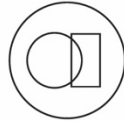


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**CROSS** ANTICIPATE THE  
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 SYNOD CONVENTION 2023



**Elections 2023—Position Descriptions**

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**President of the Wisconsin Evangelical Lutheran Synod**  
**(to be nominated by delegates at the 2023 synod convention)**

The president of the Wisconsin Evangelical Lutheran Synod (WELS) must be a pastor. He is elected for a four-year term with no limit on the number of terms. The office is full time. The president of WELS functions as the synod's pastor and chief executive officer. He represents the synod, promotes the best interest of the synod, and supervises the official conduct of all officials of the synod. He supervises the execution of synodical resolutions and oversees the total synodical operation. The president is responsible for calling synod conventions, for appointing convention committees with the advice and counsel of the vice presidents, and for reporting to synod and district conventions. He is the chairman of the Conference of Presidents and Synodical Council. He fills vacancies that may occur on the synod's presidium, boards, committees, and commissions between conventions and authorizes the installation of pastors and teachers called to administrative positions of the synod.

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**Second vice president**  
**(to be nominated by delegates at the 2023 synod convention)**

The second vice president of the Wisconsin Evangelical Lutheran Synod must be a parish pastor. He is elected for a four-year term with no limit on the number of terms. The office is part time. The second vice president assists the president and carries out assignments determined by the president and those prescribed in the bylaws of the synod. He serves on the Conference of Presidents and as the corporate secretary of the Wisconsin Evangelical Lutheran Synod.

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**Board for World Missions member**

The position of a member of the Board for World Missions (BWM) shall be filled by a pastor, teacher, or layman as designated for each specific position. The term of office shall be four years, and an incumbent may succeed himself twice.

**Requirements for BWM voting member**

Personal qualifications:

1. Age ~ 35-70 years old in good health.
2. Member in good standing of a local WELS church.
3. Experience in cross-cultural and world missions.
4. Cultural sensitivity.

5. Time and ability to travel to a different world mission field at least once a year for approximately two weeks, to attend meetings approximately eight days per year plus travel as required, and to spend one to two weeks per year reviewing and generating documents and reports as required.
6. Flexible schedule.
7. Heart for the lost souls of the world.
8. Willingness and ability to constantly learn about world missions.

Professional skills:

1. Have regular, reliable access to high-speed dial-up for computer communications and must have computer hardware and software in place to send, receive, print, and review documents in any of the formats included in the MS Office Professional software program package (e.g. Word, Excel, PowerPoint, Access, Outlook and Publisher) and Adobe Acrobat documents.
2. Administrative skills to include delegation, time-management, decision-making, financial analysis, being a team member.
3. Capable of representing the synod to its constituents to promote World Missions.
4. Capable of working with Home Missions, Ministerial Education and Congregational Services on overlapping projects and priorities.

A board member will serve World Missions well if he:

1. Sees his election or appointment as a privilege and an opportunity to serve the kingdom of Christ with the talents and gifts that his fellow believers have observed in him.
2. Avails himself of every opportunity to grow and mature in faith through regular connection with the means of grace in Word and sacrament.
3. Reviews often the list of qualifications for Christian leadership and the expectations of Christian leaders recorded in 1 Timothy 3.
4. Enters into the role of board member with a sense of accepting a share of the mantle of responsibility for the mission, purpose, and goals of World Missions.
5. Feels a compelling desire to make a meaningful contribution in promoting the advancement of World Missions toward its fullest potential.
6. Makes a commitment to grow in his understanding of the complex workings of World Missions through attendance and participation at board and committee meetings and through appropriate personal inquiry and study.
7. Is dedicated to the mission and purpose of World Missions to the point of personal sacrifice.
8. Assigns among the competing interests of his own life a high priority to serving the World Missions area of ministry.
9. Is willing to support World Missions through personal generosity and through a willingness to enlist the support of others, being secure in the belief that the worth of what World Missions accomplishes through its ministry in the world is deserving of consideration by anyone.

10. Believes that any notion of honor associated with being a board member results from effective service to the Board for World Missions and, most important, faithful service to our Lord.
11. Seeks to inspire by personal example an enthusiasm in others to join in support of World Missions.
12. Understands that the authority of a board member lies only in the right to vote at meetings and that the board has employed and vested in the administrative staff the authority to administer the World Missions area of ministry.
13. Understands that loyal support of the administrators of the World Missions office, for so long as they serve as such, is fundamental to the success and progress of World Missions.
14. Takes the job as well as the position.

Each member of the Board for World Missions (BWM) should expect to:

1. Receive a clear picture of his role and responsibilities prior to agreeing to stand for election or to accept appointment to serve on the BWM. A job description should be available to nominating committees and the synod presidium during the nominating process.
2. Receive a comprehensive orientation and introduction to WELS World Missions, its staff, and other members of the BWM.
3. Be asked to accept responsibilities that are important to the World Missions area of ministry and appropriate to the abilities and interests of the BWM member.
4. Have questions and requests responded to promptly and thoroughly by the administrator or chairman of the BWM or the appropriate member of an administrative committee.
5. Be taken seriously by other BWM members and staff when making suggestions or providing information.
6. Be provided thorough, ongoing orientation as a continuing member to enable him to succeed in accomplishing all tasks and meeting responsibilities.
7. Receive board meeting materials one week in advance of all meetings.
8. Receive essential information about the BWM and each administrative committee's mission, vision, goals, activities, objectives, budgets, and financial position and be kept informed about the status and progress of each.
9. Have his time commitment respected and maximized.
10. Receive regular communications and reports from the administrator or BWM chairman necessary to monitor the progress toward key World Mission objectives.
11. Be given appropriate thanks and recognition for his voluntary service and philanthropic support.
12. Be consulted with by the executive committee regarding the performance of the BWM administrator.
13. Know that the BWM will remove members in an appropriate way who are not fulfilling their responsibilities.

14. Be asked to evaluate the overall BWM's performance and his individual performance on the BWM annually.
  15. Be asked annually, in a personalized manner, to provide financial support for WELS World Missions in general and specific mission fields in particular.
  16. Receive invitations to the World Missions' special events held locally or in one's own geographic area.
  17. Be asked to speak in WELS settings (e.g. congregations, conferences, conventions, retreats) about the positive contribution being made by World Missions.
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### **Board for Ministerial Education member**

The chairman of the Board for Ministerial Education (BME) serves a four-year term and may succeed himself twice. He must be a parish pastor and is accountable to the board and to the Synodical Council through the president. The chairman is a voting member of the BME.

The chairman and all members must possess spiritual maturity, be active in their local congregations, be willing to attend local and district conferences and other meetings as representatives of WELS Ministerial Education and be able to spend approximately three days per year away from home on synodical business. They must have regular, reliable access to high speed dial-up for computer communications and must have computer hardware and software in place to send, receive, print, and review documents in any of the formats included in the MS Office Professional software program package (e.g. Word, Excel, PowerPoint, Access, Outlook and Publisher).

A board member will serve Ministerial Education well if he:

1. Sees his election or appointment as a privilege and an opportunity to serve the kingdom of Christ with the talents and gifts that his fellow believers have observed in him.
2. Avails himself of every opportunity to grow and mature in faith through regular connection with the means of grace in Word and sacrament.
3. Reviews often the list of qualifications for Christian leadership and the expectations of Christian leaders recorded in 1 Timothy 3.
4. Enters into the role of board member with a sense of accepting a share of the mantle of responsibility for the mission, purpose, and goals of Ministerial Education.
5. Feels a compelling desire to make a meaningful contribution in promoting the advancement of ministerial education toward its fullest potential.
6. Makes a commitment to grow in his understanding of the complex workings of Ministerial Education through attendance and participation at board and committee meetings and through appropriate personal inquiry.
7. Is dedicated to the mission and purpose of ministerial education to the point of personal sacrifice.

8. Assigns among the competing interests of his own life a high priority to serving the Ministerial Education area of ministry.
9. Is willing to support Ministerial Education and the schools that make up the ministerial school system through personal generosity and through a willingness to enlist the support of others, being secure in the belief that the worth of what Ministerial Education accomplishes through its graduates and the impact of their ministry on the world are deserving of consideration by anyone.
10. Believes that any notion of honor associated with being a board member results from effective service to the BME and, most important, faithful service to our Lord.
11. Seeks to inspire by personal example an enthusiasm in others to join in support of ministerial education.
12. Understands that the authority of a board member lies only in the right to vote at meetings and that the board has employed and vested in the administrative staff the authority to administer the Ministerial Education area of ministry.
13. Understands that loyal support of the administrators of the BME office and the ministerial schools, for so long as they serve as such, is fundamental to the success and progress of ministerial education.

Each member of the Board for Ministerial Education (BME) should expect to:

1. Receive a clear picture of his role and responsibilities prior to agreeing to stand for election or to accept appointment to serve on the BME. A job description should be available to nominating committees and the synod presidium during the nominating process.
2. Receive a comprehensive orientation and introduction to WELS Ministerial Education, its staff, and other members of the BME.
3. Be asked to accept responsibilities that are important to the Ministerial Education area of ministry and appropriate to the abilities and interests of the BME member.
4. Serve on one or more committees of the BME that is of interest to the new member and of service to ministerial education.
5. Have questions and requests responded to promptly and thoroughly by the administrator or chairman of the BME or the appropriate member of a WELS ministerial school.
6. Be taken seriously by other BME members and staff when making suggestions or providing information.
7. Be provided thorough, ongoing orientation as a continuing member to enable him to succeed in accomplishing all tasks and meeting responsibilities.
8. Receive board meeting materials one week in advance of all meetings.
9. Receive essential information about the BME and each ministerial school's mission, vision, goals, activities, objectives, budgets, and financial position and be kept informed about the status and progress of each.
10. Have his time commitment respected and maximized.
11. Receive regular communications and reports from the administrator or BME chairman necessary to monitor the progress toward key institutional objectives.

12. Be given appropriate thanks and recognition for his voluntary service and philanthropic support.
  13. Be consulted with by the executive committee regarding the performance of the BME administrator.
  14. Know that the BME will remove members in an appropriate way who are not fulfilling their responsibilities.
  15. Be asked to evaluate the overall BME's performance and his individual performance on the BME annually.
  16. Be asked annually, in a personalized manner, to provide financial support for WELS Ministerial Education in general and for the ministerial schools in particular.
  17. Receive invitations to the ministerial schools' special events held locally or in one's own geographic area.
  18. Be asked to speak in WELS settings (e.g. congregations, conferences, conventions, retreats) about the positive contribution being made by the ministerial schools.
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### **Ministerial school governing board chairman**

The chairman of a ministerial school governing board must be a parish pastor. He serves a four-year term and may succeed himself twice. The chairman represents his school on the Board for Ministerial Education as a voting member.

In his role as governing board chairman, he presides over the meetings of his school's governing board, sees to it that an agenda is prepared for all meetings, serves as the chairman of his governing board's executive committee, and is responsible for determining that his school's president discharges his responsibilities properly and that the president is functioning within the framework of his position description. He meets or communicates weekly with the school president and functions as the governing board's representative at official school events (e.g. opening service, anniversary celebrations, graduation).

In his role as his school's voting representative on the Board for Ministerial Education, he is expected to attend all BME meetings (usually one day of meetings in the Midwest annually).

He will spend approximately 20 days per year away from home on synodical or school business. He must have regular, reliable access to high speed dial-up for computer communications and must have computer hardware and software in place to send, receive, print, and review documents in any of the formats included in the MS Office Professional software program package (e.g. Word, Excel, PowerPoint, Access, Outlook and Publisher).

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## **Commission on Congregational Counseling chairman**

The Commission on Congregational Counseling (CCC) is a part of Congregational Services. The commission works with congregations and districts to provide advice, expertise, and resources that will enable congregations to address problems and seize opportunities as they carry out their mission. The chairman of the CCC should have experience and ability in providing evangelical leadership to congregations as they carry out their ministry. He should also have strong organizational and communication skills. He is elected for a term of four years and may succeed himself twice.

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## **Commission on Worship chairman**

Those standing for election as chairman of the Commission on Worship (C/W) should be knowledgeable in the style, the forms, and the setting of worship; in preaching; in liturgical orders and rites; in church music for the congregation, choir, soloists, and instruments; in architecture and ecclesiastical arts. The chairman of the C/W is elected by the synod in convention. He serves a four-year term and may succeed himself twice. He is accountable to the Conference of Presidents. The chairman of the Commission on Worship presides over the meetings of C/W. He works with members of the C/W to help establish vision and direction for the commission's work.

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## **Commission on Special Ministries chairman**

The chairman of the Commission on Special Ministries must be spiritually mature, possess a deep love for people with special needs, and be in good standing with his local congregation and WELS.

The chairman is accountable to the Conference of Presidents. He will work together with the director and members of the commission to establish vision and direction for the commission's work. He will work closely with the commission director and executive committee to carry out the mission and objectives of the commission, which includes equipping and encouraging the 12 district Special Ministries committees.

He is responsible to supervise the work of commission subcommittees, each of which focuses on a different area of special ministry (each subcommittee has its own chairman). Current commission subcommittees include:

1. Care Committee for Called Workers
2. Mission to the Deaf and Hard of Hearing
3. Health and Wellness Committee
4. Committee on Mental Health Needs
5. Military Services Committee
6. Prison Ministry Committee
7. Intellectual and Developmental Disabilities Ministry
8. Mission to the Visually Impaired

The chairman will preside over one or more face-to-face meetings of the commission each year and one or more teleconferences. He will serve a term of four years and may succeed himself twice.

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## **Commission on Discipleship chairman**

As part of Congregational Services, the Commission on Discipleship provides resources, encouragement, and training to assist congregations as they seek to strengthen individuals and families in their connection to Christ and their ongoing walk of faith. The chairman should demonstrate a passion for the spiritual nurturing of all members of the family: children, teens, and adults of all ages. He should have demonstrated skills in personal relations, communication, and visionary leadership. The chairman will work closely with the commission's director, vice-chair, and commission members in developing, evaluating, planning, and implementing their work to serve congregations here and around the world. He is elected for a term of four years and may succeed himself twice.

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## **Board of Appeals member**

The synod's Board of Appeals is composed of 10 members: a chairman (must be a pastor), three pastors, three teachers, and three laymen. Members' terms are four years, and members may succeed themselves twice. Members of the Board of Appeals may hold other elective or appointed offices. A five-person Board of Appeals panel is formed to decide each appeal. The chairman or his designee plus four board members selected by the chairman make up a Board of Appeals panel. The decision of a Board of Appeals panel is the final disposition of any appeal.