



**Position Descriptions for Elected Offices at the 2018 District Convention**

The following information is provided as a reference guide to our delegates who might want a more detailed explanation about each of the positions up for election at this convention. Almost all of the information below comes directly from the most recent version of the District Constitution. The offices described are presented in the order in which they will be elected. Please consult the final page of this document for additional general notes about the district’s elections process.

Office: District President

Eligibility: Active parish pastor only

Length of service: 2 years

Term limit: None

Constitutional description: Article VII Section 1

“The president shall be responsible for the supervision of doctrine and practice within the district. The president shall represent the district, shall supervise the execution of its resolutions and shall sign all documents issuing from the district. The president shall provide for the ordination of such candidates for the ministry who shall have graduated from the Wisconsin Lutheran Seminary or such who shall have otherwise qualified and who shall have received and accepted a call from within the confines of the district. He shall also authorize the installation of other pastors and of male teachers called by congregations within the district. He shall issue letters of transfer to such pastors and male teachers as shall enter another church body in fellowship with the synod. The president shall supervise the work of the district circuit pastors. With the concurrence of the other district officers, the president shall fill vacancies in the office of secretary and second vice president. He shall also fill vacancies on all boards and committees of the district. The president and vice presidents shall fill vacancies in the office of the circuit pastor. All appointments made are for the remainder of the unexpired term. With the concurrence of the two vice presidents, the president shall have the right to suspend a synod member from the synodical membership. Unless an appeal is pending, he shall submit a complete report of his action to the district at its next convention. With the consent of the vice presidents, the president may call a special convention of the district or change the time and place of a convention. At each regular convention of the district the president shall submit a written report on the activities of his office during the past biennium.”

Office: First Vice President

Eligibility: Active parish pastor only

Length of service: 2 years

Term limit: None

Constitutional description: Article VII Section 2

“The vice presidents shall carry out such assignments the president may assign or are prescribed in this constitution. The first vice president shall take the place of the president whenever the latter shall be prevented from discharging his duties, and in the case of a vacancy in the office of the president, shall serve as president until the next convention. He shall also oversee special support provided for pastors and teachers and their widows and orphans who are in need of such assistance. In the case of a vacancy in the office of first vice president, the second vice president shall serve as first vice president until the next convention. Vice presidents shall not serve as circuit pastors. Offices vacated by election shall be filled by election at that convention for the remainder of the unexpired term.”

Office: Second Vice President  
Eligibility: Active parish pastor only  
Length of service: 2 years  
Term limit: None

Constitutional description: Article VII Section 2

“The vice presidents shall carry out such assignments the president may assign or are prescribed in this constitution. The first vice president shall take the place of the president whenever the latter shall be prevented from discharging his duties, and in the case of a vacancy in the office of the president, shall serve as president until the next convention. He shall also oversee special support provided for pastors and teachers and their widows and orphans who are in need of such assistance. In the case of a vacancy in the office of first vice president, the second vice president shall serve as first vice president until the next convention. Vice presidents shall not serve as circuit pastors. Offices vacated by election shall be filled by election at that convention for the remainder of the unexpired term.”

Office: District Secretary  
Eligibility: Pastor, teacher or layman  
Length of service: 2 years  
Term limit: None

Constitutional description: Article VII Section 3

“The secretary shall record the minutes of the convention and, with the concurrence of the president and according to the instructions of the district, prepare a report thereon for publication. The secretary shall sign all documents issuing from the district, shall keep a list of all congregations, pastors and male teachers who are members of the district, shall announce all district conventions in *Forward in Christ* not less than six weeks prior to their convening and with the consent of the president may appoint such assistants as may be necessary to perform his duties.”

Office: District Mission Board -- Pastor  
Eligibility: Active pastor only  
Length of service: 6 years  
Term limit: 2 terms

Constitutional description: Article XIV Section 3

“There shall be a mission board to carry out home mission activities in each mission district. The direct supervision and administration of the missions and mission work within the mission district shall be vested in the mission board, subject to such rules and regulations as the Board for Home Missions may adopt.”

Office: District Youth and Family Ministry Coordinator  
Eligibility: Pastor, teacher or layman  
Length of service: 6 years  
Term limit: 2 terms

Constitutional description: Article XV Sections 1, 2, 3 & 4

“There shall be a district Congregational Services group to assist congregations in the following areas of ministry: evangelism, worship, youth and family ministry, Lutheran schools, adult discipleship, special ministries, and congregational counseling. The group shall consist of as many coordinators as the district deems appropriate to cover these areas of ministry. Coordinators shall be elected for a term of six years and may succeed themselves once. The terms shall be staggered within the group.

The coordinators shall provide a link with the synodical commissions. Each biennium the coordinators shall choose one from among their number to serve as the chairman of the group.

Coordinators, in consultation with the district president, may organize standing committees, ad hoc committees, task forces, and ministry groups to serve in carrying out the work of the coordinator.

The coordinators shall carry out on the district level, as feasible, the duties and responsibilities assigned to the synodical commissions.”

Office: District Worship Coordinator  
Eligibility: Pastor, teacher or layman  
Length of service: 6 years  
Term limit: 2 terms

Constitutional description: Article XV Sections 1, 2, 3 & 4

“There shall be a district Congregational Services group to assist congregations in the following areas of ministry: evangelism, worship, youth and family ministry, Lutheran schools, adult discipleship, special ministries, and congregational counseling. The group shall consist of as many coordinators as the district deems appropriate to cover these areas of ministry. Coordinators shall be elected for a term of six years and may succeed themselves once. The terms shall be staggered within the group.

The coordinators shall provide a link with the synodical commissions. Each biennium the coordinators shall choose one from among their number to serve as the chairman of the group.

Coordinators, in consultation with the district president, may organize standing committees, ad hoc committees, task forces, and ministry groups to serve in carrying out the work of the coordinator.

The coordinators shall carry out on the district level, as feasible, the duties and responsibilities assigned to the synodical commissions.”

Office: District Board of Appeals -- Chairman

Eligibility: Active pastor only  
Length of service: 6 years  
Term limit: 2 terms

Constitutional description: Article XXII Sections 1, 2 & 3

“The District Board of Appeals shall be composed of 10 members: a chairman, three pastors, three teachers, and three laymen. It shall be elected by the district in convention from a slate of candidates submitted by the district nominating committee. The chairman shall be a pastor. Their term shall be for six years and they may succeed themselves once. Terms shall be staggered. Members of the District Board of Appeals may hold other elective or appointive offices.

A five person Board of Appeals panel shall be formed to decide each appeal. The chairman or his designee plus four board members selected by the chairman shall make up a Board of Appeals panel. Each panel must include at least one pastor, one teacher, and one lay member.

All correspondence and documentary evidence relative to a disciplinary action together with a summary report shall be filed in the office of the district president within 60 days after such action has been concluded. The decision of a Board of Appeals panel shall be the final disposition of an appeal unless, when possible, an appeal is made to the Synod Board of Appeals. The decision of the District Board of Appeals shall be respected by all members of the Synod, even while an appeal may be made to the Synod Board of Appeals.”

Office: District Board of Appeals -- Pastor

Eligibility: Active pastor only  
Length of service: 6 years  
Term limit: 2 terms

“The District Board of Appeals shall be composed of 10 members: a chairman, three pastors, three teachers, and three laymen. It shall be elected by the district in convention from a slate of candidates submitted by the district nominating committee. The chairman shall be a pastor. Their term shall be for six years and they may succeed themselves once. Terms shall be staggered. Members of the District Board of Appeals may hold other elective or appointive offices.

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Office: District Board of Appeals -- Teacher  
Eligibility: Active teacher only  
Length of service: 6 years  
Term limit: 2 terms

“The District Board of Appeals shall be composed of 10 members: a chairman, three pastors, three teachers, and three laymen. It shall be elected by the district in convention from a slate of candidates submitted by the district nominating committee. The chairman shall be a pastor. Their term shall be for six years and they may succeed themselves once. Terms shall be staggered. Members of the District Board of Appeals may hold other elective or appointive offices.

A five person Board of Appeals panel shall be formed to decide each appeal. The chairman or his designee plus four board members selected by the chairman shall make up a Board of Appeals panel. Each panel must include at least one pastor, one teacher, and one lay member.

All correspondence and documentary evidence relative to a disciplinary action together with a summary report shall be filed in the office of the district president within 60 days after such action has been concluded. The decision of a Board of Appeals panel shall be the final disposition of an appeal unless, when possible, an appeal is made to the Synod Board of Appeals. The decision of the District Board of Appeals shall be respected by all members of the Synod, even while an appeal may be made to the Synod Board of Appeals.”

Office: District Board of Appeals -- Layman  
Eligibility: Layman only  
Length of service: 6 years  
Term limit: 2 terms

Constitutional description: Article XXII Sections 1, 2 & 3

“The District Board of Appeals shall be composed of 10 members: a chairman, three pastors, three teachers, and three laymen. It shall be elected by the district in convention from a slate of candidates submitted by the district nominating committee. The chairman shall be a pastor. Their term shall be for six years and they may succeed themselves once. Terms shall be staggered. Members of the District Board of Appeals may hold other elective or appointive offices.

A five person Board of Appeals panel shall be formed to decide each appeal. The chairman or his designee plus four board members selected by the chairman shall make up a Board of Appeals panel. Each panel must include at least one pastor, one teacher, and one lay member.

All correspondence and documentary evidence relative to a disciplinary action together with a summary report shall be filed in the office of the district president within 60 days after such action has been concluded. The decision of a Board of Appeals panel shall be the final disposition of an appeal unless, when possible, an appeal is made to the Synod Board of Appeals. The decision of the District Board of Appeals shall be respected by all members of the Synod, even while an appeal may be made to the Synod Board of Appeals.”

Office: District Nominating Committee – Chairman  
Eligibility: Pastor, teacher or layman  
Length of service: 4 years  
Term limit: 3 terms

Constitutional description: Article XVIII Sections 1, 2, 3, 4 & 5

“There shall be a nominating committee composed of two members from each of its conferences. Members of the committee shall be elected by ballot by the district from a slate of candidates nominated by the district council. In districts with no district council, the slate of candidates shall be nominated by the circuit pastors of the district in consultation with the district praesidium. The slate of candidates shall first be ratified by the district in convention before proceeding to the election. The district in convention may add to the slate of candidates. A majority vote shall be necessary for election. The term of office shall be four years with one conference representative elected at each regular convention of the district. Members may succeed themselves twice.

There shall be an additional member, elected by the district, for a four-year term who shall serve as chairman of the nominating committee. He may succeed himself twice. The chairman shall also represent the district on the synod’s Nominating Committee.

*(continued on next page)*

The committee shall nominate at least two candidates for each elective office of the district, except as otherwise provided for in this constitution. It shall nominate at least three names for offices of the synod elected by the district.

The list of candidates nominated by the committee shall be sent to the delegates at least 30 days prior to the convention. The ballot submitted to the convention by the committee shall first be ratified by the district in convention before proceeding to the election. The district in convention may add to the slate of candidates.

The committee shall supply the voting delegates with pertinent, factual information about the candidates. Pertinent information shall include congregational affiliation, age, occupation or profession and address.”

Office: District Nominating Committee – Members

Eligibility: Pastor, teacher or layman

Length of service: 4 years

Term limit: 3 terms

Constitutional description: Article XVIII Sections 1, 3, 4 & 5

“There shall be a nominating committee composed of two members from each of its conferences. Members of the committee shall be elected by ballot by the district from a slate of candidates nominated by the district council. In districts with no district council, the slate of candidates shall be nominated by the circuit pastors of the district in consultation with the district praesidium. The slate of candidates shall first be ratified by the district in convention before proceeding to the election. The district in convention may add to the slate of candidates. A majority vote shall be necessary for election. The term of office shall be four years with one conference representative elected at each regular convention of the district. Members may succeed themselves twice.

The committee shall nominate at least two candidates for each elective office of the district, except as otherwise provided for in this constitution. It shall nominate at least three names for offices of the synod elected by the district.

The list of candidates nominated by the committee shall be sent to the delegates at least 30 days prior to the convention. The ballot submitted to the convention by the committee shall first be ratified by the district in convention before proceeding to the election. The district in convention may add to the slate of candidates.

The committee shall supply the voting delegates with pertinent, factual information about the candidates. Pertinent information shall include congregational affiliation, age, occupation or profession and address.”

#### Notes

1. Retired called workers are generally considered ineligible for any constitutionally-mandated office within the district. Exceptions may be granted in the case of offices not mentioned in the Constitution.
2. Retired laymen are generally eligible for district office.
3. A simple majority is all that is required to be elected to any district office.
4. Offices that become vacant mid-term have a replacement appointed directly by the District President.
5. When determining the term limits of an officer appointed mid-term, a full term will be counted if the replacement is appointed with over half the term remaining to serve. If less than half the term is remaining, their initial time of service will be considered “Term 0”, and the replacement will remain eligible to be elected for as many terms as the office allows.
6. Specific questions may be directed to the chairman of the Nominating Committee, Pastor Josh Stahmann, via [Pastor.Stahmann@gmail.com](mailto:Pastor.Stahmann@gmail.com).
7. This document was updated at 2:45 PM on 6/7/2018.