

**DATE:** August 2008

**TO:** Congregational Chairpersons and Pastors

**CC:** Other Rostered Workers of the Northwest District

**FROM:** Rev. Paul Linnemann, Northwest District Secretary

**RE:** Sixty-Second Convention of the Northwest District, Lutheran Church  
Missouri Synod, June 18-20, 2009  
Oregon Convention Center and the Doubletree Hotel, Lloyd Center

Dear Partners in Ministry,

This is the official notice to the congregations and church workers of the Northwest District, LCMS, that the Sixty-Second Convention of the Northwest District will take place on June 18-20, 2009, at the Oregon Convention Center in Portland, Oregon. This mailing will provide you with the information needed to register and to make nominations for the convention.

The District Convention provides us with a significant opportunity to walk together as a District and as a Synod. Synod By-law 4.2.1 states that “conventions of the districts shall afford opportunities for worship, nurture, inspiration, fellowship, and the communication of vital information.” It is the intent of the District Convention planning committee and the District Staff that this will indeed be what takes place.

To make this convention the blessing it can be your help is needed. Your prompt attention to the election of delegates, registration of those delegates, participation in the nomination process, and submission of overtures will greatly assist and support the coming together of many people to provide for the Lord’s work among us.

Below is a table of Convention Preparation Tasks with their accompanying explanations in the paragraphs below:

Steps in Preparation for the District Convention

1. Elect Voting and Alternate Delegates	Submit blue form by Dec. 15, 2008
2. Identify Youth Representatives	Submit purple form by Dec. 15, 2008
3. Nominate Candidates for District President and 1 <sup>st</sup> Vice President	Submit green form by Dec. 15, 2008
4. Nominate Candidates for Regional Vice Presidents	Submit gray form by Dec. 15, 2008
5. Nominate Candidates for Circuit Counselor	Submit yellow form by Feb. 18, 2009
6. Submit Overtures	Submit overtures by Feb. 18, 2009
7. Register for the Convention	Forms to arrive in Spring 2009

## **Step One:** Voting Delegate/Alternate Delegate Elections – *deadline of December 15, 2008*

The lay delegate, the pastoral delegate, the lay alternate and the pastoral alternate should be elected as soon as possible. The deadline for submitting the Report on the Election of Voting and Alternate Delegates is December 15, 2008. This is an important deadline as it provides for timely appointments to the Convention Floor Committees.

For matters pertaining to the election of delegates and alternates, please follow the guidelines given in the Synod *Handbook* (2007), available on the LCMS website, <http://www.lcms.org> (click the “Ministry Areas” button, follow the link to “Constitutional Matters” then to “Major Documents”), the Northwest District *Constitution and Bylaws* (2000), and the schedule of Convention deadlines, both available on the Northwest District’s website, <http://www.nowlcms.org>

## **Step Two:** Identification of Youth Representatives – *deadline of December 15, 2008*

According to custom in the Northwest District, a congregation is encouraged to send a youth representative to the District Convention. Each congregation shall pay the expenses and registration fees of its youth representative to the District Convention. The youth representative may serve on a floor committee and shall have the same rights as other non-voting delegates (e.g., advisory members). Please note that travel expenses for the youth representative will not be included in equalization of costs (as is the case with travel expenses for voting and advisory delegates). Housing and meal costs for youth representatives will be the same as for voting and advisory delegates. The Convention Youth Coordinator and his staff will be assisting the youth representatives in the Convention sessions and other activities.

If your congregation decides to send a youth representative, please complete the Youth Representative form (purple) and return it to the District Secretary no later than **December 15, 2008**.

## **Step Three:** Nominate Candidates for District President and 1<sup>st</sup> Vice President – *deadline of December 15, 2008*

The nominations for District President and First Vice-President are made by the procedures contained in the Synodical Handbook (Bylaws 3.12.1 and 3.12.1.1). Each voting congregation shall be entitled to nominate from the clergy roster of Synod two ordained ministers as candidates for President and two ordained ministers as candidates for First Vice-President.

Candidates for the offices of President and First Vice-President shall be in each instance the five ordained ministers receiving the highest number of votes in the nominating ballots of the congregations and who agree to serve if elected. (The Secretary of the District shall notify each candidate and shall secure his approval in writing for inclusion of his name on the Convention ballot. Each candidate shall reply within 10 days of receiving the District Secretary’s notification as to his willingness to serve if elected.)

The Secretary of the District, together with the chairman of the Committee on Elections, shall tabulate the nominations and shall report to the District Convention by means of the Convention Workbook the names of all clergymen who have received nominating votes for the office of President and First Vice-President.

Groups and individuals within and without the District are urged to refrain from circularizing the Synod or areas thereof relative to favoritism in nominations for President and First Vice-President.

In the event of the death, declination, or unavailability of any candidate, the nominee having the next highest number of votes shall become a candidate.

In the event of a tie for the fifth position among the candidates, all names involved in the tie shall be listed as candidates.

#### **Step Four:** Nominate Candidates for Regional Vice President – *deadline of December 15, 2008*

Each voting congregation shall be allowed to nominate one ordained minister from the pastoral conference in which the congregation resides as candidate for the office of District Vice-President of that regional conference (gray form enclosed).

The two candidates receiving the largest number of nominations shall comprise the slate for the Vice-President of that regional conference. If a Vice-President accepts a call to another District or to another conference within the Northwest District, he thereby resigns his office, and a successor (to complete the term of office) will be appointed within that conference by the Board of Directors.

#### **Step Five:** Nominate Candidates for Circuit Counselor– *deadline of February 18, 2009*

According to the Synod *Handbook* (Bylaw 5.2.2): “Every voting congregation of each Circuit shall be entitled to nominate as a candidate for the office of Circuit Counselor either one or two individual pastors of the member congregations of the Circuit or from among the emeriti who hold membership in one of the member congregations of that Circuit. The nominations shall be made at least four months prior to the elections and shall be submitted to the Nominating Committee through the Secretary of the District. The pastor who receives a majority of votes cast on the nominating ballot shall be the nominee. If no candidate has received a majority, the District Secretary shall forward to each congregation in that Circuit an additional ballot with the names of the two men, or more in case of a tie, receiving the highest number of votes in the initial balloting. The congregations shall then mark their ballot with one name and return it to the District Secretary by the date specified by him. The pastor who receives the majority of votes cast shall be the nominee. If no pastor has received a majority in the voting, a Circuit caucus shall be held during an early session of the Convention at a specified time on the agenda. Balloting shall take place by the pastors and lay delegates of the Circuit until one pastor receives the majority of votes. Should the candidate(s) no longer be available for this office, the Circuit caucus shall have the right to alter the slate by amendment. The Convention shall then ratify the slate of Circuit Counselors, which ratification shall constitute election.” (Note that in dual parishes, each voting congregation is entitled to nominate.)

#### **Step Six:** Submit Overtures to the District Convention – *deadline of February 18, 2009*

Overtures to the District Convention may be submitted only by a member congregation of the Synod, the Board of Directors of the District, a pastoral conference of the District, the faculty of an educational institution of the Synod, an official District task force, or a forum of a Circuit. The deadline for submitting overtures to the District President is **February 15, 2009**. **Overtures are to be submitted in both electronic (to Jenny McIvor at JennyM@nowlcms.org) and written form. The written form must be signed by an officer of the congregation. A guideline for overtures and a sample overture from the 2006 convention are enclosed with this mailing.**

#### **Step Seven:** Register for the Convention

## Additional matters:

### **Election of Advisory Delegates to Synod Convention at the District Convention:**

This may seem a bit early to alert congregations and advisory pastors and teachers to the election of delegates to the 2010 Synodical Convention, but *advisory delegates* (ordained and commissioned ministers) now have a choice of electing delegates *at their District Convention* or at official conferences. (Please note that the Synod now classifies Deaconesses, Directors of Christian Education, Directors of Christian Outreach, Rostered Teachers, and Certified Lay Ministers as Commissioned Ministers.)

Each District shall send one advisory delegate for every 60 advisory ordained (retired) ministers and one advisory delegate for every 60 commissioned ministers on the roster of the Synod. Fractional groupings shall be disregarded except that each District shall be entitled to at least one advisory delegate in each category. These selections shall be made by the respective groups meeting at the call of the District Secretary either during the District Convention or at the official District conferences of ordained and/or commissioned ministers. Such elections must be completed at least nine months prior to the opening day of the Synod Convention.

If commissioned ministers decide to elect at the 2009 District Convention their advisory delegates to the Synod Convention, the District Secretary must be notified of this decision by **March 15, 2009**.



NOMINATING BALLOT FOR CIRCUIT COUNSELOR

CIRCUIT NO.: \_\_\_\_\_

In a properly called meeting of the voting members held on \_\_\_\_\_, the following two pastors of our circuit were nominated for the office of Circuit Counselor: (one or two are allowed)

1. \_\_\_\_\_  
(print)

2. \_\_\_\_\_  
(print)

\_\_\_\_\_ Nominating Congregation

\_\_\_\_\_ City or Town

\_\_\_\_\_ President  
(Signature)

\_\_\_\_\_ Secretary  
(Signature)

Please return this copy, **no later than February 18, 2009**, to the District Secretary, Rev. Paul Linnemann, Northwest District of the Lutheran Church–Missouri Synod, 1700 NE Knott Street, Portland, OR 97212. Please retain a copy for your files.

YOUTH REPRESENTATIVE REPORT FORM

In a properly called meeting of the voting members held on \_\_\_\_\_, the following youth representatives were nominated.

Name of Congregation \_\_\_\_\_

Town or City \_\_\_\_\_

Circuit Number \_\_\_\_\_

Pastor's Name \_\_\_\_\_

(print)

Full Name of YOUTH REPRESENTATIVE \_\_\_\_\_

(print)

Street Address \_\_\_\_\_ Age \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone number & email address: \_\_\_\_\_

Parent name and contact info: \_\_\_\_\_

Previous Conventions attended, if any: \_\_\_\_\_

Active in which local groups or activities: \_\_\_\_\_

Full Name ALTERNATE YOUTH REP \_\_\_\_\_

(print)

Street Address \_\_\_\_\_ Age \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone number & email address: \_\_\_\_\_

Parent name and contact info: \_\_\_\_\_

President \_\_\_\_\_

*(Signature)*

Secretary \_\_\_\_\_

*(Signature)*

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NOMINATING BALLOT  
FOR REGIONAL VICE-PRESIDENT

In a properly called meeting of voting members, held on \_\_\_\_\_,  
the following pastor from the \_\_\_\_\_  
pastoral conference of the Northwest District of the Lutheran Church–Missouri Synod, was nominated:

FOR DISTRICT REGIONAL VICE-PRESIDENT \_\_\_\_\_  
(print)

Name of the Nominating Congregation \_\_\_\_\_

City or Town \_\_\_\_\_

President: \_\_\_\_\_  
(Signature)

Secretary \_\_\_\_\_  
(Signature)

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### Guidelines for Overtures

- 1) Submit electronically to [JennyM@nowlcms.org](mailto:JennyM@nowlcms.org)
- 2) Mail one paper copy SIGNED to the District Office.
- 3) The “Whereas” statements are to be factual. (Bylaw 3.1.6.2.c)
- 4) Please avoid submitting Overtures that have been dealt with at previous Conventions (both Synod and District, by Task Forces, and/or by administration).
- 5) FORMAT:

Title centered beginning with the word “To”

WHEREAS,	Text	; and
WHEREAS,	Text	; and
WHEREAS,	Text	; therefore, be it
RESOLVED,	Text	; and be it further
RESOLVED,	Text	; and be it finally
RESOLVED,	Text.	

Signed overtures must be submitted **no later than February 18, 2009**, to the District Secretary, Rev. Paul Linnemann, Northwest District of the Lutheran Church–Missouri Synod, 1700 NE Knott Street, Portland, OR 97212. Please retain a copy for your files.