

Northern Illinois District: Elected Position Descriptions

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Duties of the District President

- 4.4.1 The district president is the chief executive of the district.
- (a) Upon him is incumbent the responsibility that the resolutions of the district are implemented.
 - (b) He shall report to the district convention.
- 4.4.2 The district president shall represent the Synod in his district.
- (a) He shall cause the resolutions of the Synod to be implemented in the district, encouraging the congregations and schools to embrace the mission and ministry emphases adopted by the national convention for the triennium.
 - (b) He shall regularly report to the President of the Synod.
 - (c) He shall serve the congregations of the district as liaison between the congregations, district, and the Synod.
- 4.4.3 The Synod shall be represented, in connection with all ordinations, commissioning, and installations, by the president of the district that will have supervision of the worker being ordained, commissioned, or installed (see Bylaw section 2.12).
- (a) An ordained or commissioned minister shall be installed into each called position, whether for full- or part-time service.
 - (b) Each installation shall be authorized by the appropriate district president and conducted, in accordance with forms and practices developed by the Synod for that purpose, by the district president or by an ordained minister designated by the district president.
 - (c) The requirements of Bylaw 2.10.2 (a) shall be satisfied before a worker is ordained or commissioned and initially installed in a first call.
 - (d) Authorization for the ordination or commissioning and/or installation of an ordained or commissioned minister for foreign service, other than to a foreign member congregation, shall be provided by the appropriate district president upon the request of the Board for International Mission.
 - (e) Authorization for the ordination or commissioning and/or installation of a Synod-called non-foreign specialized minister shall be provided by the appropriate district president upon the request of the Board for National Mission.
- 4.4.4 The district president shall, in accordance with the Constitution of the Synod, in his ministry of ecclesiastical supervision visit the congregations of the district.
- (a) He shall arrange in advance for an official visit to each congregation of his district at least once every three years and otherwise as he deems it necessary. He may call upon the circuit visitors and vice-presidents to assist him with the triennial visitation of congregations.
 - (b) In his official visits he shall seek to bring about to the greatest possible degree the achievement of the Synod's objectives as expressed in Article III of its Constitution.
 - (c) He shall conduct his official visits in an evangelical manner.
 - (d) He shall come to the pastor and the congregation as a brotherly advisor, reminding them of the joy of serving in the mission and ministry of the church.
 - (e) In his visits he shall include fraternal discussion in regard to worship and communion attendance; participation by the congregation in missions and the work of the church at large; the congregation's evangelism and education endeavors; its cultivation of sound stewardship principles; all aspects of compensation for professional church workers; the need for maintenance of purity of doctrine; the strengthening of the bond of Christian fellowship; and the provision of resources, opportunities, and assistance so God's people can grow in their faith, hope, and love.
 - (f) The jurisdiction of the district president shall include non-member congregations whose pastors are members of the Synod. However, for the purpose of official visits in such a congregation the consent of the congregation shall first be secured. The district president may appoint the circuit visitor in whose circuit such a congregation is located to be his official representative.

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- 4.4.5 Each district president, in accordance with the Constitution of the Synod, shall supervise the doctrine, the life, and the official administration on the part of the ordained or commissioned ministers who are members through his district or are subject to his ecclesiastical supervision, and shall inquire into the prevailing spiritual conditions of the congregations of his district.
- (a) As often as possible he shall attend the conferences of ordained and commissioned ministers held in his district, advise the congregations of his district as to the calling of ordained and commissioned ministers, give counsel, and respond to requests and inquiries.
- (b) He may call upon circuit visitors to assist him.
- 4.4.6 The district president, even without formal request therefor, may through the proper channels arrange for an official visit or investigation when a controversy arises in a congregation or between two or more congregations of the district or when there is evidence of a continuing unresolved problem in doctrine or practice.
- (a) He shall ask for a full report on the case in order that he may have a clear understanding of the situation.
- (b) If he authorizes anyone to represent him in such matters, his representative shall be accorded the same rights as the district president.
- 4.4.7 The district president shall be responsible for maintaining the official rosters of his district.
- (a) He shall add the names of those ordained or commissioned ministers initially placed in the district and those accepting a call to or otherwise transferring to the district.
- (b) He shall remove the names of those who have died or have resigned their membership or have had their membership in the Synod duly terminated.
- (c) An ordained or commissioned minister accepting a call shall immediately report such decision to his district president and shall request his district membership be evaluated (Bylaw 2.12.1.1). The district president shall forward any requisite transfer to the president of the receiving district.
- (d) Upon receipt of the transfer and of a request for installation from the minister of religion, the district president of the receiving district shall install or authorize installation of such minister.
- (e) He shall regularly forward roster reports to the Secretary of the Synod for publication in *The Lutheran Annual*.
- 4.4.8 The district president shall, with the assistance of his district's circuit visitors, promote and pursue unanimous participation by congregations in the submission of annual statistical reports as an expectation of membership in the Synod.

Duties of the Vice-presidents

- a. The vice-presidents shall be the immediate advisors of the President.
- b. Upon the request of the President, they shall represent him in any of his functions.
- c. Vice-presidents shall be advisory members of the Board of Directors and of such other commissions, and committees as designated from time to time by the President.

Duties of the Circuit Visitors

- 5.2.3 Each circuit visitor shall assist the district president within the circuit.
- (a) He shall serve under the direction of and be accountable to the district president and shall serve as his spokesman when so authorized and directed and shall assist him in doctrinal and spiritual supervision.
- (b) He shall serve in a servant role.
- (c) He shall seek to remind and encourage members of the circuit of their responsibilities as God's people and the privilege they have in being about His mission.

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- (d) He and any other officers of the circuit shall have the primary responsibility for maintaining liaison between the circuit and the Synod at the national and district levels.
 - (e) He shall be conversant with and supportive of Synod-wide and district resolutions and programs.
 - (f) He shall seek to strengthen the spirit of cooperation among pastors, commissioned ministers, and congregations.
 - (g) He shall assist in the development and attainment of Synod-wide mission and ministry emphases.
 - (h) He shall assist the district president, as requested, in promoting and obtaining unanimous participation by congregations in the submission of annual statistical reports.
 - (i) He may, when requested to do so by the district president, serve as a mediator to effect reconciliation of disputes within the circuit not under dispute resolution of the Synod as outlined in section 1.10 of these Bylaws.
 - (j) He shall regularly convene the pastors of his circuit for circuit conferences.
 - (k) He shall regularly report on his activities to the district president.
 - (l) The district president shall meet with the circuit visitors of the district at least once per year to discuss their work, to encourage them, and to conduct ongoing training for congregational and pastoral visits.
 - (m) The circuit visitor is authorized to draw on the district treasury for his expenses.
- 5.2.3.1 The circuit visitor shall, when requested to do so by the district president, serve as his representative in the triennial visitation of the congregations of the circuit.
- (a) In doing so, he should keep in mind the glory and responsibility of the universal priesthood of all believers as it applies to the congregations. He shall remind them that they are “a chosen generation, a royal priesthood, a holy nation, a peculiar people to show forth the praises of Him who has called them out of darkness into His marvelous light” (1 Peter 2:9).
 - (b) He shall endeavor to strengthen the spirit of unity among circuit congregations to effect mission and ministry and shall seek to strengthen and support the spirit of fellowship.
 - (c) When he is requested to make an official visit to a congregation by the district president, he shall arrange for such visits in advance with the respective pastor and congregation, except under extraordinary circumstances.
- 5.2.3.2 The circuit visitor shall serve the pastors of the circuit as a collegial and brotherly advisor, reminding them of the joy of the ministry and of its great responsibilities.
- (a) He shall encourage the pastors of the circuit in their preaching and teaching; in the exercise of church discipline in an evangelical manner; and in the proper supervision of Christian education and training in the parish.
 - (b) He shall encourage, in a brotherly manner, the pastors of the circuit in their spiritual and family life.
 - (c) He shall encourage the pastors of the circuit to continue both formal and informal continuing professional education.
- 5.2.3.3 The circuit visitor shall assist the district president, as assigned, in the ecclesiastical supervision of the other members of the Synod in the circuit.

DIRECTIVES FOR BOARDS, COMMISSIONS, AND COMMITTEES

1. Powers
 - a. The Board of Directors shall have such authority over and responsibility for the property of the district as is generally vested in and imposed upon the Board of Directors of a corporation.
 - b. The Board of Directors shall have the power to borrow money in the corporate name of the district, to issue and shell the district's obligations and evidences of indebtedness, and to exercise such power within and without the State of Illinois.

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- c. The Board of Directors shall be legal representative and custodian of all properties and documents of the district, maintain an accurate inventory of all properties, legacies, and valuable documents, and provide for the adequate safekeeping of such documents and negotiable securities.
- d. The Board of Directors shall have all powers necessary or incidental to the full exercise of the foregoing powers and to the discharge of its duties in these Bylaws, the Bylaws of the Synod or duties assigned to it by the district convention.
- e. The Board of Directors shall have the authority to reconfigure the circuits of the district, including making adjustments in the organization of the regions, as long as the principles of Bylaw I.C are observed and the Board has secured advice from all the circuit visitors and the written consent of each circuit visitor of the circuits whose congregations would be affected by the change. Such changes must be implemented in a timely manner so as not to interfere with synod or district convention cycles.
- f. The Board of Directors shall in all actions be accountable to the district convention.

2. Duties

The Board of Directors shall carry out all duties which have been accorded to it by the laws of the State of Illinois, the Articles of Incorporation of the District, the Constitution and Bylaws of the Synod and District, and the resolutions of the district conventions. In particular, the Board of Directors shall have the specific duties listed below.

- a. **District Mission:** The Board of Directors and President shall develop a Long-range Plan for approval by the district convention and shall implement it through the officers and executives of the district as well as other district commissions and committees. The long-range plan shall take into consideration the mission and ministry emphases adopted by the Synod in its most recent national convention.
- b. **Appointment of Committees:** The Board of Directors shall appoint the members of the Administrative Services Committee. Before appointing members of committees, the Board of Directors shall solicit recommendations from the membership of the district. Such recommendations should name individuals having the necessary experience and expertise required to carry out the duties of such committees as assigned by the Bylaws and the Board of Directors. Appointments should strive to provide regional representation and to include ordained ministers, and laypersons.
- c. **Fiscal Matters:** The Board of Directors shall supervise the administration of all district funds; elect the Treasurer; secure an independent audit of all financial records of the district annually; provide fidelity bonds for all personnel receiving and handling district monies; strive to maintain a balanced budget through regularly monitoring the financial condition of the district to make sure that disbursements are in keeping with current receipts; alert the district convention to all explicit or implicit financial commitments contained in all resolutions present to it together with their effect on subsequent budgets.
- d. **Research:** The Board of Directors shall study the trends and developments affecting the work of the district and its congregations such as population trends, sociological developments, community planning, charitable endeavors, education, economic trends, and financial projections.
- e. **District Executives:** The Board of Directors shall fill executive positions authorized by these bylaws, the district convention, and action of the Board, using procedures which are consistent with the Bylaws of Synod and of the District.

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- f. Public Relations: The Board of Directors shall maintain a general and continuing public relations program for the district to the end that The Lutheran Church-Missouri Synod, her message, and her purpose may be adequately presented to the public.
- g. Program: The Board of Directors shall do all things necessary to ensure the proper initiation, execution, and coordination of the district's program.
- h. Conventions: The Board of Directors shall report regularly to the convention of the district.
- i. Monitoring and Evaluation: The Board of Directors shall monitor and evaluate the work of all committees, and commissions, taking appropriate action where the Board deems it advisable and making recommendations to the convention.
- j. Church Extension: The Board of Directors shall promote the support of The Lutheran Church Extension Fund-Missouri Synod, and shall see that appropriate procedures and staff support is available within the district office to process applications for loans and to administer the district's participation in the fund.
- k. Personnel: The Board of Directors shall establish and implement personnel policies that define compensation, terms and conditions of employment for all district staff members, its administrative personnel, and workers in parishes that receive financial assistance from the district. The Board of Directors shall disseminate information about the Synod's Board of Managers – Worker Benefit Plans. The Board shall accept applications of those who ask for financial assistance from the Support Program of the Synod and shall investigate and evaluate such requests.
- l. Student Aid: The Board shall receive and process applications for financial aid to students from funds provided by the district.

THE BOARD OF REGENTS

- 3.10.6.2 The board of regents of each college and university shall consist of no more than 18 members, all voting.
- 1. One ordained minister, one commissioned minister, and two laypersons shall be elected by the conventions of the Synod.
 - 2. One ordained minister, one commissioned minister, and two laypersons shall be elected by the geographical district in which the institution is located. If any board is required by its governing membership in a specific locality, the institution is responsible for ensuring (including by appointment, if necessary) that individual(s) meeting such requirements are included among those persons serving on such board, and no such geographic restriction shall apply to Synod-elected regents.
 - 3. No fewer than four and no more than eight members shall be appointed as members by the board of regents according to a process determined by the individual institution.
 - 4. The president of the district in which the college or university is located or a district vice-president as his standing representative shall serve as an *ex officio* member.
 - 5. One member, who may be ordained minister, a commissioned minister, or a layperson, shall be appointed by the Presidium of the Synod after consultation with the President of the respective institution and the Board of Directors of the Synod.

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6. College and university board of regents members may be elected or appointed to serve a maximum of three consecutive three-year terms and must hold membership in a member congregation of the Synod.
7. Not more than two of the elected members shall be members of the same congregation.
8. Persons elected or appointed to a board of regents should be knowledgeable regarding the region in which the institution is located and shall demonstrate familiarity and support for the doctrinal positions of the Synod and possess two or more of the following qualifications: theological acumen, an advanced academic degree, experience in higher education administration, administration of complex organizations, finance, law, investments, technology, human resources, facilities management, or fund development. Demonstrated familiarity and support of the institution is a desired quality in the candidate. When regents are elected at the national convention of the Synod, or appointed by the board of regents, qualifications shall be reviewed and verified by the Secretary of the Synod (or designee) and the President of the CUS (or designee). When regents are elected at district conventions, qualifications of all nominees, including floor nominees, shall be reviewed and verified by the chair and secretary of the district board of directors or their designees.

COMMITTEE FOR CONVENTION NOMINATIONS

1. The Committee for Convention Nominations shall be convened and oriented for its work by the Secretary of the District any time following each district convention.
 - a. The committee shall elect its own chairperson, vice-chairperson, and secretary, and shall organize its work in whatever way it deems necessary.
 - b. The committee may begin to solicit names of potential nominees whenever it deems appropriate, but no later than eight (8) months preceding each district convention.
 - c. The committee shall circulate to the congregations and ordained ministers of the district a request for the names and qualifications of ordained ministers, commissioned minister, and laypersons eligible for elective office. All rostered professional church workers and laypersons who hold membership in good standing in a district congregation shall be eligible to serve the district.
 - d. The committee shall study all information obtained, and shall send to all potential candidates a form requesting their response to questions concerning their qualifications and experience, as well as their attitudes toward district and Synod. The responses by those individuals the committee intends to place into nomination shall be sent to all delegates in advance of the convention. No other material providing information about any nominee shall be distributed in the convention hall without prior consent of the chair of the convention.
2. The Committee for Convention Nominations shall nominate at least two candidates for each elective office on boards or commissions, with the exception of the President, the vice-presidents, and the circuit visitors.
 - a. No one individual, either in the Synod or the district, or combining the Synod and the district, shall ever (i) hold more than one elective office; or more than two offices,

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although one or both be appointed; or (ii) two offices of which one is directly responsible for the work done by the other.

- b. An individual may be nominated by the Committee for the Convention Nominations or from the convention floor for more than one elective office.
 - c. An office shall be regarded as elective only if it is an office filled through election by a national or district convention, even though a vacancy in such an office may be filled by appointment.
 - d. The Committee for Convention Nominations is to be regarded as an ad hoc committee to which limitations on holding multiple offices do not apply.
3. Members of the committee are eligible for nomination by the committee.
 4. Nominations for the office of President and vice-president of the district shall be made according to the following procedure:
 - a. Each voting congregation shall be entitled to nominate from the ordained minister roster of the Synod one ordained minister as candidate for President and one ordained minister as candidate for vice-president. A congregation may nominate only an ordained minister from its own region for the office of vice-president.
 - b. Candidates for the office of President shall be the five ordained ministers receiving the highest number of votes on the nominating ballots of the congregations. Only those candidates for the office of President who have received at least five votes on the nominating ballots shall be considered for listing on the ballot of the district convention. All others receiving nominations shall be listed by the Secretary of the District in the convention workbook together with the number of votes each received.
 - c. Candidates for the office of vice-president shall be the ordained ministers from each region receiving at least two votes on the nominating ballots. They shall be considered for the listing on the ballot of the district convention. All others receiving nominations shall be listed by the Secretary of the District in the convention workbook.
 5. The convention shall ratify the election of the circuit visitors in the manner set forth in the Handbook for the Synod (5.2.2 [g]-[h]).

THE SECRETARY

- a. The Secretary shall serve as the secretary at district conventions, at meetings of the Board of Directors, and at meeting of the circuit visitors. As such he shall keep an accurate, official record of their proceedings.
- b. The Secretary shall be an advisory member of the Constitution Committee and of such other committees and commissions as designated from time to time by the President. He shall also carry out any other duties as assigned by the President.
- c. The Secretary is ineligible to serve as Chairman of the Board of Directors.

Source: Bylaws of the Northern Illinois District of the Lutheran Church Missouri Synod
Adopted June 2000 as amended March 2018 & Synod Handbook, 2019

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