

**Evangelical Lutheran Church in America
Southeastern Synod Council
Preliminary Agenda
September 21-22, 2018**

SESSION I: FRIDAY 1:00 – 6:00 PM

- I. CALL TO ORDER & INTRODUCTIONS
- II. ORDER FOR OPENING: BISHOP JULIAN GORDY (*Exhibit J.1*)
- III. ELECTION OF NOMINEE FOR THE SYNOD COUNCIL

- **Proposed Action:**

Elect Ms. Melissa Fuller Sims, as nominated by Bishop Julian Gordy, to be the Synod Council representative from Conference 3 until the close of the 2019 Southeastern Synod Assembly.

Additional Information: The position of Synod Council representative from Conference 3 became vacant with the election of Mr. Imran Siddiqui as Synod Vice President during the 2018 Synod Assembly. Bylaw S10.03.02 specifies the following procedure for filling such vacancies:

S10.03.02 - When a position on the Synod Council becomes vacant due to the resignation or death of a member or under circumstances not otherwise addressed within the constitution, bylaws, or continuing resolutions, the synod bishop shall nominate an individual to fill the vacant position until the next regular meeting of the Synod Assembly. Such person shall take office immediately upon election by the Synod Council as provided in S10.03.01.e. Such interim service shall not be considered a term for the purposes of bylaw S10.07.22.

- IV. ADOPTION OF THE AGENDA
(*Agenda*)

- **Proposed Action:**
Approve the agenda as presented.

- V. APPROVAL OF MINUTES (*Exhibit C.1*)

- **Proposed Action:**
Approve the minutes of the Southeastern Synod Council meeting of May 31 & June 3, 2018 as presented.

VI. REPORT OF THE BISHOP

A. Synod Council Orientation, Part 1

Purpose and responsibilities of the Synod Council (*Exhibit K.2*); introduction of staff and their responsibilities; legal responsibilities of Synod Council members (*Exhibit L.2*); and consensus decision making (*Exhibit L.1*)

B. Report of Bishop's Activities (*Exhibit A.1*)

VII. REPORT OF THE VICE PRESIDENT

A. Synod Council Orientation, Part 2

Structure of meetings, including: availability of exhibits, structure of the agenda, devotions and prayers, the role of special guests, purpose of the "en bloc" motion, and executive sessions

B. Report of Vice President's Activities (*Exhibit A.2*)

C. Report of the Executive Committee (*Exhibits B.1 and B.2*)

- **Proposed Action by the Executive Committee:**

Appoint the Rev. Michael Jannett, Advent, Murphreesboro TN to serve on the Mutual Ministry Committee, with a 2-year term ending in June 2020.

VIII. REPORT OF THE SECRETARY (*Exhibit A.3*)

A. Synod Council Orientation, Part 3

Purpose and structure of meeting minutes (*Exhibit C.1*); importance of synod's governing documents (*Exhibit K.1*); and differences among provisions of the constitution, bylaws, and continuing resolutions

B. Report of Secretary's Activities (*Exhibit A.3*)

3:30-4 PM IX. CONVERSATION WITH THE REV. JOHN MOELLER, CEO OF LUTHERAN SERVICES OF GEORGIA (*Exhibit I.2.50*)

X. REPORT OF THE TREASURER

A. Synod Council Orientation, Part 4

Synod financial policies (*Exhibit D.1*); annual audit (*Exhibit D.2*); and financial reporting, focusing on the August 2018 financial statements (*Exhibit D.3*)

B. Principles for the 2020-21 Ministry Funding Plan (*Exhibit D.4, as revised 9/9/18*)

• **Proposed Action:**

Approve the following guidelines for use by the Budget and Finance Committee in formulating a proposed 2020-21 Ministry Funding Plan:

- a. Assumed mission support from congregations should be estimated using a conservative philosophy.
- b. Proposed income and expenses should be equal, to yield a balanced budget proposal.
- c. Designated giving as a planned source of revenue should be used sparingly.
- d. A transfer from one or more designated accounts as a planned source of revenue is acceptable if consistent with the purpose of the designated accounts.
- e. Synod assembly registration fees should be set so that they fully fund assembly expenses.
- f. A 2-level budget is requested, with the two levels functioning as follows: Level 1 should be the primary mission funding plan, based on a conservative increase in mission support contributions. Level 2 should contain expenditures that do not impact synod operations throughout the year; expenditures within Level 2 may be made at year-end only if funding is sufficient.
- g. ELCA churchwide mission support should be 50 percent of all undesignated mission support from congregations, contributions to the synod's Planting New Congregations Fund should be 3 percent of undesignated mission support, and support of Region 9 should be 0.5 percent of undesignated mission support.
- h. Funding for committees and task forces should be stated on a lump-sum basis, with allocation to specific groups to be determined at the January 2020 Synod Council meeting.

- i. **Funding for institutions and agencies should generally be at the levels approved for 2019-20.**
- j. **Allocations for operating expenses should be at levels that will maintain essential operations, while at the same time reallocating monies previously needed for office rent into areas that will more directly benefit synod congregations.**
- k. **Some flexibility within the ministry funding plan is desirable, so that some funding is possible for staff salary adjustments and potential new initiatives that may be proposed by a new bishop.**

Additional Information: Continuing Resolution S10.03.B94 directs the Synod Council at each fall meeting to offer guidance to the Budget and Finance Committee in formulating the next budget proposal. Specific proposals (a) through (j) are the same or similar to guidance offered for the 2019-20 funding plan. Proposal (k) urges the Budget & Finance Committee to build some flexibility into its proposal, in an attempt to free-up some funding for staff salaries and new initiatives that may be proposed by a new synod bishop.

C. Status of Property Owned in Doraville, GA

XI. REPORT FROM DEACON MICHELLE ANGALET

A. Reflections on Sabbatical (*Exhibit G.6*)

B. Synod Council Orientation, Part 5: Logistical Matters
Communications; lodging; meals; expense reimbursements (*Exhibit J.3*)

C. Update: A Living Lutheran Legacy & Construction Progress

D. Revised Synod Disaster Preparedness & Response Plan
(*Exhibits F.4 and F.5*)

● **Proposed Action:**

Approve the revised “ELCA Southeastern Synod Disaster Preparedness and Response Plan” and the “Roles and Duties Guide,” contained in Exhibits F.4 and F.5, as recommended by the Disaster Ministries Committee.

6-7 PM DINNER BREAK (PRAYER BEFORE DINNER: REV. MICHELLE KUHLMANN)

7 PM DEADLINE FOR REMOVAL OF ITEMS FROM EN BLOC RESOLUTION

SESSION II: FRIDAY 7:00 – 9:00 PM

ANNOUNCEMENT OF ITEMS REMOVED FROM THE EN BLOC RESOLUTION

XII. 2019 Election of Synod Bishop

A. Pre-Assembly Discernment (*Exhibits L.3 – L.8*)

B. Assembly Process for Electing a Bishop (*Exhibit E.6*)

At the beginning of each synod assembly, voting members approve a set of Rules of Organization & Procedure that will apply to all facets of that assembly. The following paragraphs relevant to the election of a bishop were included in the Elections section of the Rules of Organization and Procedure approved by the 2018 Southeastern Synod Assembly:

By action of the Synod Council (S9.01.A07), “Elections shall be conducted in a manner that encourages the Synod Assembly to be open to the guidance of the Holy Spirit, without overt campaigning or electioneering tactics by nominees, potential nominees and others in attendance at the assembly.”

“Background checks and screening shall be required and completed for persons nominated as synodical officers prior to their election, if possible, or as soon as practical after their election. The specific procedures and timing of background checks and screening shall be determined by the Synod Council.” (*S9.12.)

By action of the Synod Council (S9.12.A08), “The Synod Council Executive Committee shall provide for background checks for persons nominated for synodical office prior to the Synod Assembly at which the election will take place or as soon as possible after the Synod Assembly for newly elected officers nominated from the floor who were not identified as nominees prior to the assembly...”

“The bishop shall be elected by the Synod Assembly by ecclesiastical

ballot. Three-fourths of the legal votes cast shall be necessary for election on the first ballot. If no one is elected, the first ballot shall be considered the nominating ballot. Three-fourths of the legal votes cast on the second ballot shall be necessary for election. The third ballot shall be limited to the seven persons (plus any ties necessary to include at least seven persons on the next ballot) who received the greatest number of legal votes on the second ballot, and two-thirds of the legal votes cast shall be necessary for election. The fourth ballot shall be limited to the three persons (plus any ties necessary to include at least three persons on the next ballot) who receive the greatest number of legal votes on the third ballot and 60% of the legal votes cast shall be necessary for election. On subsequent ballots a majority of the legal votes cast shall be necessary for election. These ballots shall be limited to the two persons (plus any ties to include at least two persons on the next ballot) who receive the greatest number of legal votes on the previous ballot." (S9.04.)¹ (1An ecclesiastical ballot allows each assembly voting member to nominate a candidate for the office of synod bishop. Ecclesiastical balloting is done by writing in the name of the candidate on the ballot paper provided. All ELCA pastors are eligible for nomination, regardless of which synod they are currently rostered in.)

By action of the Synod Council (SC95.1.15SA) the ecclesiastical ballot process was further defined so "that prior to the third ballot, biographical data on all remaining candidates (is to) be printed and distributed to all voting members of the Assembly."

By action of the Synod Council in January 2003, the balloting process for bishop was further defined as follows:

After the distribution of candidates' biographical data and prior to the third ballot, each of the seven remaining candidates will address the Assembly for a maximum of 5 minutes, with the order of presentations determined at random.

If there is no election on the third ballot, then approximately 45 minutes of agenda time will be provided for voting members to formulate questions they would like to address to the three remaining candidates. Questions will be formulated by tables of approximately 10 voting members each and will be recorded by a voting member at each table. Voting members will then be divided into three groups; each group will gather in a separate room. Each of the three remaining candidates will visit individually with each of the three groups of voting members, spending approximately one hour with each group. Previously formulated questions will be posed to each of the three candidates, so that all candidates respond to the same questions within a particular group.

A recess and time for reflection will be scheduled prior to the fourth ballot. If there is no election on the fourth ballot, then each of the two remaining candidates will address the Assembly for a maximum of 10 minutes prior to the fifth ballot, with the order of presentations determined at random.

PRAYER BEFORE EVENING RECESS: MR. STEPHEN SCHRADER

SESSION III: SATURDAY 9:00 AM – 1 PM

MORNING PRAYER: REV. CUTTINO ALEXANDER

XIII. CONSIDERATION OF ITEMS REMOVED FROM *EN BLOC* RESOLUTION

XIV. *EN BLOC* RESOLUTION

• **Proposed Action:**

Approve the following actions, as specified below:

A. Amendments to Congregational Governing Documents

• **Proposed Action:**

Approve, upon the recommendation of the Rev. Delmer Chilton, synod constitution reviewer, the changes to governing documents of the following:

**Peace, Knoxville, Tennessee
Faith, Clay, Alabama
Gloria Dei, Knoxville, Tennessee**

B. Roster Status Changes

• **Proposed Action:**

Approve the following roster status changes:

1. **Word and Sacrament Ministers On-Leave-From-Call**
***Resolved*, that the ELCA-Southeastern Synod ordained ministers of Word and Sacrament listed be granted On-Leave-From-Call status in accordance with the terms stated:**

- The Rev. Elizabeth C. Kocher, first year, beginning 5/21/18
- The Rev. James E. Korzun, first year, beginning 7/1/18
- The Rev. Jennifer P. Weetman, OLFC-Graduate Study tenth year beginning 10/21/18 (final year of extension)

2. **Word and Service Minister On-Leave-From-Call**

Resolved, that the ELCA-Southeastern Synod minister of Word and Service listed be granted On-Leave-From-Call status in accordance with the term stated:

- Ms. Ellen K. Koester, second year, beginning 10/10/18

3. **Letter(s) of Call – Term Calls (Ministers of Word and Sacrament)**

Resolved, that the ELCA-Southeastern Synod ordained ministers of Word and Sacrament listed be granted calls in accordance with the terms stated:

- The Rev. Dean E. Smith, Director of Spiritual Programs, Appalachia Service Project, Johnson City, TN: Extension of One-year Term Call, 11/1/18 through 10/31/19

- The Rev. Andrew F. Rickel, Campus Pastor, Georgia Tech/Georgia State/Agnes Scott Campus Ministry: 19-Month Term Call, 10/15/18 through 5/31/20

Corrections to May items:

- The Rev. Crispin Ilombe Wilondja, Mission Developer, Good Samaritan Ministry, Lilburn Stone Mountain, GA: One-year Term Call, 6/3/18 through 6/2/19

- The Rev. Mica I. Koli, Mission Developer, Resurrection Christian Church Mission, Tucker, GA: One-year Term Call, ~~7/1/18~~ 8/18/18 through 8/17/19 - contingent on her June assignment to the Southeastern Synod - *Regarding reception onto the roster and call - Office of the Secretary states that a call may not be issued until the person is received onto the roster; Mica was received on 8/18/18 so that is the first possible date of call.*

4. **Letter(s) of Call – Interim Pastor Term Calls**

Resolved, that the ELCA-Southeastern Synod ordained Ministers of Word and Sacrament listed be granted calls to serve as Synod Interim ministers in accordance with the terms stated and with all income and benefits to be paid by the congregations served:

- The Rev. Erik W. Feig, Extension of One-year Term Call, 10/1/18 through 9/30/19
- The Rev. Pauline Farrington, One-year Term Call, 9/1/18 through 8/31/19

Corrections to May items:

The Rev. Mary E. Armstrong-Reiner: *Pr. Armstrong received an extension for interim ministry at the 1/26/18 meeting so did not need an extension at the 5/31/18 meeting.*

5. **Word and Sacrament Ministers Retirements**

Resolved, that the ELCA-Southeastern Synod ordained Ministers of Word and Sacrament listed be granted retirement status as of the dates stated:

- The Rev. Laurie W. Bentley – September 1, 2018
- The Rev. James E. Korzun – November 1, 2018
- The Rev. J. Stephen Misenheimer – January 1, 2019

6. **Disability Status**

Resolved, that the ELCA-Southeastern Synod Minister of Word and Sacrament Listed be granted disability status as of the date stated:

- The Rev. Phillip A. Gaines – October 10, 2018

7. **Synodically Authorized Ministers**

Resolved, that the following Synodically Authorized Minister appointment by the Bishop of the Southeastern Synod be affirmed:

- Mr. Mardy Ringer – St. Mark Lutheran Church, East Point, GA - beginning September 10, 2018

C. Appointments to Committees, Task Forces, and Boards

• **Proposed Action:**

Appoint the following persons as specified:

Budget & Finance Committee

Rev. Paul Summer, St. Luke, Atlanta GA, 1st 2-year term to June 2020

Worship Ministries Team

Rev. Eric Murray, Shades Valley, Birmingham AL, 3rd 2-yr term to June 2020
Mr. Ted Wilson, Christ, Nashville TN, 1st 2-year term to June 2020
Rev. Beverly Brown Shaw, St. John's, Atlanta, 3rd 2-year term to June 2020
Rev. Pauline Farrington, On Leave from Call, 3rd 2-year term to June 2020
Rev. Andrew Lewis, Redeemer, Macon GA, 1st 2-year term to June 2020
Rev. Karen Stephenson, Atlanta Bar Church, 1st 2-year term to June 2020
Rev. Jonathan Trapp, Redeemer, Atlanta GA, 1st 2-year term to June 2020
Ms. Roxann Thompson, St. Stephen, Decatur GA, 1st 2-yr term to June 2020
Rev. Katherine Museus, St. Andrew, Franklin TN, 1st 2-year term to June 2020
Rev. Cuttino Alexander, Christus Victor, Ocean Springs MS, 1st 2-year term
to June 2020

Candidacy Committee

Ms. Taryn Connelly, Trinity, Lilburn GA, 1st 6-year term to June 2024
Ms. Charlotte Dibbles, Celebration of Grace, Canton GA, 1st 6-yr term to 6/2024
Rev. Andrew Lewis, Redeemer, Macon GA, 1st 6-year term to June 2024
Rev. Bonnie Lanyi, Lord of Life, St. Simons GA, 1st 6-year term to June 2024
Dr. Anne Fottrell, St. Andrew, Franklin TN, 2nd (non-consecutive) 6-yr term
to 2024

Board of Directors, Lutheran Services of Georgia

Ms. Cindy Holler Larson, Redeemer, Atlanta GA, 1st 3-year term to 2021
Mr. Eli Flournoy, Redeemer, Atlanta GA, 1st 3-year term to 2021

Audit Committee

Mr. Steve Gehret, Reformation, Greeneville TN, 1st 3-year term to 2021

D. Approval of Audit Firm (*Exhibit D.2*)

• **Proposed Action:**

Approve the accounting firm Smith & Howard to audit the synod's financial statements for fiscal years 2018-19, 2019-20, and 2020-21 at an anticipated price of \$15,600 per year.

Additional Information: Audit Committee chairperson, the Rev. Edward S. Wolff, reports the following in Exhibit D.2:

The Audit Committee of the Southeastern Synod met by phone on Tuesday, August 28, 2018 to review the three-year audit proposals requested from two auditing firms, Marshall Jones and Smith & Howard. Both firms are located in Atlanta and have served as the synod auditors. Smith & Howard served most recently, before the audit was performed in Chicago through the Mission Development Fund, due to a trial consolidation of financial record preparation. Marshall Jones proposal included an annual fee of \$14,500 for each of three years; Smith & Howard for \$15,600 for the same period.

By consensus, the Audit Committee chose Smith & Howard. Although the fee is \$1,100 more per year, the depth of the firm and the more recent familiarity of our financial record keeping procedures, the Committee believes the Southeastern Synod will receive a comparable value from their services.

E. Appointment of Task Force to Recommend Nominees for Synod Treasurer (*Exhibit E.5*)

• **Proposed Actions:**

(a) Approve formation of a Synod Treasurer Nominating Task Force for the purpose of:

i. Publicizing the opening for synod treasurer, to be elected at the 2019 synod assembly;

ii. Soliciting nominations from throughout the synod, noting both the constitutional requirement of a criminal background check and the responsibilities associated with the position of synod treasurer.

iii. Recommending one or more persons as nominees for synod treasurer, with such recommendations and appropriate biographical information to be provided to the Synod Council at its January 2019 meeting;

(b) Appoint the following persons as members of the Synod Treasurer Nominating Task Force:

**Mr. Lee Smith (chairperson), Messiah, Madison AL
Dr. Sandra Gustavson, Christ the Lord, Lawrenceville GA
Mr. Dennis Wieckert, Prince of Peace, Johns Creek GA**

(c) Approve funding of \$200 from the Synod Council budget for use by the Synod Treasurer Nominating Task Force during the current fiscal year;

(d) Plan for the disbandment of the Synod Treasurer Nominating Task Force as of January 19, 2019 unless additional action is taken by the Synod Council to extend the period for work by this task force.

ADDITIONAL INFORMATION: Mr. Lee Smith was elected to a four-year term as Synod Treasurer at the 2011 Synod Assembly and was re-elected

for an additional four-year term at the 2015 Synod Assembly. He is not eligible to serve more than 8 years as treasurer.

While the synod's Nominating Committee is responsible for nominating candidates for numerous positions, including that of synod vice president, it is the Synod Council that is charged with nominating candidates for secretary and treasurer. The 2011 Churchwide Assembly recommended and the 2012 Synod Assembly approved a constitutional amendment (S9.07) specifying that the Synod Council shall nominate at least one person for the office of treasurer. (In prior years, the Council was required to nominate at least two people for this office.)

In recent years, the Synod Council has discharged its responsibility by appointing a task force to publicize the opening, solicit nominations, talk to potential candidates about the position, and make recommendations. A current officer has usually chaired this task force. The recommended composition of the current task consists of the three past synod treasurers who, because of the eight-year limitation on service, are not eligible to be elected to the position again.

At its January 2019 meeting, the Synod Council will consider the recommendations submitted by the proposed task force and will then act to officially nominate one or more candidates for Synod Treasurer. The election will take place at the 2019 Synod Assembly.

F. Changes to Articles of Incorporation and Bylaws of Lutheran Services of Georgia (*Exhibit I.2*)

- **Proposed Action:**

Approve the adoption of Restated Articles of Incorporation and Restated By-Laws for Lutheran Services of Georgia, Inc., as detailed in Exhibit I.2.

G. Funding Requests from Candidacy Committee (*Exhibit F.3*)

- **Proposed Action:**

Authorize the Candidacy Committee to incur expenditures for meals, speaker honoraria and other appropriate purposes in connection with the Lutheran Formation Experience (LFE), subject to the funding available in the synod's Lutheran Formation Experience designated account, and request that the Candidacy Committee periodically report to the Synod Council how it has used these funds.

ADDITIONAL INFORMATION: The Candidacy Committee's report (*Exhibit F.3*) includes the following request for Synod Council action: "To continue to support

the Lutheran Foundation Events (LFE), the SESCO would like to make the following requests: (1) The SESCO requests \$100 to purchase lunches for LFE and (2) The SESCO requests \$500 honorarium for LFE speakers.” The committee provides the following explanation: “The LFE have been ongoing for several years to provide necessary formation for students coming to us from a different transition. We are requesting these funds to support training for these students during these events for one year.”

The synod maintains a designated account entitled, “Lutheran Formation Experience,” which had a balance of \$6,703 as of August 31, 2018. One source of funding for this account was the 2018 Synod Assembly offering. Rather than set a precedent for the Synod Council to approve specific expenditures from this account, the proposed action would grant broad authority to the Candidacy Committee to incur LFE expenses, subject to funding availability.

END OF LIST OF ACTIONS PROPOSED FOR EN-BLOC CONSIDERATION

XV. ADDITIONAL CONVERSATIONS ABOUT THE 2018 AND 2019 SYNOD ASSEMBLIES

A. Evaluations of 2018 Assembly (*Exhibit E.1*)

B. 2019 Elections for Positions Other than Synod Bishop (*Exhibits E.2, E.3, E.4*)

1. Positions to be Elected in 2019 (*Exhibit E.2*)

In addition to the election of a Synod Bishop, the following positions will be elected at the 2019 Synod Assembly:

Synod Treasurer

Synod Council:

Youth Member

Clergy At-Large

Lay Person At-Large

Representatives from Conferences 1 – 5 (lay/clergy designations “flip” in 2019)

Consultation Committee:

3 Clergy

1 Lay Female
Discipline Committee:
1 Clergy
1 Lay Male
2 Lay Females

Details for each position, including demographic requirements, length of term, nominating group, and eligible incumbents are provided within Exhibit E.2

2. Proposed Guidance for Nominating Committee (*Exhibit E.3*)

- **Proposed Action:**

Approve and provide the following guidelines to the Nominating Committee for its use in planning for the elections to take place at the 2019 Synod Assembly:

a. The Nominating Committee is requested to recruit potential clergy, lay female, and lay male nominees for two at-large positions on the Synod Council. Because the Synod Council is the nominating body for these positions, all biographical forms received for these positions should be forwarded to the Synod Council, without additional action by the Nominating Committee.

b. The 2019 elections of a synod bishop and synod treasurer do not require any action by the Nominating Committee.

c. The Nominating Committee should nominate at least two but no more than four persons for each of the following positions to be elected at the 2019 Synod Assembly:

3 clergy (male or female) members of the Consultation Committee (6-year terms to 2025)

1 lay female member of the Consultation Committee (6-year term to 2025)

1 clergy (male or female) member of the Discipline Committee (6-year term to 2025)

3 lay members (1 male and 2 females) of the Discipline Committee (6-year terms to 2025).

d. In accordance with bylaw S9.01.12.c., the synod-wide youth organization known as SESLYO is authorized to nominate at least one person for the youth position on the Synod Council to be elected in 2019. Therefore, the Nominating Committee

will not be involved with the youth position for the 2019 election cycle.

e. As part of its written report to the 2019 Synod Assembly, the Nominating Committee should specify the demographic requirements associated with each position to be elected.

f. At the beginning of the nominations process, the Nominating Committee should publish its criteria for narrowing the field of candidates to from two to four people for each position.

g. Recruiting of candidates is an important role of the Nominating Committee. The Committee is urged to recruit more than the minimum number of candidates necessary to meet each of the inclusivity requirements.

h. Biographical forms for nominees should include the following open-ended question: “Why are you interested in being elected to this position?”

i. Include good quality photographs of each nominee as part of the biographical information provided to assembly voting members.

j. The nominations process should be conducted with the goal of issuing a final, complete list of nominees no later than May 1, 2019.

k. At the conclusion of its deliberations, the Nominating Committee should notify those who are and are not nominated.

l. The following elections process values should be emphasized in materials provided to Synod Assembly voting members and in the verbal report of the Nominating Committee to the Assembly:

- **Transparency in the application of Synod Assembly rules and constitutional mandates throughout the election process**
- **Assurance that all inclusivity goals (as stated in the constitution, bylaws, continuing resolutions, and Rules of Organization and Procedure) will be fully achieved**

ADDITIONAL INFORMATION:

Items 1 through 4 of the recommended action specify which of the 2019 elections are of concern for the Nominating Committee during the coming months. In addition to the positions listed, elections for synod bishop, synod treasurer, synod council youth, and synod council conference representatives from Conferences 1 – 5 will take place at the 2019 assembly; groups other than the Nominating Committee are responsible for nominating persons for these elections.

At its June 2011 meeting, the Synod Council approved (with some modifications) the recommendations of the Nominations/Elections Task Force that had been appointed to review these processes. The approvals included a specification that the Synod Council annually provide guidance to the Nominating Committee regarding the next elections cycle. This process is similar to the one used for the Budget and Finance Committee; providing such guidance helps assure that major policy decisions are made by the Synod Council, rather than by a committee or task force. Items 5-8 and 10-12 in the recommended action are consistent with guidance issued by the Synod Council each year since 2011.

Item 9 in the recommended action is new. It is included in response to numerous requests from assembly voting members each year for pictures of the nominees. During its deliberations, the 2011 Nominations/Elections Task Force debated at length the potential dissemination of nominees' pictures. The Task Force's decision was to recommend *against* the inclusion of pictures, due to the poor reproductive quality of many photos and the resultant negative ramifications for nominees. Improvements in technology since 2011 and the recent decision to provide *only* electronic biographical information for the 2019 Assembly are factors that should now make it possible to provide voting members with access to good quality photographs of all nominees.

3. Proposed Position Description for Synod Treasurer (*Exhibit E.4*)

- **Proposed Action:**

Approve the following position description for Synod Treasurer, to become effective on September 1, 2019:

Position: Treasurer of the Southeastern Synod of the ELCA. May be lay or clergy. Must be a voting member of a Synod congregation. Elected by the Synod Assembly for a four-year term. May be re-elected, but may not serve more than eight years, whether consecutive or not.

Primary Responsibilities: Accountable for the Synod's financial policies and management of the Synod's financial resources, as set forth in section S8.42 of the Synod Constitution.

Accountable to: Synod Council and Synod Assembly

Primary Functions:

- 1. Serves as an officer of the Synod**
- 2. Serves as a member of the Synod Council and the Executive Committee**

3. Serves as an ex-officio member of the Budget and Finance Committee
4. Serves as Treasurer of the Southeastern Lutheran Holding Corporation
5. Works with the Audit Committee to arrange the annual audit of the Synod's financial statements; serves as a primary liaison with the audit firm
6. Serves as an accounting consultant to synod staff and works with synod staff to produce monthly financial reports
7. Submits synod payroll monthly for processing by payroll vendor
8. Reconciles all bank and investment statements monthly
9. Implements approved investment policies
10. Presents reports to the Synod Council and Synod Assembly; interprets financial statements and policies for the Synod Council
11. Works with the Budget and Finance Committee to monitor Synod financial status, compliance with financial and investment policies, selection of financial staff and vendors, etc. Consults on financial matters, recommends policy changes as necessary, and performs other functions as requested by the Synod Council.
12. Serves as liaison with the ELCA Office of the Treasurer

ADDITIONAL INFORMATION: Items 6, 7, and 8 of the proposed description would be new responsibilities, in which the current synod treasurer is not involved; these responsibilities are currently handled by the part-time staff position of fiscal advisor. Prior to 1999, these duties were performed by the synod treasurer. Items 5 and 9 in the proposed action are expansions of areas in which the current treasurer has some involvement; these areas also are handled primarily by the fiscal advisor in the current setting, but were done by the synod treasurer prior to 1999.

Dr. Sandra Gustavson will retire from the fiscal advisor position on August 31, 2019. It is possible that the new synod bishop will structure the next synod staff such that some of the treasurer's responsibilities continue to be performed by staff. However, that decision cannot be made in advance of the bishop's election at the 2019 Synod Assembly. Prior to that time, during its January 2019 meeting, the Synod Council must nominate one or more individuals for the position of Synod Treasurer. It is important that those nominated for Treasurer have the requisite knowledge, ability, and time to discharge all of the responsibilities listed in the proposed

position description, so that these factors do not unduly constrain the next bishop's preferred staffing structure.

FUTURE MEETINGS

January 18-19, 2019 at St. John's Lutheran Church, Atlanta

May 30 & June 2, 2019 at Chattanooga Marriott Hotel

September 20-21, 2019 at St. John's Lutheran Church, Atlanta

CLOSING PRAYER: MR. STEVE GEHRET

ADJOURNMENT