

SYNOD COUNCIL MEMBERS

“The Synod Council shall be the board of directors of the 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 ELCA.” **S10.02[R]**

Members are expected to be present at all meetings. The Synod Council meets at least 3 times each year. Membership also requires some additional work on Ministry Boards, Task Forces and Committees. Conference Representatives who serve on the Synod Council are expected to serve as liaison to their Conference by serving on the Conference Leadership Team.

Qualifications: Persons elected to the Synod Council need a vision of the mission of the church, a record of leadership in their local congregation, and a commitment to Christ expressed in the stewardship of one’s gifts. They must be able to share openly in the decisions concerning the policies and mission of the church, and be ready to assist the bishop of the synod in working with the agencies, institutions, conferences and congregations in implementing the work of the church. Synod Council terms are for three years and members are eligible for one re-election.

JOB DESCRIPTION **SECRETARY OF THE SYNOD:**

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

S8.32.[R] The duties of the secretary shall be specified in the bylaws.

S8.32.01 The secretary shall keep the minutes of all meetings of the Synod Assembly, be responsible for the printing and distribution of such minutes, and perform such other duties as the synod may from time to time direct.

The secretary shall be authorized and empowered, in the name of the synod, to attest all instruments which require the same, and which are signed and sealed by the bishop and in consultation with the bishop, classify and arrange all important papers and documents and deposit them in the archives of the synod.

The secretary shall submit to the secretary of this church at last four months before the Churchwide Assembly a certified list of the regular and alternate voting members elected by the Synod Assembly.

Job Description: The secretary also serves as secretary of the Synod Council and is expected to attend all meetings of the Council and the Executive Committee and be responsible for the keeping of minutes of all meetings.

Qualifications: Persons serving as secretary of the synod will need a vision of the mission of the church, a record of leadership in their local congregations, and a commitment to Christ expressed in the stewardship of one's gifts. They must be able to share openly in the decisions concerning the policies and mission of the church, and be ready to assist the bishop of the synod in working with the agencies, institutions, conferences, and congregations in implementing the work of the church. The secretary shall be elected to a term of four years and may be re-elected.

SYNOD VICE PRESIDENT

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

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

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

Job Description: As chairperson of the synod council and executive committee, the vice president is expected to be present at all meetings and to report the actions of the Synod Council to the Synod Assembly. Additional work is required on some Ministry Boards, Task Forces and Committees. The vice president must be a lay person, either male or female. Term of office is three years with one reelection.

Qualifications: The vice president will need a vision of the mission of the church, a record of leadership in his/her local congregation, and a commitment to Christ expressed in the stewardship of one's gifts. They must be able to share openly in the decisions concerning the policies and mission of the church, and be ready to assist the bishop of synod in working with the agencies, institutions, conferences, and congregations in implementing the work of the synod.

YOUTH REPRESENTATIVE TO SYNOD COUNCIL

Job Description: The youth representative to the Synod Council serves a 2-year term. He/She must be a sophomore or junior in high school (10th or 11th grade) when elected, as well as a voting member of an ELCA congregation. The person elected will serve on the Synod's Youth Ministry Committee and will be the liaison between that committee and the Synod Council.

Qualifications: Persons serving as youth representative to the Synod Council must have a record of leadership in their local congregation, and a commitment to Christ expressed in the stewardship of one's gifts. They must be able to share openly in the decisions concerning the policies and mission of the church and be ready to assist the bishop of the synod in working with the agencies, institutions, conferences and congregations in implementing the work of the youth in all parts of the church.

JOB DESCRIPTION
SECRETARY OF THE SYNOD:

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

S8.32.[R] The duties of the secretary shall be specified in the bylaws.

S8.32.01 The secretary shall keep the minutes of all meetings of the Synod Assembly, be responsible for the printing and distribution of such minutes, and perform such other duties as the synod may from time to time direct.

The secretary shall be authorized and empowered, in the name of the synod, to attest all instruments which require the same, and which are signed and sealed by the bishop and in consultation with the bishop, classify and arrange all important papers and documents and deposit them in the archives of the synod.

The secretary shall submit to the secretary of this church at last four months before the Churchwide Assembly a certified list of the regular and alternate voting members elected by the Synod Assembly.

Job Description: The secretary also serves as secretary of the Synod Council and is expected to attend all meetings of the Council and the Executive Committee and be responsible for the keeping of minutes of all meetings.

Qualifications: Persons serving as secretary of the synod will need a vision of the mission of the church, a record of leadership in their local congregations, and a commitment to Christ expressed in the stewardship of one's gifts. They must be able to share openly in the decisions concerning the policies and mission of the church, and be ready to assist the bishop of the synod in working with the agencies, institutions, conferences, and congregations in implementing the work of the church. The secretary shall be elected to a term of four years and may be re-elected.

JOB DESCRIPTION -- SYNOD TREASURER:

- S8.41** The treasurer shall be elected by the Synod Assembly. The treasurer shall be a voting member of a congregation of this synod. The treasurer may be either a layperson or an ordained minister.
- S9.07** The Synod Council shall nominate two persons for treasurer; additional nominations may be made from the floor.
- S8.42.01** The treasurer shall be responsible for:
- a. Management of the monies and accounts of the synod, its deeds, mortgages, contracts, evidences of claims and revenues, and trust funds, holding the same at all times subject to the order of the synod.
 - b. Investment of funds upon the authorization of the Synod Council.
 - c. Receipt and acknowledgement of offerings, contributions, and bequests made to the synod, collecting interest and income from its invested funds, and paying regular appropriations and orders on the several accounts as approved and directed by the Synod Council. The treasurer shall transmit each month to the treasurer of the Evangelical Lutheran Church in America the funds received by the synod for the general work of this church.
 - d. Maintenance of a regular account with each congregation of the synod and informing the congregation, at least quarterly, of the status of this account.
 - e. Rendering at each regular meeting of the Synod Assembly a full detailed, and duly audited report of receipts and disbursements in the several accounts of the synod for the preceding fiscal year, together with the tabulation, for record and publication in the minutes of the contributions from the congregations.
 - f. Giving of corporate surety in the amount determined by the Synod Council, which shall be in the custody of the secretary, and the premium therefore shall be paid by the synod. Fidelity coverage provided by the Evangelical Lutheran Church in America shall be deemed a fulfillment of this requirement.

The treasurer's position in our Synod is one of overseeing. He/She has oversight of all the duties and responsibilities assigned to the Treasurer in the Constitution and Bylaws of the synod. The day to day work of the treasurer, however, is done by the Assistant to the Bishop for Administration and Finance. The treasurer reports to the Synod Council and Synod Assembly.

As a member of the synod council and executive committee, the treasurer is expected to be present at all meetings and to report the financial status of the synod to all meetings of the council and the synod assembly. Additional work is required on some Ministry Boards, Committees, and Task Forces. The treasurer may be either a layperson or an ordained minister, either male or female. Term of office is three years and is eligible for one re-election.

Qualifications: The Treasurer will need a vision of the mission of the church; a record of leadership in his/her local congregation; a commitment to Christ expressed in the stewardship of her/his own gifts; and must have a thorough knowledge of accounting procedures and functions. He/She must be able to read and interpret financial statements and have a good understanding of investment principles. She/He must be able to share openly in the decisions concerning the policies and mission of the church and be ready to assist the bishop of the synod in working with the agencies, institutions, conferences, and congregations in implementing the work of the synod.

SYNOD COUNCIL MEMBERS

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Members are expected to be present at all meetings. The Synod Council meets at least 3 times each year. Membership also requires some additional work on Ministry Boards, Task Forces and Committees. Conference Representatives who serve on the Synod Council are expected to serve as liaison to their Conference by serving on the Conference Leadership Team.

Qualifications: Persons elected to the Synod Council need a vision of the mission of the church, a record of leadership in their local congregation, and a commitment to Christ expressed in the stewardship of one’s gifts. They must be able to share openly in the decisions concerning the policies and mission of the church, and be ready to assist the bishop of the synod in working with the agencies, institutions, conferences and congregations in implementing the work of the church. Synod Council terms are for three years and members are eligible for one re-election.

CONSTITUTIONAL REQUIREMENTS FOR ELECTIONS OF SYNOD COUNCIL MEMBERS

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

S9.03 There shall be a Nominating Committee consisting of seven 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.

S10.01 The Synod Council consisting of the four officers of the synod, 10 to 24 other members, and at least one youth 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

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Lutheran Church in America from this synod, 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 youth member, shall be three (3) years.

- S10.07.01** In addition to the officers and youth position, there shall be nineteen members of the Synod Council, nine elected as Conference Representatives by the Synod Assembly and ten elected as Members-at-Large by the Synod Assembly.
- S10.07.02** Except for the youth position, all members of the Synod Council shall be elected for a term of three years and are eligible for one re-election.
- S10.07.02.A94** No elected member or officer of the Synod Council may serve more than six consecutive years on the Synod Council.
- S10.07.03** Each Conference shall nominate its representative to the Synod Council in a rotating sequence of clergy, laywoman, layman following a formula prepared by the Synod Council.
- S10.07.04** Conference Representatives shall be nominated at the first meeting of the Conference Assemblies in a calendar year and the results of these nominations shall be reported immediately to the Synod Nominating Committee by the Conference Chairperson. The Conference nominees shall be elected at the Synod Assembly by a yes/no vote. No nominations shall be made from the floor for any Conference Representative to the Synod Council.
- S10.07.05** Members-at-Large on the Synod Council shall be nominated by the Synod Nominating Committee in a manner that will fulfill the provisions of S6.04 and insure that at least 40% of the Synod Council is male and at least 40% is female.
- S10.07.A87** The Nominating Committee shall nominate two persons for each Member-at-Large position and arrange the ballot so that both persons for each position are either ordained ministers or laymen or laywomen or persons of color and/or persons whose primary language is other than English.
- S10.07.B87** Nominations from the floor for Members-at-Large on the Synod Council shall be listed on the ballot in a way that has nominees running against peers in harmony with S10.07.A87.
- S10.07.C87** Nominations made from the floor must be endorsed by the signatures of at least ten members of the Synod Assembly, the agreement of the nominee to serve if elected must have been secured, and biographical information must be available in writing for distribution to the delegates.
- S10.07.D87** No more than four members of the Synod Council, with the exception of the Bishop, may be from the same Conference.
- S10.07.09** No member of the Synod Council may serve simultaneously on more than one synod board or conference leadership team, except as appointed by the Council to serve as Council liaison to specific boards and conference leadership teams, or as specified in the constitution, by-laws and continuing resolutions of the synod.

VOTING MEMBERS OF THE 2007 CHURCHWIDE ASSEMBLY

“The Churchwide Assembly shall be the highest legislative authority of the churchwide organization and shall deal with all matters which are necessary in pursuit of the purposes and functions of this church. The powers of the Churchwide Assembly are limited only by the provisions of the Articles of Incorporation, this constitution and bylaws, and the assembly’s own resolutions.” (ELCA Constitution 12.11)

“The assembly shall meet biennially in regular session. Special meetings may be called by a two-thirds vote of the Church Council. The purpose for a special meeting shall be stated in the notice.” (ELCA Constitution 12.31)

“Each synod shall elect one voting member of the Churchwide Assembly for every 6,500 baptized members in the synod. In addition, each synod shall elect one voting member for every 50 congregations in the synod. The synodical bishop, who is ex-officio a member of the Churchwide Assembly, shall be included in the number of voting members so determined. There shall be at least two voting members from each synod. The secretary shall notify each synod of the number of assembly members it is to elect.” (ELCA Constitution 12.41.11)

“Each voting member of the Churchwide Assembly shall be a voting member of a congregation of this church and shall cease to be a member of the assembly if no longer a voting member of a congregation of this church. The criterion for voting membership in the congregation from which the voting member is elected shall be in effect regarding minimum age for that voting member.” (ELCA Constitution 12.41.13)

The 2007 Churchwide Assembly will be held in Chicago, Illinois, August 6-12, 2007. Travel and attendance requires several days of time. It is desired that following the Churchwide Assembly voting members be willing to give additional time in reporting back to conferences, congregations, and other groups on the actions of the assembly. Travel and living subsidy are provided to each voting member.

Qualifications: As the highest legislative level in the church these assemblies require the full attendance and energies of those who serve as voting members. A growing understanding of the ministry of the church and a willingness to prepare for the assembly by reading pre-printed and other materials, and attendance at a pre-assembly caucus of synod voting members is absolutely essential. Active participation in local congregation, conference, and synod is expected. The Assembly is one week in length, therefore, the persons serving as voting members must be able to make that kind of time commitment away from their employment.

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Churchwide Assembly Voting Members continued

S9.11. The Nominating Committee shall nominate persons who are members of congregations in this synod to fill the voting member positions allocated to this synod for the Churchwide Assembly as provided in 12.41.11 of the constitution and bylaws of this church. The Synod Assembly shall elect voting members of the Churchwide Assembly.

SYNOD POLICY #300 - CHURCHWIDE ASSEMBLY VOTING MEMBERS

Voting members to the Churchwide Assembly shall be elected “at-large” by the Synod Assembly. The Synod Bishop and the Synod Vice-President are automatic voting members to the Churchwide Assembly.

The Synod Nominating Committee shall solicit and receive the names of the suggested nominees and prepares a nominating ballot for the Synod Assembly. The Nominating Committee, at its discretion, may nominate persons other than those submitted by congregations. In preparing the slate of nominees the Nominating Committee will be cognizant of the geographical distribution of the nominees and the inclusivity guidelines of the Church.

Additional nominations for voting members to the churchwide assembly may be made from the floor of the Synod Assembly.

SYNOD POLICY #301 - CHURCHWIDE ASSEMBLY

Members of the Executive Staff of the Synod may not serve as voting members to the Churchwide Assembly.

**CONSTITUTION REQUIREMENTS—MISSION AND MINISTRY FUND—
The Endowment Committee**

S15.41. This Synod shall have an Endowment Fund (hereafter referred to as Fund). This Fund shall be named **The Mission and Ministry Fund**. It shall not be a separately incorporated entity, but shall be a separate Fund of this Synod.

S15.41.01 This Fund's purpose shall be to receive gifts and bequests to be used for the mission outreach of the Southern California West Synod and the Evangelical Lutheran Church in America (ELCA), and their successor bodies.

S15.41.02 The Mission and Ministry Fund shall be held in two accounts: Discretionary and Endowment. The Discretionary account shall receive one-third (1/3) of the Fund balance. The Endowment account shall receive two-thirds (2/3) of the Fund balance.

S15.43. **The Endowment Committee**

S15.43.01 The Endowment Committee shall administer the Fund. It shall be composed as follows:

1. Initially the Chair of the Allocation Committee of the Fund shall be appointed by the Bishop or the Bishop's designee.
2. Initially the Chair of the Investment Committee of the Fund shall be appointed by the Bishop or the Bishop's designee.
3. Initially the Chair of the Marketing Committee of the Fund shall be appointed by the Bishop or the Bishop's designee.
4. The Bishop or the Bishop's designee.
5. The Treasurer of the Synod.
6. Three (3) at-large members elected by the Synod Assembly. The three at-large members shall be elected for terms of three years on a rotating basis. An at-large member shall be eligible for one reelection.
7. The Chair of the Endowment Committee shall be elected by the Endowment Committee from among its membership.

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CONSTITUTION REQUIREMENTS—MISSION AND MINISTRY FUND continued

S15.43.02 The Endowment Committee shall receive and consider recommendations from the Investment Committee for management of the Fund and from the Allocation Committee for the disbursements of earnings from the Fund. The Treasurer of the Synod shall be responsible for all financial records of the Fund and make disbursements from the Fund when directed by the Endowment Committee to do so. Written financial reports shall be submitted quarterly by the Treasurer to the Synod Council and the Endowment Committee.

S15.43.09 Members of the Synod Council, the Endowment Committee its Sub-Committees and its advisors, shall refrain from any self-dealing transactions of the Fund, and/or conduct where personal interest, (or that of a relative or friend), could be construed to be in conflict with the best interest or integrity of the Fund.

Qualifications: Persons serving on the Mission and Ministry Endowment Fund Committee shall have significant experience in financial management as well as an understanding of the Mission Goals of the Synod. They must be able to share openly in discussions concerning the policies and mission of the church, and must be able to participate objectively in decisions regarding the disbursement of funds.

CONSTITUTION REQUIREMENTS—CONSULTATION COMMITTEE

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

CONSTITUTIONAL REQUIREMENTS—COMMITTEE ON DISCIPLINE

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

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