

**To all congregations in all circuits of the Northwest District Lutheran Church – Missouri District:**

Changes in the 2010 Synod Bylaws have resulted in a change in the process for circuit counselor. Please read this thoroughly as the District Secretary has outlined the process for you. The consent form and biography template are included.

Peace in Christ,

Rev. Paul Linnemann, Northwest District President

# Process for Selecting a Circuit Counselor

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Several changes have occurred at the last Synod convention held in Houston, TX in 2010. The following is now the procedure for selecting a circuit counselor from the Synod bylaws:

## Who are eligible to serve as Circuit Counselor?

Ordained ministers (active or emeritus) currently on the clergy roster of the Synod and members of a congregation of the circuit are eligible to serve as a circuit counselor.

4.3.1 The following officers shall be elected from the clergy roster of the Synod by each district: a president, two or more vice-presidents, a secretary, and a circuit counselor for each circuit established by the district.

5.2.2.(d) All nominated pastors serving congregations and emeriti pastors shall be eligible for election in accordance with section 4.3 of these Bylaws.

## Overview of the Selection Process

Circuit counselors are (s)elected by the circuit forum and ratified at the district convention.

5.2.2 The circuit counselor shall hold his position by virtue of his selection by the circuit forum and ratification by the district convention.

The steps of the process are listed here and described below:

<i>Preliminary Steps</i>	
Step 1	Circuit counselors establish the circuit forum
Step 2	Congregations and the district president identify nominations
Step 3	Congregations and district president submit nominee consent to serve and bio information to circuit counselor
Step 4	Congregations select representatives to the circuit forum

Step 5	Circuit counselor prepares the ballot
<b><i>Circuit Forum Steps</i></b>	
Step 6	Circuit counselor facilitates the (s)election process
Step 7	Circuit counselor reports results to the district secretary
<b><i>Convention Steps</i></b>	
Step 8	Delegates in convention ratify the circuit counselor slate

## **PRELIMINARY STEPS**

### **Step 1      Circuit counselors establish the circuit forum**

Circuit counselors establish dates and locations for circuit forums for the (s)election of circuit counselors for the following triennium. The circuit forum must be held before March 15<sup>th</sup>, the date set by President Paul Linnemann for the Northwest District.

5.2.2. (a)    Circuit forums shall meet at the call of their circuit counselors to select their circuit counselors no later than the time established by the district.

Circuit counselors inform circuit pastors at Winkels of the date and location of the circuit forum, also informing pastors not in attendance.

Circuit counselors communicate in writing to leaders of circuit congregations regarding date, location, and business of the circuit forum.

### **Step 2      Congregations and the district president identify nominations**

Congregations hold voters meetings at least one month prior to circuit forum to identify nominees for office of circuit counselor. Up to two names may be submitted. Congregations submit the official nomination form to the district secretary. (Forms available on the District website) *A copy of the form should also be sent to the circuit counselor.*

The district president consults with vice-presidents regarding possible nominees to be suggested to the circuit forum, and communicates this to the circuit counselor at least one month prior to the circuit forum.

5.2.2.(b)    Nominations for candidates for the office of circuit counselor may be submitted by a voting congregation of the circuit and suggested by the district president, in consultation with the praesidium of the district.

**Step 3            Congregations and district president submit nominee consent to serve and bio information to circuit counselor**

District president and congregations obtain consent to serve and bio information of the nominees. Congregations submit information to the circuit counselor prior to the forum. (Forms available on the District website)

**Step 4            Congregations select representatives to the circuit forum**

Congregations hold voters meetings at least one month prior to circuit forum to elect representatives to the circuit forum.

5.2.2.(c)    Selection of the circuit counselor shall be by election by written ballot. The privilege of voting shall be exercised by the representatives from each member congregation of the circuit, who shall have been selected in the manner prescribed by the congregation (Bylaw 5.3.2).

5.3.2.        The circuit forum consists of a pastor of each congregation and one member of each congregation designated by the congregation.

**Step 5            Circuit counselor prepares the ballot**

Circuit counselor makes certain that a written ballot will exist.

5.2.2.(c)    Selection of the circuit counselor shall be by election by written ballot.

5.3.2.(b)    The circuit counselor and any other officers shall have the primary responsibility of preparing the agenda for the circuit forum.

**CIRCUIT FORUM STEPS**

**Step 6            Circuit counselor facilitates the (s)election process**

Additions to the list of congregations' nominees presented by the circuit counselor may be made as nominations from the floor from the district president's suggestions.

5.2.2.(c)    Selection of the circuit counselor shall be by election by written ballot.

5.3.2.(c)    The circuit counselor shall ordinarily serve as the chairman of the circuit forum.

- 5.2.2.(d)1 Following presentations of pertinent information regarding each pastor as listed in Bylaw 3.12.3.6 (c) and circuit counselor responsibilities as provided hereafter in this bylaw, each voter shall write in the names of two pastors on the initial ballot.
- 5.2.2.(d)2 The three pastors (or more in the case of a tie vote) who receive the highest number of votes in this preliminary ballot shall be placed on the next ballot. Each voter shall vote for only one candidate.
- 5.2.2.(d)3 Balloting shall continue with the lowest candidate being removed from each succeeding ballot until one pastor shall have received a simple majority of all votes cast, who shall be declared the nominee.

### **Step 7 Circuit counselor reports results to the district secretary**

The circuit counselor immediately reports the result to the district secretary.

- 5.2.2.(e) Immediately following the circuit forum, the circuit counselor shall report in writing the results of the selection process to the secretary of the district in preparation for ratification by the district convention.

## **CONVENTION STEPS**

### **Step 8 Delegates in convention ratify the circuit counselor slate**

At the district convention, held June 21-23, 2011, the delegates shall ratify the slate of circuit counselors.

- (f) The convention shall have the right to alter the slate by amendment.
- (g) The convention shall then ratify the slate of circuit counselors, which ratification shall constitute election.