

**EVANGELICAL LUTHERAN CHURCH IN  
AMERICA  
CARIBBEAN SYNOD**

**CONSTITUTION, BYLAWS, AND CONTINUING  
RESOLUTIONS**

*Amended by the Caribbean Synod Assembly on June 19, 2015*

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**EVANGELICAL LUTHERAN CHURCH IN AMERICA  
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**CONSTITUTION, BYLAWS, AND CONTINUING RESOLUTIONS**

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**Chapter 1.  
NAME AND INCORPORATION**

†S1.01. The name of this synod, as determined by the Churchwide Assembly, shall be Caribbean Synod of the Evangelical Lutheran Church in America.

†S1.02. For the purposes of this constitution and the accompanying bylaws, the Caribbean 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 with a cross in the center. The circle contains in the inside upper section the words “Sínodo del Caribe, IELA” and in the inside lower section the words “Caribbean Synod, ELCA” in red. From the cross base, four (4) red flames emerge. Under the four (4) flames are three (3) interwoven circles.

**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 Commonwealth of Puerto Rico and the Territory of the United States Virgin Islands.

†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 10.01.11. and 10.02.02.

**Chapter 4.  
CONFESSION OF FAITH**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- a. Proclaim God's saving Gospel of justification by grace for Christ's sake through faith alone, according to the apostolic witness in the Holy Scripture, preserving and transmitting the Gospel faithfully to future generations.
- b. Carry out Christ's Great Commission by reaching out to all people to bring them to faith in Christ and by doing all ministry with a global awareness consistent with the understanding of God as Creator, Redeemer, and Sanctifier of all.
- c. Serve in response to God's love to meet human needs, caring for the sick and the aged, advocating dignity and justice for all people, working for peace and reconciliation among the nations, and standing with the poor and powerless, and committing itself to their needs.
- d. Worship God in proclamation of the Word and administration of the sacraments and through lives of prayer, praise, thanksgiving, witness, and service.
- e. Nurture its members in the Word of God so as to grow in faith and hope and love, to see daily life as the primary setting for the exercise of their Christian calling, and to use the gifts of the Spirit for their life together and for their calling in the world.
- f. Manifest the unity given to the people of God by living together in the love of Christ and by joining with other Christians in prayer and action to express and preserve the unity which the Spirit gives.

†S6.03. Each synod, in partnership 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 leaders 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. In providing for pastoral care of congregations and rostered leaders in the synod, the responsibilities of the synod include the following:

- a. providing for pastoral care of congregations, ordained ministers, associates in ministry, deaconesses, and diaconal ministers in the synod, including:
  - 1) approving candidates for the ordained ministry in cooperation with the appropriate seminaries of this church, which may be done through multi-synodical committees;
  - 2) authorizing ordinations and ordaining on behalf of this church;
  - 3) approving associates in ministry, deaconesses, and diaconal ministers, which may be done through multi-synodical committees;

4) authorizing the commissioning of associates in ministry, the consecration of deaconesses, and the consecration of diaconal ministers of this church; and

5) consulting in the calling process for ordained ministers, associates in ministry, deaconesses, and diaconal ministers.

b. 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, ordained ministers, and persons on the official lay rosters; as well as for termination of call, appointment, adjudication, and appeals consistent with Chapter 20 of this 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 partnership 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 partnership funding;

d. supporting relationships with and providing partnership funding on behalf of colleges, universities, and campus ministries;

e. maintaining relationships with and providing partnership 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 partners;

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.

†S6.04. Except as otherwise provided in this constitution and bylaws, the Synod Council shall establish processes that will ensure that at least 60 percent of the members of the synod assemblies, councils, committees, boards, and other organizational units shall be laypersons; and that, as nearly as possible, 50 percent of the lay members of assemblies, councils, committees, boards, or other organizational units shall be female and 50 percent shall be male; and that, where possible, the representation of ordained ministers shall be both male and female. This synod shall establish processes that will enable it to reach a minimum goal that 10 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.A01. It is the goal of this synod that 10 percent of the membership of synod assemblies, councils, committees, boards and/or other organizational units be persons of color and/or persons whose primary language is other than English.

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

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

validity or effect of any action taken or authorized by any such assembly, council, committee, board, commission, task force, or other body.

†S6.06. References herein to the nature of the relationship between the three expressions of this church—congregations, synods, and the churchwide organization—as being interdependent or as being in a partnership relationship describe the mutual responsibility of these expressions in God’s mission and the fulfillment of the purposes of this church as described in 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 biennially.

S7.11.01. The regular meeting of the Synod Assembly shall be held during the month of June biennially and, except for special circumstances identified by the Synod Council, the assembly shall be held alternately in the district of Puerto Rico and Virgin Islands.

S7.11.02. The secretary shall send out a bulletin of reports to all ministers and lay voting members at least fifteen (15) days before each regular meeting of the Synod Assembly.

S7.11.03. Procedures.

- a. Holy Communion shall be administered at the opening worship service of each meeting of the Synod Assembly.
- b. All appointments for general religious services or public meetings shall be subject to approval by the bishop.
- c. Each daily session of the Synod Assembly shall be opened with devotions and closed with prayer. In the opening and closing sessions, the prescribed order for the opening and closing of an Assembly shall be used.

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 (1/5) 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 presiding bishop of the Evangelical Lutheran Church in America in cooperation with the Synod Council.

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

S7.13.01. Such notice as specified in S7.13. shall be given, in writing, at least sixty (60) days prior to the opening of said meetings.

S7.13.02. Both English and Spanish shall be the official languages at all meetings of this synod. Interpreters shall be provided.

S7.14. One-half (2) of the members of the Synod Assembly shall constitute a quorum.

S7.14.A91. If during the proceedings of the Assembly the constituted quorum no longer exists, the president will declare a recess of fifteen (15) minutes and will delegate to the secretary and the credentials committee the task of gathering all available voting members to reestablish quorum. If quorum cannot be reestablished, the president shall follow the rules of order.

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

a. All ordained ministers under call on the roster of this synod in attendance at this Synod Assembly shall be voting members.

b. All associates in ministry, deaconesses of the Evangelical Lutheran Church in America, and diaconal ministers, under call, on the official lay rosters of this synod shall have both voice and vote as lay voting members in the Synod Assembly, in addition to the voting membership of lay members of congregations provided in item †S7.21.c.

c. A minimum of one (1) lay member elected by each congregation with fewer than 175 baptized members and a minimum of two (2) lay members elected by each congregation with 175 or more baptized members related to this synod, normally one (1) of whom shall be male and one (1) of whom shall be female, shall be voting members. The Synod Council shall establish a formula to provide additional lay representation from congregations on the basis of the number of baptized members in the congregation. The Synod Council shall seek to ensure that, as nearly as possible, 50 percent of the lay members of the assembly shall be female and 50 percent shall be male. Additional members from each congregation normally shall be equally divided between male and female.

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

†S7.21.01. 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. Congregations shall pay all expenses for their voting members to this Synod's Assemblies.

S7.21.A88. A maximum of two (2) lay members elected by each congregation with less than 350 baptized members in good standing shall be voting members of the Synod Assembly. One (1) additional voting member may be elected by congregations having 350 or more baptized members in good standing. Thereof, additional voting members may be elected at the rate of one (1) for each additional 175 baptized members in good standing.

S7.21.B91. Each congregation will appoint an alternate for each voting member in accord with †S7.21.c.

S7.21.C01. In good standing, as stated in S7.21.A88., refers to voting members of this synod's congregations as defined in \*C8.02.c.

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

S7.22.01. This synod permits retired ordained ministers, retired associates in ministry, retired deaconesses, and retired diaconal ministers on the rosters of the synod to serve as voting members of the Synod Assembly provided that †S7.21. is satisfied.

S7.22.02. All ordained ministers, associates in ministry, deaconesses, and diaconal ministers who are on leave from call, or those designated as disabled, on the roster of the synod, shall have voice but not vote in the meetings of the Synod Assembly.

S7.23. The presiding bishop of the Evangelical Lutheran Church in America and such other official representatives of this church as may be designated from time to time by the Church Council shall have voice but not vote in the meetings of the Synod Assembly. Like privileges shall be accorded to those additional persons whom the Synod Assembly or the Synod Council shall from time to time designate.

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

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

S7.26. This synod may establish processes through the Synod Council that permit representatives of congregations under development and authorized worshiping communities of the synod, which have been authorized under ELCA bylaw 10.02.03., to serve as voting members of the Synod Assembly, consistent with †S7.21.

S7.27. This synod may establish processes through the Synod Council to grant an ordained minister from a church body with which a relationship of full communion has been declared and established by the Churchwide Assembly of the Evangelical Lutheran Church in America the privilege of both voice and vote in the Synod Assembly during the period of that ordained minister's service in a congregation of this church.

S7.28. Duly elected voting members of the Synod Council who are not otherwise voting members of the Synod Assembly under †S7.21. shall be granted the privilege of both voice and vote as members of the Synod Assembly.

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

S7.32. Robert's Rules of Order, latest edition, shall govern parliamentary procedure of the Synod Assembly, 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. All officers must submit, through the synod secretary, a report to the regular meeting of the Synod Assembly at least thirty (30) days prior to said meeting.

S8.10. Bishop

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

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

- a. Preach, teach, and administer the sacraments in accord with the Confession of Faith of this church.
- b. Have primary responsibility for the ministry of Word and Sacrament in this synod and its congregations, providing pastoral care and leadership for this synod, its congregations, its ordained ministers, and its other rostered leaders.
- c. Exercise solely this church's power to ordain (or provide for the ordination by another synodical bishop of) approved candidates who have received and accepted a properly issued, duly attested letter of call for the office of ordained ministry (and as provided in the bylaws of the Evangelical Lutheran Church in America).
- d. Commission (or provide for the commissioning of) approved candidates who have received and accepted a properly issued, duly attested letter of call for service as associates in ministry; consecrate (or provide for the consecration of) approved candidates who have received and accepted a properly issued, duly attested letter of call for service as deaconesses; and consecrate (or provide for the consecration of) approved candidates who have received and accepted a properly issued, duly attested letter of call for service as diaconal ministers of this church.
- e. Attest letters of call for persons called to serve congregations in the synod, letters of call for persons called by the Synod Council, and letters of call for persons on the rosters of this synod called by the Church Council.
- f. Install (or provide for the installation of):
  - 1) the pastors of all congregations of this synod;
  - 2) ordained ministers called to extraparish service within this synod; and
  - 3) persons serving in the other rostered ministries within this synod.
- g. Exercise leadership in the mission of this church and in so doing:
  - 1) Interpret and advocate the mission and theology of the whole church;
  - 2) Lead in fostering support for and commitment to the mission of this church within this synod;
  - 3) Coordinate the use of the resources available to this synod as it seeks to promote the health of this church's life and witness in the areas served by this synod;
  - 4) Submit a report to each regular meeting of the Synod Assembly concerning the synod's life and work; and
  - 5) Advise and counsel this synod's related institutions and organizations.
- h. Practice leadership in strengthening the unity of the Church and in so doing:
  - 1) Exercise oversight of the preaching, teaching, and administration of the sacraments within this synod in accord with the Confession of Faith of this church;
  - 2) Be responsible for administering the constitutionally established processes for the resolution of controversies and for the discipline of ordained ministers, other rostered leaders, and congregations of this synod;

- 3) Be the chief ecumenical officer of this synod;
- 4) Consult regularly with other synodical bishops and the Conference of Bishops;
- 5) Foster awareness of other churches throughout the Lutheran world communion and, where appropriate, engage in contact with leaders of those churches;
- 6) Cultivate communion in faith and mission with appropriate Christian judicatory leaders functioning within the territory of this synod; and
- 7) Be ex officio a member of the Churchwide Assembly.

i. Oversee and administer the work of this synod and in so doing:

- 1) Serve as the president of the synod corporation and be the chief executive and administrative officer of this synod, who is authorized and empowered, in the name of this synod, to sign deeds or other instruments and to affix the seal of this synod;
- 2) Preside at all meetings of the Synod Assembly and provide for the preparation of the agenda for the Synod Assembly, Synod Council, and the council's Executive Committee;
- 3) Ensure that the constitution and bylaws of the synod and of the churchwide organization are duly observed within this synod, and that the actions of the synod in conformity therewith are carried into effect;
- 4) Exercise supervision over the work of the other officers;
- 5) Coordinate the work of all synodical staff members;
- 6) Appoint all committees for which provision is not otherwise made;
- 7) Be a member of all committees and any other organizational units of the synod, except as otherwise provided in this constitution;
- 8) Provide for preparation and maintenance of synodical rosters containing:
  - a) the names and addresses of all ordained ministers of this synod and a record of the calls under which they are serving or the date on which they become retired or disabled; and
  - b) the names and addresses of all other rostered persons of this synod and a record of the positions to which they have been called or the date on which they become retired or disabled;
- 9) Annually bring to the attention of the Synod Council the names of all rostered persons on leave from call or engaged in approved graduate study in conformity with the constitution, bylaws, and continuing resolutions of this church and pursuant to prior action of this synod through the Synod Council;
- 10) Provide for prompt reporting to the secretary of this church of:
  - a) additions to and subtractions from the rosters of this synod and the register of congregations;
  - b) the issuance of certificates of transfer for rostered persons in good standing who have received and accepted a properly issued, duly attested, regular letter of call under the jurisdiction of another synod; and

c) the entrance of the names of such persons for whom proper certificates of transfer have been received;

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

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

S8.12.01. The report of the bishop to each regular meeting of the Synod Assembly shall be referred to a Committee on the Report of the Bishop thirty (30) days before the meeting. The committee shall study the same, make appropriate comments thereon, and transmit to the assembly the results of its study together with any additional relevant recommendations of its own that it may deem desirable.

a. A resolution of a general character which is not germane to the pending question of report shall be given by the bishop to a Committee on Reference and Counsel, which shall report thereon to the assembly with its recommendations.

S8.12.02. The following positions may be filled by the appointment of the bishop:

a. Archivist

b. Chaplain at the Synod Assembly

c. Parliamentarian

†S8.13. The synodical 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 ELCA secretary. The appointment continues until resignation or until a successor is appointed. The Synod Attorney provides legal advice and counsel to the synodical 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 synodical 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 presiding bishop, shall install into office, in accord with the policy and approved rite of this church, each newly elected synodical bishop.

†S8.16 Conflicts of Interest

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

a. Whenever a synodical bishop determines that a matter of the kind described in †S8.16.01.b. may require his or her determination or action with respect to a related individual as defined in †S8.16.01.c., the synodical bishop shall withdraw from personal involvement in such matter and shall so notify the presiding bishop. The presiding bishop shall then appoint another synodical bishop from the same region to handle the matter to conclusion. In dealing with such matter, the appointed bishop shall exercise all of the functions and authority to the same extent as if the appointed bishop were the elected bishop of the withdrawing bishop's synod.

b. Matters include any proceedings under Chapter 20, proceedings under provision 7.46. of the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America* (†S14.13.), candidacy, reinstatement,

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

c. A related individual is one who, with respect to the synodical bishop, is a spouse, parent, son, daughter, sibling, uncle, aunt, niece, nephew, grandparent, grandchild, including corresponding members of blended families and 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.

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

#### S8.30. Secretary

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

†S8.32. The secretary shall:

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

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

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

d. Submit to the secretary of this church at least nine (9) months before each regular Churchwide Assembly a certified list of the voting 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 an ordained minister.

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

a. Management of the monies and accounts of this synod, its deeds, mortgages, contracts, evidences of claims and revenues, and trust funds, holding the same at all times subject to the order of this synod.

b. Investment of funds upon the authorization of the Synod Council.

c. Receipt and acknowledgment of offerings, contributions, and bequests made to this synod, collecting interest and income from its invested funds, and paying regular appropriations and orders on the several accounts as approved

and directed by the Synod Council. The treasurer shall transmit each month to the treasurer of the Evangelical Lutheran Church in America the funds received by this synod for the general work of this church.

d. Maintenance of a regular account with each congregation of this synod and informing the congregation, at least quarterly, of the status of this account.

e. Rendering at each regular meeting of the Synod Assembly a full, detailed, and duly audited report of receipts and disbursements in the several accounts of 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. Obtaining a fidelity bond in the amount determined by the Synod Council for persons handling synod funds, which bond shall be in the custody of the secretary. The premium for the bond shall be paid by this synod. Fidelity coverage provided by the Evangelical Lutheran Church in America shall be deemed a fulfillment of this requirement.

#### S8.50. General Provisions

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

a. The bishop of this synod shall be elected to a term of six (6) years and may be re-elected.

b. The vice president and secretary of this synod shall be elected to a term of four (4) years and may be re-elected.

c. The treasurer of this synod shall be appointed to a four (4) year term and may be re-elected or reappointed.

S8.51.01. The Synod Bishop and the vice president shall belong to different districts.

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

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

†S8.54. Should the bishop die, resign, or be unable to serve, the vice president, after consultation with the presiding bishop of the Evangelical Lutheran Church in America, shall convene the Synod Council to arrange for the appropriate care of the responsibilities of the bishop until an election of a new bishop can be held or, in the case of temporary disability, until the bishop is able to serve again. Such arrangements may include the appointment by the Synod Council of an interim bishop, who during the vacancy or period of disability shall possess all of the powers and authority of a regularly elected bishop. The term of the successor bishop, elected by the next Synod Assembly or a special meeting of the Synod Assembly called for the purpose of election, shall be six (6) years with the subsequent election to take place at the Synod Assembly closest to the expiration of such a term and with the starting date of a successor term to be governed by constitutional provision S8.52.

S8.55. Should the vice president, secretary, or treasurer die, resign, or be unable to serve, the bishop, with the approval of the Executive Committee of the Synod Council, shall arrange for the appropriate care of the responsibilities of the officer until an election of a new officer can be held or, in the case of temporary disability, until the officer is able to serve again. The term of the successor officer, elected by the next Synod Assembly, shall be four (4) years.

†S8.56. The Executive Committee of the Synod Council shall determine whether an officer is unable to serve; the officer may appeal the decision of the Executive Committee by requesting a hearing before the Synod Council. A meeting to determine the ability of an officer to serve shall be called upon the request of at least three (3) members of the Executive Committee and prior written notice of the meeting shall be given to the officer in question at least ten (10) calendar days prior to the meeting.

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

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

## **Chapter 9.**

### **NOMINATIONS AND ELECTIONS**

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

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

S9.03. There shall be a Nominating Committee consisting of five (5) members who shall be appointed by the Synod Council 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 Nominating Committee.

S9.03.01. The Synod Council shall appoint the Nominating Committee at least ninety (90) days prior to the regular meeting of the Synod Assembly.

S9.03.02. Nominating and balloting procedures shall be consistent with †S7.21.

S9.03.03. The report of the Nominating Committee shall appear in the bulletin of reports.

S9.03.04. The report of the Nominating Committee shall include biographical information for every nominee, including age, local, district, or churchwide participation, professional or working skills, and any other information the committee shall consider pertinent.

S9.03.05. At least thirty (30) days prior to the regular meeting of the Synod Assembly, the Nominating Committee shall inform all congregations, pastors, and agencies of this synod about the officers and other persons subject to elections in order that all congregations, pastors, and agencies of this synod can make their own nominations.

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 (7) 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 (3) persons (plus ties) who receive the greatest number of legal votes on the third ballot, and 60 percent of the legal votes cast shall be necessary for election. On subsequent ballots a majority of the legal votes cast shall be necessary for election. These ballots shall be limited to the two (2) 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 (2) persons for vice president; additional nominations may be made from the floor.

S9.06. The Synod Council shall nominate two (2) persons for secretary; additional nominations may be made from the floor.

S9.07. The Synod Council shall nominate two (2) persons for treasurer; additional nominations may be made from the floor.

S9.08. In all elections, except for the bishop, the names of the persons receiving the highest number of legal votes, but not elected by a majority of the legal votes cast on a preceding ballot, shall be entered on the next ballot to the number of two (2) for each vacancy unfilled. On any ballot when only two names appear, a majority of the legal votes cast shall be necessary for election.

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

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

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

## **Chapter 10. SYNOD COUNCIL**

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

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

b. The term of office of members of the Synod Council, with the exception of the officers and the youth member, shall be four (4) years.

S10.01.A89. In addition to the youth position on the Synod Council established in †S10.01., a second youth position, with voice and vote, is established. One (1) of the youth positions is to be filled by a youth from the Puerto Rico District and the other by a youth from the Virgin Islands District.

S10.01.B91. A maximum of two (2) persons from the same congregation can be elected as members of the Synod Council.

S10.01.C93. In its first meeting after the Synod Assembly, newly elected Synod Council members shall be installed.

S10.01.D00. The term of office for the youth members of the Synod Council shall be two (2) years.

S10.01.01. Synod Council members shall be eligible to serve consecutively no more than two (2) full terms.

S10.01.02. In order to be considered for Synod Council membership (including officers), any person nominated must have been a voting member of a congregation of this synod as established in \*C8.02.c. for a period of not less than two (2) years.

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

S10.02.01. The Synod Council shall meet at least three (3) times annually. Special meetings may be called by the bishop or, in the case of death or removal from office, by the vice president upon the request of three-fourths of the membership of the Synod Council.

S10.02.02. A majority of the members of the Synod Council shall constitute a quorum.

S10.02.03. Conference calls, video calls, web calls, and/or any other electronic means of communication may be used to hold meetings of the Synod Council.

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 ordained ministers and of other official rosters, receive and act upon appropriate recommendations regarding those persons whose status is subject to reconsideration and action under the constitution and bylaws of the 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 ordained ministers and letters of call to associates in ministry, deaconesses, and diaconal ministers as authorized by Chapter 7 of the constitution and bylaws of the Evangelical Lutheran Church in America.

f. Fill vacancies until the next regular meeting of the Synod Assembly except as may otherwise be provided in the constitution or bylaws of this synod, and determine the fact of the incapacity of an officer of this synod.

g. Report its actions to the regular meeting of the Synod Assembly.

h. Perform such other functions as are set forth in the bylaws of this synod, or as may be delegated to it by the Synod Assembly.

S10.03.01. Additional duties and responsibilities:

a. Promote the interests of the Evangelical Lutheran Church in America.

b. Supervise and coordinate the work of the several agencies of the synod and in consultation with the Regional Council and the Evangelical Lutheran Church in America, review periodically the organizational structure of the synod.

c. Appoint assistants to the officers or staff officials, if and when such positions are created by the Synod Assembly, on nomination of the officers concerned.

d. Determine the time and place of each meeting of the Synod Assembly and prepare its proposed agenda and program.

e. Set the salaries of officers and staff officials of the synod.

f. Reach agreement with the Division for Ministry of the ELCA on the number of trustees of the Lutheran Theological Southern Seminary and Trinity Evangelical Lutheran Seminary to be elected by this synod in the categories appropriate to the respective boards.

g. Elect the representatives of the synod who are to serve in addition to the bishop ex-officio, on the governing bodies of interchurch agencies to which the synod is related.

h. Establish and oversee a system of personnel practices applicable to all synod staff and employees.

i. Make an annual examination of all investments and securities held by this synod.

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 be a member in good standing on a roster of this synod, if an ordained minister, or to be a voting member of a congregation of this synod, if a layperson, the office filled by such member shall at once become vacant.

S10.06.01. The office filled by a member of the Synod Council shall be declared vacant if the member is absent with or without reasonable excuse for three (3) meetings of the Synod Council in any one year.

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

S10.07.01. The Synod Council shall consist of the four (4) officers of the synod and ten (10) other members, of which at least one (1) shall be a youth and (1) shall be a young adult as defined in †S6.04.B09., if available. Of the ten (10) other members, six (6) members shall be from the Puerto Rico district, of which four (4) shall be lay and two (2) clergy, and four (4) members shall be from the Virgin Islands district, of which three (3) shall be lay and one (1) clergy, except as otherwise specified in this constitution.

## **Chapter 11. COMMITTEES**

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

S11.01.01. All chairpersons of synod committees and any organizational units created by this synod shall submit a report to the regular meeting of the Synod Assembly at least thirty (30) days prior to said meeting.

S11.01.02. There shall be a Stewardship Committee. The responsibility of the Stewardship Committee is to provide guidance and support for congregational stewardship efforts, to interpret the life and ministries of the synod and the Church to the congregations, and to provide for consultation concerning commitments to benevolence between the synod and its congregations.

S11.01.03. There shall be a Communications Committee. The functions of the Communications Committee shall be:

a. to promote communication among and between the congregations of this synod;

- b. publish a synodical newsletter at least four (4) times per year;
- c. encourage congregations to support the “every home” circulation plan for “The Lutheran”; and
- d. promote synodical and congregational life through print and telecommunications media, advertisements, public access television, and radio time.

S11.01.04. There shall be a Ministry Committee.

a. The Synod Bishop, in consultation with the Synod Council, shall select six (6) members to serve on this committee.

- 1) The chairperson of the Ministry Committee shall be appointed by the bishop in consultation with the Synod Council.
- 2) The chairperson shall serve in office for two (2) years and may be re-appointed.
- 3) The terms of members of the Ministry Committee shall be four (4) years and may be re-appointed.

b. The Ministry Committee shall, as part of its duties and functions, affirm, develop, and support the ministries of the whole people of God in this synod, laypersons, ordained ministers, associates in ministry, deaconesses, and diaconal ministers in accordance with the guidelines set forth by the Division for Ministry of the ELCA. Amongst others, this committee shall:

- 1) identify needs among clergy and professional lay leaders and provide resources and assistance for such needs;
- 2) implement programs and activities related to professional leadership;
- 3) annually review and make recommendations for salary, benefits, and other compensations for professional leaders, taking into account the cost of living in each district;
- 4) recommend policies and procedures related to professional leadership to the Synod Bishop, Synod Council, and Synod Assembly;
- 5) provide guidance and information to congregations and pastors regarding the recruitment of candidates for the diverse rostered ministries of this church;
- 6) carry out, on behalf of the ELCA, the guidelines established by the Division for Ministry for candidacy in the ELCA; and
- 7) provide information to candidates and intercede and advocate on their behalf regarding financial aid, first call procedures, compensation and benefit issues, and related support concerns.

c. General provisions.

- 1) Candidates to rostered ministries shall not be assigned to supply congregational vacancies.
- 2) A candidate may be assigned to do internship with a pastor serving more than one congregation provided that S11.01.04.c1. is observed. In all other aspects of the internship program this committee will follow the guidelines set forth by the Division for Ministry of the ELCA.

3) In cooperation with the youth organization, this committee shall organize an annual event for high school and college students. The objective of this event will be to promote, stimulate, and expose our youth to the many aspects of the Church's Ministry.

†S11.02. The Consultation Committee of this synod shall consist of at least six (6) persons and not more than twelve (12) persons, of whom half shall be ordained ministers and half shall be laypersons, who shall each be elected by the Synod Assembly for a term of six (6) years without consecutive reelection. The functions of the Consultation Committee are set forth in Chapter 20 of the Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America and in Chapter 17 of this constitution. The size of the Consultation Committee, in accord with this provision, shall be defined in this Synod's bylaws.

S11.02.01. The Consultation Committee of this synod shall consist of ten (10) members: five (5) ordained ministers and five (5) laypersons.

†S11.03. The Committee on Discipline of this synod shall consist of twelve (12) persons of whom six (6) shall be ordained ministers and six (6) shall be laypersons, who shall each be elected by the Synod Assembly for a term of six (6) years without consecutive reelection.

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

b. The terms of committee members shall be staggered so that the terms of four (4) committee members (two [2] clergy and two [2] lay) expire every two (2) years.

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

†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.

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

#### S11.10. General Provisions

S11.11. This synod shall in its bylaws or by continuing resolution establish a process to ensure that the members of its committees and 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 ordained ministers on the roster of this synod who reside outside the territory of this synod, each member of a committee of this synod, or any other organizational unit created by this synod, shall be a voting member of a congregation of this synod.

## **Chapter 12.**

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

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

S12.01.01. The congregations of the Caribbean Synod shall be aligned into two (2) geographical districts. These districts shall be Puerto Rico and the United States Virgin Islands.

S12.01.02. In addition to the functions assigned to the districts in the constitution, the districts shall be the primary program units within the Synod for the delivery of support which will aid in the development of the ministry of the congregations in the districts. Especially, the districts shall:

- a. Identify the needs of their congregations and ministries.
- b. Coordinate for work in the following areas:
  1. Evangelism
  2. Christian education
  3. Social Ministry
  4. Youth Ministries
  5. Worship
  6. Communications
  7. Congregational Life
- c. Be a channel of information/resource sharing among the congregations and pastors in that district.
- d. Encourage fellowship among congregations and pastors.
- e. Provide mutual support.
- f. Make a unified witness to Christ in its communities.
- g. Be involved in the implementation of local, synod, region and/or churchwide programs.
- h. Provide a responsible and capable body within the district to see that these services are rendered.

S12.01.03. Each district shall design its own structure, except as otherwise noted in this constitution.

S12.01.A99. The Synod Council shall establish a process for the allocation of funds for ministry projects in the districts.

## **THE PUERTO RICO DISTRICT**

### **District Assembly**

S12.01.04. The district shall have a District Assembly, which shall be its highest legislative authority, subject only to the Synod Council and Synod Assembly. The powers of the District Assembly are further limited by this Synod's Constitution, Bylaws, and Continuing Resolutions, the Synod Assembly's own resolutions, and the Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America.

S12.01.05. A regular meeting of the District Assembly shall be held biennially, during the month of June, when the Synod Assembly is at rest.

S12.01.06. Notice of the time and place of all meetings of the District Assembly shall be given by the Bishop, in writing, at least sixty (60) days before the opening of said meeting.

S12.01.07. The Bishop shall send out a bulletin of reports to all ministers and lay voting members at least fifteen (15) days before each regular meeting of the District Assembly.

S12.01.08. Special meetings of the District Assembly may be called by the Bishop and shall be called by the Bishop at the request of one-fifth (1/5) of the voting members of the District Assembly.

S12.01.09. 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.

S12.01.10. One-half (1/2) of the members of the District Assembly shall constitute a quorum.

S12.01.11. If, during the proceedings of the assembly the quorum no longer exists, the president will declare a recess of fifteen (15) minutes and will delegate to the secretary and the credentials committee the task of gathering all available voting members to reestablish quorum. If quorum cannot be established, the president will proceed according to the rules of order.

S12.01.12. The membership of the District Assembly, of which at least sixty percent (60%) of the voting membership shall be composed of laypersons, shall be constituted as follows:

a. All ordained ministers under call on the roster of the district in attendance at the District Assembly shall be voting members.

b. All associates in ministry, deaconesses of the Evangelical Lutheran Church in America, and diaconal ministers, under call, on the official lay rosters of the district shall have both voice and vote as lay voting members in the District Assembly, in addition to the voting membership of lay members of congregations provided in item S12.01.12c.

c. A maximum of two (2) lay members in good standing elected by each congregation related to the district, normally one (1) of whom shall be male and one (1) of whom shall be female, shall be voting members. The district shall establish a formula to provide additional lay representation from congregations on the basis of the number of baptized members in the congregation, if necessary. In good standing, as stated here, refers to voting members of this district's congregations as defined in \*C8.02.c.

S12.01.13. The district shall permit retired ordained ministers on the roster of the district to serve as voting members of the district assembly provided that S12.01.12 is satisfied.

S12.01.14. All ordained ministers, associates in ministry, deaconesses and diaconal ministers who are on leave from call, or those designated as disabled, on the roster of the district, shall have voice but not vote at all meetings of the District Assembly.

S12.01.15. The presiding Bishop of the Evangelical Lutheran Church in America and such other official representatives of this church as may be designated from time to time by the Church Council shall also have voice but not vote in the meetings of the District Assembly. Like privileges shall be accorded to those additional persons whom the Synod Assembly, the Synod Council, and the District Assembly shall from time to time designate.

S12.01.16. Ordained ministers under call on the roster of the district shall remain as members of the District Assembly so long as they remain under call and so long as their names appear on the roster of ordained ministers of the district. Associates in ministry, deaconesses of the Evangelical Lutheran Church in America, and diaconal ministers of this church serving under call on the official lay rosters of the district shall remain as members of the District Assembly so long as they remain under call and so long as their names appear on the official lay rosters of the district. Lay members of the District 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 District Assembly.

S12.01.17. 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 District Assembly shall be a voting member of a congregation of this synod.

S12.01.18. The district may establish processes that permit representatives of mission settings formed with the intent of becoming recognized congregations and authorized worshipping communities of the synod, which have been authorized under ELCA bylaw 10.02.03., to serve as voting members of the District Assembly, consistent with S12.01.12.

S12.01.19. The district may establish processes to grant an ordained minister from a church body with which a relationship of full communion has been declared and established by the Churchwide Assembly of the Evangelical Lutheran Church in America the privilege of both voice and vote in the District Assembly during the period of that ordained minister's service in a congregation of this church.

S12.01.20. Duly elected voting members of the Synod Council who are members of a congregation of the district and who are not otherwise voting members of the District Assembly under S12.01.12. shall be granted the privilege of both voice and vote as members of the District Assembly.

S12.01.21. Voting members shall begin serving with the opening of a regular District Assembly and shall continue serving until voting members are seated at the next regular District Assembly.

S12.01.22. Congregations shall pay all expenses for their voting members to this District's Assemblies.

S12.01.23. Each congregation shall appoint an alternate for each voting member in accord with S12.01.12c.

S12.01.24. Proxy and absentee voting shall not be permitted in the transaction of any business of the district.

S12.01.25. Robert's Rules of Order, latest edition, shall govern parliamentary procedure of the District Assembly, unless otherwise ordered by the assembly.

S12.01.26. The Synod Bishop shall:

- a. Preside at all meetings of the District Assembly and provide for the preparation of the agenda for the District Assembly;
- b. Ensure that the constitution and bylaws of the Synod and the churchwide organization are duly observed within the district, and that the actions of the district in conformity therewith are carried into effect;
- c. Appoint all committees for which provision is not otherwise made;
- d. Be a member of all committees and any other organizational units of the district, except as otherwise provided in this constitution;
- e. Provide for preparation and maintenance of district rosters containing:
  - 1) the names and addresses of all ordained ministers of the district and a record of the calls under which they are serving or the date on which they become retired or disabled; and
  - 2) the names and addresses of all other rostered persons of this district and a record of the positions to which they have been called or the date on which they become retired or disabled.
- f. Annually bring to the attention of the District Assembly the names of all rostered persons on leave from call or engaged in approved graduate study in conformity with the constitution and bylaws of this church and pursuant to prior action of this Synod through the Synod Council;
- g. Provide for the preparation and maintenance of a register of the congregations of the district and the names of the laypersons who have been elected to represent them.

- h. Recommend program goals, strategies, and budgets to the regular meetings of the District Assembly.
- i. Carry out the resolutions of the District Assembly.
- j. Perform such other functions as are set forth in the bylaws of this constitution or as may be delegated to it by the District Assembly.

S12.01.27. The following positions at the District Assembly may be filled by the appointment of the Bishop:

- a. Parliamentarian
- b. Secretary

### **Committees**

S12.01.28. There shall be such committees as the district may from time to time determine. The duties and functions of such committees, or any other organizational units created by the district, and the composition and organizational structure of such units, shall be as set forth in this constitution or in the bylaws and shall be subject to any applicable provisions or requirements of the constitution and bylaws this synod or of the Evangelical Lutheran Church in America.

S12.01.29. All chairpersons of district committees and any organizational units created by this district shall submit a report to the regular meeting of the District Assembly at least thirty (30) days prior to said meeting.

S12.01.30. The district shall 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. With the exception of ordained ministers, active associates in ministry, deaconesses of the Evangelical Lutheran Church in America, and diaconal ministers, under call, on the official rosters of the district who reside outside the territory of the district, each member of a committee of the district, or any other organizational unit created by the district, shall be a voting member of a congregation of the district.

### **District clusters**

S12.01.31. The Puerto Rico District shall be divided into three (3) clusters:

1. Toa: Cristo Victorioso, Ascención, Betel, San Juan, Getsemaní, San Pedro, Reconciliación, and Divino Nazareno.
2. Bayamón: La Epifanía, Sión, Santísima Trinidad, San Esteban Martir, Emmanuel, Divino Salvador, and Nuestro Salvador.
3. Metropolitan: Grace, San Pablo, del Buen Pastor, Betania, El Redentor, Transfiguración, El Mesías, San Marcos, Cristo Rey, Príncipe de Paz, and Cristo el Señor.

S12.01.32. Each cluster shall have a cluster committee which shall meet to determine goals, set and execute strategies, evaluate efforts, provide mutual support among the congregations of each cluster, and make a unified witness to Christ in its communities.

S12.01.33. Each cluster committee shall be composed of:

- a. Three (3) voting members of each congregation in the cluster.

1) Two (2) of the voting members shall be lay, one (1) male and one (1) female if possible, and one (1) shall be an ordained pastor.

2) If a congregation is without pastor, the congregational council may elect an additional representative to the Cluster committee until such time as a pastor is duly called and installed.

b. Each cluster committee shall elect from among its members a clergy representative, a lay chairperson, a secretary, and a treasurer.

S12.01.34. Each cluster shall report regularly to the Bishop and District Assembly.

## **THE VIRGIN ISLANDS DISTRICT**

### **District assembly**

S12.01.35. The Virgin Islands District shall have a District Assembly, which shall be its highest legislative authority, subject only to the Synod Council and Synod Assembly. The powers of the District Assembly are further limited by this Synod's Constitution, Bylaws, and Continuing Resolutions; the Synod Assembly's own resolutions, and the Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America.

S12.01.36. The primary purpose of the assembly is to come together around the common work of Lutheran Congregations in the Virgin Islands, set goals for the district, and to develop strategies for the biennium. The agenda of the assembly shall also include any matters delegated to it by the Caribbean Synod Assembly, those matters brought to it by the Bishop of the Synod, concerns raised by local congregations, and election of officers.

S12.01.37. A regular meeting of the District Assembly shall be held biennially, during the month of June, when the Synod Assembly is at rest.

S12.01.38. The Synod Bishop shall preside at the District Assembly.

S12.01.39. The District Secretary shall send out a bulletin of reports to all ministers and lay voting members at least fifteen (15) days before each regular meeting of the District Assembly.

S12.01.40. Special meetings of the District Assembly may be called by the Bishop or Dean with the consent of the District Council, and shall be called by the Bishop or Dean at the request of one-fifth (1/5) of the voting members of the District Assembly.

S12.01.41. 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.

S12.01.42. One-half (1/2) of the members of the District Assembly shall constitute a quorum.

S12.01.43. The voting members of the District Assembly, of which at least sixty percent (60%) of the voting member shall be composed of laypersons, shall be constituted as follows:

a. All ordained ministers on the roster of the District in attendance at the District Assembly shall be voting members.

b. All associates in ministry, deaconesses of the Evangelical Lutheran Church in America, and diaconal ministers on the official lay rosters of the District shall have both voice and vote.

c. A maximum of three (3) lay members elected by each congregation, one (1) male, one (1) female, and one (1) youth under 18 years of age shall be voting members.

d. Duly elected voting members of the District Council who are not otherwise voting members of the District

Assembly shall be granted the privilege of both voice and vote as members of the District Assembly.

e. Voting members shall also include the Synod Bishop, officers of the Caribbean Synod, and Synod Council members from the district.

S12.01.44. The location of the assembly shall rotate between the clusters. Congregations shall pay all expenses for their voting members to attend the District Assembly.

S12.01.45. Each congregation shall appoint an alternate for each voting member.

S12.01.46. Proxy and absentee voting shall not be permitted in the transaction of any business of the District.

S12.01.47. Robert's Rules of Order, latest edition, shall govern parliamentary procedure of the District Assembly, unless otherwise ordered by the assembly.

### **District Council**

S12.01.48. The District Council shall consist of the District Dean, Secretary, Financial Secretary, Synod Bishop, Cluster Coordinators and the Vice President of the Synod Council if he or she is from the District.

S12.01.49. The District Council shall be the board of directors of the District and shall serve as its interim legislative authority between meetings of the District Assembly. It may make decisions which are not in conflict with actions taken by the District Assembly, Synod Council, Synod Assembly, or which are not precluded by provisions of this constitution or the constitution and bylaws of the Evangelical Lutheran Church in America.

S12.01.50. The functions of the District Council shall be to:

- a. Recommend program goals, strategies and budgets to the regular meetings of the District Assembly.
- b. Carry out the resolutions of the District Assembly and Synod Assembly.
- c. Fill vacancies until the next regular meeting of the District Assembly
- d. Report its actions to the regular meeting of the District Assembly.
- e. Perform such other functions as are set forth in the bylaws of this constitution, or as may be delegated to it by the District Assembly, Synod Bishop, Synod Council, Synod Assembly, or as described in this constitution.

### **Officers**

S12.01.51 The Officers of the District shall be a Dean elected from among the clergy, a lay Secretary, and a Financial Secretary who may be either a layperson or an ordained minister. The term of office of the officers shall be two (2) years and, with the exception of the Financial Secretary, may be re-elected to not more than two (2) full consecutive terms. The Financial Secretary may run for more than two consecutive terms.

S12.01.52. The Dean Shall:

- a. Preside at the meeting of the District Council.
- b. Maintain communication between the Synod, the clusters, committees of the district and congregations.
- c. Facilitate the carrying out of the goals and strategies determined by the assembly.
- d. The Dean shall carry out those duties expressly delegated to him/her by the Synod Bishop.

S12.01.53. The secretary shall:

- a. Keep the minutes of all meetings of the District Assembly and District Council
- b. The secretary shall keep the official records of district proceedings
- c. Be responsible for the printing and distribution of such minutes, and perform such other duties as the District may from time to time direct.

S12.01.54. The Financial Secretary shall:

- a. Manage the finances of the district and collect and disburse all funds necessary to carry out the activities of the district and its clusters and committees.
- b. Render at each regular meeting of the District Assembly a report of receipts and disbursements of the District for the preceding two (2) fiscal years. The above report shall be rendered to the Synod Council and the Synod Assembly.

S12.01.55. The fiscal year of the District shall begin on June 1 each year and end on May 31 the following year.

S12.01.56. All officers must submit, through the district secretary, a report to the regular meeting of the District Assembly at least thirty (30) days prior to said meeting.

### **Nominations and Elections**

S12.01.57. The District Assembly shall elect such officers of the district and such other persons as this constitution and bylaws may require, according to procedures set forth in the bylaws.

S12.01.58. In all elections by the District Assembly, a majority of the votes cast shall be necessary for election.

S12.01.59. There shall be a Nominating Committee consisting of three (3) members who shall be appointed by the District Council to serve for each regular meeting of the District Assembly. Additional nominations may be made from the floor for all elections for which nominations are made by the Nominating Committee.

S12.01.60. In all elections, 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 (2) for each vacancy unfilled.

S12.01.61. The result of each ballot in every election shall be announced in detail to the assembly.

### **Committees**

S12.01.62. There shall be such committees as the District Council may from time to time determine.

S12.01.63 Chairpersons of district committees and any organizational units created by this district shall submit a report to the regular meeting of the District Assembly at least thirty (30) days prior to said meeting.

S12.01.64. The Dean shall be ex officio member of all committees of the district, in order to facilitate communication between the District Council and its committees.

### **District Clusters**

S12.01.65. The Virgin Islands District shall be divided into two (2) clusters: (1) St. Croix; and (2) St. Thomas and St. John. Clusters meet to determine goals, set and execute strategies, and evaluate efforts. In each cluster:

- a. A maximum of two (3) lay members elected by each congregation, normally one (1) of whom shall be male, one (1) of whom shall be female, and one (1) of whom shall be a youth under 18 years of age, shall meet no less than twice a year.
- b. The pastor or pastors of each congregation shall attend cluster meetings.

- c. A coordinator shall be elected to facilitate communications.

S12.01.66. Clusters shall report to the Dean and to the District Assembly.

### **Chapter 13. CONGREGATIONS**

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

a. New congregations. A congregation newly formed by this church and any congregation seeking recognition and reception by this church shall:

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

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

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

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

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

†S13.02. It shall be the responsibility of each congregation of this synod annually to choose from among its voting members 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. The number of persons to be elected by each congregation and other qualifications shall be as prescribed in guidelines established by this synod.

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

S13.12. A congregation under financial obligation to its former pastor or associate in ministry, deaconess, or diaconal minister shall make satisfactory settlement of the obligation before calling a successor.

†S13.19. A congregation considering a relocation shall confer with the bishop of the synod in which it is territorially located and the appropriate unit of the churchwide organization before any steps are taken leading to such action. The approval of the Synod Council shall be received before any such action is effected.

†S13.20. A congregation considering development of an additional site to be used regularly for worship shall confer with the bishop of the synod in which it is territorially located and the appropriate unit of the churchwide organization before any steps are taken leading to such action.

S13.21. The alignment of congregations in pastoral charges, and all alterations in any alignment, shall be subject to approval by the Synod Assembly or the Synod Council.

†S13.22. Each congregation of the Evangelical Lutheran Church in America within the territory of this synod, except those which are in partnership with the Slovak Zion Synod, shall establish and maintain a relationship with this synod.

†S13.23. Provision 9.71. of the ELCA constitution shall govern the relationship of this synod and a congregation of this synod regarding the property of the congregation. This synod may transfer or convey property to a congregation of the synod, subject to restrictions accepted by the congregation, including provision that if the Synod Council, in its sole and exclusive discretion, determines (1) that the property is not being used to serve the mission and ministry needs of this church, or (2) that the congregation has transferred, encumbered, mortgaged, or in any way burdened or impaired any right, title, or interest in the property without 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. If any congregation of this synod has disbanded, or if the members of a congregation agree that it is no longer possible for it to function as such, or if it is the opinion of the Synod Council that the membership of a congregation has become so scattered or so diminished in numbers as to make it impractical for such a congregation to fulfill the purposes for which it was organized or that it is necessary for this synod to protect the congregation's property from waste and deterioration, the Synod Council, itself or through trustees appointed by it, may take charge and control of the property of the congregation to hold, manage, and convey the same on behalf of this synod. The congregation shall have the right to appeal the decision to the Synod Assembly.

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

S13.25.A98. Under synodical administration, the congregational council and committees of the congregation are suspended from their governance roles for a period of up to eighteen (18) months and renewable thereafter at the discretion of the Synod Council.

S13.25.B98. The Synod Council shall appoint an Oversight Committee which shall work with the Bishop and any interim pastor or vice pastor. The Oversight Committee shall normally consist of at least one (1) Synod Council member of the district in which the congregation is located; one (1) pastor from the district in which the congregation is located; and one (1) or two (2) members at large.

S13.25.C98. The Oversight Committee, the Bishop, and the interim or vice pastor shall carry out the governance and administration of the parish during the period of synodical administration.

S13.25.D98. There shall be a congregational committee to work with the Oversight Committee in achieving the conditions upon which regular governance shall be restored. Such congregational committee shall consist of five (5) persons, representing specific constituencies within the congregation under synodical administration.

S13.25.E98. The congregation and the Synod shall develop mutually agreed upon criteria for the conditions upon which regular governance shall be restored.

S13.25.F98. During the period of synodical administration, the Oversight Committee shall submit monthly reports to the Executive Committee of the Synod Council.

#### S13.30. Discipline

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

#### S13.40. Synodically Authorized Worshiping Communities

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

### **Chapter 14.**

#### **ORDAINED MINISTERS AND LAY ROSTERED MINISTERS**

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

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

a. Every ordained minister shall:

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

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

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

c. Every pastor shall:

- 1) strive to extend the Kingdom of God in the community, in the nation, and abroad;
- 2) seek out and encourage qualified persons to prepare for the ministry of the Gospel;
- 3) impart knowledge of this church and its wider ministry through distribution of its periodicals and other publications; and

4) endeavor to increase the support given by the congregation to the work of the ELCA churchwide organization and of this ELCA synod.

S14.03. The pastor (a) shall keep accurate parochial records of all baptisms, confirmations, marriages, burials, communicants, members received, members dismissed, or members excluded from the congregation, (b) shall submit a summary of such statistics annually to this synod, and (c) shall become a member of the congregation upon receipt and acceptance of the letter of call. In a parish of multiple congregations, the pastor shall hold membership in one (1) of the congregations.

S14.04. Whenever members of a congregation move to such a distance that regular attendance at its services becomes impractical, it shall be the duty of the pastor to commend them, upon their consent, to the pastoral care of a Lutheran congregation nearer to their place of residence.

S14.05. Each ordained minister on the roster of this synod shall submit a report of his or her ministry to the bishop of the synod at least 90 days prior to each regular meeting of the Synod Assembly.

†S14.11. When a congregation of this church desires to call a pastor or a candidate for the pastoral office in the ordained ministry of this church:

a. Each congregation of this synod shall consult the bishop of this synod before taking any steps leading to the extending of a call to a prospective pastor.

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

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

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

†S14.13. 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 death or following consultation with the synodical bishop and for the following reasons:

- 1) mutual agreement to terminate the call or the completion of a call for a specific term;
- 2) resignation of the pastor, which shall become effective, unless otherwise agreed, 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) physical disability or mental 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 ordained ministers 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 physical disability or mental 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 in his or her sole discretion may investigate such conditions personally together with a committee of two (2) ordained ministers and one (1) 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 at least one-third of the voting members of the congregation, the bishop personally shall investigate such conditions together with a committee of two ordained ministers and one layperson.

c. In case of alleged physical disability or mental 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 is evident to the committee, the bishop of this synod may declare the pastorate vacant and the pastor shall be listed on the clergy roster as disabled. Upon removal of the disability and restoration of the pastor to health, 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 shall 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 majority vote of the voting members present and voting where the bishop and the committee did not recommend termination of the call, or (b) by a simple majority vote of the voting members present and voting where the bishop and the committee recommended termination of the call.

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.

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

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

a. installation in another field of labor, or

b. the issuance of a certificate of dismissal or transfer.

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

a. installation in another field of labor, or

b. the issuance of a certificate of dismissal or transfer.

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

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

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

#### S14.30. Official Rosters of Laypersons

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

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

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

2) Issuance of such a letter of call shall be in accord with criteria, policies, and procedures developed by the Division for Ministry, reviewed by the Conference of Bishops, and adopted by the Church Council of the Evangelical Lutheran Church in America.

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

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

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

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

## **Chapter 15.** **FINANCIAL MATTERS**

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

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

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

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

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

S15.13. 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 percent of the sum of the amounts scheduled in the next year's budget for regular distribution to synodical causes shall be carried forward annually for disbursement in the following year in the interest of making possible a more even flow of income to such causes. The exact number of dollars to be held in reserve shall be determined by the Synod Council.

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

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

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

**Chapter 16.**  
**INDEMNIFICATION**

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

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 †S16.04., a disciplinary hearing or related process described in Chapter 20 of the Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America.

b. The term "indemnification" includes reimbursement and advances of costs and expenses for judgments, penalties, fines, settlements, excise taxes, reasonable attorneys' fees, disbursements, and similar required expenditures.

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

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

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

**Chapter 17.**  
**ADJUDICATION**

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

†S17.02. The synodical bishop and the Executive Committee of the Synod Council shall receive expressions of concern from ordained ministers, associates in ministry or other persons on the official lay rosters of this church, congregations, and organizations within this synod; provide a forum in which the parties concerned can seek to work out matters causing distress or conflict; and make appropriate recommendations for their resolution. When the matter at issue cannot be resolved in this manner, the prescribed procedures for investigation, decision, appeal, and adjudication shall be followed. Allegations or charges that could lead to the discipline of an ordained minister or a

person on the official lay rosters of this church shall not be addressed by the Executive Committee but shall be resolved through the disciplinary process set forth in the Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America.

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

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

#### S17.10. Adjudication in a Congregation

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

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

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

†S18.11. Certain sections of this constitution incorporate and record therein required provisions of the constitution and bylaws of this church. If such provisions are amended by the Churchwide Assembly, corresponding amendments shall be introduced at once into this constitution by the secretary of this synod upon receipt of formal certification thereof from the secretary of the 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 simple majority vote at any subsequent meeting of the Synod Assembly without presentation at a prior Synod Assembly. An amendment that is identical to a provision of the Constitution for Synods shall be deemed to have been ratified upon its adoption by this synod. The Church Council, through the secretary of this church, shall be given prompt notification of its adoption.

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

a. An amendment may be adopted by a two-thirds vote at a regular meeting of the Synod Assembly after having been presented in writing at the previous regular meeting of the Synod Assembly over the signatures of at least seven (7) members and having been approved by a two-thirds (2/3) vote of the voting members present and voting at such a regular meeting of the Synod Assembly.

b. The Synod Council may propose an amendment, with notice to be sent to the congregations of this synod at least six (6) months prior to the next regular meeting of the Synod Assembly. Such an amendment shall require for adoption a two-thirds (2/3) 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 (2/3) 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 (2/3) vote of Synod Council. Newly adopted continuing resolutions and amendments to existing continuing resolutions shall be reported to the secretary of this church.