

SOUTHEASTERN PENNSYLVANIA SYNOD

“GOD’S WORK. OUR HANDS.”

**PROPOSED PROGRAM FOR THE
TWENTY-SEVENTH ANNUAL MEETING OF THE ASSEMBLY**

MAY 2 – 3, 2014

FRANCONIA MENNONITE CHURCH
613 HARLEYSVILLE PIKE
TELFORD, PENNSYLVANIA

FRIDAY, MAY 2, 2014

- 8:30 a.m. Registration
Refreshments provided by ELCA Mission Investment Fund
- 8:45 a.m. Orientation (optional) to Assembly Proceedings
- 9:30 a.m. Service of Holy Communion –
 The Rev. Dr. Mark S. Hanson, Preacher
Commemoration of the Faithful Departed
Installation of Rostered Leaders called to Specialized Ministries
Order for the Opening of Assembly
- 11:00 a.m. Welcome and Introductions
- 11:15 a.m. Report of the Registrar – Ms. Cynta Outterbridge
- 11:20 a.m. Report of the Secretary – The Rev. Raymond Miller
Rules and procedures
Reception of Reports
Proposed Constitutional Amendments
- 11:35 a.m. Report of the Committee on Nominations
The Rev. Sandra Brown, Chairperson
- 11:55 a.m. Report of the Treasurer – Ms. Janet Huber Neff

12:05 p.m. First Report of the Committee on Reference and Counsel
Ms. Jill Meuser, Chairperson

12:25 p.m. Prayer

12:30 p.m. Lunch and Mission Center

1:25 p.m. Prayer

1:30 p.m. Balloting
The Rev. Rebecca Eisenhart, Chairperson
Committee on Elections

1:45 p.m. ELCA Churchwide Representative
Ms. Judith Roberts – Program Director, Racial Justice
Congregational and Synodical Ministries – ELCA

2:15 p.m. Recognition of Anniversary Celebrants

2:30 p.m. Keynote Presentation
The Rev. Dr. Mark S. Hanson
Former Presiding Bishop of the ELCA

3:30 p.m. Mission Moments

3:40 p.m. Mission Investment Fund
The Rev. Mark Wimmer

3:45 p.m. Prayer

4:00 p.m. – 7:00 p.m. Forums~~~~~Mission Center~~~~~Dinner

7:10 p.m. Prayer

7:15 p.m. Report of the Committee on Elections and Balloting
The Rev. Rebecca Eisenhart, Chairperson

- 7:30 p.m. Introduction of Candidates
The Rev. Nancy Brown, Director of Candidacy
Mr. Fred Renigar, Chairperson of Candidacy Committee
- 7:50 p.m. Lutheran Theological Seminary at Philadelphia
150th Anniversary
The Rev. Dr. Philip Krey, President
- 8:00 p.m. Evening Prayer
Adjournment of Friday Session

SATURDAY, MAY 3, 2014

- 9:00 a.m. Refreshments provided by ELCA Mission Investment Fund
- 9:30 a.m. Worship – Bishop Claire S. Burkat, Preacher
- 10:15 a.m. Report of the Committee on Elections and Balloting
The Rev. Rebecca Eisenhart, Chairperson
- 10:30 a.m. Kairos Associates Presentation
The Rev. Dr. David Lose
- 11:00 a.m. Moments with our Missionaries – Tom and Susan MacPherson
Mr. David Neale, Chairperson
Tanzania Companionship Committee
- 11:15 a.m. Address by Bishop Claire S. Burkat
- 11:45 a.m. Report of the Vice President of SEPA Synod
Ms. Tracey A. Beasley
- 12:05 p.m. Second Report of the Committee on Reference and Counsel
Ms. Jill Meuser, Chairperson
- 12:30 p.m. Prayer
- 12:35 p.m. Lunch

- 1:45 p.m. Prayer
- 1:50 p.m. Report of the Committee on Elections and Balloting
The Rev. Rebecca Eisenhart, Chairperson
- 2:05 p.m. Recognition of Anniversary Celebrants
- 2:15 p.m. Consideration of 2015 Budget
The Rev. Karl Richard – Chairperson, Finance Committee
- 2:30 p.m. Third Report of the Committee on Reference and Counsel
Ms. Jill Meuser, Chairperson
- 3:00 p.m. Reformation at 500 Committee
- 3:05 p.m. Report of the Committee on Elections
- 3:10 p.m. Unfinished Business
- 3:25 p.m. Final Report of the Registrar – Ms. Cynta Outterbridge
Announcement of 2015 Assembly Dates
- 3:35 p.m. Recognition of Outgoing Synod Council Members
Installation of Synod Council Members
- 3:45 p.m. Order for Closing of Assembly
Adjournment

RULES OF PROCEDURE FOR THE SYNOD ASSEMBLY OF THE SOUTHEASTERN PENNSYLVANIA SYNOD

Chapter 7

SYNOD ASSEMBLY

- +S7.01.** This synod shall have Synod Assembly, which shall be its highest legislative authority. The powers of the Synod Assembly are limited only by the provisions in the Articles of Incorporation, this constitution and bylaws, the assembly's own resolutions, and the constitution and bylaws of the Evangelical Lutheran Church in America.
- +S7.11.** A regular meeting of the Synod Assembly shall be held at least biennially.
- S7.11.10.** A regular meeting of the Synod Assembly shall be held annually.
- S7.12.** Special meetings of the Synod Assembly may be called by the bishop with the consent of the Synod Council, and shall be called by the bishop at the request of one-fifth of the voting members of the Synod Assembly.
- a.** The notice of each special meeting shall define the purpose for which it is to be held. The scope of actions to be taken at such a special meeting shall be limited to the subject matter(s) described in the notice.
- b.** If the special meeting of the Synod Assembly is required for the purpose of electing a successor bishop because of death, resignation, or inability to serve, the special meeting shall be called by the Synod Council after consultation with the presiding bishop of the Evangelical Lutheran Church in America.
- S7.13.** Notice of the time and place of all meetings of the Synod Assembly shall be given by the secretary of this synod.
- S7.13.10.** Notice of the time and place of the regular meeting or of an adjourned meeting of the Synod Assembly shall be sent by the secretary not less than four weeks preceding the meeting. Notice of the time and place of a special meeting shall be sent by the secretary not less than two weeks preceding the meeting.
- S7.14** One-half of members of the Synod Assembly shall constitute a quorum.
- +S7.21.** The membership of the Synod Assembly, of which at least 60% of the voting membership shall be composed of lay persons, shall be constituted as follows:
- a.** All ordained ministers under call on the roster of this synod in attendance at the Synod Assembly shall be voting members.
- b.** All associates in ministry, deaconesses of the Evangelical Lutheran Church in America, and diaconal ministers, under call, on the official lay rosters of

this synod shall have both voice and vote as lay voting members in the Synod Assembly, in addition to the voting membership of lay members of congregations provided in item =S7.21.c.

c. A minimum of one lay member elected by each congregation with fewer than 175 baptized members and a minimum of two lay members elected by each congregation with 175 or more baptized members related to this synod, normally one of whom shall be male and one of whom shall be female, shall be voting members. The Synod Council shall establish a formula to provide additional lay representation from congregations on the basis of the number of baptized members in the congregation. The Synod Council shall seek to ensure that, as nearly as possible, 50 percent of the lay members of the assembly shall be female and 50 percent shall be male. Additional members from each congregation normally shall be equally divided between male and female.

d. Voting membership shall include the officers of this synod.

+S7.21.01. Voting members shall begin serving with the opening of a regular Synod Assembly and shall continue serving until voting members are seated at the next regular Synod Assembly.

S7.21.11 In addition to the congregation's election of voting member(s) of the Synod Assembly as established by S7.21.c, each congregation may elect one additional voting member of the Synod Assembly who shall be a voting member of the congregation up to the age of 25.

S7.22. **Retired ordained ministers on the roster of the synod in attendance at the synod Assembly may serve as voting members of this synod consistent with 7.21 above, and as specified in the bylaws.**

S7.22.10. Retired ordained ministers, retired associates in ministry, retired deaconesses, and retired diaconal ministers who have indicated to the bishop their willingness and availability to serve in the synod and whose intent meets with the concurrence of the bishop shall be permitted to vote at meetings of the Synod Assembly.

S7.22.11 In establishing a formula pursuant to Chapter 7.21.c of the Constitution, the number of retired ordained ministers permitted to vote at meetings of the Synod Assembly shall be a factor in determining the number of additional lay representatives necessary to comprise at least 60% of the membership of the Synod Assembly.

S7.23. **The presiding bishop of the Evangelical Lutheran Church in America and such other official representatives of this church as may be designated from time to time by the Church Council shall also have voice but not vote in the meetings of the Synod Assembly. Like privileges shall be accorded to those**

additional persons whom the Synod Assembly or Synod Council shall from time to time designate.

- S7.24.** Ordained ministers under call, or on leave from call but available for call, as determined by the Office of the Bishop, on the roster of this synod shall remain as members of the Synod Assembly so long as they remain under call, or on leave from call but available for call, as determined by the Office of the Bishop, and so long as their names appear on the roster of ordained ministers of this synod. Associates in ministry, deaconesses of the Evangelical Lutheran Church in America, and diaconal ministers of this church serving under call, or on leave from but available for call, as determined by the Office of the Bishop, on the roster of this synod shall remain as members of the Synod Assembly so long as they remain under call, or on leave from call but available for call, as determined by the Office of the Bishop, and so long as their names appear on the official lay roster of this synod. Lay members of this Synod Assembly representing congregations shall continue as such until replaced by the election of new members or until they have been disqualified by termination of membership. Normally, congregations will hold elections prior to each regular meeting of the Synod Assembly.
- +S7.25.** Except as otherwise provided in this constitution or in the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*, each voting member of the Synod Assembly shall be a voting member of a congregation of this synod.
- S7.26.** This synod may establish processes through the Synod Council that permit representatives of mission settings formed with the intent of becoming chartered congregations and authorized worshiping communities of the synod, which have been authorized under ELCA bylaw 10.02.03., to serve as voting members of the Synod Assembly, consistent with +S7.21. Authorized worshiping communities, acknowledged under criteria, policies, and procedures approved by the Church Council of the Evangelical Lutheran Church in America, shall accept and adhere to the Confession of Faith and Statement of Purpose of this church, shall be served by leadership under the criteria of this church, and shall be subject to the discipline of this church.
- S7.27.** This synod may establish processes through the Synod Council to grant an ordained minister from a church body with which a relationship of full communion has been declared and established by the Churchwide Assembly of the Evangelical Lutheran Church in America the privilege of both voice and vote in the Synod Assembly during the period of that ordained minister's service in a congregation of this church.
- S7.28** Duly elected voting members of the Synod Council who are not otherwise voting members of the Synod Assembly under +S7.21. shall be granted the privilege of both voice and vote as members of the Synod Assembly.

S7.29 All ordained ministers, on leave from call but available for call, as determined by the Office of the Bishop, on the roster of this synod in attendance at the Synod Assembly shall be voting members. All associates in ministry, deaconesses of the Evangelical Lutheran Church in America, and diaconal ministers, on leave from call but available for call, as determined by the Office of the Bishop, on the official lay rosters of this synod shall have both voice and vote as lay voting members in the Synod Assembly, in addition to the voting membership of lay members of congregations as provided in item S7.21.c.

+S7.31. Proxy and absentee voting shall not be permitted in the transaction of any business of this synod.

S7.32. Robert's Rules of Order, latest edition, shall govern parliamentary procedure of the Synod Assembly, unless otherwise ordered by the assembly.

S7.32.10. At any time during a meeting, the Synod Assembly may resolve to go into executive session, in which case only the voting body shall be present.

S7.32.A01 *The Synod Assembly shall be governed by the following Rules of Procedure:*

1. Rule Regarding Distribution

The distribution of any materials that do not come to the Assembly through regular reports, synod committees, agencies, institutions, or Synod Council must be approved by the Committee on Reference and Counsel. Therefore, no materials may be distributed to the Assembly without the prior approval of Reference and Counsel.

2. Rule Regarding Resolutions Not Meeting the Deadline for Reference and Counsel

The assembly, by a two-thirds vote, may grant permission for consideration of a resolution that a voting member wishes to bring to the floor, but which has not met the imposed deadline of the Reference and Counsel Committee.

3. Rules Regarding Floor Nominations

- a. For all positions to be elected at this assembly, nominations from the floor shall be made at the time of the first report of the Nominating Committee during the first business session of the Synod Assembly. After the nominations have been closed no further nominations shall be accepted.*
- b. As nominations are made from the floor, the nominator must present a typed or printed biography to the synod secretary on the special form provided immediately after the report of the Nominating Committee.*
- c. In accordance with +S6.04 of the Synod Constitution, at least 10% of*

the representation on the Synod Council, ELCA Assembly voting membership, and other elected boards is required to be persons of color and/or persons whose primary language is other than English. In the event such representation is not accomplished through normal voting procedures, the nominated person of color or whose primary language is other than English and who has the next highest number of votes shall supersede the elected individual with the least number of votes.

4. *Rules for Dealing with Memorials and/or Resolutions Submitted to the Committee on Reference and Counsel*

- (1) The deadline for submitting memorials and/or resolutions to the Committee on Reference and Counsel shall be one month before the opening of the Synod Assembly.*
- (2) The Committee on Reference and Counsel shall publish all memorials and/or resolutions, submitted by the deadline, at the synod website no later than two weeks before the opening of the Synod Assembly.*
- (3) The Committee on Reference and Counsel shall make available to Synod Assembly voting members when they register at the Synod Assembly hard copies of all memorials and/or resolutions, submitted to the committee by the deadline, and the committee's recommendations.*

S7.33. “Ex-officio” as used herein means membership with full rights of voice and vote unless otherwise expressly limited.

**Chapter 8
OFFICERS**

+S.8.41 The treasurer may be elected by the Synod Assembly or may be appointed by the Synod Council. The treasurer shall be a voting member of a congregation of this synod. The treasurer may be either a layperson or an ordained minister.

S8.41.01. The Synod Council shall appoint the treasurer.

**Chapter 9
NOMINATIONS AND ELECTIONS**

+S9.01. The Synod Assembly shall elect such officers of this synod and such other persons as the constitution and bylaws may require, according to procedures set forth in the bylaws.

S9.02. In all elections by the Synod Assembly, other than for the bishop, a majority of the legal votes cast shall be necessary for election.

S9.02.01. All elections shall be by ballot, except in those categories where no contest exists, in which case the bishop shall direct the secretary to declare the nominees to be elected.

S9.02.02. No ballot for an ineligible person shall be counted as a vote cast in any election.

S9.03. There shall be a Nominating Committee which shall be appointed by the Synod Council to serve for each regular meeting of the Synod Assembly in accordance with the bylaws. Additional nominations may be made from the floor for all elections for which nominations are made by the Nominating Committee.

S9.03.01. Nominating Committee.

a. The Synod Council shall appoint a Nominating Committee. The committee shall be composed of members of the Synod Council and others with the goal of having representation from each conference.

b. For positions to be filled by election, the committee shall present nominations to the Synod Assembly and to the Synod Council, except in such instances as are specifically distinguished herein or in the Constitution and Bylaws of the ELCA. The term of office for committee members shall be no more than one year, beginning with the meeting of the Synod Council at which they are appointed. The committee shall be appointed not later than the second regular meeting of the Synod Council following the Synod Assembly.

S9.04. 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 ties) who received the greatest number of legal votes on the second ballot, and who are willing to serve if elected. Two-thirds of the legal votes cast shall be necessary for election. The fourth ballot shall be limited to the three persons (plus ties) 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 ties) who receive the greatest number of legal votes on the previous ballot.

S9.04A94 *1) Following the first ballot, reasonable efforts shall be made to contact nominees in order to determine their willingness to serve. The assembly shall be informed of those efforts as well as the responses of the nominees.*

- 2) *For the purpose of S9.04 of the Synod Constitution, a nominee shall be presumed willing to serve unless he or she has expressed an unwillingness to do so.*
- 3) *When reasonable efforts have been made to contact a nominee, but have been unsuccessful, it shall be assumed that the nominee is willing to serve.*
- 4) *No nominee willing to serve shall be a member of the contacting group.*
- 5) *Biographical information about the nominees included on the third ballot shall be distributed to voting members of the assembly prior to that ballot.*
- 6) *At a plenary session prior to the fourth ballot, the agenda shall include a forum at which nominees shall be permitted to respond to written questions posed by voting members to the Committee on Elections.*
- 7) *Prior to the fifth ballot, the agenda shall include time for nominees to address the assembly for up to five minutes each.*
- 8) *Implementation of these rules of procedure shall be the responsibility of the Committee on Elections unless otherwise delegated by the Synod Council.*

S9.05. The Nominating Committee shall nominate at least one person for Vice President only if there is an incumbent; otherwise the Nominating Committee shall nominate at least two persons for Vice President. Additional nominations may be made from the floor.

S9.06. The Synod Council shall nominate at least one person for Secretary only if there is an incumbent; otherwise the Synod Council shall nominate at least two persons for Secretary. Additional nominations may be made from the floor.

S9.07. If the treasurer is elected, the Synod Council shall nominate at least one person for treasurer only if there is an incumbent; otherwise the Synod Council shall nominate at least two persons for Treasurer. Additional nominations may be made from the floor.

S9.08. In all elections except those by ecclesiastical ballot, the names of the persons receiving the highest number of legal votes, but not elected by a majority of legal votes cast on the first ballot, shall be entered on each subsequent ballot up to the number of two for every vacancy unfilled. On any ballot when only two names appear, a majority of the legal votes cast shall be necessary for election.

S9.08.01. Synod Council

a. The nominating and election process for the 24 persons, not including the four officers of this Synod and the two youth and the two young adult representatives, elected as members of Synod Council shall proceed in a manner that will assure that at least three members so elected will be persons of color and/or persons whose primary language is other than English, nine of the 24 elected members shall be ordained ministers and 15 shall be lay persons. Terms for members other than the youth member shall be for three years and shall be arranged so that the terms of three ordained ministers, three conferences and two at-large lay members expire each year. None of the 24 elected members shall be eligible to serve for more than two terms consecutively. Terms of office for the youth members shall be two years, and for the young adult members three years, subject to a two-term limitation.

b. Representatives of congregations in each conference shall meet prior to the annual meeting of the Synod Assembly and shall nominate at least one lay person from their conference for the Synod Council, one nominee per conference to be elected by the assembly at the annual meeting. These lay seats assigned to conferences shall alternate every six years (or two terms) between male and female Council members. The Nominating Committee shall receive these nominations from the conferences to include in its reports. Voting members at the annual meeting of the assembly may nominate from the floor persons from the assigned conferences for election to the Synod Council.

c. The Nominating Committee shall nominate at least one person for each clergy seat and lay at-large seat. Geographic consideration shall be given in proposing nominees, as well as the need to assure an adequate number of persons of color and/or persons whose primary language is other than English. Balloting for the conference lay positions shall be completed before balloting for at-large positions begins. Nominees not elected to represent conferences shall be added to the at-large ballots. Balloting for at-large lay members shall be by male and female panels; each year a male and female at-large lay representative shall be elected.

d. No nomination for Synod Council shall be made if that nominee's congregation already has a member on the Synod Council or if a member of a congregation has already been nominated, provided, however, that no nominee shall be ineligible if the Synod Council member from that congregation is an officer of this Synod and/or one of them is a Synod Council youth or young adult member. The Synod Council may make exceptions to this requirement in order to promote greater diversity and/or inclusivity.

S9.08.02. Nominations and elections for voting members of the Churchwide Assembly, for members of the Committee on Consultation, and the Committee on Discipline shall be by panels of laymen, laywomen and clergy. The number of persons elected by the synod to those positions and their terms shall be as specified in the bylaws of the ELCA.

- S9.08.03.** Each Board of an agency or institution related to the synod, whose membership is elected in whole or in part by the Synod Assembly or the Synod Council, may nominate one or more persons for each vacancy on its Board. Such nominations shall be submitted to the Synod Assembly or Synod Council, as appropriate, by the Nominating Committee, together with other nominees, as the Synod Institution Agreement permits.
- S9.08.04** The Synod Council shall elect members to the boards of the Gettysburg Seminary, the Philadelphia Seminary, Gettysburg College and Muhlenberg College according to procedures established with each of the institutions.
- S9.08.05.** Members of the boards of Social Ministry Organizations shall be elected according to the requirements of those organizations governing documents.
- S9.09.** **The result of each ballot in every election shall be announced in detail to the assembly.**
- S9.09.01.** The report of the Nominating Committee shall be printed in the bulletin of reports for the meeting of the Synod Assembly at which its nominees are to be submitted. Its report shall indicate the congregation of membership for each nominee and the source of the nomination. In addition, those nominees who are persons of color and/or persons whose primary language is other than English shall be specifically designated.
- S9.09.02** The ballot preparation for use in synod elections shall list the nominees for each position in chance order.
- +S9.12.** **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.**
- S.10.01.01** Membership. The Synod Council shall consist of 32 members: four officers (as set forth in 8.01. of the Synod Constitution), two youth (a youth is defined as a voting member of a congregation who has not reached the age of 18 at the time of election or appointment to service), two young adults (voting members of a congregation between the ages of 18 and 30 at the time of election or appointment for service), and 24 other members (nine clergy and 15 lay members). The Synod Council shall consist of no more than one member of the same congregation at the same time, provided, however, that two or three members of the same congregation may serve on the Synod Council concurrently if one of them is either an officer of this synod and/or one of them is a Synod Council youth or young adult member.

S14.21. All ordained ministers under a call shall attend meetings of the Synod Assembly, and the pastors of congregations shall also attend the meetings of the conference, cluster, coalition, or other area subdivision to which the congregations belong.

Revised March 2014