

CONSTITUTION AND BYLAWS
Northeastern Pennsylvania Synod,
Evangelical Lutheran Church in America

Chapter 8
OFFICERS

***S8.01. The officers of this Synod shall be a Bishop, a Vice President, a Secretary, and a Treasurer.**

S8.10. Bishop

***S8.11. The Bishop shall be elected by the Synod Assembly. The Bishop shall be a pastor who is an ordained minister of the Evangelical Lutheran Church in America.**

***S8.12. As this Synod's pastor, the Bishop shall be an ordained minister of Word and Sacrament who shall:**

- a. Preach, teach, and administer the Sacraments in accord with the Confession of Faith of this church.**
- b. Have primary responsibility for the ministry of Word and Sacrament in this Synod and its congregations, providing pastoral care and leadership for this Synod, its congregations, its ordained ministers, and its other rostered leaders.**

BLS8.12. b. A fund to be known as the Bishop's Fund shall be administered by the Bishop, at whose discretion aid shall be granted to ordained ministers and other rostered leaders, and their families in time of special need. The Bishop shall submit an accounting annually for audit by the Certified Public Accountant named by the Synod Council to audit the accounts of this Synod

- *S8.12. c. Exercise solely this church's power to ordain (or provide for the ordination by another synodical bishop of) approved candidates who have received and accepted a properly issued, duly attested letter of call for the office of ordained ministry (and as provided in the bylaws of the Evangelical Lutheran Church of America.)**
- d. Commission (or provide for the commissioning of) approved candidates who have received and accepted a properly issued, duly attested letter of call for service as associates in ministry; consecrate (or provide for the consecration of) approved candidates who have received and accepted a properly issued, duly attested letter of call for service as deaconesses; and consecrate (or provide for the consecration of) approved candidates who have received and accepted a properly issued, duly attested letter of call for service as diaconal ministers of this church.**
- e. Attest letters of call for persons called to serve congregations in this Synod, letters of call for persons called by the Synod Council, and letters of call for persons on the rosters of this synod called by the Church Council.**
- f. Install (or provide for the installation of):**
 - 1) the pastors of all congregations of this Synod;**
 - 2) ordained ministers called to extra-parish service within this church; and**
 - 3) persons serving in the other rostered ministries within this Synod**

g. Exercise leadership in the mission of this church and in so doing:

- 1) Interpret and advocate the mission and theology of the whole church;**
- 2) Lead in fostering support for and commitment to the mission of this church within this Synod;**
- 3) Coordinate the use of the resources available to this Synod as it seeks to promote the health of this church's life and witness in the areas served by this Synod;**
- 4) Submit a report to each regular meeting of the Synod Assembly concerning the Synod's life and work; and**
- 5) Advise and counsel this Synod's related institutions and organizations.**

h. Practice leadership in strengthening the unity of the Church and in so doing:

- 1) Exercise oversight of the preaching, teaching, and administration of the sacraments within this Synod in accord with the Confession of Faith of this church;**
- 2) Be responsible for administering the constitutionally established processes for the resolution of controversies and for the discipline of ordained ministers, other rostered leaders, and congregations of this Synod;**
- 3) Be the chief ecumenical officer of this Synod;**
- 4) Consult regularly with other synodical bishops and the Conference of Bishops;**
- 5) Foster awareness of other churches throughout the Lutheran world communion and, where appropriate, engage in contact with leaders of those churches;**
- 6) Cultivate communion in faith and mission with appropriate Christian judicatory leaders functioning within the territory of this Synod; and**
- 7) Be ex-officio a member of the Churchwide Assembly.**

i. Oversee and administer the work of this Synod and in so doing:

- 1) Serve as the president of the Synod corporation and be the chief executive and administrative officer of this Synod, who is authorized and empowered, in the name of this Synod, to sign deeds or other instruments and to affix the seal of this Synod;**
- 2) Preside at all meetings of the Synod Assembly and provide for the preparation of the agenda for the Synod Assembly, Synod Council, and the council's Executive Committee;**
- 3) Ensure that the Constitution and Bylaws of the Synod and of the churchwide organization are duly observed within this Synod, and that the actions of the Synod in conformity therewith are carried into effect;**
- 4) Exercise supervision over the work of the other officers;**
- 5) Coordinate the work of all synodical staff members;**
- 6) Appoint all committees for which provision is not otherwise made;**
- 7) Be a member of all committees and any other organizational units of the Synod, except as otherwise provided in this Constitution;**
- 8) Provide for preparation and maintenance of synodical rosters containing:**

- a) the names and addresses of all ordained ministers of this Synod and a record of the calls under which they are serving or the date on which they become retired or disabled; and
 - b) the names and addresses of all other rostered persons of this synod and a record of the positions to which they have been called or the date on which they become retired or disabled;
- 9) Annually bring to the attention of the Synod Council the names of all rostered persons on leave from call or engaged in approved graduate study in conformity with the constitution and bylaws of this church and pursuant to prior action of this Synod through the Synod Council;
- 10) Provide for prompt reporting to the secretary of this church of:
- a) additions to and subtractions from the rosters of this Synod and the register of congregations;
 - b) the issuance of certificates of transfer for rostered persons in good standing who have received and accepted a properly issued, duly attested, regular letter of call under the jurisdiction of another synod; and
 - c) the entrance of the names of such persons for whom proper certificates of transfer have been received;
- 11) Provide for preparation and maintenance of a register of the congregations of this Synod and the names of the laypersons who have been elected to represent them; and
- 12) Appoint a statistician of the Synod, who shall secure the parochial reports of the congregations and make the reports available to the secretary of this church for collation, analysis, and distribution of the statistical summaries to this Synod and the other synods of this church.

S8.14. The Bishop may have such assistants as this Synod shall from time to time authorize.

***S8.15.** The Presiding Bishop of this church, or the appointee of the Bishop, shall install into office, in accord with the policy and approved rite of this church, each newly elected Synod Bishop.

S8.20. Vice President

***S8.21.** The Vice President shall be elected by the Synod Assembly. The Vice President shall be a layperson. The Vice President shall be a voting member of a congregation of this Synod. The Vice President shall not receive a salary for the performance of the duties of the office.

S8.22. The Vice President shall chair the Synod Council.

S8.23. In the event of the death, disability, or resignation of the Bishop, the Vice President shall convene the Synod Council to arrange for the conduct of the duties of the Bishop until a new Bishop shall be elected or, in the case of temporary disability, until the Bishop resumes full performance of the duties of the office.

S8.24. The Vice President shall be ex-officio a member of all Ministry Teams and committees of this Synod.

S8.25. The Vice President shall be ex-officio a member of the Churchwide Assembly.

S8.30. Secretary

***S8.31. The Secretary shall be elected by the Synod Assembly. The Secretary shall be a voting member of a congregation of this Synod. The Secretary may be either a layperson or an ordained minister.**

***S8.32. 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.**

S8.40. Treasurer

***S8.41. The Treasurer shall be elected by the Synod Assembly. The Treasurer shall be a voting member of a congregation of this Synod. The Treasurer may be either a layperson or an ordained minister.**

S8.42. The Treasurer shall provide and be accountable for:

- a. Management of the monies and accounts of this Synod, its deeds, mortgages, contracts, evidences of claims and revenues, and trust funds, holding the same at all times subject to the order of this Synod.**

BLS8.42. Whenever it becomes necessary to satisfy of record any mortgage or mortgages, any judgment or judgments, owned or held by this Synod, the Treasurer shall be the attorney-in-fact thereof, and is duly authorized and empowered as such attorney-in-fact in the name of this Synod to satisfy of record such mortgages or judgments upon receiving full payment of the amounts due upon the same, or such compromise thereof as may have been approved by the Synod Council. The Treasurer is further empowered to assign and transfer any policies of insurance or other collateral that may be held by this Synod for such other loans or judgments.

S8.42. b. Investment of funds upon the authorization of the Synod Council.

BLS8.42. b. All investments or funds belonging to this Synod shall be held or registered as to principal in the name of this Synod, or in a nominee registration, and shall be made only by and with the consent of the Synod Council or its Finance Committee. All investments may be sold, assigned, transferred, and changed upon the direction of the Synod Council or its Finance Committee, duly evidenced by written order, and authority is hereby given

to the Bishop or Treasurer to execute and deliver any and all assignments, powers of attorney, transfers, and other assurances in the law necessary to make effective the sale and assignment of such securities.

- S8.42. c. Receipt and acknowledgment of offerings, contributions, and bequests made to this 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 Treasurer shall transmit each month to the Treasurer of the ELCA the funds received by the Synod for the general work of this church.**
- d. Maintenance of a regular account with each congregation of this 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 this Synod for the preceding fiscal year, together with the tabulations, 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 this Synod. Fidelity coverage provided by the ELCA shall be deemed a fulfillment of this requirement.**

S8.50. General Provisions

***S8.51. The terms of office of the officers of this Synod shall be:**

- a. The Bishop of this Synod shall be elected to a term of six years and may be reelected.**
- b. The Vice President, Secretary, and Treasurer of this Synod shall be elected to a term of four years and may be reelected.**

BLS8.51. The Vice President may be elected for a maximum of two consecutive terms.

S8.52. The terms of the officers shall begin on the first day of the third month following election.

***S8.53. Each officer shall be a voting member in a congregation of this Synod, except that the Bishop need not be a member of a congregation of this Synod at the time of election.**

***S8.54. Should the Bishop die, resign, or be unable to serve, the Vice President shall convene the Synod Council to arrange for the appropriate care of the responsibilities of the Bishop until an election of a new Bishop can be held or, in the case of temporary disability, until the Bishop is able to serve again. Such arrangements may include the appointment by the Synod Council of an interim Bishop, who during the vacancy or period of disability shall possess all of the powers and authority of a regularly elected Bishop. The term of the successor Bishop, elected by the next Synod Assembly or a special meeting of the Synod Assembly called for the purpose of election, shall be six years with the subsequent election to take place at the Synod Assembly closest to the expiration of such a term and with the starting date of a successor term to be governed by constitutional provision S8.52.**

- S8.55. Should the Vice President, the Secretary, or the Treasurer die, resign, or be unable to serve, the Bishop, with the approval of the Executive Committee of the Synod Council, shall arrange for the appropriate care of the responsibilities of the officer until an election of a new officer can be held or, in the case of temporary disability, until the officer is able to serve again. The term of the successor officer, elected by the next Synod Assembly, shall be four years.**
- *S8.56. The Executive Committee of the Synod Council shall determine whether an officer is unable to serve; the officer may appeal the decision of the Executive Committee by requesting a hearing before the Synod Council. A meeting [of the Synod Council] to determine the ability of an officer to serve shall be called upon the request of at least three members of the Executive Committee and prior written notice of the meeting shall be given to the officer in question at least ten calendar days prior to the meeting.**
- *S8.57. The recall or dismissal of an officer may be effected in accordance with the procedure established by the Committee on Appeals of the Evangelical Lutheran Church in America.**
- *S8.58. If the bishop is to be temporarily absent from the synod for an extended period, the bishop, with the consent of the Synod Council, may appoint as acting bishop for such period an ordained minister of this church. Except as limited by action of the Synod Council, an acting bishop shall possess all of the powers and authority of a regularly elected bishop other than authority to ordain or to authorize the ordination of properly approved candidates for ordination.**