

Indiana-Kentucky Synod (ELCA) Vice President Responsibilities

From the Constitution—

S8.20—The Vice-President

+S8.21—The vice-president shall be elected by the Synod Assembly. The vice-president shall be a layperson. The vice president shall be a voting member of a congregation of this synod. The vice-president shall not receive a salary for the performance of the duties of the office.

S8.22 The vice-president shall chair the Synod Council.

S8.22.02—The vice-president shall be an ex officio synod delegate to the Churchwide Assembly.

S8.54—Should the bishop die, resign, or be unable to serve, the vice-president shall convene the Synod Council to arrange for the appropriate care of the responsibilities of the bishop until an election of a new bishop can be held or, in the case of temporary disability, until the bishop is able to serve again. Such arrangements may include the appointment by the Synod Council of an interim bishop, who during the vacancy or period of disability shall possess all of the powers and authority of a regularly called bishop. The term of the successor bishop, elected by the next Synod Assembly or a special meeting of the Synod Assembly called for the purpose of election, shall be six years with the subsequent election to take place at the Synod Assembly closest to the expiration of such a term and with the starting date or a successor term to be governed by constitutional provision S8.52.

S8.56—Should the vice-president, secretary or treasurer die, resign, or be unable to serve, the bishop, with the approval of the Executive Committee of the Synod Council, shall arrange for the appropriate care of the responsibilities of the officer until an election of a new officer can be held or, in the case of temporary disability, until the officer is able to serve again.

S9.04.01—There shall be a process to prepare voting members to participate in the ecclesiastical ballot when a bishop is to be elected.

- a) In September in the calendar year preceding the year that the bishop's term expires, the vice president of the synod shall request from every congregation a list of gifts deemed important for the holder of the Office of Bishop and matters of priority to be dealt with by the bishop during the bishop's upcoming term of office. The vice-president shall gather these responses and publish them to all congregations no later than January of the calendar year in which the election of a bishop shall take place. The form that the vice

president shall use to solicit the responses of each congregation shall be approved in advance by the Synod Council.

- b.) Contemporaneously with publishing the results of (a), the vice-president shall solicit from each conference council and each conference ministerium names of individuals who are eligible for election to the Office of Bishop who shall be identified by such conference council or ministerium for consideration for nomination to the Office of Bishop on the first ballot. Such identification shall be completed no later than March 1 of the year in which an election shall take place. Such identification is not a nominating process, and any individual whose name is identified must be nominated pursuant to paragraph 9.04.
- c.) The vice-president shall provide to each person whose name has been identified a biographical form, which shall be approved in advance by the Synod Council. The form shall include questions designed to assist voting members in determining (1) what gifts the potential nominee has which would assist in performing the tasks of the Office of Bishop and (2) the top priorities he/she believes need to be dealt with during the next term of the bishop. These biographical forms shall be returned no later than April 1.
- d.) The vice-president shall distribute the biographical forms to all voting members of the synod assembly. The vice-president shall determine the manner in which the forms shall be distributed. Such distribution must take place at least 14 days before the assembly in which the election of a bishop shall take place.
- e.) Those individuals receiving the ten highest number of votes (plus ties) on the first ballot (nominating ballot) shall be requested to complete a biographical information sheet if they have not done so already, and such sheets shall be provided to the voting members of the Synod Assembly at least two hours prior to the distribution of the second ballot.
- f.) In the event that a bishop is to be elected at a special assembly, the synod council shall determine the deadlines for the procedure set out in this bylaw.

S10.07.07—Meetings. The Synod Council shall meet at least four times a year. Meetings shall be called by the bishop. If the bishop is unable to call a meeting, the vice-president shall call a meeting.

S11.01.001—Executive Committee. The Executive Committee shall be composed of seven members of the Synod Council: the bishop, the vice-president, the secretary, the treasurer, one clergy members, one lay female member, one lay male member.

Note: The vice-president also serves on the Region 6 Steering Committee that is made up of the bishops and vice-presidents of the six synods of the region.

Note: The following section was changed 2 years ago to remove the vice-president as the chair of the Nominating Committee. However, the vice-president remains the contact person who relates to this committee.

S10.07.07—Nominating Committee. Nominating Committee shall be chaired by the vice-president. The committee shall also be composed of ten additional members, one from each conference of the synod. The committee shall consist of seven lay persons (including the vice-president) and four clergy.

- a.) The committee shall nominate qualified persons for the elections by the Synod Assembly, except officers, lay members of the Synod Council, and voting members to the Churchwide Assembly.
- b.) At least 120 days prior to each regular meeting of the Synod Assembly the committee shall publish a list of positions for which nominations will be made and provide a mechanism by which suggestions for nominations or the willingness to serve of individuals can be communicated to the committee.
- c.) The Committee shall also receive the names of any proposed nominee from any agency or institution to whom the Synod Assembly shall elect a board member.
- d.) The Committee shall transmit to the Secretary of the synod its nominees; this shall be done no later than thirty (30) days prior to the commencement of the Synod Assembly; and further the committee shall publish its nominees in any and all publications of the Synod.
- e.) The Committee shall be responsible to determine what biographical information would be appropriate for distribution for voting members of the Synod Assembly, obtain this material from nominees, including those nominated from the floor, and distribute it to all voting members of the Synod Assembly.
- f.) The Committee shall also present nominees of voting members to each Churchwide Assembly only those nominated by the conferences.
 - i) S6.04 shall be the standard for determining the lay/clergy, male/female, and the percentage of persons of color and/or persons whose primary language is other than English.

- ii) Each conference shall nominate two lay persons for each seat assigned to the conference for election by the Synod Assembly. After taking into account the number of lay officers who shall serve as voting members, the committee shall assign 1 lay delegate seat to each conference, except:
 - 1) where the total number of voting members to be elected is more than the number of conferences, the extra voting member seat shall be assigned to the conference on a rotating basis.
- iii) Each conference shall nominate for election by the Synod Assembly two clergy for each seat assigned to the conference for voting members to the Churchwide Assembly. The committee shall assign the clergy of voting members to the conference on a rotating basis.
- iv) The rotating basis used by the Nominating committee shall provide the conferences with the opportunity of nominating the same lay or clergy person for two successive Churchwide assemblies.
- v.) If necessary so that the synod may comply with S6.04 of the Constitution; the Nominating Committee shall ask two conferences each to nominate two persons of color and/or persons whose primary language is other than English.
- vi) The committee shall report to the secretary its determination as to the assignment of lay and clergy seats for the Churchwide assembly voting members no later than January 30 of each year in which elections are to be conducted at the Synod assembly.

S11.01.03A That those persons nominated to serve as voting members of the Churchwide Assembly, who are not elected by designated as alternates.

**From the Mission, Vision, Values Statement for the Synod Office
ROLE OF THE SYNOD VICE PRESIDENT**

The Indiana-Kentucky Synod at Synod Assembly will elect a Vice President. The Vice President shall be a layperson and a discipling member of a congregation of the Synod and a model of faith, ministry and stewardship. As a leader in the Church, the Vice President will endeavor to live the life of a missionary witnessing to the love and grace of God in every way. The Vice President shall be elected to a term of four years and may be reelected. The Vice President along with the Bishop will meet regularly with the Cabinet of Conference Chairs. The purpose of these meetings is to share information and review the mission and ministry of the synod, the conferences and the congregations.

Therefore, we call on the Synod Vice President to fulfill this role by:

1. **Praying:** The Vice President will pray daily listening to the will of God and receiving guidance from God in order to lead the Synod in mission and ministries.
 - * The Vice President will pray for the mission and ministries of the Synod and the wider church.
 - * The Vice President will pray for the Bishop, the officers of the Synod and the members of the Synod Council.
 - * The Vice President will pray for the lay and rostered leaders and the congregations of the Synod.
2. **Leading:** The Vice President along with the Bishop and the Synod Council will offer visionary leadership for the Synod in discovering and doing its mission and ministry.
 - * The Vice President along with the Bishop and the Synod Council will lead the Synod in a missional planning process that identifies opportunities for mission and outreach for the Synod and for individuals, congregations and ministries of the Synod.
 - * The Vice President along with the Bishop will lead the Synod Council in empowering, equipping and encouraging the people of God to carry out the mission of making Christ known to the world.
 - * The Vice President will work with the Bishop in establishing an atmosphere of collaboration and compassion in doing the work of the Synod.
3. **Communicating:** The Vice President will work with the Bishop and the Synod Council to promote the sense of community and mission within the Synod.
 - * The Vice President will regularly make use of newsletters and electronic media to communicate the work of the Synod and the Synod Council.
 - * The Vice President will represent the Synod in the conferences and congregations of the Synod sharing information concerning the work of the church.
 - * The Vice President will disseminate appropriate Churchwide and regional information as needed for the mission and ministry of the Synod.
 - * The Vice President will represent the Synod at regional and Churchwide meetings serving as a member of the Region 6 Steering Committee and a delegate to the Churchwide Assembly.
4. **Coordinating:** The Vice President will administer the business of the Synod Council.
 - * The Vice President will preside at all Synod Council meetings.
 - * The Vice President will be a member of the Executive Committee
 - * The Vice President will convene and chair the Nominating Committee (no longer applies)

* The Vice President will meet regularly with the Bishop and the Conference Chairs.

Prepared by: Judy Rehmel, Vice President, Indiana-Kentucky Synod, ELCA, November 2008