

**DATE:** August 2011

**TO:** Congregational chairpersons and pastors

**CC:** Other rostered workers of the Northwest District

**FROM:** Rev. Langdon Reinke, Secretary of the Northwest District

**RE:** Sixty-Third Convention of the Northwest District, LCMS, on June 21-23, 2012,  
At the 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-Third Convention of the Northwest District will take place on June 21-23, 2012, at the Oregon Convention Center in Portland, Oregon.

The district convention provides us with a significant opportunity to walk together as a district and as a synod. *“Conventions of the districts shall afford opportunities for worship, nurture, inspiration, fellowship, and the communication of vital information. They are the principal legislative assemblies, which amend the districts’ Articles of Incorporation and Bylaws, consider and take action on reports and overtures, and handle appropriate appeals”* (Synod By-law 4.2.1)

This mailing will provide you with the information needed for registration and to make nominations for the convention. Registration forms will be sent out in the spring of 2012. New this year is the option to register for the district convention online.

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.

Because of recent decisions at the last synod convention in Houston in 2010, the pastor and lay voting delegates who attend the district convention will also serve as voting delegates of their congregation to elect the next president of synod prior to the National Synod Convention in 2013. (See Synod Handbook 2010, Bylaw 3.12.2.3)

**Steps to Prepare for the Convention** –An explanation of each step follows.

1. Elect Voting and Alternate Delegates	Submit blue form by Dec. 20, 2011
2. Identify Youth Representatives	Submit red form by Dec. 20, 2011
3. Nominate Candidates for District President and 1 <sup>st</sup> Vice President	Submit gray form by Dec. 20, 2011
4. Nominate Candidates for Regional Vice President	Submit pink form by Dec. 20, 2011
5. Nominate Candidates for Circuit Counselor	Submit yellow form by Feb. 17, 2012
6. Submit Overtures	Submit overtures by Feb. 17, 2012
7. Register for the Convention—by form or online	Forms to arrive in Spring 2012
8. Convention Workbook Posted on Website and (e)mailed	March 27, 2012

## **Step One:** Elect Voting and Alternate Delegates – *deadline of December 20, 2011*

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 20, 2011**. This is an important deadline as it provides for timely appointments to the convention floor committees. **Delegates who attend the district convention will also serve as voting delegates to elect the president of synod prior to the national LCMS convention in 2013.**

For matters pertaining to the election of delegates and alternates, please follow the guidelines given in the Synod *Handbook* (2010), available on the LCMS website, [www.lcms.org](http://www.lcms.org), the Northwest District *Constitution and Bylaws* (2000), and the schedule of convention deadlines, both available on the Northwest District's website, [www.nowlcms.org](http://www.nowlcms.org)

## **Step Two:** Identify Youth Representatives – *deadline of December 20, 2011*

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) See Synod Handbook 2010, Bylaw 3.1.4.6.

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 20, 2011**.

## **Step Three:** Nominate Candidates for District President and 1<sup>st</sup> Vice President – *deadline of December 20, 2011*

The recent synod convention in 2010 changed the method of electing the synod president. This means that our district bylaws have also changed since Synod *Handbook* (2010), Bylaw 4.2.1(a) states, "The conventions of the districts shall be governed by the bylaws adopted by the Synod for its conventions, insofar as these may be applicable." However, since the new method of electing the Synod president is *not applicable* to our district setting, therefore the district in convention will need to clarify a method in the district of how we elect the district president. Until such a time and in order to avoid undue confusion, for this convention we will continue to follow the 2007 method of electing the district president and 1st vice president contained in the Synod *Handbook* (2007), 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 20, 2011*

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.

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 Northwest District Board of Directors.

#### **Step Five:** Nominate Candidates for Circuit Counselor– *deadline of February 17, 2012*

According to the Synod *Handbook* 2010, Bylaw 5.2.2: "Nominations for candidates for the office of circuit counselor may be submitted by a voting congregation of the circuit..." Congregations may submit nominations to the district secretary no later than **February 17, 2012**.

The method of selecting a circuit counselor will be done through the circuit forum. "Circuit forums shall meet at the call of their circuit counselor to select their circuit counselor no later than the time established by the district." The privilege of voting at the circuit forum will be exercised by two representatives of each voting congregation, chosen to represent the congregation at the circuit forum. The circuit forum consists of a pastor of each congregation and one member of each congregation designated by the congregation. (Bylaw 5.3.2). **Congregations will also want to select their representatives to the circuit forum** who may or may not be the same as their voting delegates.

**Step Six:** Submit Overtures to the District Convention – *deadline of February 17, 2012*

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 17, 2012**. Overtures are to be submitted in both electronic (to JennyM@nowlcms.org ) and written form. The written form must be signed by an officer of the congregation. A guideline for overtures is enclosed with this mailing.

**Step Seven:** Register for the Convention. Forms for registration will arrive in the spring of 2012. E-registration will be available at that time also.

**Step Eight:** Workbooks will be (e)mailed to all delegates and posted on the district website by chapter by the end of March, 2012.

**Additional matters:**

**Election of Advisory Delegates to the Synod Convention at the All Professional Workers Conference, October 18-21, 2011.**

This may seem a bit early to alert non-voting pastors and commissioned ministers to the election of advisory delegates to the 2013 Synod Convention, but non-voting pastors and commissioned ministers may elect advisory delegates to represent them at the Synod Convention either during the district convention or at official district 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 select one advisory delegate for every 60 advisory ordained ministers and specific ministry pastors, 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. Selections of district advisory delegates to conventions of the Synod shall be made by the respective groups meeting at the call of the district secretary either during the district convention or at official district conferences of ordained and/or commissioned ministers. Such selections must be completed at least nine months prior to the opening day of the Synod convention.”*  
(Synod Bylaw 3.1.3.1)

During the All Professional Workers Conference, opportunity will be provided for the election of advisory delegates both ordained and commissioned. A list of the eligible advisory delegates by category – commissioned or emeritus ordained – will be posted on the district website under the convention 2013 link and a ballot for your write-in vote will accompany your name tag at registration.

## REPORT ON ELECTION OF VOTING AND ALTERNATE DELEGATES

In a properly called meeting of the voting members held on (date) \_\_\_\_\_, the following individuals were nominated as delegates and have given their consent to serve:

**LAY DELEGATE:** Name (print) \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Phone number \_\_\_\_\_ Email Address \_\_\_\_\_

**LAY ALTERNATE:** Name (print) \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Phone number \_\_\_\_\_ Email Address \_\_\_\_\_

**PASTOR DELEGATE:** Name (print) \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Phone number \_\_\_\_\_ Email Address \_\_\_\_\_

**PASTOR ALTERNATE** (applicable only if an associate pastor is also called):  
Name (print) \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Phone number \_\_\_\_\_ Email Address \_\_\_\_\_

CERTIFIED BY (Name of Congregation) \_\_\_\_\_

City & State \_\_\_\_\_ Circuit Number \_\_\_\_\_

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

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

Please return this copy, **no later than December 20, 2011**, to the District Secretary, Rev. Langdon Reinke, Northwest District of the Lutheran Church—Missouri Synod, 1700 NE Knott Street, Portland, OR 97212. Please retain a copy for your files.

# NOMINATION 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 name)

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

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

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

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

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

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## YOUTH REPRESENTATIVE REPORT FORM

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

**Printed Full Name of YOUTH REPRESENTATIVE** \_\_\_\_\_

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

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

Phone number \_\_\_\_\_ Email Address \_\_\_\_\_

Parent name \_\_\_\_\_ Parent Phone & email \_\_\_\_\_

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

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

**Printed Full Name of ALTERNATE YOUTH REP** \_\_\_\_\_

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

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

Phone number \_\_\_\_\_ Email Address \_\_\_\_\_

Parent name \_\_\_\_\_ Parent Phone & email \_\_\_\_\_

**NAME OF CONGREGATION** \_\_\_\_\_

City & State \_\_\_\_\_ Circuit Number \_\_\_\_\_

Pastor's Name \_\_\_\_\_  
(print)

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 was nominated for

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

(Please check the appropriate regional pastoral conference of the Northwest District of the Lutheran Church—Missouri Synod. The nominated pastor must be currently called to a congregation within the same regional conference as the congregation.)

- Alaska
- Washington
- Oregon
- Inland Empire
- SE Idaho

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

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

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

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

Please return this copy, **no later than December 20, 2011**, to the District Secretary, Rev. Langdon Reinke, Northwest District of the Lutheran Church—Missouri Synod, 1700 NE Knott Street, Portland, OR 97212. Please retain a copy for your files.

## GUIDELINES FOR OVERTURES

- 1) Submit a copy electronically to [JennyM@nowlcms.org](mailto:JennyM@nowlcms.org)
- 2) Mail a signed hard copy to Secretary Rev. Langdon Reinke at 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.	

### 3.1.6.2

Overtures to a convention of the Synod may be submitted only by a member congregation of the Synod, a convention or board of directors of a district, an official district conference of ordained and/or commissioned ministers, the faculty of an educational institution of the Synod, the Board of Directors of the Synod, a board or commission of the Synod listed in Bylaws 3.2.2, 3.2.2.1, 3.2.3, and 3.2.3.1, a committee established by a prior convention, or a forum of a circuit.

- (a) Overtures are recommendations in the form of proposed resolutions requesting action on the part of the convention.
- (b) Overtures with reference to a case in which a member has been suspended and which is at present in the process of dispute resolution, as well as overtures which, upon advice of legal counsel, may subject the Synod or the corporate officers of the Synod to civil action for libel or slander or which contain libel and slander, shall not be accepted for convention consideration.
- (c) The President of the Synod shall determine if any overture contains information which is materially in error, or contains any apparent misrepresentation of truth or of character. He shall not approve inclusion of any such overture in the *Convention Workbook* and shall refer any such overture to the district president who has ecclesiastical supervision over the entity submitting the overture for action. If any published overture or resolution is found to be materially in error or contains a misrepresentation of truth or of character, it shall be withdrawn from convention consideration and referred by the President of the Synod to the appropriate district president for action.

### 3.1.6

The principal business of a convention of the Synod shall be the consideration of reports and overtures. Reports and overtures shall be submitted to the President of the Synod not later than 20 weeks prior to the opening date of the convention.

- (a) No report or overture received subsequent to that date shall be accepted for convention consideration unless a committee consisting of the President, the First Vice-President, and the Secretary adjudge it to be a matter of overriding importance and urgency which is not adequately covered by documents already before the convention.
- (b) Overtures and recommendations involving capital outlay or current expenditures shall be accompanied, to the extent feasible, by cost projections and the basis thereof.

Signed overtures must be submitted **no later than February 17, 2012**, to the District Secretary, Rev. Langdon Reinke, Northwest District of the Lutheran Church—Missouri Synod, 1700 NE Knott Street, Portland, OR 97212. Please retain a copy for your files.