the ELCA panel. In each specific case, that may result in discipline, the synod committee, as thus constituted, shall, within 45 days after receipt of the charges, meet with the ordained minister and the accuser(s) and render its judgment. If the charges are sustained, the committee shall impose the discipline appropriate to the case. Written notice of the date, time, and place of the hearing and a copy of the charges shall be delivered to the accused ordained minister and to the accuser(s) at least 20 days prior to the date of the hearing by the synod bishop. At the hearing, the accuser(s) may present evidence in support of the charges, and thereafter the accused ordained minister shall be entitled to present evidence. The accused and the accuser(s), or other person acting on behalf of either of them, shall be entitled to question the other party or any of the witnesses appearing in behalf of the other party. A verbatim record shall be made by a stenographer or by tape recording of the hearing.*

*The decision of the Committee on Discipline shall be final unless, within 30 days, the accused ordained minister shall appeal the case to the Committee on Appeals. The decision of the Committee on Appeals shall be final.*

*If in the course of the proceedings it should become apparent that the pastoral office cannot be conducted effectively in the parish being served by the ordained minister due to local conditions, the bishop of this synod may temporarily suspend the pastor from service in the parish without prejudice and with pay provided through a joint synod and churchwide fund and with housing provided by the congregation.*

- †S11.04. The Mutual Ministry Committee shall be appointed by the Executive Committee of the Synod Council to provide support and counsel to the bishop.
- S11.04.01. *The Mutual Ministry committee shall be composed of six persons, including a minimum of two ministers of Word and Sacrament, with one of the six being a representative of the Synod Council. The committee shall seek to give encouragement by its concern for the spiritual, emotional, and physical well-being of the rostered and nonrostered staffs of the synod. It will offer support and allow for open communication concerning attitudes and conditions within this synod.*
- †S11.05. The Audit Committee of this synod shall consist of three to six persons, none of whom is a member-of the synod staff. Up to half of the committee members may be Synod Council members. The Audit Committee members shall be elected by the Synod Council for a term of three years and be eligible for reelection to a second consecutive three-year term. The terms of the Audit Committee members shall be staggered. The Audit Committee shall be responsible for assisting the Synod Council in fulfilling its general oversight of the synod's accounting, financial reporting, internal control systems, and external audit processes as provided in †S15.31.

*S11.05.01 In the absence of an Audit Committee, the Executive committee without the Bishop and Treasurer will fulfill these duties.*

## **S11.10. GENERAL PROVISIONS**

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

### *S11.11.01. General Provisions*

- a. The work of the committees shall be in areas beyond the scope and/or competence of congregations.*
- b. Each committee shall be responsible to this synod for the specific functions assigned to it and for performing these functions in accordance with the policies, plans, and budgets approved by this synod. Each committee shall report at each regular assembly of this synod on the actions it has taken, the results achieved, and its proposed plans for the future, and shall submit to the assembly recommendations pertaining to its assigned functions. Between assemblies, each committee shall operate under the general supervision of the bishop, and shall report regularly to the Synod Council as the Council may direct.*
- c. With the exception of the Consultation Committee and Committee on Discipline, committee members shall be appointed by the Synod Council upon the recommendation of the bishop.*
- d. With the exception of the Committee on Discipline, the Consultation Committee, and the Mutual Ministry Committee, all appointments shall be for three-year terms, arranged initially so that one-third of the terms expire each year. Appointments shall be made at least six weeks prior to the assembly, and shall become effective following the Synod Assembly. No person shall serve more than two consecutive terms.*
- e. Each committee shall relate to the appropriate churchwide unit(s).*
- f. Each committee shall, as it deems appropriate for its work and the work of this synod,
  - 1) Initiate action through recommendation to the Synod Council or to the Synod Assembly;*
  - 2) Structure itself;*
  - 3) Establish rules for procedure not in conflict with this constitution and bylaws.**

## Chapter 12. CONFERENCES, CLUSTERS, COALITIONS, AND OTHER AREA SUBDIVISIONS

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

*S12.01.01. There shall be six conferences, namely:*

*Buffalo Valley*

*Juniata Valley*

*Middle Creek*

*North Branch*

*Tulpehocken*

*West Branch*

*S12.01.02. The conferences shall be bounded as determined by the Synod Council.*

*S12.01.03. Each conference shall consist of:*

*a. All congregations within its boundaries;*

*b. All rostered ministers whose calls are within its boundaries and all rostered ministers who are retired or on leave from call and holding membership in a congregation within its boundaries.*

*c. All ministers of Word and Service within the conference.*

*S12.01.04. The boundaries and number of conferences shall be subject to redetermination by the Synod Council at six-year intervals.*

*S12.01.05. A pastoral charge/congregation may petition Synod Council involved to move from one conference to another, and with the approval of and the Synod Council, or Synod Assembly the change shall be made.*

*S12.01.06. Each conference shall hold a meeting of its ministers of Word and Sacrament, ministers of Word and Service, and the Synod assembly voting members of its congregations annually. This meeting shall be held no earlier than two months prior to the regular assembly of the synod. One-third the combined number of ministers of Word and Sacrament, ministers of Word and Service, and congregational voting members shall constitute a quorum. The dean of the conference shall chair this meeting. Each Conference shall establish procedures to ensure 60 percent lay voting member representation at each conference assembly.*

*S12.01.07. Special meetings may be called by the bishop of this synod or by the dean of the conference following consultation with the bishop, and shall be called by the dean of the conference upon the request of one-fifth of the voting members and pastors of the conference. The bishop or the bishop's appointee and, in addition, such staff officials as the bishop may designate, may attend the conference meetings.*

*S12.01.08. The dean, a rostered minister of the ELCA who is a member of the conference, shall be elected at the annual assembly of the conference. The dean shall be*

*elected by a nominating process. Additional nominations may be made from the floor with the prior approval of the candidate being nominated. The conference dean shall serve a term of two years, and may be eligible for two consecutive terms.*

*S12.01.08.B07. The Conference Dean shall:*

- a. Attend dean's meetings with the bishop of this synod as requested, sharing information between the bishop other deans, and the rostered leaders of their conference in a timely manner.*
- b. Convene and preside at the annual conference assembly, ensuring that all rostered leaders congregations' voting members to the synod assembly are encouraged to attend.*
- c. Convene regular meetings of rostered leaders of the conference, ensuring that all are informed in advance of such meeting times and locations.*
- d. Welcome and orient new rostered leaders to the conference.*
- e. Ensure that the conference nominating committee chair is able to carry out assigned responsibilities.*
- f. When asked, assist the bishop or bishop's staff in working with congregations in transition.*

*S12.01.08.C07. The dean or representative(s) appointed by the dean may also*

- a. Represent the conference, as possible, at significant events of the congregations and rostered leaders of the conference.*
- b. Convene occasional social events for the conference rostered leaders alone or with their spouses or families.*
- c. Encourage the development of conference gatherings, events, or shared ministries, other than the annual conference assembly.*

*S12.01.09 The Juniata Valley, Tulpehocken, and West Branch conferences shall elect a secretary in the even-numbered years, the Middle Creek, Buffalo Valley and North Branch shall elect a secretary in the odd-numbered years. The secretary, a rostered minister of the ELCA who is a member of the conference, shall be elected at the annual assembly of the conference. The procedure for election and the term of office shall be the same as that of the dean.*

*S12.01.09.D07. The Conference Secretary shall:*

- a. Maintain an unofficial roster of all rostered leaders with membership in the conference, including current contact information.*
- b. Distribute communiqués as requested by the conference dean.*
- c. Record minutes of all official meetings of the conference, including conference assemblies, and maintain as a file the same.*
- e. Attend dean's meeting with the bishop when dean is unable to attend.*

*S12.01.11. The dean and secretary shall take office July 1, the year of their election.*

*S12.01.12. Succession of Dean and Secretary.*

- a. In the event of the resignation or the death of the dean, the secretary of the conference shall perform the functions of the office of dean until the following assembly of the conference.*
- b. In the event of the resignation or the death of the secretary of the conference, the conference dean in consultation with the rostered clergy of the conference shall appoint a clergy person from the conference roster to perform the functions of the office of secretary until the following assembly of the conference.*

*S12.01.13. The conference shall elect a representative to the Synod Nominating Committee every year. This person shall be the chair of the conference nomination committee for the following year. In consultation with the conference dean the nomination committee chair shall select three congregation council presidents from the conference to serve on the nomination committee for that year. The conference nomination committee shall prior to the annual conference assembly.*

- a. Receive from the synod office a list of ballot openings.*
- b. Distribute to all congregation council presidents (or vice presidents) and pastors of the conference a list of ballot openings and invite their nominations for any ballot openings*
- c. Receive nominations with biographical information. This information shall be distributed to all congregation council presidents (or vice presidents) and pastors no later than 15 days before annual conference assembly*

## Chapter 13. CONGREGATIONS

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

- a. New Congregations.** A congregation newly formed by this church and any congregation seeking recognition and reception by this church shall:
  - 1) Accept the criteria for recognition and reception as a congregation of this church, fulfill the functions of the congregation, and accept the governance provisions as provided in Chapter 9 of the constitution and bylaws of this church.
  - 2) Adopt governing documents that include fully and without alterations the Preamble, Chapter 1, where applicable, and all required provisions of Chapters 2, 3, 4, 5, 6, 7, 8, 9, 15, 16, 17, and 18 in the Model Constitution for Congregations consistent with requirements of the constitutions, bylaws, and continuing resolutions of this church. Bylaws and continuing resolutions, appropriate for inclusion in these chapters and not in conflict with these required provisions in the Model Constitution for Congregations, the constitution of this synod, or the Constitution, Bylaws, and Continuing Resolutions of the Evangelical

Lutheran Church in America, may be adopted as described in Chapters 16 and 18 of the Model Constitution for Congregations.

3) Accept the commitments expected of all congregations of this church as stated in C6.01., C6.02., and C6.03. of the Model Constitution for Congregations.

b. **Congregations from another church body.** If a congregation is a member of another church body, the leadership of the congregation first should consult with the appropriate authorities of that church body before taking action to leave its current church body. After such consultation, leaders of the congregation should contact the ELCA synod bishop or staff where the congregation is located. The synod bishop or synod staff where the transferring or independent congregation is located shall confer with the congregation to assure its understanding and acceptance of commitment to and affiliation with this church.

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

†S13.02. It shall be the responsibility of each congregation of this synod to elect from among its voting members laypersons to serve as members of the Synod Assembly as well as persons to represent it at meetings of any conference, cluster, coalition or other area subdivision of which it is a member. Normatively, congregations should hold elections prior to each regular meeting of the Synod Assembly. The number of persons to be elected by each congregation and other qualifications shall be as prescribed in guidelines established by this synod.

*S13.02.01. Congregations are responsible for the payment of all assembly fees and costs, including travel expenses, for their pastors and elected voting members.*

S13.11. When a rostered minister resigns, the Congregation Council shall receive the letter of resignation, report it to the congregation, and at once notify the bishop of this synod.

*S13.11.01. In the event of a pastoral vacancy in a congregation or pastoral charge, the bishop shall appoint an interim pastor in consultation with the conference dean and the Congregation Council.*

S13.12. A congregation under financial obligation to its former rostered minister shall make satisfactory settlement of the obligation before calling a successor.

†S13.20. A congregation considering a relocation shall confer with the bishop of the synod in which it is territorially located and the appropriate unit of the churchwide organization before any steps are taken leading to such action. The approval of the Synod Council shall be received before any such action is effected.

†S13.21. A congregation considering development of an additional site to be used regularly for worship shall confer with the bishop of the synod in which it is

territorially located and the appropriate unit of the churchwide organization before any steps are taken leading to such action.

- †S13.22. Each congregation of the Evangelical Lutheran Church in America within the territory of this synod, except those which are in partnership with the Slovak Zion Synod, shall establish and maintain a relationship with this synod.
- †S13.23. Provision 9.71. of the constitution of this church shall govern the relationship of this synod and a congregation of this synod regarding the property of the congregation. This synod may transfer or convey property to a congregation of the synod, subject to restrictions accepted by the congregation, including provision that if the Synod Council, in its sole and exclusive discretion, determines (1) that the property is not being used to serve the mission and ministry needs of this church, or (2) that the congregation has transferred, encumbered, mortgaged, or in any way burdened or impaired any right, title, or interest in the property without the prior approval of the Synod Council, then title to the property shall revert to the synod, and the congregation, upon written demand, shall reconvey the property to the synod.
- †S13.24. The Synod Council, itself or through trustees appointed by it, may take charge and control of the property of a congregation of this synod to hold, manage, and convey the same on behalf of this synod, if any of the following apply:
- a. The congregation has disbanded, ceased to worship, or otherwise ceased to exist as a congregation.
  - b. The congregation has abandoned its property.
  - c. The remaining members of the congregation decide that it is no longer possible to function as a congregation or that they are unable to provide required governance.
  - d. The Synod Council determines that the membership of a congregation has become so scattered or so diminished in numbers that it cannot provide required governance or that it has become impractical for the congregation to fulfill the purposes for which it was organized.
  - e. The Synod Council determines that it is necessary for this synod to protect and preserve the congregation's property from waste and deterioration.
- The congregation shall have the right to appeal any such decision to the next Synod Assembly.
- S13.25. This synod may temporarily assume administration of a congregation upon its request or with its concurrence. Such synod administration shall continue only so long as necessary to complete the purposes for which it was requested by the congregation or until the congregation withdraws consent to continued administration.
- S13.25.01. Terms of administration shall be negotiated by the congregation/pastoral charge and the Synod Council through the office of the bishop.*
- S13.30. Discipline**
- †S13.31. Congregations and members of congregations are subject to discipline in accordance with the provisions of Chapter 20 of the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*. The



synod's involvement in and responsibility for such disciplinary processes shall be as set forth in that chapter.

S13.40. Synod-authorized Worshiping Communities

S13.41. Authorized worshiping communities, acknowledged under criteria, policies, and Procedures approved by the Church Council of the Evangelical Lutheran Church in America, shall accept and adhere to the Confession of Faith and Statement of Purpose of this church, shall be served by leadership under the criteria of this church, and shall be subject to the discipline of this church.

#### Chapter 14. ROSTERED MINISTER

##### **S14.10. Ministers of Word and Sacrament**

†S14.11. The time and place of the ordination of those persons properly called to ministry in this synod shall be authorized by the bishop of this synod.

†S14.12. Consistent with the faith and practice of the Evangelical Lutheran Church in America,

- a. Every minister of Word and Sacrament shall:
  - 1) preach the Word;
  - 2) administer the sacraments;
  - 3) conduct public worship;
  - 4) provide pastoral care;
  - 5) seek out and encourage qualified persons to prepare for the ministry of the Gospel;
  - 6) impart knowledge of this church and its wider ministry through available channels of effective communication; and
  - 8) speak publicly to the world in solidarity with the poor and oppressed, advocating dignity, justice, and equity for all people, working for peace and reconciliation among the nations, caring for the marginalized, and embracing and welcoming racially and ethnically diverse populations.
- b. Each pastor with a congregational call shall, within the congregation:
  - 1) offer instruction, confirm, marry, visit the sick and distressed, and bury the dead;
  - 2) relate to all schools and organizations of the congregation;
  - 3) install regularly elected members of the Congregation Council;
  - 4) with the council, administer discipline;
  - 5) endeavor to increase the support given by the congregation to the work of the churchwide organization and of this synod; and
  - 6) encourage adherence to covenantal relationship with this church as expressed in the *Constitutions, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*.

S14.13. The pastor (a) shall keep accurate parochial records of all baptisms, confirmations, marriages, burials, communicants, members received, members dismissed, or members excluded from the congregation, (b) shall submit a summary of such statistics annually to this synod, and (c) shall become a member of the congregation upon receipt and acceptance of the letter of call. In a parish of multiple congregations, the pastor shall hold membership in one of

the congregations.

- S14.14. Whenever members of a congregation move to such a distance that regular attendance at its services becomes impractical, it shall be the duty of the pastor to commend them, upon their consent, to the pastoral care of a congregation nearer to their place of residence.
- S14.15. Each minister of Word and Sacrament on the roster of this synod shall submit a report of his or her ministry to the bishop of the synod at least 90 days prior to each regular meeting of the Synod Assembly.
- †S14.16. When a congregation of this church desires to call a pastor or a candidate for the ministry of Word and Sacrament of this church:
- a. Each congregation of this synod shall consult the bishop of this synod before taking any steps leading to the extending of a call to a prospective pastor.
  - b. For issuance of a letter of call to a pastor or candidate by a congregation of this synod in accord with ELCA constitutional provision 7.41., a two-thirds vote shall be required of voting members of the congregation present and voting at a meeting regularly called for the purpose of issuing such a call.
  - c. When the congregation has voted to issue a call to a prospective pastor, the letter of call shall be submitted to the bishop of this synod for the bishop's signature.
- S14.17. No minister of Word and Sacrament shall accept a call without first conferring with the bishop of this synod. A minister of Word and Sacrament shall respond with an answer of acceptance or declination to a letter of call within 30 days of receipt of such call. In exceptional circumstances with the approval of the bishop of this synod and the president of the Congregation Council of the congregation issuing the call, an additional 15 days may be granted to respond to a letter of call.
- S14.12.01. The bishop, in consultation with pastors new to this synod, shall appoint a mentor for each pastor new to this synod, who will serve during the first year following installation. The mentor shall provide support and counsel as deemed appropriate or necessary by the mentor or the pastor.
- S14.12.02. The bishop, in consultation with ministers of Word and Service new to this synod, shall appoint a mentor for each such minister new to this synod, who will serve during the first year following installation. The mentor shall provide support and counsel as deemed appropriate or necessary by the mentor or the minister of Word and Service.
- †S14.18. The provisions for termination of the mutual relationship between a minister of Word and Sacrament and a congregation shall be as follows:
- a. The call of a congregation, when accepted by a pastor, shall constitute a continuing mutual relationship and commitment which shall be terminated only by the pastor's death or, following consultation with the synod bishop, for any of the following reasons:
    - 1) mutual agreement to terminate the call or the completion of a call for a specific term;

- 2) resignation of the pastor, which shall become effective, unless otherwise agreed, no later than 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,
  - 4) inability to conduct the pastoral office effectively in view of disability or incapacity of the pastor;
  - 5) suspension of the pastor through discipline for more than three months;
  - 6) resignation or removal of the pastor from the roster of Word and Sacrament of this church
  - 7) termination of the relationship between this church and the congregation;
  - 8) dissolution of the congregation or the termination of a parish arrangement; or
  - 9) suspension of the congregation through discipline for more than six months.
- b. When allegations of disability or incapacity of the pastor under paragraph a.4) above, or ineffective conduct of the pastoral office under paragraph a.3) above, have come to the attention of the bishop of this synod,
- 1) the bishop, who has sole discretion, may investigate such conditions personally together with a committee of two rostered ministers and one layperson, or
  - 2) when such allegations have been brought to the 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 personally shall investigate such conditions together with a committee of two rostered ministers and one layperson.
- c. In case of alleged disability or incapacity under paragraph a.4) above, the bishop's committee shall obtain and document competent medical opinion concerning the pastor's condition. When a disability or incapacity is evident to the committee, the bishop of this synod may declare the pastorate vacant. When the pastorate is declared vacant, the Synod Council shall list the pastor on the roster of Ministers of Word and Sacrament with disability status. Upon resumption of the ability to conduct the office effectively, the bishop shall take steps to enable the pastor to resume the ministry, either in the congregation last served or in another appropriate call.
- d. In the case of alleged local difficulties that imperil the effective functioning of the congregation under paragraph a.3) above, the bishop's committee shall endeavor to hear from all concerned persons after which the bishop together with the committee present their recommendations first to the pastor and then to the congregation. The recommendations of the bishop's committee must address whether the pastor's call should come to an end and, if so, may suggest appropriate severance arrangements. The committee may also propose other actions that should be undertaken by the congregation and by the pastor, if appropriate. If the pastor and

congregation agree to carry out such recommendations, no further action need be taken by the synod.

- e. If either party fails to assent to the recommendations of the bishop's committee concerning the pastor's call, the congregation may dismiss the pastor only at a legally called meeting after consultation with the bishop, either (a) by a two-thirds 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 majority vote of the voting members present and voting where the bishop and the committee recommended termination of the call
- f. If, in the course of proceedings described in paragraph c. or paragraph d. above the bishop's committee concludes that there may be grounds for disciplinary action, the committee shall make recommendations concerning disciplinary action in accordance with the provisions of this church's constitution, bylaws, and continuing resolutions

†S14.19. Ministers of Word and Sacrament shall respect the integrity of the ministry of congregations which they do not serve and shall not exercise ministerial functions therein unless invited to do so by the pastor, or if there is no duly called pastor, then by the interim pastor in consultation with the Congregation Council.

†S14.21. The records of all baptisms, confirmations, marriages, burials, communicants, members received, members transferred or dismissed, members who have become inactive, or members excluded from the congregation shall be kept accurately and permanently. They shall remain the property of each congregation. At the time of the closure of a congregation, such records shall be sent to the regional archives. The secretary of the congregation shall attest to the bishop of this synod that such records have been placed in the secretary's hands in good order by a departing pastor before:

- a. installation in another call, or
- b. approval of a request for change in roster status.

†S14.22. The pastor shall make satisfactory settlement of all financial obligations to a former congregation before:

- a. installation in another call, or
- b. approval of a request for change in roster status.

†S14.23. During service to a congregation, an interim pastor shall have the rights and duties in the congregation of a regularly called pastor. The interim pastor may delegate the same in part to an interim supply pastor with the consent of the bishop of this synod. The interim pastor and any rostered minister who may assist shall refrain from exerting influence in the selection of a pastor. Upon completion of service, the interim pastor shall certify to the bishop of this synod that the congregation records, for the period for which the interim pastor was responsible, are in order.

†S14.24. With the approval of the synod bishop expressed in writing, which sets forth a clear statement of the purpose to be served by such a departure from the normal rule of permanency of the call as expressed in †S14.18., a congregation may call a pastor for a specific term. Details of such calls shall be in writing setting forth the purpose and conditions involved. Prior to the completion of a term, the

bishop of this synod or a representative of the bishop shall meet with the pastor and representatives of the congregation for a review of the call. Such call may also be terminated before its expiration in accordance with the provisions of †S14.18.

S14.25. All ministers of Word and Sacrament under a call shall attend meetings of the Synod Assembly, and the pastors of congregations shall also attend the meetings of the conference, cluster, coalition, or other area sub-division to which the congregation belongs.

†S14.30. Ministers of Word and Service

†S14.31. The time and place of the ordination of those persons properly called to ministry in this synod shall be authorized by the bishop of this synod.

†S14.32. Consistent with the faith and practice of the Evangelical Lutheran Church in America, every Minister of Word and Service shall:

- a. Be rooted in the Word of God, for proclamation and service;
- b. Advocate a prophetic diakonia that commits itself to risk-taking and innovative service on the frontiers of the Church's outreach, giving particular attention to the suffering places in God's world;
- c. Speak publicly to the world in solidarity with the poor and oppressed, advocating dignity, justice, and equity for all people, working for peace and reconciliation among the nations, caring for the marginalized, and embracing and welcoming racially and ethnically diverse populations;
- d. Equip the baptized for ministry in God's world that affirms the gifts of all people;
- e. Encourage mutual relationships that invite participation and accompaniment of others in God's mission;
- f. Practice stewardship that respects God's gift of time, talents, and resources;
- g. Be grounded in a gathered community for ongoing diaconal formation;
- h. Share knowledge of this church-and its wider ministry of the gospel, and advocate for the work of all expressions of this church; and
- i. Identify and encourage qualified persons to prepare for ministry of the gospel.

S14.33. The minister of Word and Service shall become a member of the congregation upon receipt and acceptance of the letter of call. In a parish of multiple congregations, the minister of Word and Service shall hold membership in one of the congregations.

S14.34. Each minister of Word and Service on the roster of this synod shall submit a report of his or her ministry to the bishop of the synod at least 90 days prior to each regular meeting of the Synod Assembly.

†S14.41. When a congregation of this church desires to call a minister of Word and Service or a candidate for the ministry of Word and Service of this church:

- a. Each congregation of this synod shall consult the bishop of this synod before taking any steps leading to the extending of a call to a prospective minister of Word and Service.

- b. For issuance of a letter of call to a minister of Word and Service or candidate by a congregation of this synod in accord with ELCA constitutional provision 7.71., a two-thirds vote shall be required of members of the congregation present and voting at a meeting regularly called for the purpose of issuing such a call.
  - c. When the congregation has voted to issue a call to a prospective minister of Word and Service, the letter of call shall be submitted to the bishop of this synod for the bishop's signature.
- S14.42. No minister of Word and Service shall accept a call without first conferring with the bishop of this synod. A minister of Word and Service shall respond with an answer of acceptance or declination to a letter of call within 30 days of receipt of such call. In exceptional circumstances with the approval of the bishop of this synod and the president of the Congregation Council of the congregation issuing the call, an additional 15 days may be granted to respond to a letter of call.
- †S14.43. The provisions for termination of the mutual relationship between a minister of Word and Service and a congregation shall be as follows:
- a. The call of a congregation, when accepted by a minister of Word and Service, shall constitute a continuing mutual relationship and commitment which shall be terminated only by the deacon's death or, following consultation with the synod bishop, for any of the following reasons:
    - 1) mutual agreement to terminate the call or the completion of a call for a specific term;
    - 2) resignation of the minister of Word and Service, which shall become effective, unless otherwise agreed, no later than 30 days after the date on which it was submitted;
    - 3) inability to conduct the office effectively in that congregation in view of local conditions;
    - 4) inability to conduct the office effectively in view of disability or incapacity of the minister of Word and Service;
    - 5) suspension of the minister of Word and Service through discipline for more than three months;
    - 6) resignation or removal of the minister of Word and Service from the roster of Ministers of Word and Service of this church;
    - 7) termination of the relationship between this church and the congregation;
    - 8) dissolution of the congregation or the termination of a parish arrangement; or
    - 9) suspension of the congregation through discipline for more than six months.
  - b. When allegations of disability or incapacity of the minister of Word and Service under paragraph a.4) above, or ineffective conduct of the ministry of Word and Service under paragraph a.3) above, have come to the attention of the bishop of this synod,
    - 1) the bishop, who has sole discretion, may investigate such conditions personally together with a committee of two rostered ministers and one layperson, or

- 2) when such allegations have been brought to the 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 personally shall investigate such conditions together with a committee of two rostered ministers and one layperson.
- c. In case of alleged disability or incapacity under paragraph a.4) above, the bishop's committee shall obtain and document competent medical opinion concerning the minister of Word and Service's condition. When a disability or incapacity is evident to the committee, the bishop of this synod may declare the position vacant. When the position is declared vacant, the Synod Council shall list the deacon on the roster of Ministers of Word and Service with disability status. Upon resumption of the ability to conduct the office effectively, the bishop shall take steps to enable the minister of Word and Service to resume the ministry, either in the congregation last served or in another appropriate call.
  - d. In the case of alleged local difficulties that imperil the effective functioning of the congregation under paragraph a.3) above, the bishop's committee shall endeavor to hear from all concerned persons, after which the bishop together with the committee shall present their recommendations first to the minister of Word and Service and then to the congregation. The recommendations of the bishop's committee address whether the minister of Word and Service's call should come to an end and, if so, may suggest appropriate severance arrangements. The committee may also propose other actions that should be undertaken by the congregation and by the minister of Word and Service, if appropriate. If the minister of Word and Service and congregation agree to carry out such recommendations, no further action need be taken by the synod.
  - e. If either party fails to assent to the recommendations of the bishop's committee concerning the minister of Word and Service's call, the congregation may dismiss the minister of Word and Service only at a legally called meeting after consultation with the bishop, either (a) by a two-thirds 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 majority vote of the voting members present and voting where the bishop and the committee recommended termination of the call.
  - f. If, in the course of proceedings described in paragraph c. or paragraph d. above, the bishop's committee concludes that there may be grounds for disciplinary action, the committee shall make recommendations concerning disciplinary action in accordance with the provisions of this church's constitution, bylaws, and continuing resolutions.
- †S14.44. Ministers of Word and Service shall respect the integrity of the ministry of congregations which they do not serve and shall not exercise ministerial functions therein unless invited to do so by the Congregation Council.
- †S14.45. The minister of Word and Service shall make satisfactory settlement of all financial obligations to a former congregation before:

- a. installation in another call, or
  - b. approval of a request for change in roster status.
- †S14.46. With the approval of the synod bishop expressed in writing, which sets forth a clear statement of the purpose to be served by such a departure from the normal rule of permanency of the call as expressed in †S14.43., a congregation may call a minister of Word and Service for a specific term. Details of such calls shall be in writing setting forth the purpose and conditions involved. Prior to the completion of a term, the bishop of this synod or a representative of the bishop shall meet with the minister of Word and Service and representatives of the congregation for a review of the call. Such call may also be terminated before its expiration in accordance with the provisions of †S14.43.
- S14.47. All ministers of Word and Service under a call shall attend meetings of the Synod Assembly, and the ministers of Word and Service of congregations shall also attend the meetings of the conference, cluster, coalition, or other area subdivision to which the congregation belongs.

## Chapter 15. FINANCIAL MATTERS

- †S15.01. The fiscal year of this synod shall be February 1 through January 31.
- †S15.11. Since the congregations, synods, and churchwide organization are interdependent expressions that share in God's mission, all share in the responsibility to develop, implement, and strengthen the financial support of the whole church. The gifts and offerings of the members of the Evangelical Lutheran Church in America are given to support all parts of this church; thus the unity of this church should be evidenced in determining each part's share of the gifts and offerings. Therefore:
- a. The mission of this church beyond the congregation is to be supported by such a proportionate share of each congregation's annual budget as each congregation determines. This synod shall develop guidelines for determining "proportionate share", and shall consult with congregational leaders to assist each congregation in making its determination.
  - b. This synod shall receive the proportionate share of the mission support from its congregations, and shall transmit that percentage or amount of each congregation's mission support as determined in consultation with the churchwide organization and approved by the Synod Assembly as part of its budget consideration.
  - c. Should the Synod Assembly not approve the proportionate share of mission support determined in consultation with the churchwide organization, a new consultation with the churchwide organization shall take place. The Synod Council is authorized to amend the budget adopted by the Synod Assembly to reflect the results of this consultation.
- S15.11.01. *Congregations shall give priority to regular mission support commitments before they give consideration to special appeals.*
- †S15.12. The annual budget of this synod shall reflect the entire range of its own activities and its commitment to supportive funding with other synods and the churchwide organization.



- S15.13. On the basis of estimated income, the Synod Council shall authorize expenditures within the budget for the fiscal year. Expenditure authorizations shall be subject to revision, in light of changing conditions, by the Synod Council.
- S15.14. Except when such procedure would jeopardize current operations, a reserve amounting to no more than 16% of the sum of the amounts scheduled in the next year's budget for regular distribution to synod causes shall be carried forward annually for disbursement in the following year in the interest of making possible a more even flow of income to such causes. The exact number of dollars to be held in reserve shall be determined by the Synod Council.
- S15.21. No appeal to congregations of this or any other synod of the Evangelical Lutheran Church in America for the raising of funds shall be conducted by congregations or organizations related to or affiliated with this synod without the consent of the Synod Assembly or the Synod Council.
- †S15.31. This synod shall arrange to have an annual audit of its financial records conducted by a certified public accountant firm recommended by the synod Audit Committee and approved by the Synod Council. The audited annual financial report shall be submitted by this synod to the churchwide Office of the Treasurer and to the congregations of this synod.
- †S15.32. This synod shall maintain adequate, continuous insurance coverage in accordance with standards recommended by the churchwide organization. Insurance programs offered or endorsed by the churchwide organization shall be deemed to fulfill this obligation.
- S15.41. The synod council shall establish policies appropriate to management of synod finances. Such policies will be included in a policy manual.

## Chapter 16. INDEMNIFICATION

- †S16.01. Subject to the limitations and duties imposed, each person who is or was made or threatened to be made a party to any proceeding by reason of the present or former capacity of that person as a Synod Council member, officer, employee, or committee member of this synod shall be indemnified against all costs and expenses incurred by that person in connection with the proceeding. Indemnification of any person by reason of that person's capacity as a director, officer, employee, or committee member of any other organization, regardless of its form or relationship to this synod, is subject to the provisions of †S16.02.
- a. The term “proceeding” means a threatened, pending, or completed lawsuit, whether civil or criminal, an administrative or investigative matter, arbitration, mediation, alternative dispute resolution, or any other similar legal or governmental action. Except as otherwise required by law, the term “proceeding” does not include (a) any action by this synod against the individual seeking indemnification, or (b) subject to †16.04., a disciplinary hearing or related process described in Chapter 20 of the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*.

b. The term “indemnification” includes reimbursement and advances of costs and expenses for judgments, penalties, fines, settlements, excise taxes, reasonable attorneys’ fees, disbursements, and similar required expenditures. †S16.03.02.

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

*S16.02.01. This synod hereby adopts and includes in its bylaws the present and future provisions of applicable law, including 15 PA C. S. (Section 513) regarding the personal liability and indemnification of members of the Synod Council acting as this synod's Board of Directors.*

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

†S16.04. When written charges against a rostered minister of this church are made in disciplinary proceedings under Chapter 20 of the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America* by the synod bishop or written charges against a congregation are made by the Synod Council or the synod bishop, and the discipline hearing committee determines that no discipline shall be imposed, then if such determination is not reversed or set aside on appeal indemnification shall be made by the synod to the accused for reasonable attorney's fees and other reasonable expenses related to the defense of the charges. The determination of the reasonableness of such fees and expenses shall be made by the Synod Council.

## Chapter 17. CONSULTATION AND ADJUDICATION CONSULTATION

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

†S17.02. The synod bishop and the Executive Committee of the Synod Council shall receive expressions of concern from rostered ministers of this church, congregations, and organizations within this synod; provide a forum in which the parties concerned can seek to work out matters causing distress or conflict; and make appropriate recommendations for their resolution. When a concern relates directly to the synod bishop, the synod vice president will lead the Executive Committee’s efforts at resolving the matter. When the matter at issue cannot be resolved in this manner, applicable procedures for investigation, decision, appeal, and adjudication shall be followed. Allegations or charges that could lead to the discipline of rostered ministers of this church shall not be

addressed by the Executive Committee but shall be resolved through the disciplinary process set forth in the Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America.

†S17.03. When there is disagreement between or among congregations of this synod on a substantive issue that cannot be resolved by the parties, the council of an affected congregation may petition the synod bishop for a consultation after informing the other affected congregation(s) of its intent to do so. If this consultation fails to resolve the issue, the bishop shall refer the matter to the Consultation Committee of the synod, which shall undertake efforts to find an appropriate solution. If the Consultation Committee's efforts fail to resolve the issue(s), the entire matter shall be referred to the Synod Council for adjudication by whatever process the council deems necessary. The decision of the Synod Council shall be final.

†S17.04. When conferences, clusters, coalitions, or area subdivisions of this synod have a disagreement on a substantive issue that they cannot resolve, the aggrieved party or parties may petition the synod bishop and the Executive Committee of the Synod Council requesting a consultation after informing the other affected parties of their intent to do so. In this case the decision of the Executive Committee shall prevail, except that, upon the motion of a member of the Synod Council, the decision shall be referred to the Synod Council for final action.

S17.10. Adjudication in a congregation.

†S17.11. When there is disagreement between or among factions within a congregation on a substantive issue which cannot be resolved by the parties, members of the congregation may petition the synod bishop for consultation after informing the president of the Congregation Council of their intent to do so. The synod bishop shall seek a timely resolution of the dispute. If the issue relates directly to the pastor, the bishop may begin the process in †S14.18.d. In all other matters, if the bishop's consultation fails to resolve the issue, the bishop shall refer the matter to the Consultation Committee of the synod, which shall undertake efforts to find an appropriate solution. If the Consultation Committee's efforts fail to resolve the dispute, the entire matter shall be referred to the Synod Council for adjudication by whatever process the council deems necessary. The Synod Council's decision shall be final.

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

†S18.10. Amendments to Constitution

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

†S18.12. Whenever the secretary of the Evangelical Lutheran Church in America officially informs this synod that the Churchwide Assembly has amended the constitution for synods, this constitution may be amended to reflect any such amendment by a majority vote at any subsequent meeting of the Synod

Assembly without presentation at a prior Synod Assembly. An amendment that is identical to a provision of the constitution for synods shall be deemed to have been ratified upon its adoption by the synod. The Church Council, through the secretary of this church, shall be given prompt notification of its adoption.

- †S18.13. Other amendments to this constitution may be adopted by this synod through either of the following procedures:
- a. Introduced with the support of at least 6 voting members and having been approved by a two-thirds vote of the voting members present and voting at a regular meeting of the Synod Assembly, an amendment may be adopted unchanged by a two-thirds vote at the next regular meeting of the Synod Assembly.
  - b. The Synod Council may propose an amendment, with notice to be sent to the congregations of this synod at least six months prior to the next regular meeting of the Synod Assembly. Such an amendment shall require for adoption a two-thirds vote of the voting members present and voting at such a regular meeting of the Synod Assembly. All such amendments shall become effective upon ratification by the Churchwide Assembly or by the Church Council.

**†S18.20. Amendments to Bylaws**

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

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

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

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Amended: Mandatory amendments 23 January 2017

Amended: Non-mandatory amendments 16 June 2017

Amended: 15 June 2018

Amended: 14 June 2019

Amended: 18 April 2020 (synod council adopted editorial amendments and Continuing Resolutions)

Amended: 19 June 2021

Amended: 17 February 2024, 2022 CWA amendments (with CR amendments adopted Synod Council November 2023 & February 2024)