

# Orientation Manual for Church Council Members



**Evangelical Lutheran Church in America**  
God's work. Our hands.

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## Welcome to the ELCA Church Council

On behalf of the members of the Evangelical Lutheran Church in America, I welcome you and express deep gratitude for your willingness to serve as a member of the ELCA Church Council. The ELCA's mission statement reminds us that we have been elected to be stewards of the resources of this church for the sake of the gospel and for the sake of the world: "We are claimed, gathered, and sent for the sake of the world."

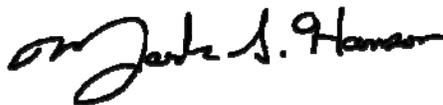
I invite you into the pages of this orientation manual. It is designed to serve both as a primer for new members and as a resource for continuing members. I urge you to refer to it often, since new material will be added as topics are identified and developed.

This manual describes the significant leadership role of the ELCA Church Council, whose 38 members are charged with the responsibility of serving as "the board of directors of this church and . . . the interim legislative authority between meetings of the Churchwide Assembly." (ELCA Constitution 14.11.) Fulfilling this leadership role requires wisdom, discernment, intensive preparation, extensive knowledge, collaboration, cooperation, and communication. It is my hope that you will find your participation rewarding. Many council members at the conclusion of their six-year terms have described a deeper faith, stronger relationship with this church, and powerful bonds with other members of the Church Council.

I look forward to the years ahead and pray that you will know the satisfaction of serving God and the Evangelical Lutheran Church in America through your leadership.

Again, welcome!

In God's grace,

A handwritten signature in black ink that reads "Mark S. Hanson". The signature is written in a cursive, flowing style.

Mark S. Hanson  
Presiding Bishop

# Part 1

## Section 1a

# The Mission of the Evangelical Lutheran Church in America

It is important that members of the Church Council have an understanding of the mission of this church that they serve, and that they know and affirm what this church confesses and believes.

### **Mission statement of the ELCA**

Marked with the cross of Christ forever,  
we are claimed, gathered, and sent  
for the sake of the world.

### **Vision Statement of the ELCA**

**Claimed** by God's grace for the sake of the world,  
we are a new creation through God's living Word  
by the power of the Holy Spirit;

**Gathered** by God's grace for the sake of the world,  
we will live among God's faithful people,  
hear God's Word, and share Christ's supper;

**Sent** by God's grace for the sake of the world, we will  
proclaim the good news of God in Christ through word and deed,  
serve all people following the example of our Lord Jesus,  
and strive for justice and peace in all the world.

**Tagline**     God's work. Our hands.

## STRATEGIC DIRECTIONS OF THE CHURCHWIDE ORGANIZATION

Claimed, gathered, and sent by God's grace for the sake of the world, the Evangelical Lutheran Church in America in and through its churchwide expression will:

- **Support congregations** in their call to be faithful, welcoming, and generous, sharing the mind of Christ;
- Assist members, congregations, synods, institutions, and agencies of this church to **grow in evangelical outreach**;
- **Step forward as a public church** that witnesses boldly to God's love for all that God has created;
- **Deepen and extend our global, ecumenical, and interfaith relationships** for the sake of God's mission; and
- Assist this church to **bring forth and support faithful, wise, and courageous leaders** whose vocations serve God's mission in a pluralistic world.

These strategic directions are offered with profound gratitude for the outpouring of gifts the Holy Spirit gives to members of the Evangelical Lutheran Church in America.

In the course of implementing each of these strategic directions, the churchwide organization must and will:

- Encourage, welcome, and depend upon the lively and creative exchange of resources and ideas throughout the Evangelical Lutheran Church in America;
- Recognize and encourage the vital contributions and deepening relationships with institutions and agencies of this church and with Lutheran, ecumenical, and interfaith partners;
- Confront the scandalous realities of racial, ethnic, cultural, religious, age, gender, familial, sexual, physical, personal, and class barriers that often manifest themselves in exclusion, poverty, hunger, and violence; and
- Pursue ardently the ELCA's commitment to become more diverse, multicultural, and multi-generational in an ever-changing and increasingly pluralistic context, with special focus on full inclusion in this church of youth, young adults, and people of color and people whose primary language is other than English.

## **PRIORITIES OF THE CHURCHWIDE ORGANIZATION**

The churchwide organization, working collaboratively with congregations, synods, agencies and institutions and other partners, will give priority to:

1. accompanying congregations as growing centers for evangelical mission;  
and
2. building capacity for evangelical witness and service in the world to alleviate poverty and work for justice and peace

## CONFESSION OF FAITH

This church's confession of faith is stated in the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*, Chapter 2:

- 2.01. This church confesses the Triune God, Father, Son, and Holy Spirit.
- 2.02. This church confesses Jesus Christ as Lord and Savior and the Gospel as the power of God for the salvation of all who believe.
  - a. Jesus Christ is the Word of God incarnate, through whom everything was made and through whose life, death, and resurrection God fashions a new creation.
  - b. The proclamation of God's message to us as both Law and Gospel is the Word of God, revealing judgment and mercy through word and deed, beginning with the Word in creation, continuing in the history of Israel, and centering in all its fullness in the person and work of Jesus Christ.
  - c. The canonical Scriptures of the Old and New Testaments are the written Word of God. Inspired by God's Spirit speaking through their authors, they record and announce God's revelation centering in Jesus Christ. Through them God's Spirit speaks to us to create and sustain Christian faith and fellowship for service in the world.
- 2.03. This church accepts the canonical Scriptures of the Old and New Testaments as the inspired Word of God and the authoritative source and norm of its proclamation, faith, and life.
- 2.04. This church accepts the Apostles', Nicene, and Athanasian Creeds as true declarations of the faith of this church.
- 2.05. This church accepts the Unaltered Augsburg Confession as a true witness to the Gospel, acknowledging as one with it in faith and doctrine all churches that likewise accept the teachings of the Unaltered Augsburg Confession.
- 2.06. This church accepts the other confessional writings in the Book of Concord, namely, the Apology of the Augsburg Confession, the Smalcald Articles and the Treatise, the Small Catechism, the Large Catechism, and the Formula of Concord, as further valid interpretations of the faith of the Church.
- 2.07. This church confesses the Gospel, recorded in the Holy Scripture and confessed in the ecumenical creeds and Lutheran confessional writings, as the power of God to create and sustain the Church for God's mission in the world.

## THE NATURE OF THE CHURCH

This church's understanding of the nature of the Church is stated in the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*:

- 3.01. All power in the Church belongs to our Lord Jesus Christ, its head. All actions of this church are to be carried out under his rule and authority.
- 3.02. The Church exists both as an inclusive fellowship and as local congregations gathered for worship and Christian service. Congregations find their fulfillment in the universal community of the Church, and the universal Church exists in and through congregations. This church, therefore, derives its character and powers both from the sanction and representation of its congregations and from its inherent nature as an expression of the broader fellowship of the faithful. In length, it acknowledges itself to be in the historic continuity of the communion of saints; in breadth, it expresses the fellowship of believers and congregations in our day.

## STATEMENT OF PURPOSE

This church's understanding of its purpose and how that purpose is to be carried out is stated in the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*:

- 4.01. The Church is a people created by God in Christ, empowered by the Holy Spirit, called and sent to bear witness to God's creative, redeeming, and sanctifying activity in the world.
- 4.02. To participate in God's mission, this church shall:
  - a. Proclaim God's saving Gospel of justification by grace for Christ's sake through faith alone, according to the apostolic witness in the Holy Scripture, preserving and transmitting the Gospel faithfully to future generations.
  - b. Carry out Christ's Great Commission by reaching out to all people to bring them to faith in Christ and by doing all ministry with a global awareness consistent with the understanding of God as Creator, Redeemer, and Sanctifier of all.
  - c. Serve in response to God's love to meet human needs, caring for the sick and the aged, advocating dignity and justice for all people, working for peace and reconciliation among the nations, and standing with the poor and powerless and committing itself to their needs.
  - d. Worship God in proclamation of the Word and administration of the sacraments and through lives of prayer, praise, thanksgiving, witness, and service.
  - e. Nurture its members in the Word of God so as to grow in faith and hope and love, to see daily life as the primary setting for the exercise

of their Christian calling, and to use the gifts of the Spirit for their life together and for their calling in the world.

- f. Manifest the unity given to the people of God by living together in the love of Christ and by joining with other Christians in prayer and action to express and preserve the unity which the Spirit gives.

**4.03.** To fulfill these purposes, this church shall:

- a. Receive, establish, and support those congregations, ministries, organizations, institutions, and agencies necessary to carry out God's mission through this church.
- b. Encourage and equip all members to worship, learn, serve, and witness; to fulfill their calling to serve God in the world; and to be stewards of the earth, their lives, and the Gospel.
- c. Call forth, equip, certify, set apart, and oversee an ordained ministry of Word and sacrament and such other forms of ministry that will enable this church to fulfill its mission.
- d. Seek unity in faith and life with all Lutherans within its boundaries and be ready to enter union negotiations whenever such unity is manifest.
- e. Foster Christian unity by participating in ecumenical activities, contributing its witness and work and cooperating with other churches which confess God the Father, Son, and Holy Spirit.
- f. Develop relationships with communities of other faiths for dialogue and common action.
- g. Lift its voice in concord and work in concert with forces for good, to serve humanity, cooperating with church and other groups participating in activities that promote justice, relieve misery, and reconcile the estranged.
- h. Produce and publish worship materials for corporate, family, and personal use and resources for education, witness, service, and stewardship.
- i. Establish and maintain theological seminaries, schools, colleges, universities, and other educational institutions to equip people for leadership and service in church and society.
- j. Assure faithfulness to this church's confessional position and purpose and provide for resolution of disputes.
- k. Publish a periodical and make use of the arts and public media to proclaim the Gospel and to inform, interpret, and edify.
- l. Study social issues and trends, work to discover the causes of oppression and injustice, and develop programs of ministry and advocacy to further human dignity, freedom, justice, and peace in the world.

- m. Establish, support, and recognize institutions and agencies that minister to people in spiritual and temporal needs.
- n. Work with civil authorities in areas of mutual endeavor, maintaining institutional separation of church and state in a relation of functional interaction.
- o. Provide structures and decision-making processes for this church that foster mutuality and interdependence and that involve people in making decisions that affect them.
- p. Support the mission of this church by arranging for and encouraging financial contributions for its work, management of its resources, and processes of planning and evaluation.
- q. Provide fair personnel practices and adequate compensation, benefits, and pensions for those employed by this church.

## Section 1b

# Organization and Governance of the ELCA

### THE ELCA CHURCHWIDE ORGANIZATION

The ELCA has a churchwide organization that functions interdependently with the congregations and synods of this church (ELCA Constitution, chapters 11, 12, and 13).

The churchwide organization:

- serves on behalf of and in support of this church's members, congregations, and synods in proclaiming the Gospel, reaching out in witness and service both globally and throughout the territory of this church, nurturing the members of this church in the daily life of faith, and manifesting the unity of this church with the whole Church of Jesus Christ.
- is an instrument for accomplishing the purposes of this church that are shared with and supported by the members, congregations, and synods of this church.
- develops churchwide policy, sets standards for leadership, establishes criteria for this church's endeavors, and coordinates the work of this church.
- is a means for sharing of resources and services as determined by this church.

For basic facts about the ELCA, please visit: <http://www.elca.org/quickfacts>

### CHURCHWIDE GOVERNANCE STRUCTURE

The churchwide organization carries out its governance duties through the Churchwide Assembly and the Church Council, as well as the various churchwide units.

**The Churchwide Assembly** is the highest legislative authority of the ELCA. It meets once every two years until 2013 and becomes triennial in 2016 to review the work of officers and churchwide units; establish churchwide policy; adopt the churchwide budget; and establish units to carry out the functions of the churchwide organization (ELCA Constitution, chapter 12).

**The Church Council** is the board of directors of the ELCA. It is the interim legislative authority between meetings of the Churchwide Assembly. The council acts on policies proposed by churchwide units, subject to review by the assembly; reviews procedures and programs of churchwide units to ensure that churchwide purposes, policies, and objectives are being fulfilled; and reviews recommendations from churchwide units for consideration by the assembly (ELCA Constitution, chapter 14).

## CHURCHWIDE ADMINISTRATION AND OVERSIGHT

**Presiding Bishop:** The presiding bishop is the pastor and leader of this church as well as president and chief executive officer of the corporation. The presiding bishop is elected to a six-year term by the Churchwide Assembly; is a member of the Church Council; oversees the work of the churchwide organization; and coordinates the work of the secretary, treasurer, vice president, executive for administration, and assistants to the presiding bishop.

**Secretary, Treasurer, and Vice President:** Serving alongside the presiding bishop, the other officers of the churchwide organization are the secretary, the treasurer, and the vice president. The secretary and vice president are elected by the Churchwide Assembly, while the treasurer is elected by the Church Council. Each is elected to a six-year term, and each is a voting member of the Church Council. The secretary and treasurer are salaried positions. The vice president is a non-salaried layperson who serves as chair of the Church Council.

**Churchwide Units:** The units of the churchwide organization serve to carry out directives and policy established by the Churchwide Assembly and the Church Council. Each has particular areas for ministry for which it is responsible. An organizational structure for the churchwide organization can be found on the [Office of the Presiding Bishop](#) webpage.

## PARTNERS IN THE WORK OF THE CHURCHWIDE ORGANIZATION

The Conference of Bishops, the synods, and church-related institutions such as seminaries, colleges, schools, and social ministry organizations are all partners in the work of the churchwide organization.

## PRINCIPLES OF ORGANIZATION

The principles underlying the organization of the Evangelical Lutheran Church in America are spelled out in Chapter 5 of the constitution.

- 5.01. The Evangelical Lutheran Church in America shall be one church. This church recognizes that all power and authority in the Church belongs to the Lord Jesus Christ, its head. Therefore, all actions of this church by congregations, synods, and the churchwide organization shall be carried out under his rule and authority in accordance with the following principles:
  - a. The congregations, synods, and churchwide organization shall act in accordance with the Confession of Faith set forth in Chapter 2 of this constitution and with the Statement of Purpose set forth in Chapter 4.
  - b. This church, in faithfulness to the Gospel, is committed to be an inclusive church in the midst of division in society. Therefore, in their organization and outreach, the congregations, synods, and churchwide units of this church shall seek to exhibit the inclusive unity that is God's will for the Church.

- c. The congregations, synods, and churchwide organization are interdependent partners sharing responsibly in God's mission. In an interdependent relationship primary responsibility for particular functions will vary between the partners. Whenever possible, the entity most directly affected by a decision shall be the principal party responsible for decision and implementation, with the other entities facilitating and assisting. Each congregation, synod, and separately incorporated unit of the churchwide organization, as well as the churchwide organization itself, is a separate legal entity and is responsible for exercising its powers and authorities.
- d. Each congregation and synod in its governing documents shall include the Confession of Faith and Statement of Purpose and such structural components as are required in this constitution. Beyond these common elements, congregations and synods shall be free to organize in such manner as each deems appropriate for its jurisdiction.
- e. The Church Council shall establish an ongoing process to review the function of the structural organization of this church and to develop recommendations for changes.
- f. Except as otherwise provided in this constitution and bylaws, the churchwide organization, through the Church Council, shall establish processes that will ensure that at least 60 percent of the members of its assemblies, councils, committees, boards, and other organizational units shall be laypersons; that as nearly as possible, 50 percent of the lay members of these assemblies, councils, committees, boards, or other organizational units shall be female and 50 percent shall be male, and that, where possible, the representation of ordained ministers shall be both female and male. At least 10 percent of these assemblies, councils, committees, boards, or other organizational units shall be persons of color and/or persons whose primary language is other than English. Processes shall be developed that will assure that in selecting staff there will be a balance of women and men, persons of color and persons whose primary language is other than English, laypersons, and persons on the roster of ordained ministers. This balance is to be evident in terms of both executive staff and support staff consistent with the inclusive policy of this church.
- g. [Sets similar inclusivity standards for synods.]
- h. Leaders of this church should demonstrate that they are servants by their words, lifestyle, and manner of leadership. Leaders in this church will recognize their accountability to the Triune God, to the whole Church, to each other, and to the organization of this church in which they have been asked to serve.
- i. As a steward of the resources that God has provided, this church shall organize itself to make the most effective use of its resources to accomplish its mission.
- j. Each assembly, council, committee, board, commission, task force, or other body of the churchwide organization or any churchwide units

shall be conclusively presumed to have been properly constituted, and neither the method of selection nor the composition of any such assembly, council, committee, board, commission, task force, or other body may be challenged in a court of law by any person or be used as the basis of a challenge in a court of law to the validity or effect of any action taken or authorized by any such assembly, council, committee, board, commission, task force, or other body.

## **WHAT PRIMARY PRINCIPLES OF ORGANIZATION GUIDE THE WORK OF THIS CHURCH?**

### **1. Confessional integrity**

The congregations, synods, and churchwide organization shall act in accordance with the Confession of Faith set forth in Chapter 2 of the constitution and with the Statement of Purpose set forth in Chapter 4. (ELCA 5.01.)

Each congregation and synod in its governing documents shall include the Confession of Faith and Statement of Purpose and such structural components as are required in the constitution. Beyond these common elements, congregations and synods shall be free to organize in such manner as each deems appropriate for its jurisdiction. (ELCA 5.01.)

### **2. Interdependence**

This church shall seek to function as people of God through congregations, synods, and the churchwide organization, all of which shall be interdependent. Each part, while fully the church, recognizes that it is not the whole church and therefore lives in a partnership relationship with the others. (ELCA 8.11.)

- a. The congregation shall include in its mission a life of worship and nurture for its members, and outreach in witness and service to its community. (ELCA 8.12.)
- b. The synod shall provide for pastoral care of the congregations, ordained ministers, and associates in ministry within its boundaries. It shall develop resources for the life and mission of its people and shall enlarge the ministries and extend the outreach into society on behalf of and in connection with the congregations and the churchwide organization. (ELCA 8.13.)
- c. The churchwide organization shall implement the extended mission of the Church, developing churchwide policies in consultation with the synods and congregations, entering into relationship with governmental, ecumenical, and societal agencies in accordance with accepted resolutions and/or in response to specific agreed-upon areas of responsibility. (ELCA 8.14.)
- d. Since congregations, synods, and the churchwide organization are partners that share in God's mission, all share in the responsibility to develop, implement, and strengthen the financial support program of this church. (ELCA 8.15.)

- e. In faithful participation in the mission of God in and through this church, congregations, synods, and the churchwide organization, as interdependent expressions of this church, shall be guided by the biblical and confessional commitments of this church. Each shall recognize that mission efforts must be shaped by both local needs and global awareness, by both individual witness and corporate endeavor, and by both distinctly Lutheran emphases and growing ecumenical cooperation. (ELCA 8.16.)

The congregations, synods, and churchwide organization of this church are interdependent partners sharing responsibly in God's mission. In an interdependent relationship primary responsibility for particular functions will vary between the partners. Wherever possible, the entity most directly affected by a decision shall be the principal party responsible for decision and implementation, with the other entities facilitating and assisting. Each congregation, synod, and separately incorporated unit of the churchwide organization, as well as the churchwide organization itself, is a separate legal entity and is responsible for exercising its powers and authorities. (ELCA 5.01.)

**3. Inclusive participation**

This church, in faithfulness to the Gospel, is committed to be an inclusive church in the midst of division in society. Therefore, in their organization and outreach, the congregations, synods and churchwide units of this church shall seek to exhibit the inclusive unity that is God's will for the Church. (ELCA 5.01.)

**4. Accountability and styles of leadership**

Leaders in this church should demonstrate that they are servants by their words, lifestyle, and manner of leadership. Leaders in this church will recognize their accountability to the Triune God, to the whole Church, to each other, and to the organization of this church in which they have been asked to serve. (ELCA 5.01.)

**5. Good stewardship**

As a steward of the resources that God has provided, this church shall organize itself to make the most effective use of its resources to accomplish its mission. (ELCA 5.01.)

**6. Responsibility and review**

The Church Council shall establish an ongoing process to review the function of the structural organization of this church and to develop recommendations for changes. (ELCA 5.01.)

## Part 2

### Section 2a

# The Church Council: Its Composition and Responsibilities

The following is a brief orientation to the composition of the Church Council and its responsibilities under the Constitution of the ELCA. For the official wording and for complete detail, it is important to consult the copy of the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*, which is provided on the [Office of the Secretary](#) webpage.

#### **Composition of the Church Council:**

The 38 voting members of the Church Council (ELCA 14.31., 14.32.) are:

- 1) Thirty-three persons elected by the Churchwide Assembly. Each is elected to a six-year term, and cannot be re-elected for a consecutive term;
- 2) The four churchwide officers (the presiding bishop, vice president, secretary, and treasurer); and
- 3) The chair of the Conference of Bishops (elected by the Conference of Bishops).

Nine synodical bishops, one from each region, each of whom is elected by the Conference of Bishops to serve a four-year term, serve as liaison members. (ELCA 14.32.01.)

Two youth and one young adult, appointed by the Executive Committee to serve a term ending 2013, serve as advisors. (ELCA 14.31.B11.)

## **THE WORK OF THE CHURCH COUNCIL**

Church Council members have many tasks to perform, both in preparation for and in conduct of the Council's meetings. Remembering that the people of this church work together using the principles of interdependence, partnership, and mutuality in decision-making, the work involved around Council meetings will include, but not be limited to, the following:

### **1. Review of materials presented by officers, committees, or program units**

Officers and program units prepare written and verbal reports for council review. Activities of the program units and their committees that require action or approval are presented to the respective Church Council committees for action.

Council committees meet prior to or during Council meetings to review resolutions, actions, and policies proposed by officers, committees, or program units. The respective committee chair reports to the Council the findings and proposed actions that have been reviewed and presented by that committee. Committee reports requiring Council action will be prepared by the respective committee and moved on the Council floor.

Each member will receive written reports in pre-Council meeting materials as well as written and verbal reports during meetings. Some will require only review while others will call for eventual action that will be facilitated during the Council meeting.

### **2. Formulation of recommendations to be presented to synods, boards, commissions, or the Churchwide Assembly**

The Church Council acts on resolutions from Synod Councils by referring those resolutions to appropriate units or officers, and later reporting to the synod on the action taken by the Council. The Council also reviews all recommendations from churchwide units for consideration by the Churchwide Assembly.

### **3. Review and approval of documents, reports, policies, and social statements, some of which may be forwarded to the Churchwide Assembly**

The Church Council's role is not to duplicate the work of the program units, but rather to review their work from the churchwide point of view and to ensure that churchwide purposes, policies, and objectives are being fulfilled.

The Council takes action on social statements developed by the Office of the Presiding Bishop and then sends them to the Churchwide Assembly for deliberation and approval. In addition, the Council acts, in consultation with the Office of the Bishop and appropriate churchwide units, on messages and resolutions on social issues. The "Policies and Procedures of the Evangelical Lutheran Church in America for Addressing Social Concerns" appears on the [Social Issues](#) webpage.

### **4. Review of planning processes and internal churchwide unit policies**

The Council reviews procedures and programs of the churchwide units to ensure that churchwide purposes, policies, and objectives are being fulfilled.

#### **5. Approving goals and expenditure authorizations**

The Council, upon recommendation of the presiding bishop, submits budget proposals for approval by the Churchwide Assembly and authorizes expenditures within the parameters of approved budgets.

#### **6. Monitoring achievement of goals, objectives, and recommendations**

The Church Council serves as the interim legislative authority between churchwide assemblies. In that role, the Council exercises the authority of the Churchwide Assembly as long as the actions of the Church Council do not conflict with the actions of and policies established by the Churchwide Assembly, and the Council is not precluded by constitutional or bylaw provisions from taking action on the matter.

See Chapter 14 of the [\*Constitution, Bylaws and Continuing Resolutions of the ELCA\*](#) for the full list of Church Council responsibilities.

## Section 2b

# Your Role as a Church Council Member: A Position Description

The position of Church Council member carries with it the respect and trust of the people of the ELCA. Your willingness to make a contribution to the life of your church is highly significant and greatly appreciated.

Your service as a Church Council member is an affirmation of your gifts of leadership and is a reflection of your involvement in the Body of Christ. It will involve your time, expertise, enthusiasm, energy, wisdom, and your prayers as we work together to serve the mission of this church.

On behalf of Presiding Bishop Mark S. Hanson and all the members of the Evangelical Lutheran Church in America, we thank you for your willingness to serve in this church as a member of the Church Council.

Together we will:

Proclaim God's saving Gospel;  
Carry out the Great Commission;  
Serve in response to God's love;  
Worship God;  
Nurture members in faith; and  
Manifest the unity given to the people of God.

The Church Council of the  
Evangelical Lutheran Church in America:  
Board Development Committee

## **COUNCIL MEMBER ROLE:**

As a member of the Church Council of the Evangelical Lutheran Church in America, you serve within the body of the Church Council and as an individual member within that body.

### **The Church Council as a body:**

1. Is to ensure the mission of the Evangelical Lutheran Church in America;
2. Is the board of directors of this church and serves as the interim legislative authority between meetings of the Churchwide Assembly;
3. As appropriate, acts on policies, reviews procedures and programs, submits budget proposals, establishes criteria, adopts personnel policies, acts on resolutions from synods, and reports actions to the Churchwide Assembly;
4. Elects the treasurer of this church;
5. Elects a member to serve the balance of a term in the event of a vacancy on the council or on a board or committee;
6. Is composed of 38 voting members (the four churchwide officers plus 33 other persons elected by the Churchwide Assembly and the chair of the Conference of Bishops);
7. Meets at least two times a year.

### **You as an individual member within the body:**

1. Represent *this whole church* in your service on the council, forgoing any personal, synodical, or specific congregational agendas;
2. Must be a member of an ELCA-constituted congregation and continue to serve that congregation with regular attendance, financial stewardship, and as an active participant in the life and mission of that ELCA congregation;
3. May not receive an honorarium from any group while acting as a representative of this church or church council;
4. Are elected to one six-year term and shall not be eligible for consecutive reelection.

**Your responsibilities:**

(Sources: *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America* and various resources about non-profit responsibilities.)

1. Pray regularly for the work and mission of the Church Council and of this whole church.
2. Demonstrate servant leadership by words, lifestyle, and manner of leadership.
3. Recognize accountability to the Triune God, to the whole church, and to each other.
4. Serve in good faith.
5. Act in the best interests of the mission of this church.
6. Exercise independent and informed judgment.
7. Always respect that matters dealt with in executive sessions are confidential.
8. Maintain an active relationship with your synod, serving both the synod and the council as a source of information and feedback.  
NOTE: Within the guidelines and policies of the ELCA, funding for travel, room costs, and most meals is available through the Office of the Secretary.
9. Read the materials and be prepared to participate responsibly;
10. Serve on one or more of the council committees to which you will be assigned and be active in the committee's deliberations and activities.<sup>1</sup>
11. Serve periodically on task forces, *ad hoc* groups, or other council activities.
12. Serve as a mentor for newly elected council members.
13. Recognize that your board responsibility is to this church, not to the churchwide organization staff, synod staff, or other members.
14. Exercise discretion and respect confidentiality in handling materials and engaging in discussion of sensitive matters.
15. When speaking with the public, press, or other individuals, recognize that you have no authority to speak for the council unless such authority is specifically granted to you.
16. Honor the council's final decisions and choices, using the council's established processes for challenging decisions.
17. Support the chair in maintaining good order in meetings.
18. Arrange travel so that you are in attendance for the entire meeting.
19. Follow *Robert's Rules of Order* or as determined by the chair.
20. Sign the "Church Council and Committee Operational Ethics Policy."
21. Support the mission of the ELCA through an annual financial gift to the churchwide organization.
22. Attend meetings regularly.<sup>2</sup>

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<sup>1</sup> In addition to the work of the council as a whole, each council member will be assigned to one or more council committees (Executive Committee, Budget and Finance, Legal and Constitutional Review, Planning and Evaluation, Program and Services, Board Development, Audit). Committee meetings are usually held in conjunction with council meetings. Attendance and participation is expected at each meeting.

<sup>2</sup> Attendance is expected at all duly organized meetings of the Church Council, including non-legislative meetings. If you are unable to attend a meeting, a written notice giving cause must be submitted to the Office of the Secretary prior to the commencement of the meeting. Failure to attend meetings without notice, or failure to attend a meeting without appropriate cause, may be subject to review, potential discipline, and possible removal from the council.

**Etiquette in council meetings:**

1. Be responsible for group behavior and productivity.
2. Be a proactive member.
3. Honor and welcome divergent opinions.
4. Ensure that meetings are safe places for all members, advisors and guests; report concerns to an officer.

**Council member support:**

1. Mentoring: Every newly elected council member will be assigned a mentor from the continuing members of the council for the first biennium.
2. Meeting materials are provided on a secure Church Council website (<https://community.elca.org>). Printed copies are available upon request.  
The presiding bishop is responsible for preparing the Church Council's agenda. The agenda will include information and recommendations that have been developed by churchwide units, synod councils, and churchwide officers. The agenda also reflects the actions of the Church Council during prior meetings. In the weeks prior to each meeting, you will receive a great deal of reading material. The documents are posted on Net Community for online access.
3. Meetings, travel arrangements, and hotel accommodations:
  - a. Legislative meetings are held usually in April and November of each year.
  - b. Additional meetings include a one-day meeting preceding each Churchwide Assembly and additional conference calls as needed.
  - c. Most council meetings are held at the Lutheran Center in Chicago, with room accommodations nearby.
  - d. Specific information and instructions for each meeting relevant to travel and hotel arrangements are provided prior to each meeting.
  - e. Protocol for attendance (approved by the Church Council at its November 2009 meeting): See footnote on the previous page.  
It is expected that Church Council members and advisory members will:
    - 1). Commit to being present for meetings, not missing more than one full day of a meeting nor two consecutive meetings.
    - 2). Complete reservations for travel at least one month prior to the meeting and at the lowest fare available. Travel arrangements made after the deadline must be approved by the Office of the Secretary. Additional costs due to late reservations may be charged to the member or advisor.
  - f. Within the guidelines and policies of the ELCA, all travel, room costs, and most meals are paid for by the ELCA. Expense reimbursement forms are available at each meeting and are to be submitted with all receipts. In accordance with ELCA policies, there is no reimbursement for the purchase of alcohol.

**Benefits of being a council member:**

In your service as an elected member of the Church Council, you will:

1. Gain insight into the ELCA, the life of the ELCA's churchwide expression and how the mission of the ELCA is lived out in its fullness.
2. Be inspired through worship, devotions, prayer, and in conversations with members of the staff, council, and others within this church.

3. Experience the diversity of this church and see its issues and challenges from a broader perspective.
4. Discuss, deliberate, and make recommendations about major issues facing this church.
5. Participate in the governance of this church through review of staff work and the direction of the programs and functions of this church.
6. Be regarded in your local context as one who has a good understanding of the life and mission of the ELCA.
7. Experience a sense of community among and with fellow council members, the officers of this church, and the members of the church at large, as well as with ecumenical partners.

**What you can expect as a Church Council member:**

1. Within the bounds of reason, you should feel free to contact the officers or appropriate staff person to obtain additional information to fulfill the council's duties.
2. You have the right to inspect, for reasonable purposes and at reasonable intervals, the books and records of this church and to be provided with requested data derived from them.
3. You are indemnified by the churchwide organization from liabilities or lawsuits occurring by reason of your service on the council.
4. You should and will be given ample advance notice of all board and committee meetings that you are expected to attend.
5. You have the right to dissent or abstain from voting and to have your dissent or abstention recorded.
6. You should be given a copy of minutes of all meetings of the full council and of any meeting of any committee exercising council powers.

# Part 3

## Section 3a

# Council Meeting Basics

Meetings: twice annually (April and November) at the Lutheran Center in Chicago. In years when there is a Churchwide Assembly, a pre-assembly meeting of the Council is held in the city hosting the assembly.

A list of dates for future meetings is provided on [Net Community](#).

Committees: Each member of the Church Council serves on at least one of six Church Council committees: Budget and Finance; Legal and Constitutional Review; Planning and Evaluation; and Program and Services, plus Audit and Board Development. Committees are ratified at the first meeting of each biennium, following the Churchwide Assembly. At this meeting, the Church Council also elects three of its members to serve as at-large members of the Executive Committee, in addition to the four chairpersons of the council's standing committees.

Church Council committees meet prior to each Church Council meeting. The committee reports form the basic structure for meetings of the Council, with most of the Council's business addressed through the committees. In addition to reports from the committees and the officers, the Council spends time focusing on "board development," addressing a variety of issues to strengthen its leadership as the board of directors of the Evangelical Lutheran Church in America.

### **TYPES OF MEETINGS**

Reflecting the commitment of the Evangelical Lutheran Church in America to full, informed participation of all members in the life of this church, the churchwide organization practices a pattern of open meetings. Because of the sensitive nature of some discussions—e.g., personnel issues, contract issues, or pending litigation—there will be times that the body will go into "executive session." The following information defines these two types of meeting and spells out requirements for their conduct.

#### **OPEN MEETINGS**

**Meetings that are open:** Meetings of assemblies, councils, boards, steering committees, or advisory committees, as well as work groups or task forces appointed by these elective bodies of the Evangelical Lutheran Church in America normally are conducted in open session. The proceedings of such open sessions become part of the general record of this church and are

available for historical reference and news reporting. Please click [Open Meetings](#) to access the ELCA's Open Meetings Policy.

**Conduct of business:** Actions of these elective bodies—except for matters such as personnel issues dealing with selection, evaluation, compensation or termination, certain contractual discussions, or other matters such as litigation—shall be taken in open session. Such sessions are open to those designated for participation.

**Distribution of agenda:** Agenda materials are distributed to members of such assemblies, councils, boards, steering committees, advisory committees, or other groups. In addition, agenda materials should be provided to advisory members, accredited press, invited resource persons, and necessary staff present for the meeting.

**Voice but not vote:** Advisory members of such bodies and liaison persons, as defined in the bylaws of this church, shall have voice but not vote. Press and other media representatives, interpretation persons, and staff have neither voice nor vote in the meeting. At the discretion of the chair, however, staff may be asked to speak to specific issues under discussion.

**Visitors:** Visitors present for an open meeting have no voice and no vote in the deliberations of the body. There is no obligation to provide visitors with agenda materials.

**Accredited press and media representatives:** Accreditation of press and other media representatives attending meetings of elective bodies of this church shall be established by the Mission Advancement unit.

## EXECUTIVE SESSIONS

**Purposes of executive sessions:** An "executive session" may be held to discuss personnel issues, contract proposals, or other matters such as pending litigation. These also may be referred to as "off the record" or "background" sessions.

Persons included in executive sessions:

Present for executive sessions are *voting members only* and any specific persons that the elective body has deemed necessary for the purposes of the session. These may include liaison members, ELCA-related media representatives, or other persons as invited at the discretion of the body.

**Necessary steps for executive sessions:** For such closed sessions, the following steps should be taken:

- The holding of a closed session shall be announced prior to the board or committee's entrance into such a session.
- When such a closed session is planned in advance, the chair will discuss, as early as possible, the holding of the closed session with any media representatives prior to the start of the closed session.
- When in the course of an open session a voting member requests an "off the record" or "background" session, such a request shall be made in the form of a motion and an affirmative majority vote of the group shall be required for entry into such a closed session.

## **MEDIA REPORTING**

Discussion of a topic in closed session does not preclude news reports on the topics, provided the information in those news reports is obtained outside the session. Because of the nature of what is discussed in an executive session, the chair and media representatives may agree to a delayed date for reporting on the topic.

Always remember that council members are never to divulge to anyone matters dealt with in executive session, and that when speaking with the public, press, or other individuals, no member has authority to speak for the council unless such authority is specifically granted. A primer on responding to media is available on [Net Community](#).

## **MEETING MATERIALS**

According to the ELCA's constitution, the presiding bishop is responsible for preparing the Church Council agenda. This agenda includes information and recommendations that have been developed by churchwide units and by churchwide officers, as well as requests for council action that come from synod councils or from the Churchwide Assembly. The agenda also reflects the actions of the council from prior meetings.

Because of the scheduling of various meetings, recommendations for action from these sources may arrive in the bishop's office as late as a week before the Church Council meeting. To deal with this flow of materials, the council uses an agenda system that provides *background information* for members to read at home, but retains flexibility to add new information or make necessary adjustments.

Note also that different types of supporting material will be provided at different times prior to and during meetings of the Church Council.

### *Agenda and Schedule*

This section of the agenda provides a schedule, a listing of participants, and background information and proposed recommendations for action. Most of the resolutions on which the council will vote are found in these pages, printed in boldface type.

Actions read:            **CC ACTION**  
                                 **Recommended:**    [proposed wording]

Additional or Replacement Pages: Additional pages will be uploaded prior to and during the council meeting.

### *Exhibits*

Exhibits are supporting documentation related to actions or information items listed in the agenda pages. These lettered exhibits also remain constant from meeting to meeting. Exhibits will be uploaded prior to and during the meeting. Replacement pages will be uploaded during the meeting.

### *Other documents*

The list of exhibits and other materials will be made available both prior to and during the meeting.

### **Electronic Distribution of Church Council Materials**

Church council-related materials are available online at <https://community.elca.org/NetCommunity>. Net Community provides a secure site for Church Council members, liaison bishops and staff to view and download Church Council documents. Each user's ID and password are linked to his/her profile in the ELCA database, and therefore, cannot be changed by the user. Once an ID and password are established, it is important both to remember them and to keep that information secure.

### **Placing Matters on the Church Council Agenda**

There are multiple ways that business can be proposed for consideration on the agenda of Church Council meetings, consistent with the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America* and fiduciary responsibilities of Church Council members under not-for-profit law.

They are as follows:

1. Through the presiding bishop who, in collaboration with the officers of this church and staff, is responsible for the preparation of the agenda of Church Council meetings.
2. Through the action of Synod Councils and Synod Assemblies by means of resolutions and memorials. Resolutions are processed for action by the Executive Committee, which reports to the Church Council; memorials are processed through the Memorials Committee and transmitted to the Churchwide Assembly, which can recommend that action be taken or evaluated by the Church Council.
3. Through committees of the Church Council. If issues have been assigned to a committee or if issues are consistent with the responsibilities of a committee as reflected in its charter, matters relating to these issues may be raised to the Church Council as part of a committee report.
4. Through the Executive Committee. Because the Executive Committee is composed of the officers and chairs of the other standing committees of the Church Council, council members may ask officers or committee chairs to bring issues or concerns to the Executive Committee, which can recommend their placement on the council's agenda.
5. Through "New Business" on the Church Council agenda. The agenda will contain a deadline for submission of new business. New business that is proposed by the deadline will be discussed in plenary, as time permits, and normally assigned to an appropriate committee or task force for future consideration and a report to the full council. Action on any matter of new business that is proposed by the deadline will be in order only upon the vote of two-thirds of the voting members present and voting in support of such action. Discussion of and action on any matter of new business that is proposed after the deadline will be in order only upon the vote of two-thirds of the voting members present and voting in support of such discussion and action. Regardless of the method, requests to place matters on the Church Council agenda shall be made in writing in a timely manner. Recommended actions must be stated with clarity.

### **Church Council Process Observation**

The ELCA Church Council is committed to lead the church toward racial and gender justice and full inclusion and participation. In October 2007, the ELCA Church Council began a multi-year racial justice process observation pilot as a way to address racism within the Church Council itself. Process observation is the practice of observing what happens during the process of a meeting. The

observer focuses less on content and more on the process of how the group interacts with content and with one another. Process observation is a leadership competency used both in plenary and committee sessions.

The council uses process observation to surface and identify practices, cultural norms, and behaviors among its members that impact racial and gender justice and full inclusion and participation. Once identified, these practices and cultural norms are shifted, strengthened, or eliminated to support the Church Council's meeting of this commitment.

Process observation was instituted as a regular practice of the Church Council at its November 2009 meeting.

### **Parliamentary procedure**

An explanation of parliamentary procedure and a chart of main motion is available on Net Community under [Resource Documents](#).

## Chart of Ranking Motions

Name of Motion in Order of Rank	Section	Interrupt?	Second?	Debatable?	Amendable?	Vote	Reconsider?
<i>Privileged</i>							
Fix the time to which to adjourn	22	NO	YES	NO*	YES	M	YES
Adjourn	21	NO	YES	NO*	NO*	M	NO
Take a recess	20	NO	YES	NO	YES	M	NO
Raise a question of privilege	19	YES	NO	NO	NO	CHAIR*	NO
Call for the orders of the day	18	YES	NO	NO	NO	NO*	NO
<i>Subsidiary</i>							
Lay on the table	17	NO	YES	NO	NO	M	YES(-)
Previous question	16	NO	YES	NO	NO*	2/3	YES*
Limit or extend limits of debate	15	NO	YES	NO	YES	2/3	YES
Postpone to a certain time	14	NO	YES	YES	YES	M*	YES
Commit or refer	13	NO	YES	YES	YES	M	YES*
Amend	12	NO	YES	YES*	YES*(x1)	M	YES
Postpone indefinitely	11	NO	YES	YES	NO	M	YES(+)
<i>Main motion</i>							
Main motion	10	NO	YES	YES	YES	M	YES

\* = Exceptions  
M = Majority

## Chart of Nonranking Motions

Name of Motion	Section	Interrupt?	Second?	Debatable?	Amendable?	Vote	Reconsider?
<i>Incidental</i>							
Appeal	24	YES	YES	YES	NO	M	YES
Consider by paragraph/seriatim	28	NO	YES	NO	YES	M	NO
Division of the Assembly	29	YES	NO	NO	NO	DEMAND	NO
Division of a question	27	NO	YES	NO	YES	M	NO
Nominations and polls (reopen)	31	NO	YES	NO	YES	M	YES (-)
Nominations and polls (close)	31	NO	YES	NO	YES	2/3	NO
Objection to consideration of a question	26	YES	NO	NO	NO	2/3	YES (-)
Parliamentary inquiry	33	YES	NO	NO	NO	NO-CHAIR	NO
Point of information	33	YES	NO	NO	NO	NO-CHAIR	NO
Point of order	10	YES	NO	NO*	NO	NO-CHAIR	NO
Ratify/confirm	10	NO	YES	YES	YES	M	YES
Requests to withdraw a motion, read a paper, etc.	33	YES	NO*	NO	NO	M*	YES*
Suspend the rules	25	NO	YES	NO	NO	2/3*	NO
Voting	30	NO	YES	NO*	YES	M*	YES
<i>Bring Back Motions</i>							
Discharge a committee	36	NO	YES	YES	YES	2/3*	YES(-)
Reconsider	37	YES*	YES	YES	NO	M	NO
Rescind or amend something previously adopted	35	NO	YES	YES	YES	2/3*	YES(-)
Take from the table	34	NO	YES	NO	NO	M	NO

## Section 3b

# Church Council Committees

Each member of the Church Council serves on one of the four primary Church Council committees. Each biennium, Church Council members indicate a preference for committee assignment.

Though we try to align council members' interests and the needs of the committees for expertise, experience, and balance, members cannot be guaranteed that they will be assigned their top preference. Every effort will be made, however, to match interests with committee assignments.

### **Additional information about the committees:**

1. The committees review various aspects of churchwide work and develop recommendations in their areas of responsibility for consideration by the Church Council.
2. The committees normally convene the day before the council begins its plenary sessions.
3. The committee assignments, including those of newly-elected members, will be reported in the first Church Council mailing and ratified at the first Church Council meeting of each biennium.

The committees and their responsibilities:

### **Audit Committee\***

An Audit Committee—composed of six members appointed by the Budget and Finance Committee and approved by the Church Council for two-year, renewable terms—shall assist the Budget and Finance Committee and the Church Council in fulfilling oversight of the churchwide organization's accounting and financial reporting, internal control systems, and audit functions, consistent with its responsibilities as specified in the charter recommended by the Audit Committee, reviewed by the Budget and Finance Committee, and approved by the Church Council. A minimum of two members of the Audit Committee shall be members of the Budget and Finance Committee. The chair of the Audit Committee shall be a member of the Budget and Finance Committee and shall be appointed by the chair of the Budget and Finance Committee. In consultation with the executive for administration, the Audit Committee approves the appointment and dismissal of the director for internal auditing (ELCA 14.41.E02.).

### **Board Development Committee \***

A Board Development Committee—composed of six members, at least one of whom shall be a member of the Executive Committee—shall be appointed by the Executive Committee of the Church Council for two-year, renewable terms to assist the presiding bishop and the Church Council in developing and implementing efforts to help members of the Church Council to demonstrate a comprehensive understanding of the council's role and fiduciary responsibility as the board of directors of the Evangelical Lutheran Church in America. The executive for administration shall relate to this committee, with staff services provided by the Office of the Presiding Bishop. Members appointed to the Board Development Committee shall be eligible for service on other committees of the Church Council. (ELCA 14.41.F07.)

### **Budget and Finance Committee**

A Budget and Finance Committee shall be composed of members of the Church Council elected by the council and the treasurer of this church as an *ex officio* member with voice but not vote in the committee. This committee shall have staff services provided by the Office of the Presiding Bishop and the Office of the Treasurer. The committee shall prepare and present a comprehensive budget to the Church Council for its consideration and presentation to the Churchwide Assembly. In addition, the committee shall relate to the work of the Office of the Treasurer and the Development Services unit (ELCA 14.41.A05.).

### **Executive Committee\***

The Church Council shall have an Executive Committee composed of the churchwide officers and seven members of the Church Council elected by the council. The vice president of this church shall chair this committee. The Executive Committee shall:

- a. perform those functions of the Church Council assigned to it by the Church Council;
- b. transmit resolutions from synods to the appropriate unit or units of the churchwide organization;
- c. fulfill the responsibilities of the Church Council related to nominations, with staff services for the nomination and election processes of the Church Council provided by the Office of the Secretary;
- d. provide advice and counsel for the officers;
- e. review the work of the officers and, with the absence of the salaried officers from such deliberations, set salaries of the presiding bishop, secretary and treasurer within the ranges established by the Church Council; and
- f. demonstrate concern for the spiritual, emotional, and physical well-being of the full-time salaried officers of this church (ELCA 14.41.11)

### **Legal and Constitutional Review Committee**

A Legal and Constitutional Review Committee shall be composed of members of the Church Council elected by the council, shall include the secretary of this church as an *ex officio* member with voice but not vote in the committee, and shall have staff services provided by the Office of the Secretary. This committee shall provide ongoing review of legal and constitutional matters. It shall review all proposed amendments to the constitutions, bylaws, and continuing resolutions (ELCA 14.41.B05.).

### **Planning and Evaluation Committee**

A Planning and Evaluation Committee shall be composed of members of the Church Council elected by the council and shall have staff services provided by the Office of the Presiding Bishop. This committee shall assist the presiding bishop in coordinated, strategic planning for the work of the churchwide organization. This committee also shall be responsible for the ongoing evaluation of churchwide units and the structure of the churchwide organization, making recommendations to the Churchwide Assembly through the Church Council. This committee shall establish a process for a periodic review of all churchwide units. Further, in consultation with the executive for administration, this committee shall evaluate and report annually to the Church Council and biennially to the Churchwide Assembly on how the churchwide organization complies with and implements commitments and policies adopted by the Churchwide Assembly and the Church Council (ELCA 14.41.C05.).

### **Program and Services Committee**

A Program and Services Committee shall be composed of members of the Church Council elected by the council and shall have staff services provided by the Office of the Presiding Bishop. This committee shall assist the council in assuring that churchwide purposes, policies, and objectives are being fulfilled through the programs and services of the units of the churchwide organization. All churchwide policies and strategies recommended by units that have implications for congregations, synods, other churchwide units, or institutions and agencies of this church shall be considered by this committee for recommendation to the Church Council. (ELCA 14.41.D99.).

\*These committees are in addition to the four primary Church Council committees. Council members may also be appointed or elected to serve on these committees.

Charters for Church Council Committees are reviewed, and updated as necessary, early within each biennium, including general and specific responsibilities for each committee for the biennium. The updates are consistent with the applicable continuing resolutions and often include a projected timeline for the pursuit and fulfillment of those responsibilities.

Following are links to each committee's charter:

[Audit](#)

[Board Development](#)

[Budget and Finance](#)

[Executive, Legal and Constitutional Review](#)

[Planning and Evaluation](#)

[Program and Services](#)

# Part 4

## Section 4a

# Contacting the Churchwide Organization

Evangelical Lutheran Church in America  
8765 W. Higgins Road  
Chicago, IL 60631

**Tel:** 800.638.3522 or 773.380.2700  
**Fax:** 773.380.1701 Office of the Presiding Bishop  
773-380-2977 Office of the Secretary

**Arrangements for Church Council meetings** (travel, housing, meals, and reimbursements) are handled by the Office of the Secretary. For assistance, contact:

Gail Schroeder, Senior Meeting Planner  
**Tel:** 773.380.2806  
**Fax:** 773.380.2977  
**e-mail:** [gail.schroeder@elca.org](mailto:gail.schroeder@elca.org)

**Agenda and exhibit materials** are prepared in the Office of the Presiding Bishop. For assistance with those materials, please contact:

Jodi Slattery  
Assistant to the Bishop for Governance  
**Tel:** 773.380.2599  
**Fax:** 773.380.1701  
**e-mail:** [jodi.slattery@elca.org](mailto:jodi.slattery@elca.org)

OR

John Hessian, Administrative Services Coordinator  
**Tel:** 773.380.2607  
**Fax:** 773.380-1701  
**e-mail:** [john.hessian@elca.org](mailto:john.hessian@elca.org)

For more specific information and for contacts within the churchwide organization units, please see the current *Yearbook: Evangelical Lutheran Church in America* or go to <http://www.elca.org/ELCA/Search/Find-a-Person.aspx>.

## Helpful Links

[Emergency Procedures](#) at the Lutheran Center

[Primer in responding to media or correspondence, and meeting with Synod Councils](#)

[Church Council Photo Directory](#)

[Church Council Contact Information](#)

[Church Council Meeting Dates \(2011-2017\)](#)

[Governance Information from the Office of the Secretary](#)

[Parliamentary Procedure for Council meetings](#)

[How to Access Archived Church Council Actions and Minutes](#)

[Structure of the Churchwide Organization](#)

[Personnel Policies of the Churchwide Organization](#)

### Seating Arrangement for Meetings of the Church Council

