

DUTIES AND TIME COMMITMENT



SYNOD COUNCIL SECRETARY (4-year Term)

TERM LIMIT: Optional second term

TIME COMMITMENT: The Secretary is an elected officer of the Synod Council, which serves as the board of directors for the Northwestern Ohio Synod and provides leadership and strategic planning for our synod. The council facilitates the work of the synod in-between Synod Assemblies, oversees and supports the work of the synod staff, and provides advice and counsel to the synod bishop. In addition, the Secretary also serves on Synod Council's Executive Committee, which acts as the Personnel Committee for synod staff.

The Secretary records minutes of all meetings of Synod Council, Executive Committee and Assembly.

STAFF LIAISON: Bishop and Ex. Admin. Asst.



SYNOD COUNCIL (3-year term)

TERM LIMIT: 3 years, 1 consecutive term re-election/2-term limit

TIME COMMITMENT: 4-5 meetings/year, 8:30am – 1:00pm at various locations throughout the synod, possibly a Summer Picnic

STAFF LIAISON: Bishop and Exec. Admin. Asst.

The NWOS Synod Constitution says this about the role of Synod Council:
S10.03. The functions of the Synod Council shall be to:

- a. Exercise financial 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 to this synod regarding those persons whose status is subject to reconsideration and action under the constitution and bylaws of ELCA, 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 of the Evangelical Lutheran Church in America, and diaconal ministers as authorized by Chapter 7 of the constitution and bylaws of ELCA;
- 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. Oversee membership in ecumenical agencies;
- i. Assist and support the bishop and staff of this synod;
- j. Receive and act upon recommendations made by the Nominating Committee. Notify candidates, boards, and committees, and list all appointments in the synod newsletter.

- k. 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.

Each person elected to Synod Council signs the following **Covenant** to:

1. Pray daily for the ministries of this church, and specifically for the work of the Northwestern Ohio Synod;
2. Practice generous giving of ourselves, our time, and our possessions as a spiritual discipline (i.e. grow to and/or beyond the Biblical standard of returning the first tenth to the Lord);
3. Hold the synod accountable to its mission statement and guiding principles and use the goals and strategies of the synod as a model to shape all decisions and tasks;
4. Prepare for and faithfully attend all meetings of the synod council, focusing on fulfilling the responsibilities as listed in the synodical constitution;
5. Work to support the final decisions of the synod council and seek to promote the mission of the synod with those with whom we come in contact;
6. Cultivate relationships through prayer, worship and conversation thus reflecting our unity in the of body of Christ, and;
7. Continue to serve as active members of our individual congregations during our term of participation in the extended activities of the synod.



NOMINATING COMMITTEE (3-year term) [SYNOD COUNCIL RESPONSIBILITY](#)

TERM LIMIT: No consecutive terms

TIME COMMITMENT: 1 Meeting to summarize needs of upcoming election; high activity December – March of Assembly year; email correspondence with Staff Liaisons and committee; time commitment dependent on length of time taken to secure names

STAFF LIAISON: Assistants to the Bishops

General Duties:

Talk with and assist pastors and congregational leaders to identify and nominate members for elected offices at conference, synod and churchwide levels.



DISCIPLINE COMMITTEE (6-year term)

TERM LIMIT: No consecutive terms

TIME COMMITMENT: No meetings; as needed basis only when there is an issue of misconduct and discipline by the Bishop's office may be in order; members of this committee are called upon to assist the Bishop in the process of discipline and disclosure

STAFF LIAISON: Bishop

- At-Larger Lay and Rostered Minister positions

†S11.03. 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 re-election.

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*. (this section is very long and details the role of the Discipline Committee to assist in an ecclesiastical court when the need arises)

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



CONSULTATION COMMITTEE (6-year term)

TERM LIMIT: No consecutive terms

TIME COMMITMENT: No meetings; as needed basis only when there is an issue in a congregation, the Bishop may call upon members of this committee to assist the Bishop in the process of assessment, intervention and disclosure

STAFF LIAISON: Bishop

- At-Large Lay and Rostered Minister positions

S17.10 Adjudication in a Congregation

§17.11. 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.



CHURCHWIDE VOTING MEMBERS (July 28 - August 2, 2025 in Phoenix, Arizona)

TERM LIMIT: Optional re-election

TIME COMMITMENT: Preparation time for 6 months and 1 meeting at the synod office in June prior to Churchwide Assembly, 1 week (dates above) in 2025 to represent NWOS and act on business of the ELCA

STAFF LIAISON: Bishop, and Synod Council Vice President

Duties of the ELCA Churchwide Assembly:

- Review the work of the churchwide officers, and for this purpose require and receive reports from them and act on business proposed by them.
- Review the work of the churchwide units, and for this purpose require and receive reports from them and act on business proposed by them. Receive and consider proposals from synod assemblies.
- Establish churchwide policy.
- Adopt a budget for the churchwide organization.
- Elect officers, board members, and other persons as provided in the constitution or bylaws.

- Establish churchwide units to carry out the functions of the churchwide organization.
- Have the sole authority to amend the constitution and bylaws.
- Fulfill other functions as required in the constitution and bylaws.
- Conduct such other business as necessary to further the purposes and functions of the churchwide organization.

See more at: <http://www.elca.org/en/About/Leadership/Churchwide-Assembly#sthash.4o6O7E08.dpuf>