

May 2024

Dear Members of the Northern Illinois District of the Lutheran Church—Missouri Synod:

The Committee on Convention Nominations for the Northern Illinois District is preparing for its work on the nominations for the elections to be held at the 61<sup>st</sup> Convention of the Northern Illinois District of the Lutheran Church—Missouri Synod, on Friday and Saturday, March 7-8, 2025.

The District Secretary and the Committee on Convention Nominations are responsible for:

1. soliciting and compiling nominations for the offices of District President and Regional Vice Presidents.
2. requesting recommendations and, consequently, nominating candidates for the other offices and positions to be elected at the Convention.
3. gathering the consent of, and background information from, these candidates.
4. presenting the slates and the collected information to the delegates at the Convention.

To do so, they will make use of the **LCMS Northern Illinois District (NID) website** ([nidlcms.org/convention](http://nidlcms.org/convention)) and email to share and collect information. The U.S. Mail may also be used (1107 Monroe Ave., River Forest, IL 60305-1427).

On the website, you will find all the information necessary to participate fully as a congregation, or as an individual, in the 61<sup>st</sup> Convention of the Northern Illinois District of the Lutheran Church—Missouri Synod.

**This mailing is an official call for:**

- **nominations for the offices of President and Vice Presidents.** These nominations must be made by congregational action (in accordance with the constitution and bylaws of your congregation) and the nomination forms must be signed by the President/Chairman **and** the Secretary of the congregation. These forms are to be mailed to Secretary Totsky at the NID office by September 26, 2024.
- **nominations for Circuit Visitor** (forms to be sent to the current Circuit Visitor prior to the Circuit Forum).
- **recommendations** to the Committee on Convention Nominations for nomination **for the other various offices**. These forms are available online at [nidlcms.org/convention](http://nidlcms.org/convention) to be submitted to the District office.

**The offices and positions to be filled by election at this Convention are:**

**Officers:** President of the District  
Four (4) Regional Vice Presidents of the District  
Secretary of the District

**Circuit Visitors** (all circuits) – Circuit Visitors will be elected at the Circuit Forums and those elections will be ratified at the District Convention.

**Board of Directors:** one (1) ordained minister, one (1) commissioned minister, and two (2) laypeople from each region.

**Committee on Convention Nominations:** one (1) ordained minister, one (1) commissioned minister, and one (1) layperson from each region.

**CUC Board of Regents:** one (1) ordained minister, one (1) commissioned minister, and two (2) laypeople.

Where there is a restriction for nomination to circuit or region, you are able to determine your specific region and circuit information at the link: [nidlcms.org/convention](http://nidlcms.org/convention).

As always, the Committee on Convention Nominations is dependent upon your help to secure qualified, committed individuals to serve in the various offices and positions of the District.

**At the NID website ([nidlcms.org/convention](http://nidlcms.org/convention)), you will find:**

- a copy of this letter, which provides basic information on the process.
- all necessary forms for making nominations and recommendations.
- a listing of the various offices and positions to be filled at this convention.
- position descriptions for every office and position which will appear on the ballot.
- region and circuit information.

**Recommendations**

The most difficult task facing the Committee on Convention Nominations is, as always, identifying the names of people qualified for service in the various offices at the district level. It is permissible to make recommendations for a region other than your own. However, those recommended must be able to represent that region. Any church worker or member of a district congregation can submit a recommendation using the appropriate recommendation form from the website.

**We need the help of the church workers and lay people of the LCMS Northern Illinois District!**

- **Please take the time to make some thoughtful recommendations.**
- **Announce the call for recommendations in your church bulletins and newsletters.**
- **Make copies of recommendation forms available to the people of your congregation.**
- **Speak to people whom you recommend, encouraging them to give their consent and provide their biographical information in a timely manner!**

**We are requesting that you submit your recommendations to us by September 26, 2024**, since we need to receive the recommended individual's consent and biographical information prior to the time that the committee adopts the slate.

In addition, the following information is included for you in preparation for this convention:

- 1) Nomination forms for President, Vice President, and Circuit Visitor
- 2) Recommendation forms for NID Secretary, Board of Directors, Concordia University Chicago Board of Regents, and NID Nominations Committee (*with position descriptions*)
- 3) Voting Delegate (**Form A**) for Pastoral, Lay, and Alternate
- 4) Advisory Delegate (**Form B**) (this can include the non-voting pastor from a multi-staff congregation, as well as lay people from dual parishes for the parish that is not sending a voting delegate)
- 5) Characterization of Voting Delegate (**Form C**)
- 6) Sample Overture form - *please note the required format for submission*
- 7) Checklist

\*\*\*This is a three-part process with different forms:

- ✓ **1. Delegate registration for Convention – Voting Delegate Form (A) and Advisory Delegate Form (B)** are to be sent to the District office, **1107 Monroe Ave., River Forest, IL 60305-1427**. Forms A and B may also be scanned/mailed to [convention@nidlcms.org](mailto:convention@nidlcms.org). Signatures must be included. **Characterization of Voting Delegate Forms (C)** are to be mailed to the District office, **1107 Monroe Ave., River Forest, IL 60305-1427** or scanned/mailed to [michelle.lavelle@nidlcms.org](mailto:michelle.lavelle@nidlcms.org)
- ✓ **2. Online Payment – for Advisory delegates and non-voting guests only (link can be found at [nidlcms.org/convention](https://nidlcms.org/convention) - *due at the time the Advisory Delegate Form (B) is returned.***
- ✓ **3. Nomination, Recommendation, and Overture Forms – Due Thursday, September 26, 2024**

*Note: the NID 2025 District Convention assessment is part of the annual congregational assessment which is separately billed to congregations. Entrance and meal fees for the voting delegates are included as part of the annual congregation assessment. No separate payments are required with submission of the Voting Delegate Form (A).*

Unless they have sent in a request to be excused, advisory delegates are required in the bylaws to attend the LCMS Northern Illinois District Convention. Be aware that if you are completing the Advisory Delegate Form (B), include only those who are intending to attend, as you will be charged for each delegate that is listed on the form. If the advisory delegate is not able to attend, a separate letter of excuse should be submitted.

\*\*\*In selecting delegates, please keep in mind that **ALL** delegates must have access to email and be able to access and view convention materials on the NID website. All information and notices for delegates will be shared via email and on the District website ([nidlcms.org/convention](https://nidlcms.org/convention)), including any possible last minute convention changes.

If you have any questions regarding nominations, delegates, or overtures, please email me at [secretary@nidlcms.org](mailto:secretary@nidlcms.org).



Rev David W. Totsky  
Secretary, LCMS Northern Illinois District