

South Wisconsin District of The Lutheran Church—Missouri Synod

Position Descriptions for District Convention (June 2025)

PRESIDENT

from the [LCMS 2023 Handbook](#)

- 4.4.1 The district president is the chief executive of the district.
 - (a) Upon him is incumbent the responsibility that the resolutions of the district are implemented.
 - (b) He shall report to the district convention.
- 4.4.2 The district president shall represent the Synod in his district.
 - (a) He shall cause the resolutions of the Synod to be implemented in the district, encouraging the congregations and schools to embrace the mission and ministry emphases adopted by the national convention for the triennium.
 - (b) He shall regularly report to the President of the Synod.
 - (c) He shall serve the congregations of the district as liaison between the congregations, district, and the Synod.
- 4.4.3 The Synod shall be represented, in connection with all ordinations, commissionings, and installations, by the president of the district that will have ecclesiastical supervision of the worker being ordained, commissioned, or installed (see Bylaw section 2.12).
 - (a) An ordained or commissioned minister shall be installed into each called position, whether for full- or part-time service.
 - (b) Each installation shall be authorized by the appropriate district president and conducted, in accordance with forms and practices developed by the Synod for that purpose, by the district president or by an ordained minister designated by the district president.
 - (c) **The** requirements of Bylaw 2.10.2 (a) shall be satisfied before a worker is ordained or commissioned and initially installed in a first call.
 - (d) **Authorization** for the ordination or commissioning and/or installation of an ordained or commissioned minister for foreign service, other than to a foreign member congregation, shall be provided by the appropriate district president upon the request of the Board for International Mission.
 - (e) Authorization for the ordination or commissioning and/or installation of a Synod-called non-foreign specialized minister shall be provided by the appropriate district president upon the request of the Board for National Mission.
- 4.4.4 The district president shall, in accordance with the Constitution of the Synod, in his ministry of ecclesiastical supervision visit the congregations of the district.
 - (a) He shall arrange in advance for an official visit to each congregation of his district at least once every three years and otherwise as he deems it necessary. He may call upon the circuit visitors and vice-presidents to assist him with the triennial visitation of congregations.
 - (b) In his official visits he shall seek to bring about to the greatest possible degree the achievement of the Synod's objectives as expressed in Article III of its Constitution.
 - (c) He shall conduct his official visits in an evangelical manner.
 - (d) He shall come to the pastor and the congregation as a brotherly advisor, reminding them of the joy of serving in the mission and ministry of the church.
 - (e) In his visits he shall include fraternal discussion in regard to worship and communion attendance; participation by the congregation in missions and the work of the church at large; the congregation's evangelism and education endeavors; its cultivation of sound stewardship principles; all aspects of compensation for professional church workers; the need for maintenance of purity of doctrine; the strengthening of the bond of Christian fellowship; and the provision of resources, opportunities, and assistance so God's people can grow in their faith, hope, and love.

- (f) The jurisdiction of the district president shall include non-member congregations whose pastors are members of the Synod. However, for the purpose of official visits in such a congregation the consent of the congregation shall first be secured. The district president may appoint the circuit visitor in whose circuit such a congregation is located to be his official representative.
- 4.4.5 Each district president, in accordance with the Constitution of the Synod, shall supervise the doctrine, the life, and the official administration on the part of the ordained or commissioned ministers who are members through his district or are subject to his ecclesiastical supervision, and shall inquire into the prevailing spiritual conditions of the congregations of his district.
- (a) As often as possible he shall attend the conferences of ordained and commissioned ministers held in his district, advise the congregations of his district as to the calling of ordained and commissioned ministers, give counsel, and respond to requests and inquiries.
- (b) He may call upon circuit visitors to assist him.
- 4.4.6 The district president, even without formal request therefor, may through the proper channels arrange for an official visit or investigation when a controversy arises in a congregation or between two or more congregations of the district or when there is evidence of a continuing unresolved problem in doctrine or practice.
- (a) He shall ask for a full report on the case in order that he may have a clear understanding of the situation.
- (b) If he authorizes anyone to represent him in such matters, his representative shall be accorded the same rights as the district president.
- 4.4.7 The district president shall be responsible for maintaining the official rosters of his district.
- (a) He shall add the names of those ordained or commissioned ministers initially placed in the district and those accepting a call to or otherwise transferring to the district.
- (b) He shall remove the names of those who have died or have resigned their membership or have had their membership in the Synod duly terminated.
- (c) An ordained or commissioned minister accepting a call shall immediately report such decision to his district president and shall request his district membership be evaluated (Bylaw 2.12.1.1). The district president shall forward any requisite transfer to the president of the receiving district.
- (d) Upon receipt of the transfer and of a request for installation from the minister of religion, the district president of the receiving district shall install or authorize installation of such minister.
- (e) He shall regularly forward roster reports to the Secretary of the Synod for publication in *The Lutheran Annual*.
- 4.4.8 The district president shall, with the assistance of his district's circuit visitors, promote and pursue unanimous participation by congregations in the submission of annual statistical reports as an expectation of membership in the Synod.

PRESIDENT (continued)

from the [Bylaws of the South Wisconsin District](#) (June 2022)

1.31 Administrative Authority

In addition to those duties assigned to the President in the Handbook of Synod (Synod Constitution, Article XII and Synod Bylaw 4.4), the President shall:

- a. Report to the Board of Directors from time to time on the conditions and affairs of the District.
- b. Sign and execute in his administrative capacity and in the name of the corporation all deeds of conveyance, contracts, notes, mortgages, assignments, and other legal documents, as may be required by law for the validity and for the conduct of the business affairs of the corporation.

SWD VICE-PRESIDENT(S)

from the [Bylaws of the South Wisconsin District](#) (June 2022)

1.33 Duties and Relation to the President

They shall perform such other duties as may be delegated to them by the President and as may be prescribed in the District Bylaws.

SWD SECRETARY

from the [Bylaws of the South Wisconsin District](#) (June 2022)

1.36 Duties

In addition to those duties assigned to the Secretary in the *Handbook of Synod*, the Secretary shall:

- a. Prepare and publish the Minutes, resolutions and official actions of all meetings of the District and Board of Directors as soon as possible after the conclusion of the meetings; and
- b. Perform such other duties as are incident to his office and as are assigned to him by resolution of the District and prescribed by the District Bylaws.

BOARD OF DIRECTORS

from the [LCMS 2023 Handbook](#)

- 4.5.1 Each district shall elect a board of directors, the size and composition of which shall be determined by the Bylaws of the district. The district board of directors shall also have the authority to choose to appoint to the board up to three voting lay members from the district's congregations to obtain additional skill sets (legal, finance, investment, administration, etc.). It shall have such powers and duties as are accorded to it by the Constitution, Bylaws, Articles of Incorporation, resolutions, and policies of the Synod, as well as those of the district.
- (a) Subject to such limitations, it shall operate within the applicable federal and state laws.
 - (b) It shall be vested with the general management and supervision of the district's business and legal affairs and shall adopt policies and require procedures which assure that said management and supervision is effected.
 - (c) In fulfilling its functions and in coordinating its work with the Synod, the board shall be guided generally by the functions of the Board of Directors of the Synod as defined in Bylaws 3.3.4ff. as these apply to districts.
 - (d) Between conventions it shall provide for implementation within the district of the decisions of the national and district conventions and allocate necessary funds for the support of the national and district budgets.

BOARD OF DIRECTORS (continued)

from the [Bylaws of the South Wisconsin District](#) (June 2022)

1.41 Duties, Powers and Authority of the Board of Directors

- a. The Board of Directors shall manage and control the business affairs of the corporation, and shall have and exercise all power and authority granted by law and under the directions, limitations and restrictions as may be prescribed from time to time by the Constitution and Bylaws, and by the regulations and resolutions duly adopted by the delegates at any regular or special Convention.
- b. A majority of the voting members of the Board of Directors shall be present to constitute a quorum for the transaction of business.
- c. The Board of Directors shall have power and authority to remove from office any Officer or Director, whenever the Board of Directors determines that such officer or director is unable to serve in that capacity because of prolonged illness or disability. This removal procedure shall follow the procedure outlined in Synod bylaws 1.5.7-1.5.8.1 of the *Handbook*.
- d. At every regular Convention of the District, the Board of Directors shall present a report, in writing, detailing their activities since the last District Convention.
- e. The Board of Directors or District President shall appoint the members of all committees as required by the District Bylaws and resolutions of the District, and it may appoint such other committees and employ clerical assistants as may be deemed expedient for the effective execution of the business and affairs of the District.
- f. The Board of Directors shall establish, adopt and publish the budget for the District.
- g. Unless otherwise designated by District resolution, it shall be the duty of the Board of Directors to elect and call executive staff from a list of candidates nominated by the congregations of the District, the District President and the Board of Directors.
- h. The Board of Directors shall adopt rules of order and procedures as shall most effectively expedite the business of the corporation.

SWD COMMITTEE ON CONVENTION NOMINATIONS

from the [Bylaws of the South Wisconsin District](#) (June 2022)

1.43Function

The committee on Convention Nominations shall nominate candidates for the various offices, boards and committees as prescribed by the Bylaws of the District. The process by which the Committee on Convention Nominations considers individuals for inclusion on the ballot, for which there is no bylaw requirement for direct congregational nominations, shall utilize and follow the subsequent prioritization, or ordering, in their consideration:

- a. The incumbent, if eligible for re-election,
- b. Recommendations received from members of Synod (congregations and rostered workers),
- c. Recommendations received from members of District congregations, and
- d. Recommendations of members of the Committee on Convention Nominations.

SYNOD COMMITTEE FOR CONVENTION NOMINATIONS

from the [LCMS 2023 Handbook](#)

3.12.3.6 The Committee for Convention Nominations shall select candidates for all elective offices, boards, and commissions except President, First Vice-President, and vice-president positions requiring regional nominations (Bylaws 3.12.2.7–8).

- (a) At least two candidates and at least one alternate shall be selected for each position.
- (b) The committee shall determine its complete list of candidates and alternates, obtain the consent of the persons it proposes to select as candidates, and transmit its final report at least five months prior to the convention to the Secretary of the Synod, who shall post the list on the Synod's Website and provide for its publication in a pre-convention issue of an official periodical of the Synod and in the *Convention Workbook*.
- (c) The committee's report shall list the qualifications of various positions used in the solicitation of nominees and contain pertinent information concerning each candidate, such as occupation or profession, district affiliation, residence, specific experience, number of years as a member of an LCMS congregation, present position, offices previously held in a congregation, district or the Synod, and qualifications for the office in question, and, if the candidate so desires, also a brief personal statement.
- (d) The committee shall prepare a reserve list of nominees for use by the chairman at the convention, should the need arise.
- (e) The committee shall, whenever possible, prepare and hold in readiness a slate of candidates for any new board or commission likely to be established at a convention of the Synod, and of these the committee should, whenever possible, be informed in advance.
- (f) Any changes to the complete list of candidates and alternates necessitated by unavailability, declination, or ineligibility of candidates occurring after the last meeting of the Committee on Convention Nominations may be effected by the Standing Committee on Nominations. As much as possible, this shall be accomplished by advancing available alternates and by making use of the reserve list of nominees approved by the plenary committee.

CONCORDIA UNIVERSITY SYSTEM BOARD OF REGENTS

from the [LCMS 2023 Handbook](#)

- 3.10.6 Each college and university of the Synod, with its president and faculty, shall be governed by a board of regents. The board of regents governs the institution consistent with the institution's mission, which expressly incorporates the institution's commitment to conduct all of its affairs according to the Constitution, Bylaws, and resolutions of the Synod and policies of the Synod's Board of Directors. The board of regents shall have no authority to and shall never exercise any power contrary to the Constitution, Bylaws, or resolutions of the Synod.
- 3.10.6.1 In fulfilling its commonly understood fiduciary duties owed to the institution, and its governance responsibilities, the board of regents shall:
- (a) serve as the governing body corporate of the institution, vested with all powers its members may exercise either as directors, trustees, or members of the body corporate;
 - (b) govern the institution at all times according to the commitment of the institution, in its mission and otherwise, to carry out its affairs as part of the Concordia University System and in accordance with the Constitution, Bylaws, and resolutions of the Synod;
 - (c) govern the institution with consistent attention to specific ways that the institution is confessing Jesus Christ in full accord with the doctrinal position of the LCMS (Constitution Art. II) and fulfilling His mission in our world as proper to a college or university of the Synod under its objectives (Constitution Art. III), intentionally seeking continual growth as a board in such governance;
 - (d) as a whole and as individual members, as stewards of the institution on behalf of the congregations of the Synod, embrace and advance with administration, faculty, staff, and students the institution's fundamental purpose as inculcating the faith, as taught in the Scriptures and Lutheran Confessions (Constitution Article II), preparing students to live in this faith toward God and by this faith, in their various vocations, in love toward the neighbor;
 - (e) ensure that all faculty receive appropriate formal, ongoing training in the doctrines of Holy Scripture as rightly taught in the Lutheran Confessions as they relate to their academic disciplines, to enable faculty to engage in responsible exercise of their academic freedom within the confession of the institution and the Synod (Constitution Art. II);
 - (f) actively encourage and expect curricula and policies for student life and behavior consistent with the doctrine and practice of the Synod, and commit the institution to the principles of Christian discipline, an evangelical manner, and good order;
 - (g) maintain and approve an institutional master plan, any modifications to which shall be submitted to the Synod Board of Directors for its approval (Bylaw 3.3.4.5 [e]);
 - (h) ensure the communication of board-approved strategic plan documents to the Concordia University System Institution Advisory Council;
 - (i) review and approve academic programs recommended by the administration and faculty, giving due consideration to the Lutheran Identity and Mission Outcomes Standards and coordination with other Synod colleges and universities;
 - (j) ensure that its institution and constituent parts strive to excel in the Lutheran Identity and Mission Outcomes Standards, and to cooperate fully with processes for ecclesiastical visitation by the Concordia University System and for appointment of the institution's president;
 - (k) ensure that its institution and constituent parts support the proper authorities of the Synod in their roles of ecclesiastical supervision of called workers, placement of graduates, and doctrinal review status appeals, and submit to the Synod's expectations for handling of faculty complaints and dispute resolution, insofar as they apply;
 - (l) duly consider the common confession, mission, interest, and cooperative strength of the Synod, with its congregations, agencies, and other institutions, as it makes decisions with impact beyond its campus, especially as it plans new programs, discontinues existing programs, cooperates and consolidates operations with other Synod schools, operates in a worldwide online marketplace,

cooperates with the Synod Board of Directors in the legal defense of the right to the free exercise of our confession, and interacts with the ministries and partner churches of the LCMS, domestically and internationally, in harmony with its programs and consistent with its protocol agreements;

(m) govern transparently, including, without limitation, providing to Concordia University System in a timely manner minutes of board meetings and board and institution policies adopted or modified, and to both Concordia University System and the Synod Board of Directors proposed revisions of institutional governing documents and policies prior to their adoption, and responsively, understanding inquiries and suggestions offered by Concordia University System and the Synod Board of Directors to be offered on behalf of the congregations of the Synod, to which the board is ultimately responsible;

(n) develop detailed policies and procedures for governance of the institution;

(o) maintain effective internal controls and operate with financial transparency, annually reviewing and approving the institutional budget and providing, within 30 days of board acceptance and final issuance of the institutional audit, audited financial statements and other information as specified in the policies of the Synod Board of Directors and to congregations of the Synod upon request;

(p) maintain policies and procedures for handling faculty complaints and dispute resolution in compliance with Bylaw 3.10.6.9.6;

(q) exercise its exclusive duty of institutional governance in the interest of the Synod without abdicating its authority to, or commingling its authority with, that of others;

(r) ensure that all governing and other legal documents and policies of the institution conform to and are consistent with the Constitution, Bylaws, and resolutions of the Synod, and modify institutional governing documents only after proposed modifications have been approved by the Commission on Constitutional Matters and with at least 30 days advance notice to the Synod Board of Directors as custodian of Synod's property;

(s) take the leadership in assuring the preservation and improvement of the assets of the institution and see to the acquisition, management, use, and disposal of the properties and equipment of the institution.

(t) safeguard present and future assets of the institution, making every effort to ensure designation of gifts, whether to the university itself or to any associated foundation, so that they will continue to be available to higher education within the Synod in the event of the closure, divestiture, or separation of the institution;

(u) initiate a performance review of the institution's president upon identification of significant operational deficiencies;

(v) effect the removal from office of the institution's president upon a finding, under the procedure of Bylaw 3.10.6.8.3 or Bylaw 3.10.6.8.1 (e) or (f), that he is unfit to serve as the spiritual head of the college or university;

(w) effectively and intentionally govern the institution and its president so that administration and faculty carry out their management and educational responsibilities in a manner consistent with the foregoing; and

(x) participate fully in the procedures for the selection and regular review of the president of the institution and of the major administrators; approve of the appointment of faculty members who meet the qualifications of their positions; approve sabbatical and study leaves; and encourage faculty development and research.

3.10.6.2 The board of regents of each college and university shall consist of no more than 18 members, all voting.

1. One ordained minister, one commissioned minister, and two laypersons shall be elected by the conventions of the Synod.

2. One ordained minister, one commissioned minister, and two laypersons shall be elected by the geographical district in which the institution is located. If any board is required by its governing documents to include one or more persons holding residence or church membership in a specific locality, the institution is responsible for ensuring (including by appointment, if necessary) that

individual(s) meeting such requirements are included among those persons serving on such board, and no such geographic restriction shall apply to Synod-elected regents.

3. No fewer than four and no more than eight members shall be appointed as members by the board of regents according to the following process:

- (a) Members appointed by the board of regents may not vote on the appointment of members of the board.
 - (b) The board of regents nominations committee shall seek input from the board of regents members, the president of the institution, the Synod President, the CUS President, and Synod Board of Directors regarding qualified and suitable candidates for appointment.
 - (c) The board of regents nominations committee shall properly vet all candidates to ensure the candidates possess the qualifications specified in 3.10.6.2.1 with particular attention given to the needs of the institution.
 - (d) The board of regents nominations committee shall not nominate for appointment any person who fails to meet the qualifications required under Bylaw 3.10.6.2.2 (f).
 - (e) The appointment shall be made by those board of regents members eligible to vote.
4. The president of the district in which the college or university is located or a district vice-president as his standing representative shall serve as an *ex officio* member.
5. One member, who may be an ordained minister, a commissioned minister, or a layperson, shall be appointed by the Praesidium of the Synod after consultation with the president and chair of the board of regents of the respective institution and the Board of Directors of the Synod.
6. College and university board of regents members may be elected or appointed to serve a maximum of three consecutive three-year terms and must hold membership in a member congregation of the Synod.
7. Not more than two of the elected members shall be members of the same congregation.

3.10.6.2.1 Persons elected or appointed to a board of regents should be knowledgeable regarding the institution and the region in which the institution is located and shall demonstrate familiarity and support for the doctrinal positions of the Synod and possess two or more of the following qualifications or background experiences: theological acumen, an advanced academic degree, higher education administration, administration of complex organizations, finance, law, investments, technology, human resources, facilities management, fund development, or a specific instructional or operational domain designated by the college or university (e.g., “health care” or “marketing”). Demonstrated familiarity with and willingness to advocate for and financially support the institution are desired qualities in the candidate.

- (a) Qualification of all nominees for appointment or election as regents, according to the standard indicated above, shall be reviewed and verified by the Concordia University System, which duty may be delegated to a committee composed of its members or others.
- (b) Concordia University System shall also ensure that it is prepared to review and verify qualifications of floor nominees at each district and Synod convention, as well as those of regents appointed by a board or in the case of a vacancy, in a timely manner.
- (c) Assessment of qualification for service shall be performed on the basis of information submitted by nominees on a regular instrument maintained by the Secretary of the Synod for this purpose.
- (d) The Concordia University System and Synod Board of Directors shall provide for training of all regents concerning their responsibility to advance the Synod’s confession and mission objectives and their responsibilities under the Synod Constitution, Bylaws, and resolutions. The training shall consist of an initial training as described in 3.10.6.2.2 and ongoing training.
- (e) Approximately 18 months prior to each convention of the Synod, Concordia University System shall consult with the President and Secretary of the Synod and the chairs of the boards of regents of Synod colleges and universities regarding its application of the qualification standards, and upon this consultation review and revise its related policies and procedures.

- (f) Concordia University System shall after input from the Institution Advisory Council develop and maintain in its public policies a rubric for consistent evaluation of qualification for regent service.
- 3.10.6.2.2 Persons elected or appointed to a board of regents shall undergo training for such service.
- (a) The Concordia University System and Synod Board of Directors shall provide for training of elected and appointed regents concerning their responsibilities under the Synod Constitution, Bylaws, and resolutions, to advance the Synod's confession and mission objectives and to advance their respective institutions in service of the church through the Concordia University System visitation program.
- (b) The chair of each board of regents shall, subject to guidelines prepared by the Concordia University System Institution Advisory Council after input from Concordia University System, provide training of elected and appointed regents in the task of governance and in their business and legal duties as regents.
- (c) The training under (a) and (b) above shall be provided within one year after each Synod convention and at least annually between Synod conventions.
- (d) Failure to complete the initial training within the first year after the first Synod convention after a regent is elected or appointed renders the regent ineligible to continue in office. Upon such failure, the respective board of regents shall declare the position vacant.
- (e) Training programs, initial and continuing, may allow for electronic or remote participation.
- (f) Concordia University System, in collaboration with its Institution Advisory Council and the Synod Board of Directors, shall prepare and make available a summary of the demands and expectations of service as a college or university regent, including their responsibilities under the Synod Constitution, Bylaws, and resolutions. This summary shall be reviewed and confirmed by nominees as a condition to being eligible to serve if elected or appointed.
- (g) The cost of the development of the regent training by CUS and Synod Board of Directors shall be funded by the CUS; the cost of regent participation in the training shall be funded per capita by the institutions.
- 3.10.6.2.3 Vacancies that occur on a board of regents shall be filled in the following manner:
- (a) If the vacancy occurs in a position that was previously filled by the board of regents, the board of regents shall be the appointing body.
- (b) If the vacancy occurs in a position that was previously filled at a district convention, the district board of directors shall be the appointing body.
- (c) If the vacancy occurs in a position that had been filled by a national convention of the Synod, the Board of Directors of Concordia University System shall be the appointing body and shall follow the nomination procedure provided for filling vacancies in elected positions on boards and commissions of the Synod as outlined in Bylaw 3.2.5.
- 3.10.6.3 Recognizing its fiduciary duty as a board, as well as the requirements of accrediting bodies that an institution's governing board be clearly defined and have ultimate authority and independence in the operation of the institution subject to appropriate pre-established policies and rules (e.g., Synod Bylaws), under no circumstances shall a board delegate its authority to, nor commingle its authority with, any other body that includes non-board members. Boards of regents may meet with advisory groups (e.g., a foundation board; the CUS board) to seek input, but no votes shall be taken with such advisory groups present.
- 3.10.6.4 The board of regents shall be authorized to close the institution or to sell all or any part of the real property that constitutes the campus only after receiving the prior written consent of the Concordia University System Board of Directors and the Synod Board of Directors, except that the board of regents may close or finally divest the institution in the event of legal insolvency necessitating closure or final divestiture after consultation with the Synod Board of Directors and the Concordia University System Board of Directors.
- 3.10.6.5 The board of regents shall be authorized to relocate, separate, or divest the institution if and only if such has been approved under the following procedure, except in the case of a final divestiture as a result of legal insolvency (Bylaw 3.10.6.4):

(1) A proposal of relocation, separation, or divesture is presented to the Synod Board of Directors that specifies why the proposal is in the interest of the Synod. The proposal can be made by a board of regents, a committee of the Synod Board of Directors, or by the Concordia University System Board of Directors.

(2) Upon such proposal, the Synod Board of Directors shall require the proposal be developed adequately to allow determination whether the action proposed is in the interest of the Synod, for which the board of regents, the Concordia University System Board of Directors, and other agencies of the Synod shall in a timely manner supply all information the Board of Directors deems necessary.

(3) The Synod Board of Directors shall consult with the involved board of regents, the Concordia University System Board of Directors, the Institution Advisory Council, and the Council of Presidents.

(4) The Synod Board of Directors may negotiate with the involved board of regents terms that are in the interest of the Synod and the general furtherance of its higher education mission.

(5) The action is approved by the Synod Board of Directors by its two-thirds vote and by one of the following by its two-thirds vote: either by the board of regents of the institution being relocated, separated, or divested or by the Concordia University System Board of Directors.

3.10.6.5.1 Two or more Synod colleges or universities shall be authorized to consolidate the institutions if and only if such has been approved under the following procedure:

(1) The boards of regents of the consolidating schools shall present a detailed consolidation plan to the Concordia University System Board of Directors and the Synod Board of Directors. The plan shall be consistent with the requirements of these Bylaws for a Synod college or university, except that it may involve a consolidated board of regents deviating from the composition specified in Bylaw 3.10.6.2, provided that the ratio of elected to appointed regents is not decreased and that all members of the resulting board of regents are members of member congregations of the Synod. Such plan must indicate a definite plan of no more than six years' duration to bring the composition of the board of regents of the institution into compliance with Bylaw 3.10.6.2, and continued affirmation shall be contingent on execution of said plan.

(2) The plan is approved by the Concordia University System Board of Directors and the Synod Board of Directors.

(3) The consolidated college or university shall be regarded as a Concordia University System college or university.

3.10.6.5.2 The board of regents shall be authorized to consolidate a non-Synod school into the institution if and only if a detailed plan of consolidation that is consistent with Synod Constitution, Bylaws, and resolutions has first been approved by the Synod Board of Directors by its two-thirds vote and by the Concordia University System Board of Directors by its two-thirds vote.

3.10.6.6 A college or university that is not a Concordia University System institution may request to join the Concordia University System. After having consulted with its Institution Advisory Council, the Concordia University System Board of Directors may, by its two-thirds vote, recommend that the college or university join the Concordia University System. The Concordia University System recommendation must be submitted either to the convention of the Synod, which by a majority vote, or the Synod Board of Directors, which by a two-thirds vote, may grant membership in Concordia University System. The Concordia University System recommendation and subsequent approval shall be subject to all the requirements and privileges that apply to a Concordia University System institution, including compliance with the Synod Constitution, Bylaws, and resolutions, except that the initial composition of the board of regents may deviate from that specified in Bylaw 3.10.6.2. Such proposal must specify a definite plan of no more than six years' duration to bring the composition of the board of regents of the institution into compliance with Bylaw 3.10.6.2, and continued affirmation shall be contingent on execution of said plan.

CIRCUIT VISITOR

from the [LCMS 2023 Handbook](#)

- 5.2.1 The circuit visitor is the principal officer of the circuit and serves in accordance with the duties assigned to this position in the Constitution and Bylaws of the Synod and the Bylaws of the districts.
- (a) The circuit may select such other officers as it deems necessary.
 - (b) The circuit may create such other offices as may be desirable and also appoint committees for specific assignments.
 - (c) The circuit visitor may appoint from member congregations of the circuit, with the approval of the district president, pastors, teachers, or laypersons to assist him in fulfilling his responsibilities.
- 5.2.2 The circuit visitor shall hold his position by virtue of his selection by the circuit forum and ratification by the district convention.
- (a) Circuit forums shall meet at the call of their circuit visitors to select their circuit visitors no later than the time established by the district. When in-person meetings are burdensome (e.g., geographically large circuits), a circuit may select another manner of meeting (e.g., e-meeting technologies) that is suitable and made available to all participants, taking into consideration the need to provide for an open and fair exchange of ideas and secure, private, and confidential voting.
 - (b) Prior to the day of the circuit forum, nominations for candidates for the office of circuit visitor may be submitted by a voting congregation of the circuit and suggested by the district president, in consultation with the praesidium of the district. Names suggested by the district president may, during the circuit forum, be received into nomination by a majority vote of the assembly.
 - (c) Each circuit may adopt procedures and methods that will ensure efficiency and accuracy, including the use of mechanical, electronic, or other methods of casting, recording, or tabulating votes. 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).
 - (d) All nominated pastors serving congregations and emeriti pastors whose names were nominated prior to the day of the circuit forum shall be eligible for election in accordance with section 4.3 of these Bylaws.
 - (1) Following presentations of pertinent information regarding each pastor as listed in Bylaw 3.12.3.6 (c) and circuit visitor responsibilities as provided hereafter in this bylaw, each voter shall submit the names of two pastors on the initial ballot.
 - (2) The three pastors (or more in 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.
 - (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.
 - (e) Immediately following the circuit forum, the circuit visitor shall report in writing the results of the selection process to the secretary of the district in preparation for ratification by the district convention.
 - (f) In the event that a circuit visitor has not been selected by a circuit forum or has been selected but is no longer available to serve, thus resulting in no circuit visitor selection being included on the convention slate of circuit visitors for a circuit, the district president shall make the selection, which selection shall then be included on the convention slate of circuit visitors.
 - (g) The convention shall have the right to alter the slate by amendment.
 - (h) The convention shall then ratify the slate of circuit visitors, which ratification shall constitute election.
- 5.2.2.1 Vacancies that occur in the office of circuit visitor between conventions shall be filled by appointment by the district president.
- 5.2.3 Each circuit visitor shall assist the district president within the circuit.

- (a) He shall serve under the direction of and be accountable to the district president and shall serve as his spokesman when so authorized and directed and shall assist him in doctrinal and spiritual supervision.
 - (b) He shall serve in a servant role.
 - (c) He shall seek to remind and encourage members of the circuit of their responsibilities as God's people and the privilege they have in being about His mission.
 - (d) He and any other officers of the circuit shall have the primary responsibility for maintaining liaison between the circuit and the Synod at the national and district levels.
 - (e) He shall be conversant with and supportive of Synod-wide and district resolutions and programs.
 - (f) He shall seek to strengthen the spirit of cooperation among pastors, commissioned ministers, and congregations.
 - (g) He shall assist in the development and attainment of Synod-wide mission and ministry emphases.
 - (h) He shall assist the district president, as requested, in promoting and obtaining unanimous participation by congregations in the submission of annual statistical reports.
 - (i) He may, when requested to do so by the district president, serve as a mediator to effect reconciliation of disputes within the circuit not under dispute resolution of the Synod as outlined in section 1.10 of these Bylaws.
 - (j) He shall regularly convene the pastors of his circuit for circuit conferences.
 - (k) He shall regularly report on his activities to the district president.
 - (l) The district president shall meet with the circuit visitors of the district at least once per year to discuss their work, to encourage them, and to conduct ongoing training for congregational and pastoral visits.
 - (m) The circuit visitor is authorized to draw on the district treasury for his expenses.
- 5.2.3.1 The circuit visitor shall, when requested to do so by the district president, serve as his representative in the triennial visitation of the congregations of the circuit.
- (a) In doing so, he should keep in mind the glory and responsibility of the universal priesthood of all believers as it applies to the congregations. He shall remind them that they are "a chosen generation, a royal priesthood, a holy nation, a peculiar people to show forth the praises of Him who has called them out of darkness into His marvelous light" (1 Peter 2:9).
 - (b) He shall endeavor to strengthen the spirit of unity among circuit congregations to effect mission and ministry and shall seek to strengthen and support the spirit of fellowship.
 - (c) When he is requested to make an official visit to a congregation by the district president, he shall arrange for such visits in advance with the respective pastor and congregation, except under extraordinary circumstances.
- 5.2.3.2 The circuit visitor shall serve the pastors of the circuit as a collegial and brotherly advisor, reminding them of the joy of the ministry and of its great responsibilities.
- (a) He shall encourage the pastors of the circuit in their preaching and teaching; in the exercise of church discipline in an evangelical manner; and in the proper supervision of Christian education and training in the parish.
 - (b) He shall encourage, in a brotherly manner, the pastors of the circuit in their spiritual and family life.
 - (c) He shall encourage the pastors of the circuit to continue both formal and informal continuing professional education.
- 5.2.3.3 The circuit visitor shall assist the district president, as assigned, in the ecclesiastical supervision of the other members of the Synod in the circuit.