



**Evangelical Lutheran
Church in America**

God's work. Our hands.

North/West Lower Michigan Synod

2900 N. Waverly Rd.

Lansing MI 48906

T 517-321-5066

F 517-321-2632

www.mittensynod.org

NOMINATION FORM - 2012

Complete this form and email it to Amanda Highben (amandahighben@mittensynod.org) on or before March 15, 2012. (The form may also be sent via U. S. mail to the Bishop at the Synod office.) Position descriptions may be found on the second page. Our hope is that nominees will reflect the geographical diversity of our Synod. The information included on this form will be published in the Synod Assembly booklet. The Synod reserves the right to perform background checks on persons serving in the positions listed on this form.

Positions (select one)	
Synod Council	Center for Mission & Ministry Advisory Board
Secretary (4-year term)	At Large (2 positions)
Treasurer (4-year term)	Trinity Seminary Board (4-year term)
Lay Male (3-year term, 1 position)	Lay Female (1 position)
Clergy Female (3-year term, 2 positions)	2013 Churchwide Assembly (Aug 15-19; Pittsburgh, PA)
Person of color or whose primary language is other than English (3-year term, 1 position)	Clergy Female (2 positions)
	Clergy Male (1 position)
Young Adult [Ages 18-30] (2-year term, 1 position)	Lay Female (2 positions)
	Lay Male (2 positions)
Youth [Ages 14-18] (2-year term, 1 position)	Person of color or whose primary language is other than English (Lay, 1 position)
	Youth/Young Adult (ages 14-30, 1 position)
Contact Information	
Name	
Address	
City, State, Zip Code	
Phone	
Email	
Experience	
Occupation/Vocation	
Education/Pertinent Work Experience	
Congregation/Ministry and Location (City)	
Past and Current Positions/Activities	
Congregation	
Synod	
Churchwide	
Please tell in 40 words or less what gifts and skills you bring to the position for which you are being nominated	

Permission and Authorization	
Nominated by (pastor or congregation council president)	
I hereby grant permission for the North/West Lower Michigan Synod to print any and all information included on this form in the 2012 Synod Assembly booklet.	
Signature	
Date	

Secretary

The secretary shall be a voting member of a congregation of this synod. The secretary may be either a layperson or an ordained minister. 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 months before each regular Churchwide Assembly a certified list of the voting members elected by the Synod Assembly.

Treasurer

The treasurer shall be a voting member of a congregation of this synod. The treasurer may be either a layperson or an ordained minister. The treasurer shall provide and be accountable 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 orders of the synod.
- b. investment of funds upon the authorization of the Synod Council.
- c. receipts 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 treasurers shall transmit each month to the treasurers 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.

Synod Council

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...
- b. The term of office of members of the Synod Council, with the exception of the officers and the youth member shall be three years.

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. Provide for the disposition and implementation of resolutions adopted by Synod Assemblies.
- 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 and continuing resolutions of the synod or as may be delegated to it by the Synod Assembly.