

2022 Handbook



of the
Minnesota North District
of the Lutheran Church—Missouri Synod

Articles of Incorporation
& Bylaws

Revised 2022 District Convention

**2022 HANDBOOK
of the
Minnesota North District
of
The Lutheran Church – Missouri Synod**

Foreword

The Minnesota North District exists “*to unite in a corporate body the congregations of The Lutheran Church – Missouri Synod located within the territorial limits of this corporation, and to accomplish the objects and purposes*” of the Synod [District Articles of Incorporation, Article 1, Section 2]. Among those objectives is the following:

“The Synod, under Scripture and the Lutheran Confessions, shall...Strengthen congregations and their members in giving bold witness by word and deed to the love and work of God, the Father, Son, and Holy Spirit, and extend that Gospel witness into all the world...” [Synod Constitution, Article III.2]

The mission statement of the Minnesota North District is “*to further the Great Commission (Matthew 28:18-20) and to assist congregations as Great Commission churches*”. It is the prayer of the District Bylaw and Constitution Commission that this 2018 edition of the *Minnesota North District Handbook* will assist congregations in pursuing that mission and enable all of us - personally, corporately and with deep conviction - to rejoice that we are “***Sent to Share Christ’s Healing Grace.***”

District Bylaw and Constitution Commission
Rev. Gregory Coop, Chairman
Rev. Marty Mably, Secretary
Mr. David Mowrey

ARTICLES OF INCORPORATION of the Minnesota North District

PREAMBLE

WHEREAS, The Lutheran Church— Missouri Synod, in Convention assembled in Cleveland, Ohio, June 22-30, 1962, has granted to the Minnesota District of The Lutheran Church— Missouri Synod the right to divide said Minnesota District by releasing therefrom certain parishes and congregations located in the following parts of said Minnesota District, to-wit:

The Counties of Yellow Medicine, Chippewa, Kandiyohi, Stearns, Sherburne, Isanti, Chisago and all territory in the State of Minnesota north of said Counties, as are considered part of the said Minnesota District of The Lutheran Church— Missouri Synod.

WHEREAS, In Convention duly assembled on the 14 day of January, 1963, at Minneapolis, Minnesota, said Minnesota District of The Lutheran Church— Missouri Synod formally released the above said territory from its territorial and corporate limits so as to enable said congregations to form a new District and incorporate the same; and

WHEREAS, The said congregations and parishes located in the above described territory and released from said Minnesota District are desirous of forming a corporation pursuant to Laws 1885, Chapter 151 (now M.S.A. 315.23) and acts amendatory thereof and supplementary thereto.

NOW, THEREFORE, In meeting and Convention duly assembled at Minnesota on January 14, 1963, the congregations of the above said territory, through their duly elected delegates and representatives hereby resolve to incorporate and for that purpose adopt the following Articles of Incorporation, to wit:

ARTICLE I

SECTION 1 - NAME

The name of this corporation shall be: **Minnesota North District of The Lutheran Church— Missouri Synod.**

SECTION 2 - GENERAL PURPOSES

The general purposes of this corporation shall be: To unite in a corporate body the congregations of The Lutheran Church— Missouri Synod located within the territorial limits of this corporation, and to accomplish the objects and purposes of The Lutheran Church— Missouri Synod, as stated in its Handbook.

SECTION 3 - POWERS

The powers of this corporation shall be:

- a. To receive and disburse monies for the work of the Church;
- b. To receive, acquire, hold, manage, and control by purchase, lease, gift, grant, devise, bequest, or otherwise, property of every kind and description, real, personal, or mixed, to be used for the religious, educational, and charitable purposes;
- c. To hold, manage, control, and use such property and the proceeds and income thereof, and deal with or dispose of any or all such property by sale, exchange, or gift when necessary or expedient to carry out the objects and purposes of the corporation;
- d. To receive, maintain, and administer, endowments, legacies, and such other general or trust funds as may be expedient for the operation of said corporation and the accomplishment of its purposes, provided that all said property shall be acquired, dealt with or disposed of in a manner not in conflict with the laws of the State of Minnesota or the laws of any country in which said property is located;
- e. To furnish money, aid and assistance, or lend money with or without interest, secured or unsecured, to member congregations, societies, or school associations to assist them in acquiring sites, buildings, or equipment; in erecting, improving, or enlarging church edifices, parsonages, parish

halls, or school buildings; and to assist divinely called District personnel with loans at interest for down payment to secure a residence; or in extreme cases, to lend the full amount needed to secure a residence;

- f. Also to underwrite and/or guarantee the payments of obligations of congregations and parishes in said territorial limits of its jurisdiction;
- g. To make and adopt by majority vote of its delegates in regular meeting assembled, Bylaws for the government of this corporation and its Board of Directors;
- h. To adopt and secure a corporate seal;
- i. The term of this shall be perpetual;
- j. This Corporation shall not afford pecuniary gain incidentally or otherwise to any individual persons, but in the event of dissolution, the assets to which this Corporation holds title or over which it has control shall be transferred forthwith to The Lutheran Church— Missouri Synod or to the Synod's nominee.

ARTICLE II

SECTION 1 - DENOMINATIONAL NAME

The name of the religious denomination to which the body organizing this corporation belongs is "The Lutheran Church— Missouri Synod."

SECTION 2 - TERRITORIAL LIMITS

- a. The territorial limits of the jurisdiction of this corporation shall be mainly the northern section of the State of Minnesota, more particularly described as that section of Minnesota which is north of and including the counties of Yellow Medicine, Chippewa, Kandiyohi, Stearns, Sherburne, Isanti, and Chisago.
- b. The official office of this corporation shall be within the Territorial Limits of this Corporation.

SECTION 3 – MEMBERSHIP

- a. The said corporation shall be composed of all those members of The Lutheran Church—Missouri Synod (congregations, ordained and commissioned ministers) who have been received into the district at the time of joining the Synod, who have been transferred from another district, or who have been assigned to the district by the Synod. (LCMS Bylaw 4.1.2)

- b. Only accredited clergy and lay delegates of these member congregations as prescribed by the Bylaws shall be entitled to a vote at the meetings of this corporation.

ARTICLE III

SECTION 1 - NUMBER AND TITLE OF OFFICERS

- a. The number and official titles of the officers of this corporation by and through whom this corporation shall act shall be: a President, Vice-Presidents, a Secretary, and a Treasurer, and they, together with representatives of members of this corporation as provided in the Bylaws of this corporation, shall constitute the Board of Directors of this corporation. They shall be elected by the accredited delegates at a regular meeting of this corporation. They shall hold office as prescribed in the Bylaws and shall serve until their successors are duly elected.
- b. Vacancies in said Board of Directors are to be filled according to the Bylaws of this Corporation, and if any of these said officers move his congregational membership out of the territorial limits of this Corporation, such removal shall create a vacancy in his office.
- c. This Corporation is a religious corporation formally organized under Chapter 315 of Minnesota Statutes having come under the Minnesota Non-Profit Organization Act, Minnesota Statutes Section 317 et., seq., and as a continuing corporation does not have incorporators.
- d. As a Corporation formally organized under Chapter 315 of the Minnesota Statutes governing religious corporations and now having elected to come under Chapter 317 of the Minnesota Non-Profit Corporation Act, the Board of Directors of said corporation presently in office at the time of the election and members of the Board of Directors elected hereafter shall continue to serve as the Board of Directors until re-elected or replaced.

SECTION 2 - MEETINGS

- a. The regular meetings of this Corporation, called District Conventions, shall be held at such time and place as may be determined by the preceding regular meeting, and in accordance with the Synodical Constitution, Article XII, 13.
- b. Should the regular meeting, however, fail to fix time and place for the next meeting, the Board of Directors shall have such power and shall issue the call for such a meeting.
- c. Special meetings may be called as provided in the Bylaws.

SECTION 3 - DUTIES OF OFFICERS

The general duties of the officers of said corporation shall be as follows:

- a. THE PRESIDENT shall preside at the meetings of the corporation and generally discharge the duties pertaining to that office and as provided for in the Bylaws (see also Synod Constitution, Article XII, and Synod Bylaws, Section 4.4). In case of his absence or disability, or at his request, one of the vice-presidents shall act for him.
- b. THE SECRETARY shall perform the duties ordinarily pertaining to that office and particularly shall keep a full and complete record of the business transacted by the corporation and its Board of Directors.
- c. THE TREASURER shall perform the duties ordinarily pertaining to that office and particularly keep accurate books of account of everything entering into and constituting a part of the property and finances of the corporation, and shall make to the Board of Directors and at the annual meeting of the corporation, and oftener if required by the Board of Directors, a full and accurate statement of the finances, property, and business of said corporation.
- d. THE BOARD OF DIRECTORS, as a body, shall transact the business of the corporation by and through the Board as such, or by committees or agents of the Board, thereto fully appointed and authorized.

ARTICLE IV

The name and addresses of those elected or appointed as the first officers of this corporation are:

PRESIDENT:

Name: Rev. Alfred C. Seltz

Address: 413 St. Paul Ave, So., Thief River Falls, MN

1ST VICE-PRESIDENT:

Name: Rev. Walter H. Bouman

Address: 107 Outer Drive, Silver Bay, MN

2ND VICE-PRESIDENT:

Name: Rev. Traugott H. Rehwaldt

Address: 290 8th Ave., Granite Falls, MN

3RD VICE-PRESIDENT:

Name: Rev. Reinhold L. Bode

Address: 1316 9th St., Int'l Falls, MN

SECRETARY:

Name: Rev. Klemens K. Hill

Address: 518 3rd Ave E., Alexandria, MN

TREASURER:

Name: Mr. Arthur Hilpert

Address: Bertha, MN

ARTICLE V

Section 1 - All provisions of the Articles of Incorporation and Bylaws are subject to the provisions of the Constitution, the Bylaws, and the resolutions of the Synod in convention.

Section 2 - These Articles of Incorporation may be amended as provided by the law under which this body is incorporated (see Preamble above), provided that such amendments:

- a. are not inconsistent with the Constitution or Bylaws of The Lutheran Church—Missouri Synod or the Constitution and laws of the United States or the State of Minnesota; and
- b. have been submitted to the Commission on Constitutional Matters of the Synod for review and approval before presentation to and adoption by the district convention; and
- c. are acted upon favorably in two successive regular or special meetings of this corporation by the affirmative vote of a two-thirds majority of the delegates present and voting or by a

simple majority of all delegates, whichever is less, certified by the presiding officer, verified by the secretary of the corporation; and shall thereafter be recorded with the Secretary of State of the State of Minnesota.

THE CONSTITUTION of the Minnesota North District

The Constitution of The Lutheran Church— Missouri Synod is the Constitution of its Districts, hence also the Constitution of the Minnesota North District. [Synod Constitution Article XII.2 and Synod Bylaw 4.1, especially 4.1.1.2]

BYLAWS of the Minnesota North District

The district is the Synod itself performing the functions of the Synod. Resolutions of the Synod are binding upon the district.

The Constitution of the Synod is also the constitution of each district. The Bylaws of the Synod shall be primarily the bylaws of the district.

(Reference LCMS Bylaws 4.1.1 – 4.1.1.2.)

1.00 MEMBERSHIP

1.02 General Conditions

The membership of the district consists of all those members of The Lutheran Church—Missouri Synod (congregations, ordained and commissioned ministers) who have been received into the district at the time of joining the Synod, who have been transferred from another district, or who have been assigned to the district by the Synod. [Synod Bylaw 4.1.2]

1.04 Voting and Individual Members

Article V of the Constitution of The Lutheran Church— Missouri Synod defines voting and Individual-membership.

1.06 Application for Membership

Application for membership in The Lutheran Church— Missouri Synod and in this District shall be filed with the President of this District.

1.08 Reception into Membership

Sections 2.2, 2.3, 2.6, 2.9, & 2.10 of the Bylaws of The Lutheran Church— Missouri Synod set forth the procedure for receiving members into Synod. Ministers of Religion-ordained, and ministers of religion- commissioned who hold membership in The Lutheran Church— Missouri Synod become members of this District when they accept a Call into this District and apply for and receive a transfer from the President of their District to the Minnesota North District. Such transfer must be filed with the District President.

1.10 Continuing Eligibility of Individual Members

To remain eligible, individual members are to follow the provisions of Synod Bylaw 2.11.

1.12 Relation of the District to its Members

Section 1.3 of the Bylaws of The Lutheran Church— Missouri Synod applies also to the relation of the District to its members.

1.14 Constitution and Bylaws of Member Congregations

See Section 2.2, 2.3, & 2.4 of the Bylaws of The Lutheran Church— Missouri Synod.

2.00 DISTRICT CONVENTION

2.02 Time and Place of Convention

- a. The District shall convene at such time and place as may be determined by the preceding District Convention. If, however, the District Convention fails to fix a time and place for the next District Convention, the Board of Directors shall have the power to fix the time and place of the next District Convention and shall issue a call for such Convention. [District Articles of Incorporation III, Section 2; Synod Constitution XII, 13]
- b. In cases of urgent necessity the District President shall have power to convene special conventions of the District. For this he must have the consent of at least a majority of the voting members of the District after having informed them and the President of Synod of the purpose of the intended special session. [Synod Constitution XII, 15]

2.04 Notice of Convention

An official notice shall be sent to all member congregations, ministers of religion-ordained, and ministers of religion-commissioned six months preceding the date of each regular Convention by the Secretary of the District. This notice shall also appear in the District Publication.

2.06 Local Convention Committee

As soon as possible after the Convention site has been determined, the District President shall appoint a Local Convention Committee. This Committee shall arrange for the assembly hall with all necessary facilities, supplies, and

services for the Convention. It shall also make available a sufficient number of committee rooms and provide all things necessary for the smooth and efficient conduct of the Convention. It shall provide comfortable housing facilities for the delegates and guests and make adequate provision for their physical needs. It shall fix the fees to be charged for housing and meals. [See also District Bylaw 2.14.]

2.10 Committee on Registration, Credentials and Attendance

The Committee on Registration, Credentials, and Attendance to be appointed by the District President shall make all arrangements for the proper registration of the Convention delegates and examine their credentials. At the beginning of the first business session it shall report to the President whether or not a quorum is in attendance. Full-time or part-time absences shall be reported to this Committee. A full report of this Committee shall be filed with the Secretary.

2.12 Convention Personnel

In ample time before the Convention, the President of the District, in consultation with the Board of Directors, shall appoint such personnel as is necessary for the Convention. These would include the essayists, convention chaplains, special service preachers, convention chorus director, etc.

2.14 Pre-convention Meetings, Arrangements and Expenses

The Local Convention Committee shall provide preconvention housing and meeting facilities for Committees which must meet before the Convention. The District President shall designate such Committees and shall so notify the Local Convention Committee. All expenditures incurred by such pre-convention committee meetings shall be paid by the District. [District Bylaw 2.16.c]

2.16 Convention Expenses

- a. The expenses of the Convention shall be covered by registration fees which shall be fixed by the Local Convention Committee in consultation with the President. Ministers of religion-ordained (emeriti) and ministers of religion-commissioned (emeriti) shall not be assessed registration fees, and their lodging and meals shall be covered by the Local Convention Committee. Congregations are expected to pay

travel expenses, the registration, housing, and meal fees for their ministers of religion-ordained, and ministers of religion-commissioned, and delegates. The District shall pay the expenses of Officers, Board, and Committee Members whose presence is required at the Convention, but who do not have their expenses paid by their congregation.

- b. If a surplus remains in the Convention fund after all costs are paid, this shall go to the District treasury. If there is a deficit, the District treasury shall be liable for paying all remaining bills.
- c. All items mentioned in District Bylaws 2.14 and 2.16 which are District responsibilities shall be considered Convention expenses.

2.18 Reports

- a. All District Divisions, Committees, and other Designees shall in due time submit a Convention report to the Board of Directors together with proposals and recommendations.
- b. The District President, in consultation with the dBoard of Directors, shall review, amend, and approve such reports for presentation to the Convention.

2.20 Overtures

- a. All overtures [consult Synod Bylaw 3.1.6.2] which are to come before the Convention shall, as a rule, be presented to the President in triplicate copy at least sixty days prior to the opening day of the Convention.
- b. The President of the District shall use his discretion as to which overtures are to appear in print.
- c. All overtures sent to the President, excluding any found to be materially in error or containing any apparent misrepresentation of truth or of character, shall be submitted to the District through one of the Convention Committees.

2.22 Agenda

- a. The agenda for the District Convention shall be prepared and arranged by the President in consultation with the Board of Directors.
- b. It shall be printed in the District Convention Workbook.
- c. All matters which warrant more thorough study before action by the Convention is taken, shall without debate, be referred by the President or Chairman to a Floor Committee for consideration and recommendation.

2.24 Convention Committees

- The District President shall before the District Convention appoint from the voting and advisory delegates to the Convention:
 - a. The necessary members of Floor Committees
 - b. The Elections Committee
 - c. The Committee for Review of Conference Minutes and Essays.

2.26 Floor Committees

- a. The President shall refer all matters which are to be presented to the District Convention to Floor Committees in order to expedite the transaction of business. After due consideration of the matters referred to them, these committees shall report their findings and recommendations to the District Convention.
- b. If the President deems it advisable, he shall be empowered to convene any such Committee prior to the opening of the Convention.
- c. Every communicant member of the congregations of the District shall have the right to object to any appointment made to such a Committee. Such objection shall be in writing to the district president and vice presidents for their consideration.
- d. There shall be adequate lay representation on all Committees.
- e. All Floor Committee meetings except executive sessions shall be open to any member of Synod, as well as delegates elected by the congregations, and additional parties by permission of the chairman of the Floor Committee or the District President. Any member of Synod, as well as delegates elected by the congregations, and additional parties by permission of the chairman of the Floor Committee or the District President, may appear and present his views concerning the matter under consideration. The Chairman of the Committee shall daily inform the District Secretary for public announcement of the time and place of open meetings.

2.28 Election Committee

The Committee of Elections shall make all necessary arrangements for elections and shall conduct and supervise them. The list of candidates and the number of votes each candidate or slate of candidates has received shall be reported

to the Convention and then filed with the Secretary of the District.

2.30 Committee for Review of Conference Minutes and Essays

The Committee for Review of Conference Minutes and Essays shall, before the Convention, review the minutes and essays of the official conferences of the District and report to the District Convention. [Synod Bylaw 4.8]

2.32 District Convention Workbook

The District President, in consultation with the Vice- Presidents, shall see to it that a District Convention Workbook is prepared by the Secretary and made available to each minister of religion-ordained, minister of religion-commissioned, and lay delegate by a means of electronic communication 30 days prior to the Convention with printed copies available to designated recipients upon request. (LCMS Bylaw 4/2/1 [g]) This Workbook shall contain the reports, overtures, the tentative agenda, and other pertinent information which the President and Vice-Presidents deem advisable to print prior to the Convention.

2.34 Accrediting of Voting Delegates [Synod Constitution Article V A; Synod Bylaw 4.2.2]

- a. To be accredited and entitled to vote, delegates shall return the proper credentials provided by the district secretary and signed by two of the congregation's officers, either by mailing them to the district office at a date determined by the district or by presenting them to the district secretary at the opening of the convention.
- b. All duly elected voting delegates shall attend all sessions of the convention regularly until the close of the convention.
- c. If a pastor serves two or more congregations, these shall be regarded as one parish and shall be entitled to only one lay vote. Congregations other than the one to whom the voting lay delegate belongs may send an advisory lay delegate to the district convention

- d. A pastor called to a congregation in an *assisting capacity only*, as defined in the Bylaws of the Synod, is not eligible to serve as a voting delegate of that congregation.
- e. A parish temporarily vacant shall be entitled to one lay vote, but no pastoral vote.
- f. The names of congregational lay delegates shall be submitted to the District President no later than 60 days before the Convention to allow for floor committee assignments and service. This does not preclude acceptance of valid credentials at the time of the convention in those instances where necessitated.

2.36 Privileges of Advisory Delegates

- a. Advisory delegates are all commissioned ministers, and those ordained ministers not presently serving as voting representatives of congregations, who are members of the Synod within the district. In addition, a congregation that is part of a multi-congregation parish, other than the congregation supplying the voting lay delegate, may elect and depute an advisory lay delegate. [See Synod Constitution, Article XII, 10.b.-]
- b. Advisory delegates of the District shall be entitled to the floor and may express their opinion the same as voting members.
- c. They shall be eligible to membership on Committees and to offices of the District unless otherwise specified.
- d. Only a pastor called by and installed in a congregation or parish in other than an 'assisting capacity only,' as defined in the Bylaws of the Synod, may serve as that congregation or parish's voting pastoral delegate.

2.38 Attendance of Delegates [Synod Bylaw 4.2.2.(b) & 4.2.3.(b) & (c)]

All duly elected delegates and advisory delegates shall attend all sessions regularly until the close of the Convention. All delegates who arrive late or leave early or who do not attend at all shall present a written excuse to the Committee on Registration, Credentials, and Attendance. Unexcused delegates shall be admonished by the District President.

2.40 Convention Service [Synod Bylaw 4.2.4]

- a. The President of Synod or his representative shall deliver the sermon at the Convention Service.
- b. The Sacrament of the Altar may be celebrated as a part of the Convention Service. All those who attend shall be considered as guests of the host congregation and shall be required to register their attendance in a designated manner.

2.42 Quorum

For the legal holding of the sessions of the district a constitutional convocation of such sessions and the presence of at least 1/3 of the voting member congregations or parishes represented by at least one of their respective representatives (pastor or lay delegate) are required.

2.44 Organization of Convention [Synod Bylaw 3.1.9.(i)]

- a. The Convention shall organize at its first session on the basis of the registration and the report of the Committee on Credentials. [District Bylaw 2.10]
- b. In the first business session of the Convention the Committee on Congregational Constitutions and District Membership shall submit its report in order that the delegates and congregations admitted into membership may be seated. [District Bylaw 6.06]
- c. The President shall then make his presidential address, submit his official report, and announce the order of business.

2.46 Parliamentary Rules [Synod Bylaws 3.1.9.(i).(3) & 4.2.1.(c)]

The President shall conduct the session according to accepted parliamentary rules and shall so arrange the schedule that the sessions do not extend beyond six business days.

2.48 Order of Business

The President shall, at the first session and during the course of the succeeding sessions of the District Convention, announce the order of business for the following days.

2.50 Daily Minutes

Brief daily minutes shall be read at the District Convention sessions.

2.52 Elections

- a. Regular elections shall be held in each regular Convention of the District.
- b. The elections for the President and Vice-Presidents shall be held on the first day of the Convention.
- c. "All matters of doctrine and conscience shall be decided only by the Word of God. All other matters shall be decided by a majority vote" [Synod Constitution, VIII.C]. "A majority of all votes cast shall be required in every election to all elective offices...." [Synod Bylaw 4.7.3].

2.54 Order of Elections

Elections shall be held in the following order:

- a. President
- b. Vice-Presidents
- c. Ranking of the Vice-Presidents
- d. Secretary and Treasurer
- e. Circuit Visitors
- f. Lay Directors on the District Board
- g. District Nominating Committee for the next Convention [Synod Bylaw 4.7.2]
- h. Pastors on the Lutheran Island Camp Board of Directors.
- i. A member and an alternate for the Synodical Committee for Convention Nominations in alternate Convention years (beginning in 1994). [Synod Bylaw 3.12.3.1-3; District Bylaw 2.66.i]

2.56 Election of Circuit Visitors

- a. "The circuit Visitor shall hold his position by virtue of his selection by the circuit forum and ratification by the district convention" [Synod Bylaw 5.2.2].
- b. Congregations may nominate pastors from the clergy roster of the District who are serving congregations or who are emeriti [Synod Bylaws 4.3.1 and 5.2.2.(d)].

2.58 Advance Nominating Ballot [Synod Bylaw 4.3.1 and 4.7.1]

Six months before the regular election each member congregation and each voting pastor shall receive from the District Secretary an official nominating ballot on which to nominate candidates for the following offices:

- a. District President (from the clergy roster of the Synod). [District Bylaw 3.20.a]
- b. Vice-President (from the clergy roster of the District and holding membership in a congregation in the local Conference that he represents). [District Bylaw 3.20.b]
- c. Lay members of the Board of Directors (two candidates from the local Conference, plus their qualifications). [District Bylaw 3.34]
- d. The congregation ballot shall be signed by the Chairman and Secretary of the congregation. All ballots duly filled in and signed, must be returned to the Secretary of the District at least six weeks prior to the District Convention at which the election will be held. The Secretary shall deliver the nominating ballots to the Elections Committee five weeks before the Convention.

2.60 Notice of Nomination

The Elections Committee shall notify in writing and seek approval of all who have been nominated for the Office of District President, Vice-Presidents, and lay members on the Board of Directors, specifying which office they were nominated for, four weeks prior to the District Convention elections. The number of nominating votes shall not be revealed.

2.62 Summarizing Nominations

- a. The Elections Committee shall prepare a list of all those nominated for each office on the nominating ballot. This list shall be according to the number of nominations received from the greatest to the least. This list shall be confidential and for the use of the committee only.
- b. The Elections Committee shall prepare a list of the four (4) laymen from each Conference who received the highest number of nominations for the lay members of the Board of Directors. It shall include the qualifications of each as reported on the nominating ballots. This list shall be

distributed to the voting delegates before the election of the Lay Directors.

- c. The Elections Committee is authorized and empowered to prepare and publish an information sheet on the candidates for District office and to distribute this information to the delegates.

2.64 District Nominating Committee

The Nominating Committee shall nominate candidates for the following:

- a. Secretary, Treasurer [District Bylaw 2.66d];
- b. District Nominating Committee (for the next Convention) consisting of one minister of religion - ordained and one layman from each Conference and one minister of religion – commissioned at large;
- c. A pastor from each Lutheran Island Camp region for the Lutheran Island Camp Board of Directors; [The Lutheran Island Camp Board of Directors shall specify the number of Lutheran Island Camp regions, but not less than the number of conferences established by the Minnesota North District.] and
- d. A member and an alternate for the Synodical Committee for Convention Nominations in alternate Convention years (beginning in 1994) [Synod Bylaw 3.12.3.1-3; District Bylaw 2.66.i].
- e. Additional nominations may be made from floor of the Convention.

2.66 Election Procedure

- a. President: The Elections Committee shall report to the Convention an alphabetical list of the ten candidates who received the highest number of nominations for the office of President. [Synod Bylaw 4.7.1-3]
- b. Vice-Presidents: After the election of the President, the Elections Committee shall prepare an alphabetical list of candidates for the office of Vice- President for each of the three Conferences. These lists shall consist of the following: The candidate for President from the respective Conference who received the highest number of votes without being elected and the five candidates from the Conference who received the highest number of nominations for Vice-President.

- c. Rank of Vice-Presidents: Upon the election of the conference vice-presidents, a final election will take place ranking the vice-presidents by separate ballots with a simple majority of voting delegates determining the first, second, and third vice-presidents in line of succession.
- d. Secretary, Treasurer: After the ranking of the Vice-Presidents, the Elections Committee shall present the nominations for the office of District Secretary and District Treasurer. After the nominations have been closed, the ballot shall be prepared for the election. Voting delegates shall vote for one candidate for each of these offices.
- e. Circuit Visitors [Synod Bylaw 5.2.2]
- f. Representative Lay Directors: The Elections Committee shall prepare and submit to the Convention an alphabetical list of the four laymen from each Conference who received the highest number of nominations. When necessary, Conferences may be called to make additional nominations for the Board of Directors. Each voting delegate shall vote for two laymen from each Conference, putting four names for each position on the ballot and voting for one, until one wins by majority, and then voting for the other, until that one wins by majority.
- g. District Nominating Committee (for the next Convention): The Elections Committee shall report to the Convention the candidates for the District Nominating committee. After nominations are closed, the ballot shall be prepared. Each delegate is to vote for one minister of religion - ordained and one layman from each Conference and for one minister of religion - commissioned at large.
- h. Pastors for the Lutheran Island Camp Board of Directors: The Elections Committee shall report to the Convention the pastor candidates for the Lutheran Island Camp Board of Directors. After nominations are closed, the ballots shall be prepared. Each voting delegate shall vote for one pastor from each of the Lutheran Island Camp Regions.
- i. Member and Alternate for the Synodical Committee for Convention Nominations: The Elections Committee shall report to the Convention the three candidates nominated by the Nominating Committee. After nominations are closed, each delegate shall vote for two candidates. The first person to receive a majority and the highest number of votes shall serve as a member of the Committee for Convention

Nominations. The second person to receive a majority and the second highest number of votes shall serve as alternate.

2.68 Holding More Than One Office

Consult Synod Bylaw 1.5.1.2 & 3.12.3.

2.70 Expenses of Delegates to the Synodical Convention:

The District shall assess the convention expenses of the delegates to the congregations of the District on a per-circuit basis. [Synod Constitution, Article V].

2.72 Publication of District Convention Proceedings:

The official proceedings of the District Convention shall be compiled by the Secretary of the District and shall be reviewed and edited by the President and Vice- Presidents of the District for publication and made available by a means of electronic communication with printed copies available to designated recipients upon request. (LCMS Bylaw 4/2/1 [g])

2.74 Implementation of District Convention Resolutions:

The District President is responsible for the implementation of the resolutions of the District Convention [Synod Bylaw 4.4.1.(a)], as well as the implementation of those of the Synod's convention [Synod Constitution, Article XII and Synod Bylaw 4.4.2.a]. Any resolutions not carried out shall be reported to the next Convention for reaffirmation or rescission.

2.76 Vacancies on the Board of Directors

The Board of Directors may make appointments to fill vacancies from the same constituency from which the position was originally filled by election, but not from within the membership of the Board. [District Bylaw 3.24 & 3.38]

3.00 ADMINISTRATION

3.02 Regulations

The District shall follow all regulations listed under 1.5 of the Synod's By-Laws (Regulations for Corporate Synod and Agencies of the Synod) as they are applicable to the District.

3.04 Authority

- a. The real and final authority of this Corporation shall always be vested in the District Convention.
- b. The executive officers shall have such authority as derives from their respective offices and as defined by the Synod Constitution, Article XII, and these Bylaws, and as granted by resolutions of the District Convention. Specifically the President shall represent Synod as prescribed in Section 4.4 of the Bylaws of The Lutheran Church— Missouri Synod. He may call upon the Vice-Presidents and Circuit Visitors to assist him. In case of vacancy in the office of President, the Vice-Presidents in order of their rank of office advance to the President's Office with full power to act until the next regular election.
- c. Between Conventions the Board of Directors represents the Minnesota North District and shall have power to act on behalf of the District, to conduct and transact all business necessary to the purposes of the Minnesota North District except as limited by the District Articles of Incorporation, the Constitution and Bylaws of The Lutheran Church— Missouri Synod [Synod Constitution, Article XII, and Synod Bylaw 4.5] and this District, and the resolutions of the Minnesota North District.
- d. The Mission and Ministry Facilitator(s) shall have authority as is expressly assigned to him (them) by these Bylaws and the resolutions of the Convention or of the Board of Directors. He (they) shall be responsible to the District President and to the Board of Directors.
- e. The Executive Committee shall have power to act in matters referred to it by the Board of Directors and in other matters only when in the opinion of the President and/or three members of the Board outside of the Executive Committee an emergency exists. All actions of this Committee shall be reported to the Board for review and ratification. [District Bylaw 3.44 & 3.56.c] The Executive Committee may not perform acts specifically required by statute or by legislation or the Constitution, Bylaws, and resolutions of the Synod to be performed by the district, nor may they overturn actions of the district. [Reference Synod Bylaw 1.5.3.2]
- f. Reference Synod Bylaw 1.5 regarding limitations and restrictions

3.06 Sub-Divisions

- a. The District Convention shall have the right to establish and alter Conference and Circuit boundaries. [Synod Bylaw 4.8.2 and 5.1.2]
- b. Such Conferences and Circuit subdivisions shall have only such authority and functions as granted by the Bylaws of Synod and District. They further the implementation and supervision of the work program of the Synod and District.

3.08 Conferences

- a. The District shall be divided into three geographic regions which are called Conferences (18 Circuits):
 - 1. **Park Region:** The Crookston, Bemidji, Park Rapids, Detroit Lakes, Wadena, and Brainerd Circuits.
 - 2. **Lakeland:** The Fergus Falls, Alexandria, Long Prairie, Wheaton, Appleton, and Montevideo Circuits.
 - 3. **Arrowhead:** The Iron Range, Lake Superior, St. Cloud, Kettle River, Little Falls and Rum River Circuits.
- b. The Pastoral Conference shall have no authority to transact business other than that which pertains to its program and meetings or to overtures it desires to address to District or Synod.

3.10 Circuits

- a. As a Sub-division officially ordered and recognized by Synod, the Circuit shall serve as a local unit in implementing and supervising the Work Program of Synod and District. [Synod Bylaw 5.1.1; 5.2.1; & 5.2.3]
- b. Circuit Forums and Convocations
 - 1. The congregations of each Circuit meet in two types of gatherings: a) Electoral Circuit Forums (reference Synod Bylaw 3.1.2 and 3.1.2.1) will meet once triennially to elect synod convention delegates; b) Visitation Circuits are encouraged to meet at least twice each year; and c) Visitation Circuit or joint Visitation Circuit Convocations are encouraged to be held during the year in which there is no district or synod convention.
 - 2. Directives for Circuit Forums are found in Synod Bylaw 5.3. Directives for Circuit Convocations are found in Synod Bylaw 5.4.
 - 3. It is desirable that delegates to the District Convention represent the congregations at the Circuit Forum until

their successors are elected. The lay delegate to the Convention of Synod is an advisory member of the Circuit Forum. [LCMS Bylaw 3.1.2 [d].

Circuit forums and convocations shall be open to all members of its congregations. Joint forums and convocations of two or more Circuits may be held where this is desirable.

- c. The purpose of Circuit forums and convocations shall be to strengthen the spirit of unity, fellowship, and cooperation among its member congregations, to present and promote the Work Program of Synod and District, to give information concerning the condition and needs of the Church, to receive reports from its various congregations, and to share ideas and methods. [Synod Bylaw 5.3 & 5.4]
- d. The Circuit shall organize itself under the direction of the Circuit Visitor. It may elect its own officers and committees (pastors, commissioned ministers, lay persons) keeping in mind the various areas and agencies of congregation ministry, such as missions, evangelism, education, stewardship, social ministry, Lutheran Women's Missionary League, Lutheran Laymen's League, and Active Christian Teens. These leaders are to assist the Visitor in advising and giving assistance to pastors, officers, and committees of the congregations. They are encouraged to hold regular workshops for congregation officers training, Sunday School and Bible class leaders, and in the areas of congregation ministry listed above.
- e. The Circuit may determine its meeting dates and plan its work in accordance with paragraphs a-d above. It may determine how its expenses may best be divided among the congregations of the Circuit.

3.12 Pastoral Conferences [Synod Bylaw 4.8 & 4.9]

Pastors of each Conference shall meet at least once annually in late summer or early fall. Joint meetings of the Conferences may be arranged by the respective Conferences. In the year of a Synodical Convention a District Pastoral Conference shall be held in the spring.

3.14 Smaller Pastoral Conferences (Winkel) [Synod Bylaw 4.9.1.(b)]

Pastors of each Circuit shall be encouraged to meet regularly, monthly if possible, for Bible study and the discussion of doctrinal, professional, and practical church matters. Commissioned ministers serving in the congregations of the Circuit shall also be encouraged to attend these Conferences. Pastors of two or more Circuits may meet together.

3.16 Commissioned Ministers' Conferences [Synod Bylaw 4.8]

Commissioned ministers, teaching pastors and such pastors who take special interest in Christian Day Schools shall organize a Commissioned Ministers' Conference. This Conference shall be official and attendance shall be obligatory for all Commissioned ministers and pastors teaching in Christian Day Schools. If they prefer, they may join officially and attend the Commissioned Ministers' Conference of a Sister District.

3.18 Minutes of Official Ordained and Commissioned Ministers' Conferences [Synod Bylaw 4.8.1.(c)]

The minutes of all official Conferences together with a copy of the essays presented to and accepted by these Conferences shall be submitted to a Review Committee appointed by the District President for examination and a report to the District Convention. The minutes shall be submitted to the Chairman of the Review Committee at least four weeks prior to the District Convention. The Review Committee may call for the complete essay if the resume' leaves any doubt about a point of doctrine.

3.20 Qualifications of Officers [Synod Bylaw 4.3]

- a. A candidate for the office of President shall be on the clergy roster of the Synod.
- b. A Vice-President shall be on the clergy roster of the District and hold membership in a congregation within the conference from which he is elected.
- c. The Secretary shall be on the clergy roster of the District.
- d. The Treasurer shall be a lay member of a voting congregation of the District. He must have bookkeeping and accounting experience.

- e. The Circuit Visitor shall be elected from the pastors of voting congregations or the emeriti pastors on the roster of the District.
- f. "All officers and members of boards shall be members of member congregations of the district upon assuming office and during the course of their tenure" [Synod Bylaw 4.3.3].

3.22 Elections and Terms of Office

The President, Vice-Presidents, Secretary, Treasurer, and Circuit Visitors shall be elected in each regular Convention of the District for a term of three years. There shall be no limit to the number of consecutive terms to which they may be elected.

3.24 Vacancies

- a. A vacancy in the office of President or Vice- President shall be filled by the next ranking Vice- President and a Third Vice-President shall be elected by the Board of Directors from that conference not represented by a Vice-President but not from the Board of Directors. [District Bylaw 3.02.b]
- b. In case of a vacancy in the office of Secretary or Treasurer, the Board of Directors shall fill the vacancy from the District at large.
- c. The Board of Directors shall give serious consideration to the runner-up in the balloting for the vacant office by the previous electing Convention.
- d. The District President shall fill the vacancies in the office of Circuit Visitor.

3.26 Duties of Officers

- a. **General** - "All officers of the districts have the same rights and duties as those outlined in this Constitution for the officers of Synod but only insofar as these apply to the district and only within the boundaries of their districts" [Synod Constitution, XII, 6]. Accordingly, all officers shall acquaint themselves with and be governed by the directives in the Constitution and Bylaws of Synod, in addition to duties otherwise noted in the District Constitution and Bylaws. The following officers shall especially note the listed references:

1. **President** – [Synod Constitution, XI, A and B; XII, 6-9; Synod Bylaw 1.10; 2.9; 2.10; 2.11; 2.12; 2.13; 2.14; 2.17; 2.18; 3.3.1.1-4; 3.10.1.1-4; 4.2; 4.3; 4.4; 5.2.3]
2. Vice-President – [Synod Constitution, XII, and all of the above; Synod Bylaw 3.3.2]
3. Secretary – [Synod Constitution, XII; Synod Bylaw 3.3.3]
4. Treasurer – Synod Constitution, XII; Synod Bylaw 3.4.1]
5. **Circuit Visitors** – Synod Bylaw 5.2

b. Specific –

1. President

- i. The President shall be a full-time executive. The District President shall have responsibilities and duties that are both ecclesiastical and administrative. He shall not be in charge of a congregation or hold a chair at any educational institution but may be called to a congregation in an assisting capacity, provided such services do not interfere with his official duties as President.
- ii. A President, who, before he has reached retirement age is not reelected, shall receive an adequate monthly grant until he has accepted another Call into the ministry of the Church but for no longer than six months.
- iii. The President shall be primarily a spiritual leader, counselor, and supervisor. He shall not be burdened with routine administration except as specifically prescribed by the Articles of Incorporation, the Constitution and Bylaws of the District. He shall see to it that the purposes of the District are promoted and the resolutions of the District are carried out. [See Articles of Incorporation, III, Section 3,a; District Bylaw 1.06; 1.08; 2.02b; 2.06; 2.10; 2.12; 2.14; 2.16; 2.18; 2.20; 2.22; 2.24; 2.26; 2.28; 2.30; 2.32; 2.38; 2.44; 2.46; 2.48; 2.74; 3.02; 3.06; 3.16; 3.42; 3.44; 3.48; 3.52; 3.56; 3.62; 3.64; 4.08; 4.12; 4.14; 4.16; 4.18.]
- iv. The President shall make every effort to visit the congregations, pastors, and schools of the District to become acquainted with their spiritual conditions and needs and to encourage and counsel in matters of doctrine and life.

2. Vice-Presidents

- i. The Vice-Presidents shall, in the order to which they were elected, perform the duties of the President in the event that the President's office is vacated or the President becomes incapacitated.
- ii. The Vice-Presidents shall upon request of the President, advise or represent the President.
- iii. The Vice-Presidents shall perform such other duties or functions as are prescribed in these Bylaws or may be assigned to them by the District Convention or the Board of Directors. [See Articles of Incorporation, III, Section 3,a; District Bylaw 2.16; 2.20b; 2.22; 2.32; 2.72; 3.02; 3.24; 3.48; 4.08; 4.20.]

3. The Secretary

- i. The Secretary shall keep a full and complete record of the business transacted by the Corporation at its Conventions, compile the proceedings thereof and submit these to the President and Vice-Presidents for review and editing prior to publication.
- ii. The Secretary shall keep a full and complete record of the business transacted by the Board of Directors. [District Bylaw 3.50]
- iii. The Secretary shall perform such other duties and functions as are prescribed by these Bylaws or may be assigned to him by the District Conventions or the Board of Directors. [See Articles of Incorporation, III, Section 3,b; District Bylaw 2.04; 2.10; 2.28; 2.50; 2.72; 3.42; 3.44; 3.48; 3.50; 3.52; 3.56; 6.08; Synod Bylaw 3.1.3.1-2.]

4. The Treasurer

- i. The Treasurer shall administer his office in accordance with the policies, rules, and regulations adopted by the District Conventions and as directed by the Board of Directors of the District.
- ii. The Treasurer shall receive and disburse the District monies (funds) and keep an accurate account of the finances, property, and business of this corporation.
- iii. The Treasurer shall supervise the District bookkeeping and accounting personnel and be responsible for their work and books.
- iv. The Treasurer shall be authorized to borrow money in the name of the District, provided the Board of

Directors in accordance with the resolutions of the District and these Bylaws has first authorized and determined the amounts and the conditions under which such monies may be borrowed.

- v. The Treasurer shall annually make to the Board of Directors and at the Convention of the District, and oftener if required by the Board of Directors, a full and accurate statement of the finances, property, and business of the District.
- vi. The Treasurer shall at regular intervals as determined by the District Convention, publish the accumulated amounts received from each congregation of the District during the current fiscal year. (In agreement with the policy of Synod the fiscal year shall extend from January 16 to January 15 and the fiscal month from the 16th of one month to the 15th of the following month.)
- vii. The Treasurer shall keep on file an inventory of all properties and trusts held in the name of the District.
- viii. The Treasurer shall store the District's books and records, deeds, mortgages, titles, and other valuable papers in fireproof vaults or files provided by the District.
- ix. The Treasurer's books shall be audited annually or oftener as the Board of Directors deem advisable.
- x. The Treasurer (and the District Bookkeeper) shall be bonded in an amount determined by the Board of Directors. The premium of such bond shall be paid by the District.
- xi. The Treasurer shall perform such other duties as are prescribed by the Bylaws or assigned by the Board of Directors. [See Articles of Incorporation, III, Section 3,c; District Bylaw 2.14; 2.16; 3.42; 3.48; 3.56; 3.64; 4.18; 6.06; 6.08.]

5. Circuit Visitors

In addition to assisting the District President and carrying on the assignments prescribed by Synod, the Circuit Visitor shall perform such duties as are prescribed in these Bylaws and as may be determined by Work Program Conferences. [See District Bylaw 3.02; 3.08; 4.04; & 4.14; Synod Bylaw 5.1-4.]

3.30 Board of Directors

3.32 Personnel

The Board of Directors shall consist of the District Officers (President, Vice-Presidents, Secretary and Treasurer) and two laymen from each of the three Conferences of the District. The Mission and Ministry Facilitator(s) shall be advisory.

3.34 Qualifications [see District Bylaw 2.58; 3.20]

Representative laymen shall hold membership in a congregation within the conference they are to represent.

3.36 Elections and Terms of Office

- a. The elections and terms of office of the District officers are prescribed in District Bylaw 3.22.
- b. The lay representatives of the three Conferences of the District shall be elected in each regular Convention of the District for a term of three years.

3.38 Vacancies

In case of a vacancy of representative directors, the remaining directors shall elect from the Conference to be represented a successor to hold office for the unexpired term [District Bylaw 3.24]. The Board of Directors shall give serious consideration to the runner-up in the balloting for the vacant office by the previous electing Convention.

3.42 Organization

- a. Following each regular election the President of the District shall call the first meeting of the Board of Directors for the purpose of effecting its organization.
- b. The Board shall have the option to elect a presiding officer other than the District President.
- c. The Board of Directors shall elect from its membership two laymen to serve on the Executive Committee. [District Bylaw 3.56; 3.04.e]
- d. The Board of Directors shall have a long-range planning committee composed of the President, the Vice-Presidents, the chairmen of the Divisions (Mission and Congregational Outreach and Parish Life and Nurture) and the Mission and Ministry Facilitator(s). [District Bylaw 4.08]

- e. The Board of Directors shall appoint from its membership or the District at large such other committees as it finds necessary to accomplish the purposes of the District.
- f. The Board of Directors shall appoint for a term of office of three years, beginning December 1 of the year of the District Convention, standing committees and officers as directed by the Bylaws, namely:
 - 1. Mission and Ministry Facilitator(s) [District Bylaw 3.60]
 - 2. Division of Parish Life and Nurture personnel.
 - 3. Division of Mission and Congregational Outreach personnel.
 - 4. A District Editor.
 - 5. A District Historian.
 - 6. A District Bylaw and Constitution Commission [District Bylaw 6.08]
 - 7. A Committee on Congregational Constitutions and District Membership [District Bylaw 6.06]
 - 8. Such additional full or part-time salaried staff persons authorized by the District Convention. [District Bylaw 3.64; Synod Bylaw 3.3.5.9; & 4.5]

3.44 Meetings

The Board of Directors shall meet at least quarterly at such time and such places set at the previous meeting. When no time or place has been set, this shall be set and the meeting called by the Executive Committee. If the President of the District or three members of the Board of Directors deem it advisable and necessary, the Board of Directors may be called into special session. Notice of all meetings shall be given by mail at least ten days in advance of such meeting by the Secretary of the District.

3.46 Quorum

The majority of the voting members of the Board of Directors shall constitute a quorum for the transaction of business at a meeting, provided that all members have been duly notified.

3.48 Duties and Functions

- a. The Board of Directors shall have such powers and duties as are accorded to it by the Constitution, Bylaws, Articles of Incorporation, resolutions and policies of the Synod. It is the legal representative of the District and the custodian of all its property. It shall be responsible for the general management and supervision of all the business affairs of the District according to the regulations of these Bylaws and the resolutions of the District Conventions. [Synod Bylaw 4.5]
- b. The Board of Directors shall be responsible for planning, developing, implementing, promoting, supervising, and evaluating the Work Program of the District [District Bylaw 4.02] according to the resolutions of the Synod, the recommendations of its officers and boards, and the resolutions of the District Conventions.
- c. The Board of Directors shall define the specific policies for its officers, Divisions, and Committees and be responsible for all their actions, decisions, and programs which have been authorized and approved by the Board as such. It shall present its formulated policies to the District Convention for approval.
- d. The Board of Directors shall be responsible for the financial affairs of the District according to these Bylaws and the resolutions of the District Conventions. Specifically it shall:
 1. Designate a depository for the funds of the District. Surpluses may be invested in easily converted securities.
 2. In cases of emergency have the power to authorize the Treasurer of the District to borrow money for the purpose of paying subsidies and salaries of workers employed by the District.
 3. Approve every contemplated District-wide collection of monies before its individual congregations are approached. This does not apply, however, to collections approved by the Synod and the District, except for coordination.
 4. Cause regular audits to be made of the books of the Treasurer.
 5. Determine the amount of bond to be furnished by the Treasurer of the District (and his bookkeeper). The premium for such bonds shall be paid by the District.

6. Hold and manage all of the District's real and personal property in accordance with the instructions and resolutions of the District Conventions and maintain an up-to-date inventory of the District's property.
7. Supervise and control disbursements in accordance with receipts, the resolutions of the District Conventions and these Bylaws.
8. Set and adjust salaries according to directives adopted by District Conventions.
9. Provide clerical and other help; equipment and supplies; travel, telephone, postage, and stationery expenses for District officials, Boards and Committees for the competent and efficient administration of the business and program of the District. It shall to this end set up the necessary policies, rules, controls, and vouchers, and authorize employment and purchases.
10. Set up policy and systems for controlling and accounting receipts and disbursements and provide the necessary receipt and disbursement vouchers and record books.
11. Set up policies in regard to the Church Extension Fund and all other funds or properties held in trust.
12. Set up policies in regard to District group insurances.
- e. The Board of Directors shall fill vacancies as prescribed in these Bylaws in any District office, board or committee, elected or appointed except vacancies in the office of Circuit Visitor, Division personnel or the Convention Committees appointed by the District President. [District Bylaw 3.24; 3.38; 5.04.b]
- f. The Board of Directors shall report to the District Convention a summary of its activities and actions together with recommendations for Convention adoption or approval. It shall authorize the Convention reports and recommendations of its Divisions and Committees.
- g. The Board of Directors may, within limits set by the District Convention and upon recommendation of either Division, elect, call, commission, or appoint missionaries, evangelists, institutional workers, chaplains, student or campus pastors, deaconesses, social workers, Directors of Christian Education, etc.
- h. The Board of Directors shall fulfill other assignments of these Bylaws and the resolutions of the District

Conventions. [Articles of Incorporation, III, Section 3,d; District Bylaw 2.12; 2.18; 2.22; 2.24; 2.76; 3.02; 3.06b; 3.24; 3.38; 3.42; 3.44; 3.46; 3.52; 3.54; 3.56; 3.60; 3.62; 3.64; 3.66; Chapters 4 and 5; 6.06; 6.08]

- i. Keep up-to-date an official Policy Handbook of the District which shall be made available to any member upon request.
- j. Supervise District communications, specifically the work done for the District by the Supplement Editor, the District Historian, and others that may be appointed.

3.50 Minutes

All Divisions and Committees of the District shall file the minutes of all their meetings with the Secretary of the District, who shall record the minutes of the Board of Directors. In the interest of integration and coordination each member of the Board of Directors and each Circuit Visitor shall receive a complete copy of the minutes of the Board of Directors together with a summary of all the actions and plans of the Divisions and Committees not mentioned in the minutes of the Board of Directors.

3.52 Hearings

Anyone who has a matter of importance or concern in regard to the District may submit such matter in writing to the Board of Directors through the President or Secretary of the District. If he desires, he shall subsequently be granted a hearing.

3.54 Expenses

The Board of Directors, its members and committees shall be authorized to draw on the District treasury for clerical and other help, equipment, and travel expenses necessary for the competent and efficient administration of the District. Also the standing committees and special officers of the District shall be authorized to draw on the District treasury for necessary expenses incurred. All divisions, committees and officers for whom an appropriation has been allowed in the spending budget of the District shall operate within the limits of their appropriation. The Board of Directors shall cause such expenses to be examined and allowed.

3.56 The Executive Committee

- a. The Executive Committee shall consist of the President, the Secretary, and the Treasurer of the District and two lay members of the Board of Directors. The lay members are to be elected by the Board of Directors in its organizing meeting.
- b. The duties of this Committee are those specifically assigned to it by these Bylaws and the Board of Directors and those that become its responsibility in emergencies as defined in District Bylaw 3.04.e; & 3.44.
- c. All actions of this Committee must be reported to the next meeting of the Board of Directors for review and ratification.

3.58 District Mission and Ministry Facilitator(s)

- a. The Board of Directors shall appoint or Call the Mission and Ministry Facilitator(s) for a three-year term beginning December 1 of the year of the District Convention. The Call or appointment shall be made from a list of candidates proposed by member congregations of the District. At the close of each term he/they shall be subject to reappointment by the Board of Directors without additional nominations from member congregations of the District.
- b. The Mission and Ministry Facilitator(s) shall meet regularly with the District President to exchange information, discuss District needs, coordinate and evaluate District programs and their progress, strengthen, support, and encourage one another in the work of the Lord.

3.60 Duties of Mission and Ministry Facilitator(s)

- a. The Mission and Ministry Facilitator(s) shall be responsible to the President of the District and Board of Directors of the District.
- b. They shall perform such duties and work in such areas as are assigned to them and for which they have been Called by the Board of Directors of the District. [District Bylaw 3.42.d]
- c. The Board of Directors shall determine the salary, mileage, and equipment allowance of the Mission and Ministry Facilitator(s) in line with salaries and allowances paid by other Districts of comparable size to men in similar positions.

- d. The Board of Directors shall provide the necessary office space and clerical help for the Mission and Ministry Facilitator(s).
- e. The Board of Directors shall through the President of the District supervise the work of the Mission and Ministry Facilitators(s).

3.62 Additional Full-time or Part-time Staff

- a. The District Convention may create or abolish the office of full-time or part-time Mission and Ministry Facilitator or other staff.
- b. The District Convention shall determine the qualifications, term of office, and general duties of such additional full-time or part-time Staff.
- c. The Board of Directors shall appoint or call such Staff from a list of nominations submitted by the congregations of the District. It shall determine his/their salary, and allowances, provide the necessary office space and clerical help according to the guidelines set up by District Conventions and District Bylaw 3.60.c. It shall determine his/their specific duties and areas of responsibility, outline his/their relationship and supervise his/their work through the District President and Board of Directors.

3.64 Commitments

If any officer of the District, member of the Board of Directors, District Committees, or Mission and Ministry Facilitator or other staff shall make any commitments, establish or define any policies, or render any decisions without authorization, such action shall in no way be binding upon the District or its Board of Directors.

3.66 Removal from Office

All officers of the District, full-time or part-time Mission and Ministry Facilitator(s), all called and salaried workers under the immediate direction of the Board of Directors may be suspended and removed from office by the President and Vice-Presidents in conjunction with the Board of Directors for any of the following reasons: Persistent adherence to false doctrine and practice, and un-Christian life, willful neglect of duties, incompetence in office and protracted illness or inability to serve. Removal shall be in accordance with the procedures

specified in Synod Bylaw 1.5.7 and 1.5.8. Appeals from the decision of the Board of Directors may be made in accordance with Synodical regulations. [Synod Bylaw 1.5.7; 1.5.8; 2.13; 2.14; 2.15; 2.17; & 2.18]

4.00 DISTRICT WORK PROGRAM

4.02 Definition

The entire activity of this District in promoting and extending the Kingdom of God in this District and in all the world, including the necessary administration for planning, promoting, and supervising this work and the total cost in time, effort, and funds shall be called the District Work Program.

4.04 Authority (line)

The authorization of this program proceeds from Christ our Savior and King through His people in the various congregations to the District Convention, the District officers, the Board of Directors and its Divisions. The planned program proceeds from the Divisions to the Board of Directors for approval, and from the Board through the District officers and leaders, through the Circuit leaders, through the congregational leaders and workers, to Christ's people.

4.06 Staff

All persons employed by corporate District who assist in the planning, developing, promoting, and supervising of the District Work Program and all its equipment and materials are Program Staff personnel.

4.08 Long Range Planning

The District Planning Committee, composed of the President, the Vice-Presidents, the Chairmen of the Divisions (Mission and Congregational Outreach and Parish Life and Nurture), and the Mission and Ministry Facilitator(s) shall early each year propose a long range program which will best suit the needs and conditions of the District and implement Synod's proposed program wherever possible. The Committee shall determine which portions of the long range program appear to need immediate attention. It shall submit this proposed program to the Board of Directors for approval.

4.10 Planning the Annual Program

On the basis of the long range plan approved by the Board of Directors the District Divisions shall proceed at once to develop proposals for the annual District Work Program of the coming year. [District Bylaw 3.42.d; & 3.48.b]

4.12 Adopting the Program

Each Division shall, through its chairman or Mission and Ministry Facilitator(s), bring to a meeting of the Board of Directors its suggested program outline complete with time proposals, material suggestions and estimates of time, travel, effort, activities and cost required. The Board of Directors shall evaluate and coordinate the program. It shall take into consideration the amount of time, travel and effort the Mission and Ministry Facilitator(s) and the District and Circuit officials will be able and can reasonably be expected to devote to each phase of the proposed program. It shall adopt the coordinated proposed Work Program at a meeting in the summer. It shall determine the manner of transmission of the annual District Work Program and direct staff and Division personnel to implement transmission.

4.14 Transmitting the Program

The burden and responsibility for transmitting the adopted Work Program shall rest primarily with the Mission and Ministry Facilitator(s), the Circuit Visitors, and the Divisions of the District.

4.16 Financial Support of the Program

As soon as possible, but no later than December 15, each congregation shall report to the Circuit Visitor what financial support of the Work Program it is willing to assume. Such reports shall be submitted by the Circuit Visitor to the Mission and Ministry Facilitator(s) no later than December 16.

4.18 Adjusting the Program

If the total of all pledges of support for the financial cost of the Work Program is less than its total cost, the District President, Mission and Ministry Facilitator(s) and Office Manager shall prepare a balanced budget (the cost of the Work Program not to exceed the pledges of the congregations, designated funds

made toward budgetary items, and fund balance) to present to the budget-setting meeting of the Board of Directors.

4.20 Evaluating the Program

As the Long Range Planning Committee begins to repeat the cycle with a Long Range Planning Meeting, it shall carefully evaluate the program and its progress. Such evaluation shall also be made at regular intervals throughout the year.

5.00 DIVISIONS OF THE DISTRICT

5.02 Purpose and Names

- a. The services and program of the District shall be planned, developed, promoted, and implemented, through the Divisions, appointed, directed, and supervised by the Board of Directors.
- b. Those activities and services which the District performs on behalf of its member congregations as their mission and ministry within the geographical area assigned to this District shall be the responsibility of the Division of Mission and Congregational Outreach.
- c. Those services, activities and programs through which the District enables its member congregations better to be equipped and trained for and better to perform their mission and ministry shall be the responsibility of the Division of Parish Life and Nurture.

5.04 Organization of Divisions

- a. See District Bylaw 3.42.f.
- b. The personnel of each Division shall be appointed by the Board of Directors for a three-year term beginning December 1 of the year of the District Convention. Vacancies in a Division shall be filled by appointment by the Mission and Ministry Facilitator(s), the Division Chairmen, and the District President, acting jointly.
- c. In the Division of Parish Life and Nurture the personnel shall be concerned with such specific aspects of parish life as education, youth ministry, worship, human concern, and stewardship. As the need arises, such personnel shall

serve as chairman of a Task Force created to fulfill a specific purpose. The Chairmen of each Division shall be an ex officio member of all the committees or Task Forces of his Division. Together with the Mission and Ministry Facilitator assigned to the Division, the Chairman shall serve as its leader, coordinator and resource person.

- d. Each Division and/or its Committees and Task Forces shall, together with the Mission and Ministry Facilitator assigned to it, so schedule its meetings, organize its procedures, and carry on its business that its assigned responsibilities may be fulfilled as beneficially and efficiently as possible. Its reports and recommendations should be ready for distribution to the members of the Board of Directors in ample time for their review before their regular meeting.

5.08 General Duties and Limitations of Divisions

- a. In planning, developing, promoting, implementing, supervising, and evaluating its assigned portion of the District Work Program, the Division and its Committees and Task Forces shall cooperate as much as possible with the respective Board or Division of Synod. It shall utilize or adapt Synod's program, suggestions, and materials as much as possible. It shall work with the Mission and Ministry Facilitator assigned to it, who shall serve as a resource person and staff member.
- b. Each Division and its Committees and Task Forces shall report all its recommendations, its plans, suggestions and actions to the Board of Directors. It shall have no authority to proceed without permission, direction, or approval of the Board of Directors.
- c. In any area where the action of any Division or its Committees and Task Forces may become involved with an area of concern or responsibility of another, there shall be an exchange of information and a mutual consultation prior to, during, and after any action by the most expedient means of communication. The Mission and Ministry Facilitator(s) and the Chairmen of the Divisions shall coordinate all activities of the District Work Program to keep it functioning smoothly and efficiently.
- d. Each Division shall develop its own specific long range plan based on that developed by the Long Range Planning

Committee and seek to operate according to it after it has been approved by the Board of Directors.

- e. Each Division shall submit to the summer meeting of the Board of Directors its proposed Work Program for the following year, together with estimated cost in terms of time, effort, and funds.
- f. See District Bylaw 2.18.
- g. See District Bylaw 4.14.

5.10 General Duties and Functions of the Division of Mission and Congregational Outreach (MaCO)

The Division of Mission and Congregational Outreach shall initiate and administer for the Board of Directors all programs and endeavors of the God-given mission which the congregations shall assign to the District to conduct in their behalf and which will assist congregations in developing outreach ministries. More specifically it shall:

- a. Administer the District's home mission activities as prescribed in Synod Bylaw 3.8.2; 3.8.2.1; 3.8.2.3; & 3.8.2.6; supervise missionary and subsidized congregations according to policies adopted by the District Convention or the Board of Directors, review and recommend appropriate action on requests for subsidies and Church Extension Fund loans, recommend the beginning of new missions and advanced site purchases, recommend appropriate promotion for the Church Extension Fund.
- b. Administer the campus ministry of the District.
- c. Administer the District Student Aid Fund, recommend appropriate promotion of the Fund, and recommend grants to students in accordance with District policy.
- d. Initiate and administer special missions and ministries as opportunities arise.
- e. Encourage and assist the congregations in motivating and training all of their members to be effective and consecrated witnesses to their Lord and in developing ways and means of reaching out to the unchurched in their communities.
- f. Provide information for the District Historian and prepare newsworthy and appropriate material for the District Supplement on all phases of MaCO activities.

5.12 General Duties and Functions of the Division of Parish Life and Nurture (PLaN)

All members of the Division of Parish Life and Nurture shall constitute the District Stewardship Committee. The Chairman of this Committee shall be chosen from the members of PLaN. The Division shall encourage, assist, and with God's Spirit enable the congregations of the District in their total God-given mission [see Synod Bylaw 4.6. More specifically it shall:

- a. Encourage and assist the congregations in planning, promoting, and conducting a comprehensive and effective on-going program of Christian Education for all members that the Gospel of Jesus Christ may become more effective in the lives of the individual Christians; assist congregations and pastors in enriching the worship life of God's people; encourage and assist congregations in ministering to their families for the strengthening and enriching of family life.
- b. Encourage and assist the congregations and the District at large in developing and conducting an effective youth ministry to further continuing growth in Christian knowledge and experience toward Christian maturity through participation in an organized youth group under adult assistance and guidance.
- c. Encourage and assist the congregations by the power of God's Spirit to motivate and enable all their members to present themselves as living sacrifices to God and to discharge faithfully all their functions as believer-priests and stewards of God's manifold gifts and blessings, also encourage and assist the District at large and all congregations in the corporate stewardship of the gifts of God's people and acquaint God's people with all the missions and ministries that are being conducted on their behalf.
- d. Encourage and assist the congregations through the Gospel to increase in Christ's people the loving concern for all who are in need of love, help, or relief of any kind; to show them opportunities for translating such loving concern into loving action; and to train and organize them for the most effective social ministry.
- e. Provide news-worthy, educational, inspirational, promotional, and other appropriated material for the District Supplement.

- f. Initiate, organize, foster, encourage, supervise, and seek financial aid for 'Continuing Education' for the professional workers of the District.

6.00 SPECIAL SERVICES

6.02 Definition

The special service commissions and committees are elected or appointed to be of service to the District and its congregations in a prescribed function.

6.04 Dispute Resolution [see Synod Bylaw 1.10]

When disputes, disagreements, or offenses arise among members of the body of Christ, it is a matter of grave concern for the whole church. Conflicts which occur in the body should be resolved promptly (Matt. 5:23-24; Eph. 4:26-27) [Synod Bylaw 1.10]. Synod has established careful procedures for resolving disputes and for providing the assistance of trained reconcilers [see Synod Bylaw 1.10]. For further information, or to request the assistance of a reconciler, contact the District President or District Secretary.

6.06 Committee on Congregational Constitutions and District Membership

- a. The Board of Directors shall appoint for a three-year term beginning December 1 of the year of the District Convention a Committee on Congregational Constitutions and District Membership composed of one pastor and two laymen (preferably from one area.)
- b. This Committee shall, in accordance with District Bylaw 1.14, examine the constitutions and bylaws of all the congregations applying for Synodical membership in our District. It shall recommend for membership those congregations whose constitutions and bylaws are in harmony with Holy Scripture, the Confessions, and the teachings and practices of the Synod. [Synod Bylaw 2.2].
- c. It shall receive for examination and recommendation of approval or revision new, revised, or translated constitutions and bylaws of congregations which are already members of Synod in our District.

- d. It shall report to the Board of Directors through the District President. Receiving the advice of the committee and the recommendation of the District President, the Board of Directors shall approve or disapprove of such new and revised constitutions and bylaws, based on whether they are acceptable to the Synod [Synod Constitution, VI, 5; Synod Bylaw 2.2; & 2.3.1.(a)]. The favorable action of the Board shall be communicated to the congregation so that they may begin to function under the new or revised constitution and bylaws. These actions of the Board shall be reported to the next District Convention for ratification.
- e. It shall make available, through the District Office, a model constitution for Lutheran congregations of this District and Articles of Incorporation which meet legal requirements, together with the necessary notices and forms. Note: Congregations are also encouraged to access the guidelines provided by the Commission on Constitutional Matters of the Synod.
- f. The cost of its services shall be paid by the District Treasury.

6.08 District Bylaw and Constitution Commission

- a. The Board of Directors shall appoint for a three-year term beginning December 1 of the year of the District Convention, a Bylaw and Constitution Commission consisting of the Secretary of the District, one pastor and one layman. The Secretary of the District shall be the secretary of the Commission.
- b. The Commission shall keep up-to-date and correct the official copy of the Articles of Incorporation, the Constitution and Bylaws of the Minnesota North District. It shall provide, when needed, revised portions or a completely revised edition of the Articles of Incorporation and Bylaws for member ministers of religion-ordained, and ministers of religion-commissioned, and congregations.
- c. The Commission shall, at the request of the Board of Directors, consider and document suggested changes in the above mentioned documents for recommendation to the Board of Directors and/or the District Convention.
- d. Recommendations to the District Convention shall be made through a Floor Committee.

- e. Any changes to the above mentioned documents shall be sent to the Synod's Commission on Constitutional Matters to determine that they are in conformity with the Constitution, Bylaws, and resolutions of the Synod. Any changes require prior approval of the LCMS Commission on Constitutional Matters. Their decision on the interpretation shall be binding unless and until it is overruled by a Convention of the Synod.
- f. The Commission shall maintain a parallel edition of the Bylaws listing the current regulations and those immediately preceding.
- g. The cost of its services shall be paid by the District Treasury.

7.00 AMENDING THE BYLAWS

- a. Changes in, and additions to, Bylaws of the Minnesota North District may be made, provided they are:
 - 1. not contrary to the Articles of Incorporation of the District and the Constitution and Bylaws of the Synod [See Synod Constitution Article XII, 2 and Synod Bylaw 4.1.1.2.(a)];
 - 2. separately considered by the District Bylaw and Constitution Commission with recommendations to the Convention through a Floor Committee.
 - 3. reviewed and approved by the Commission on Constitutional Matters of the Synod [see Synod Bylaw 3.9.2.2.3; 3.9.2.2.3.(a); 3.9.2.2.3.(b); & 4.1.1.2.(b);
 - 4. presented in writing as an overture to the District Convention; and
 - 5. passed by a majority vote of the Convention.
 - 6. The district board of directors may, by the procedure specified in the LCMS Bylaws, reconcile with the Synod Commission on Constitutional Matters any changes to district governing documents that are adopted by the convention in amended form. (Synod Bylaw 3.9.2.2.3).
- b. When necessitated by amendments to the Synod Constitution or Bylaws or otherwise expressly directed by a resolution of the Synod in convention, amendments may be made by a two-thirds majority of the district board of directors. Such amendments shall be drafted by the district secretary in consultation with the District Bylaw and Constitution

Commission and shall be reviewed in advance by the LCMS
Commission on Constitutional Matters.