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Other materials required:
   2016 Synod Assembly Tentative Schedule
   Eastern North Dakota Synod Constitution
   2015 Eastern North Dakota Synod Assembly Minutes

Available online: www.eandsynod.org
Rules of Procedure for Eastern North Dakota Synod Assembly

1. The agenda and the rules of procedure will be adopted at the first session of the assembly. Once adopted, they may only be changed by a two-thirds vote of the assembly.

2. Official voting members are to be seated at tables on the plenary floor. Persons granted voice, but not vote [S7.23.] may also be seated on the floor. Visitors are welcome to sit on the floor but will be designated with a different colored name tag.

3. One-half of the members of the Synod Assembly shall constitute a quorum [S7.14.].

4. If the lack of a quorum prevents action on any item of business, the disposition of which is essential for the ongoing work of the synod, that matter shall be referred to the Synod Council for action, and the action of the Synod Council shall be binding on the synod.

5. How to make a motion:
   a) The motion, amendment or referral must be in writing (forms available at the business table). Keep one copy, send one to the assembly chairperson.
   b) Address the chairperson, “Mr. or Ms. Chairperson,” to be recognized. Give your name, congregation, and city.
   c) State your motion, “I move that . . .”.
   d) As a general rule, every motion shall be seconded.
   e) The chairperson will restate the motion as made and seconded before it is debated.

6. Unless otherwise determined by a two-thirds vote of the assembly, all speeches in general discussion shall be limited to two minutes, and no person shall speak more than twice on the same subject.

7. Only resolutions received 30 days prior to the assembly and distributed two weeks prior to the assembly shall come before the synod assembly with the exception of resolutions dealing with events or issues originating within 50 days prior to and including the assembly. The exceptional resolutions will be reviewed by the Resolutions Committee, if received prior to the assembly, or by Committee on Reference and Counsel, if submitted at the assembly, to ascertain whether it is permissible to grant exceptional status.

8. A Committee on Reference and Counsel (two clergy and three laypersons) shall be appointed by the bishop and announced at the first session of the assembly. Its duties shall be:
   a) To review all resolutions of a general character which are not germane to the pending question or report. The proposer shall submit the resolution to the synod secretary or to the committee. Resolutions submitted by voting members shall be reviewed by the Committee on Reference and Counsel, which when reporting to the synod assembly may move:
      1) to adopt the resolution as submitted by (voting member’s name).
      2) to adopt the resolution, proposed by (voting member’s name) as amended by the Committee on Reference and Counsel.
      3) to refer the resolution, submitted by (voting member’s name) to the Synod Council for (specify expectation).
      4) to adopt the substitute resolution for the resolution submitted by (voting member’s name).
      5) to decline the resolution as proposed by (voting member’s name).
   b) To recommend special orders for hearing by voting members
   c) To grant or deny permission to distribute printed material not issued from the synod secretary.
   d) To give such assistance to the chairperson as may be desired in the course of the assembly.
   In reviewing proposed memorials, resolutions, and main motions, the Reference and Counsel Committee may edit, prepare an alternative memorial, resolution, or motion, or consolidate into a single proposed action multiple memorials, resolutions, or main motions on the same or similar subjects. Whenever the Reference and Counsel Committee recommends an edited or alternative memorial, resolution, or motion, the report to the assembly shall contain the text of the original motion.

9. No resolution shall be accepted by the Committee on Reference and Counsel after May 10th, 2016 without two-thirds vote of approval by the assembly.
10. The following election process shall be followed:
   a) The Nominating Committee shall present a slate of candidates for each vacancy to be filled by election [S9.03.01, 9.05, 9.06].
   b) Nominations in addition to those submitted may be made from the floor by any voting member. *Nominations for the Synod Secretary will be accepted from the floor until 12:00pm (noon) on Saturday, June 4th, 2016.*
   c) All elections shall be by ballot. Except where otherwise provided, a majority of votes cast on any ballot shall elect.
   d) If more than two persons are nominated for any position and there is no election on the first ballot, the two candidates receiving the highest number of votes on the first ballot shall be candidates on the succeeding ballot.
   e) The result of each ballot in every election shall be announced in detail to the assembly.

11. The latest edition of Robert’s Rules of Order shall govern parliamentary procedure of this Synod Assembly, except as otherwise provided in the constitution or bylaws of the Evangelical Lutheran Church in America or of the Eastern North Dakota Synod.

12. Rostered leaders serving under contract who are currently rostered in a different synod shall have voice, but not vote, at this assembly.
## Parliamentary Procedure ... At a Glance

<table>
<thead>
<tr>
<th></th>
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</tr>
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<tbody>
<tr>
<td>ADJOURN MEETING</td>
<td>“I move we adjourn”</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Majority</td>
<td>No</td>
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<tr>
<td>CALL AN INTERMISSION</td>
<td>“I move we recess for…”</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Majority</td>
<td>No</td>
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<tr>
<td>COMPLAIN ABOUT HEAT, NOISE, ETC</td>
<td>“I rise to a question of privilege”</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No vote</td>
<td>No</td>
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<tr>
<td>TEMPORARILY TABLE A MOTION</td>
<td>“I move to table the motion”</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Majority</td>
<td>No</td>
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<tr>
<td>END DEBATE/ CALL THE VOTE</td>
<td>“I move the previous question”</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>2/3</td>
<td>No</td>
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<tr>
<td>POSTPONE DISCUSSION FOR A CERTAIN TIME</td>
<td>“I move to postpone the discussion until…”</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
<td>Yes</td>
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<tr>
<td>GIVE CLOSER STUDY TO ISSUE</td>
<td>“I move we refer the matter to committee…”</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
<td>Yes</td>
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<tr>
<td>AMEND A MOTION</td>
<td>“I move we amend the motion by…”</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
<td>Yes</td>
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<tr>
<td>INTRODUCE BUSINESS</td>
<td>“I move that…”</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
<td>Yes</td>
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<td>PROTEST A BREACH OF RULES</td>
<td>“I rise to a point of order”</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No vote</td>
<td>No</td>
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<tr>
<td>SUSPEND RULES TEMPORARILY</td>
<td>“I move that we suspend the rules so that…”</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>2/3</td>
<td>No</td>
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<tr>
<td>VOTE ON A RULING OF THE CHAIR</td>
<td>“I appeal from the chair’s decision”</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Majority</td>
<td>Yes</td>
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<tr>
<td>TAKE UP A MATTER PREVIOUSLY TABLED</td>
<td>“I move to take from the table…”</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Majority</td>
<td>No</td>
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<tr>
<td>RECONSIDER A HASTY ACTION</td>
<td>“I move to reconsider the vote on…”</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Majority</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>
For Fair and Orderly Meetings & Conventions

Provides common rules and procedures for deliberation and debate in order to place the whole membership on the same footing and speaking the same language. The conduct of ALL business is controlled by the general will of the whole membership - the right of the deliberate majority to decide. Complementary is the right of at least a strong minority to require the majority to be deliberate - to act according to its considered judgment AFTER a full and fair “working through” of the issues involved. Robert’s Rules provides for constructive and democratic meetings, to help, not hinder, the business of the assembly. Under no circumstances should “undue strictness” be allowed to intimidate members or limit full participation.

The fundamental right of deliberative assemblies require all questions to be thoroughly discussed before taking action!

The assembly rules - they have the final say on everything!
Silence means consent!

- Obtain the floor (the right to speak) by being the first to stand when the person speaking has finished; state Mr./Madam Chairman. Raising your hand means nothing, and standing while another has the floor is out of order! Must be recognized by the Chair before speaking!
- Debate can not begin until the Chair has stated the motion or resolution and asked "are you ready for the question?" If no one rises, the chair calls for the vote!
- Before the motion is stated by the Chair (the question) members may suggest modification of the motion; the mover can modify as he pleases, or even withdraw the motion without consent of the seconder; if mover modifies, the seconder can withdraw the second.
- The "immediately pending question" is the last question stated by the Chair! Motion/Resolution - Amendment - Motion to Postpone
- The member moving the "immediately pending question" is entitled to preference to the floor!
- No member can speak twice to the same issue until everyone else wishing to speak has spoken to it once!
- All remarks must be directed to the Chair. Remarks must be courteous in language and deportment - avoid all personalities, never allude to others by name or to motives!

The agenda and all committee reports are merely recommendations! When presented to the assembly and the question is stated, debate begins and changes occur!

The Rules

- **Point of Privilege:** Pertains to noise, personal comfort, etc. - may interrupt only if necessary!
- **Parliamentary Inquiry:** Inquire as to the correct motion - to accomplish a desired result, or raise a point of order
- **Point of Information:** Generally applies to information desired from the speaker: “I should like to ask the (speaker) a question.”
- **Orders of the Day** (Agenda): A call to adhere to the agenda (a deviation from the agenda requires Suspending the Rules)
- **Point of Order:** Infraction of the rules, or improper decorum in speaking. Must be raised immediately after the error is made
- **Main Motion:** Brings new business (the next item on the agenda) before the assembly
- **Divide the Question:** Divides a motion into two or more separate motions (must be able to stand on their own)
**Consider by Paragraph:** Adoption of paper is held until all paragraphs are debated and amended and entire paper is satisfactory; after all paragraphs are considered, the entire paper is then open to amendment, and paragraphs may be further amended. Any Preamble can not be considered until debate on the body of the paper has ceased.

**Amend:** Inserting or striking out words or paragraphs, or substituting whole paragraphs or resolutions

**Withdraw/Modify Motion:** Applies only after question is stated; mover can accept an amendment without obtaining the floor

**Commit /Refer/Recommit to Committee:** State the committee to receive the question or resolution; if no committee exists include size of committee desired and method of selecting the members (election or appointment).

**Extend Debate:** Applies only to the immediately pending question; extends until a certain time or for a certain period of time

**Limit Debate:** Closing debate at a certain time, or limiting to a certain period of time

**Postpone to a Certain Time:** State the time the motion or agenda item will be resumed

**Object to Consideration:** Objection must be stated before discussion or another motion is stated

**Lay on the Table:** Temporarily suspends further consideration/action on pending question; may be made after motion to close debate has carried or is pending

**Take from the Table:** Resumes consideration of item previously "laid on the table" - state the motion to take from the table

**Reconsider:** Can be made only by one on the prevailing side who has changed position or view

**Postpone Indefinitely:** Kills the question/resolution for this session - exception: the motion to reconsider can be made this session

**Previous Question:** Closes debate if successful - may be moved to "Close Debate" if preferred

**Informal Consideration:** Move that the assembly go into "Committee of the Whole" - informal debate as if in committee; this committee may limit number or length of speeches or close debate by other means by a 2/3 vote. All votes, however, are formal.

**Appeal Decision of the Chair:** Appeal for the assembly to decide - must be made before other business is resumed; NOT debatable if relates to decorum, violation of rules or order of business

**Suspend the Rules:** Allows a violation of the assembly's own rules (except Constitution); the object of the suspension must be specified

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<table>
<thead>
<tr>
<th>Name of Motion in Order of Rank</th>
<th>Section</th>
<th>Interrupt?</th>
<th>Second?</th>
<th>Debatable?</th>
<th>Amendable?</th>
<th>Vote</th>
<th>Reconsider?</th>
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<td><strong>Privileged</strong></td>
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<td>Fix the time to which to adjourn</td>
<td>22</td>
<td>NO</td>
<td>YES</td>
<td>NO*</td>
<td>YES</td>
<td>M</td>
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<td>Adjourn</td>
<td>21</td>
<td>NO</td>
<td>YES</td>
<td>NO*</td>
<td>NO*</td>
<td>M</td>
<td>NO</td>
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<td>Take a recess</td>
<td>20</td>
<td>NO</td>
<td>YES</td>
<td>NO</td>
<td>YES</td>
<td>M</td>
<td>NO</td>
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<td>Raise a question of privilege</td>
<td>19</td>
<td>YES</td>
<td>NO</td>
<td>NO</td>
<td>NO</td>
<td>CHAIR*</td>
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<td>Call for the orders of the day</td>
<td>18</td>
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<td>NO</td>
<td>NO</td>
<td>NO*</td>
<td>NO*</td>
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<td><strong>Subsidiary</strong></td>
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<td>Lay on the table</td>
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<td>YES</td>
<td>NO</td>
<td>NO</td>
<td>M</td>
<td>YES(-)</td>
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<td>Previous question</td>
<td>16</td>
<td>NO</td>
<td>YES</td>
<td>NO</td>
<td>NO*</td>
<td>2/3</td>
<td>YES*</td>
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<td>Limit or extend limits of debate</td>
<td>15</td>
<td>NO</td>
<td>YES</td>
<td>NO</td>
<td>YES</td>
<td>2/3</td>
<td>YES</td>
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<td>Postpone to a certain time</td>
<td>14</td>
<td>NO</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>M*</td>
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<td>Commit or refer</td>
<td>13</td>
<td>NO</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>M</td>
<td>YES*</td>
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<tr>
<td>Amend</td>
<td>12</td>
<td>NO</td>
<td>YES</td>
<td>YES*</td>
<td>YES*(x1)</td>
<td>M</td>
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<td>Postpone indefinitely</td>
<td>11</td>
<td>NO</td>
<td>YES</td>
<td>YES</td>
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<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>M</td>
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<td>Name of Motion</td>
<td>Section</td>
<td>Interrupt?</td>
<td>Second?</td>
<td>Debatable?</td>
<td>Amendable?</td>
<td>Vote</td>
<td>Reconsider?</td>
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<td>Appeal</td>
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<td>Consider by paragraph/seriatim</td>
<td>28</td>
<td>NO</td>
<td>YES</td>
<td>NO</td>
<td>YES</td>
<td>M</td>
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<td>Division of the Assembly</td>
<td>29</td>
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<td>NO</td>
<td>NO</td>
<td>NO</td>
<td>DEMAND</td>
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<td>Division of a question</td>
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<td>NO</td>
<td>YES</td>
<td>NO</td>
<td>YES</td>
<td>M</td>
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<td>Nominations and polls (reopen)</td>
<td>31</td>
<td>NO</td>
<td>YES</td>
<td>NO</td>
<td>YES</td>
<td>M</td>
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<td>Nominations and polls (close)</td>
<td>31</td>
<td>NO</td>
<td>YES</td>
<td>NO</td>
<td>YES</td>
<td>2/3</td>
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<td>Objection to consideration of a question</td>
<td>26</td>
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<td>NO</td>
<td>NO</td>
<td>NO</td>
<td>2/3</td>
<td>YES (-)</td>
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<td>Parliamentary inquiry</td>
<td>33</td>
<td>YES</td>
<td>NO</td>
<td>NO</td>
<td>NO</td>
<td>NO-CHAIR</td>
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<td>Point of information</td>
<td>33</td>
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<td>NO-CHAIR</td>
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<td>Point of order</td>
<td>10</td>
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<td>NO</td>
<td>NO*</td>
<td>NO</td>
<td>NO-CHAIR</td>
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<td>Ratify/confirm</td>
<td>10</td>
<td>NO</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>M</td>
<td>YES</td>
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<td>Requests to withdraw a motion, read a paper, etc.</td>
<td>33</td>
<td>YES</td>
<td>NO*</td>
<td>NO</td>
<td>NO</td>
<td>M*</td>
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<td>Suspend the rules</td>
<td>25</td>
<td>NO</td>
<td>YES</td>
<td>NO</td>
<td>NO</td>
<td>2/3*</td>
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<td>Voting</td>
<td>30</td>
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<td>YES</td>
<td>NO*</td>
<td>YES</td>
<td>M*</td>
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<td><strong>Bring Back Motions</strong></td>
<td></td>
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<td>Discharge a committee</td>
<td>36</td>
<td>NO</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>2/3*</td>
<td>YES(-)</td>
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<tr>
<td>Reconsider</td>
<td>37</td>
<td>YES*</td>
<td>YES</td>
<td>YES</td>
<td>NO</td>
<td>M</td>
<td>NO</td>
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<td>Rescind or amend something previously adopted</td>
<td>35</td>
<td>NO</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>2/3*</td>
<td>YES(-)</td>
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<tr>
<td>Take from the table</td>
<td>34</td>
<td>NO</td>
<td>YES</td>
<td>NO</td>
<td>NO</td>
<td>M</td>
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</tr>
</tbody>
</table>
For ratification:
**RESOLUTION #1  Bishop’s Election Process**

**WHEREAS,** it is desirable for the synod to have adequate time to successfully prepare for an election process; and

**WHEREAS,** the Eastern North Dakota Synod’s current constitution does not require a date for notification from a sitting Bishop regarding their sense of call to serve another term; and

**WHEREAS,** without a timeframe in place, it is challenging for the Nominating Committee to successfully uphold the current constitutional requirements for the synodical Bishop Election process; therefore be it

**RESOLVED,** that we amend the current constitution, S9.04, part a, to require that a sitting Bishop must submit written notification to the Synod Nominating Committee at least 120 days prior to Synod Assembly as to his/her intentions for seeking another term; and be it further

**RESOLVED,** that if the motion carries, part a-h in the current constitution would become part b-i; and be it further

**RESOLVED,** that if a sitting Bishop does not feel called to seek another term as synodical Bishop, the nominating committee would move forward with the Bishop’s election procedures outlined in part b-I.

Submitted by the Nominating Committee

---

For ratification:
**Resolution #2  Bishop’s Election Process: Amendment to S9.04c**

**WHEREAS,** it is desirable for the synod to have adequate information available for the synod to prepare for an election process; and

**WHEREAS,** there has been concern raised at the conference level regarding the lack of information available about candidates who have been brought forward for consideration for synodical Bishop; therefore be it

**RESOLVED,** that basic biographical information would be made available at the conference assemblies for each of the candidates being brought forward for consideration for synodical Bishop.

Submitted by the Nominating Committee
For ratification:

**RESOLUTION #3  Bishop’s Election Process: Amendment to S9.04c**

WHEREAS, it is desirable to leave room for the Holy Spirit to work in the midst of our synod’s election process; and

WHEREAS, currently, at the conference assemblies there is not an option for a write in candidate for the position of synodical Bishop; therefore be it

RESOLVED, that any voting member at the conference assembly may submit the name of any ordained minister of the Evangelical Lutheran Church in America as a nominee for consideration for the position of synodical Bishop.

Submitted by the Nominating Committee

---

For ratification:

**RESOLUTION #4  A Resolution to Rename the Devils Lake Conference**

WHEREAS, it has been customary to name a Conference of the Eastern North Dakota Synod of the ELCA by the largest community within its boundaries; and

WHEREAS, other factors may also be considered in naming the conference such as natural resources (i.e. “Prairie Rose”) or geographical features; and

WHEREAS, the body of water from which the city of Devils Lake receives its name has had a tremendous and lasting economic as well as geographical impact within the area of that conference as well as portions of other jurisdictions; and

WHEREAS, the Dakota name for this body of water (Mni Wakan) has been mistranslated into English as “Devils Lake”, while a more proper translation is “Spirit Lake”; therefore be it

RESOLVED, that the Eastern North Dakota Synod of the ELCA, out of respect for, and in solidarity with the First Peoples who gave the Lake its proper name and used it for themselves, is requested by the undersigned to rename the Devils Lake Conference as the Spirit Lake Conference of the Eastern North Dakota Synod of the ELCA.

Respectfully submitted by the rostered leaders of the Devils Lake Conference congregations
RESOLUTION #5  2017 Compensation and Benefits Guidelines for Pastors and Lay Rostered Leaders

WHEREAS, congregations of the Eastern North Dakota Synod request and appreciate the aid and counsel of their companion congregations in this synod and synod leadership in ascertaining fair, equitable, and adequate compensation and benefits for pastors and professional staff; and

WHEREAS, the Eastern North Dakota Synod Council has discussed and approved these guidelines and commends them to the 2016 Eastern North Dakota Synod Assembly and to the congregations of this synod for deliberation and use; therefore be it

RESOLVED, that the 2016 Eastern North Dakota Synod Assembly adopt, approve, and commend to the congregations of this synod these guidelines; and be it further

RESOLVED, that this assembly approve the publication and distribution of these “Guidelines” to congregations of this synod through the usual and appropriate means employed by the synod office.

Submitted by the Eastern North Dakota Synod Council

RESOLUTION #6  REPUTIDAIION OF THE DOCTRINE OF DISCOVERY

WHEREAS, we confess with our Native sisters and brothers that the whole of Creation is God’s work, that God declares it all as good, and that God’s Spirit dwells within it; and

WHEREAS, we confess that Jesus Christ became incarnate in human form to show God’s love and mercy to all humanity, in all its variety, and to every race and people on every continent of the earth; and

WHEREAS, we acknowledge with pain and regret the damage done to the indigenous inhabitants of the Americas by the European conquest and migration to what Europeans called a “new world,” but which was in reality already the homeland of many peoples; and

WHEREAS, we recognize that Christian churches were and remain complicit in that conquest, migration and dispossession, and that Christian churches helped develop conceptions of Native peoples that blamed them for their own ills and that continue to perpetuate prejudice and injustice against them and their descendants; and

WHEREAS, we deplore and reject the so-called “doctrine of discovery”: the legal principle, originating with Pope Alexander VI in 1493 and further entrenched in U.S. federal law in Johnson v. McIntosh (1823), that Native inhabitants have no property or any other rights which colonizing European nations and their sovereigns are bound to respect; a principle that promotes the myth that the Americas were a largely empty land that European conquerors and migrants had a right to claim, occupy, and possess simply by virtue of their Christianity and their European civilization; therefore be it

RESOLVED, that the 2016 Eastern North Dakota Synod Assembly explicitly and clearly repudiates the European Christian-derived “doctrine of discovery” with its continuing impact upon tribal
governments and individual tribal members to this day, acknowledges and repents of its
complicity in the evils of colonialism in the Americas, and memorializes the 2016 ELCA
Churchwide Assembly to join with the Evangelical Lutheran Church in Canada, The Episcopal
Church, The United Church of Christ, The United Methodist Church, and The Moravian Church in
doing the same; and be it further

RESOLVED, that the 2016 Eastern North Dakota Synod Assembly memorializes the 2016 ELCA Churchwide
Assembly to join it in offering herewith a statement of repentance and reconciliation to Native
nations in this country for damage done in the name of Christianity and “civilization,” requesting
the Office of the Presiding Bishop to plan an appropriate ELCA national ceremony of
repentance and reconciliation with tribal leaders, and provide resources for similar synodical
and congregational observances with local tribal leaders, at all such times and places as are
appropriate; and be it further

RESOLVED, that the 2016 Eastern North Dakota Synod Assembly memorializes the 2016 ELCA Churchwide
Assembly to request that the ELCA, with the help of Native communities, commit itself to the
development of resources in the next triennium, to help its congregations and people
understand and reduce the negative impact of the “doctrine of discovery” and its
consequences for Native people in North America; and be it further

RESOLVED, that the 2016 Eastern North Dakota Synod Assembly memorializes the 2016 ELCA Churchwide
Assembly to request that the ELCA Congregational and Synodical Mission Unit bring forward to
the 2019 Churchwide Assembly a renewed strategy for ministry with Native people in the ELCA
and accompaniment with North American Native communities generally, with a particular
commitment to long-term, stable funding of ELCA American Indian and Alaska Native ministries,
increasing partnerships with congregations and synods in the ELCA, and promoting efforts with
the Native communities within which our congregations and synods reside.

Submitted by Hunger and Justice Committee

RESOLUTION #7   ELCA WORLD HUNGER RESOLUTIONS

WHEREAS, a major portion of the current five-year “Campaign For The ELCA, Always Being Made New” will
be devoted toward ELCA World Hunger; and

WHEREAS, our EaND Synod Assembly theme this year is “Hunger, Poverty, and Racial Injustice” which aids us
in implementing new ideas in synod congregations; and

WHEREAS, our EaND Synod Assembly theme is Matthew 25:35, “for I was hungry and you gave me food”; and

WHEREAS, the ELCA constitution states the church shall serve in response to God’s love to meet the human
needs of those in our world who are hungry and thirsty and in need of dignity and justice; and

WHEREAS, we can celebrate that the Eastern North Dakota Synod giving to ELCA World Hunger at the end
of fiscal year 2015 is $198,051 ($2.14/baptized member) shows a notable increase of 25
cents/baptized member from the previous year’s giving; and
WHEREAS, members of the Eastern North Dakota Synod as individuals, families and congregations support local drives, the Great Plains Food Bank, and other worthy, hunger-based organizations; therefore be it

RESOLVED, that each congregation of the Eastern North Dakota Synod continue to challenge their membership to raise their annual giving through our world hunger program of the ELCA, exceeding our current average giving level of $2.14/baptized member; and be it further

RESOLVED, that each congregation make use of the many resources of the ELCA World Hunger Program to address the tremendous needs of an impoverished and hungry world.

Submitted by the Hunger and Justice Committee of the Eastern North Dakota Synod.

RESOLUTION #8 WORLD FOOD DAY

WHEREAS, the United Nations has declared October 16th of every year World Food Day; and

WHEREAS, as Christians we hold up Matthew 25:40 where Jesus says, "Truly I tell you, just as you did it to one of the least of these who are members of my family, you did it to me"; and

WHEREAS, the ELCA is committed to preventing and ending hunger around the world; and

WHEREAS, the ELCA Capital Appeal theme for 2016 is "Hunger and Poverty" and our EaND Synod Assembly theme for 2016 is "Hunger, Poverty and Racial Injustice"; and

WHEREAS, the Eastern North Dakota Synod is committed to World Hunger efforts and has embraced World Food Sunday (October 16, 2016); therefore be it

RESOLVED, that all congregations in the synod be called upon to dedicate a Sunday of their choice to raising awareness, education, and gathering an offering for World Hunger.

Submitted by the Hunger and Justice Committee of the Eastern North Dakota Synod
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I. FINANCIAL COMPENSATION

A. SALARY

Years of experience are significant factors in determining compensation and benefits. Other factors should be taken into account as Pastors/Lay Rostered Leaders (LRLs) and lay leaders discuss salary. Each congregation is unique and offers a variety of challenges and rewards. For year beyond the first year of service, we highly commend the process outlined in section B. In general, higher salary scale categories include:

- Congregation/Parish Ministry Setting
- Complexity of the call
- Member-to-staff ratio
- Pastor/LRL
- Prior career experience
- Merit
- Multiple point parish
- Ecumenically-yoked parish
- Extent of programming
- Related education beyond M.Div. or LRL certification
- Staff supervision responsibilities
- Churchwide or synodical experience/participation

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Additional considerations for setting salaries:  
(formerly Appendix A)

While determining the base salary, excluding the housing allowance, please consider the following situations:

- In the event that a pastor comes to the ordained ministry with other career experience, which enhances a person’s gifts for ministry, the value of those experiences should be strongly considered in setting salary. An example would be to calculate the experience prior to ordination at the rate of 1/2 year for each year of experience, up to a maximum of ten years. In this example, a newly ordained clergy with ten years of other career enhancing experience should start at the five year guideline level.
• $500 - $1,000 for each additional earned degree,
• For supervisory responsibilities
  o $500 for supervision of 1 full time paid staff or equivalent,
  o $750 for supervision of 2-3 full time paid staff or equivalent,
  o $1,000 for supervision of 4+ full time paid staff or equivalent,
• For multi-point parishes: If the pastor serves two or more congregations, add $1,500 per additional congregation.

When determining compensation and benefits, the fundamental question should be, “How can we best provide appropriate care for our pastors/LRLs, recognizing that financial compensation is an integral part of that care?” Lay leaders and pastors/LRLs need to talk openly, graciously, and productively with each other about their ministry together, including the details of compensation.

**B. COMPENSATION REVIEW**
The establishment of a “Salary Review Committee” will enhance honest and open communication and make the salary review process more effective. This committee may be composed of three to five members appointed by the congregation council and represent all facets of the congregation.

The task of the committee is to:
A. Meet with the pastor and/or LRL to complete the “Annual Defined Compensation Agreement” (see appendix C), hereafter referred to as the “Agreement.” This is intended to be a planning and budgeting process not a review. If this planning process is completed and special emphases are agreed upon for the coming year, the committee will have some basis for review the following year and merit increases based on achievement of the established goals.

B. Present the completed Agreement document to the congregational council for approval in their budgeting process and to recommend at the congregation’s annual meeting.

The following salary review process is suggested. These steps normally require more than one meeting for satisfactory completion.

**STEP ONE Purpose:** Introduce and review the “Annual Defined Compensation Agreement.”

**Suggested Tasks:**
Organize the Salary Review Committee.
• Familiarize the committee with synod guidelines and the “Agreement” documents.
• Compare compensation of neighboring pastors with similar settings and/or experience
  Pastor/LRL present a written response to the following questions:
  • Describe your theology/concepts of ministry. (For instance, why did you choose your profession? What do you see as the most valuable contribution you can make in God’s church?)
  • How do you understand your basic responsibilities in this parish? How would you evaluate your past year’s work?
  • What are your goals and objectives for the coming year?
C. CLERGY HOUSING

1. Parsonage
When a congregation provides a parsonage, the congregation should assume all costs for maintenance, heat and utilities. The congregation may pay these costs directly to the provider and not include them in determining annual defined compensation. When a congregation chooses to pay a furnishings/utilities allowance directly to the pastor, the allowance is included in determining annual defined compensation. The congregation should provide major appliances in the parsonage and provide a regular program of upkeep and maintenance of the property.

Housing Equity...If a parsonage is provided, the congregation is encouraged to help provide for the future housing needs of the pastor at such a time when he/she decides to purchase a home by establishing a Housing Equity Account. To accomplish this, the congregation may simply make additional employer contributions through a housing equity agreement with Portico Benefit Services (formerly Board of Pensions). It is recommended that these contributions be equal, at a minimum, to the amount of the following calculation: 3% (base salary + 30% base salary + Social Security allowance). See Appendix B for suggested calculations.

2. Housing Allowance
When a congregation provides a housing allowance, it should be enough to provide housing that is adequate for the clergy family’s needs. The housing allowance may be determined by the fair rental

STEP TWO Purpose: The Salary Review Committee meets without the pastor/LRL to explore specific duties and emphases pertaining to the pastor/LRL ministry and the congregation’s commitments to them.
A. Each member of the committee presents a written response, offering any insights, reflections and/or suggestions, as you review the mutual ministry of the congregation and its leadership.
   1. As a church leader, how do you understand your basic responsibilities in this parish?
   2. As a church leader, how would you describe and review your past year’s work?
   3. As a church leader, what are your goals and objectives for the coming year?
   4. How would you evaluate the congregation’s ministry in this past year?
   5. How would you evaluate the ministry of the pastor/LRL in this past year?
   6. What might be some goals/objectives for the congregation for the coming year?
   7. What do you consider to be fair compensation for the pastor/LRL for the coming year?
B. A preliminary draft of the “Agreement” document will be prepared and presented to the pastor/LRL prior to the final meeting.
value of average-valued homes in the community, plus the cost of heat and utilities. See Appendix C for more information.

Congregations must officially approve in advance allowances for housing, furnishings and utilities in order for these to be excluded from income for IRS reporting. The pastor should determine the portion of her/his annual compensation to be designated as housing allowance and assumes full responsibility for compliance with IRS definitions of “cost to provide a home.” The council may adopt a continuing resolution with the annual housing amount recorded in the minutes for future years until changed by the pastor.

Congregations and pastors are facing increasingly complex Internal Revenue Service and state tax regulations. Pastors/LRLs are strongly encouraged to engage in good tax planning with professional advice in order to take full advantage of tax benefits and to proceed legally.

D. SOCIAL SECURITY
For clergy, congregations should provide the normal employer share in the form of a social security allowance (roughly 7.65% of salary and housing). Congregations are required to pay social security taxes for all lay employees and to file federal tax Form W-2 for both clergy and lay employees. Using the Portico Benefit Services (formerly Board of Pensions) web page social security calculator is recommended. (www.porticobenefits.org)

E. VOLUNTARY SALARY REDUCTION
If the congregation has established a pre-tax voluntary salary reduction program, the pastor/LRL can request an amount be set aside for expenses such as housing allowance, medical expenses, child care, or professional education expenses. The salary is reduced and the pastor/LRL submits bills directly to the plan administrator. Good documentation is required.

F. AUTO EXPENSE REIMBURSEMENT
This reimbursement is a reimbursement for expenses and not part of the pastor’s salary. It is recommended that this reimbursement be paid in accordance with the rules of the Internal Revenue Service. In lieu of such a reimbursement, the congregation might lease or purchase a vehicle for the pastor’s use for parish business. When the parish vehicle is used for personal business, the value of that use is considered reportable income.

G. PROFESSIONAL EXPENSE ALLOWANCE
Attendance at the synod assembly and synod professional leadership conferences is expected of all pastors/LRLs; therefore, expenses should be reimbursed by the congregation. Professional expense allowances such as books, vestments, periodicals, professional dues, church-related travel expenses, and costs incurred in the performance of the duties of the pastoral office must be approved by the congregation council at the beginning of the fiscal year to meet IRS requirements.

H. CONTINUING EDUCATION PLAN
It is strongly recommended that pastors/LRLs develop a continuing education plan together with a pastoral support committee or other congregational leadership. This plan is funded jointly by the pastor/LRL and the congregation. A minimum of $1,000 per year ($300 by pastor/LRL, $700 by congregation).
congregation/agency) is recommended. Continuing education funds may be accumulated up to a total of three years.

It is also recommended that a minimum of two weeks and two Sundays of continuing education time be allowed for all pastors/LRLs. Continuing education time may be accumulated at a rate of two weeks per year, up to a total of three years. Accumulated time is normally forfeited and not available as time with pay between calls, unless otherwise negotiated by congregation and pastor/LRL.

First call pastors are required to participate in first call theological education during their first three years of ministry. Congregations are expected to pay these costs.

**I. PENSION & OTHER BENEFITS: ELCA PENSION PLAN & MEDICAL/DENTAL PLAN**

The congregation shall budget for and participate in the ELCA Pension Plan and the Medical and Dental Plan for pastors and LRLs. This should provide coverage for the entire family unless members of the family are covered by other employers. The Portico Gold+ coverage is recommended. See Appendix C for calculation information.

1. **DISABILITY LEAVE...** In case of temporary disability due to accident, illness, surgery, etc., it is expected the congregation will continue to pay full salary and housing for up to two months of disability (see Appendix C; D-5) until disability benefits of the Portico plan commence. Any period of disability (start date, length, and return to active duty) should be based on a physician’s recommendation.

2. **WORKER’S COMPENSATION...** Congregations are not required by law to provide North Dakota Work Force Safety and Insurance (www.workforcesafety.com) to employees or ordained pastors. However, it could be a definite liability to the ministry of the congregation in the event of accidental death or disability during the course of employment.

3. **LIABILITY...** It is recommended that all congregations carry a general “umbrella” insurance plan which covers all the types of liability (including personal injury and professional liability) a congregation may encounter.

**J. PULPIT SUPPLY**

The cost of pulpit supply in the pastor’s absence is borne by the congregation. In addition to mileage at the standard IRS mileage rate, the following remuneration is recommended per Sunday: one service - $125, plus $50 for each additional service.
K. INTERIM AND CONTRACTED MINISTRIES

When transition occurs in the pastoral office, it is often wise to provide for an interim period to give time to deal with the emotions of transition and to define the needs and goals of the congregation before calling another pastor. The following guidelines pertain to this interim pastoral ministry.

1. The interim pastor is appointed by the Bishop with the approval of the congregational council. The terms of the contract are determined by the particular needs of the parish. The synod office will provide sample contracts for this purpose.
2. The interim pastor is accountable to the congregation. The interim pastor is accountable to the synod only as any other pastor is accountable to the synod.
3. The interim pastor will keep the synod staff informed of particular concerns or needs of the parish, especially those which may affect the calling of a pastor.
4. Unless agreed upon in the interim contract, the interim pastor shall not be a candidate for call to the parish in which he/she is doing interim ministry.
5. While serving as an interim pastor, he/she shall not participate in the call process.
6. Normally as a starting point, the interim pastor is compensated at the level of the previous pastor.

The contract between the interim pastor and the congregation(s) could include:

A. **Full-time Interim**
   1. Congregation/agency furnishes housing for pastor, spouse and family.
   2. Interim clergy serving a congregation between permanent pastorates should be compensated as agreed upon by the pastor and all church councils involved, taking into account the following:
      a. The parish activities to be assumed during the interim.
      b. The time needed to give leadership, including time of preparation.
      c. The remuneration given the past pastor and promised the future pastor.
      d. Mileage traveled to serve the parish.
      e. The fringe benefits to be included in compensation, such as parsonage and pension.

B. **Part-time interim (3/5, 1/2, 2/5, etc.)** Remuneration: Proportionate to amount paid a full-time interim pastor.

C. **Sunday worship supply** Single service $125. Each additional service that Sunday $50, plus mileage at IRS guidelines, paid by the congregation.

D. **Other services; i.e., weddings, funerals, etc.** $125 per service, plus mileage at IRS guidelines, paid by the congregation.
II. HUMAN RESOURCE POLICY

A. VACATION TIME
It is recommended that vacation time be five (5) weeks (including five Sundays) for all pastors/LRLs regardless of years of experience. Vacation time is in addition to attendance at official assemblies, conferences, and continuing education. Special circumstances may be required that the pastors/LRLs and church council negotiate the carryover of unused time into the following year.

Legally paid holidays (see G. Work Week) are not considered vacation days. When the pastor/LRL’s services are required on recognized holidays, time off with pay may be taken at a more convenient time.

Vacation time is offered purely for the rest, relaxation, and renewal of pastors. The following should not be considered part of a pastor’s vacation time: official synod events at which attendance by pastors is required; continuing education; time spent in outdoor ministries and retreats with congregational youth and family groups; work on synod or churchwide boards or committees.

*B. SICK LEAVE
Reasonable time away from work due to personal illness may be provided to staff without recording as vacation. It is a common practice to give one (1) sick day per month. These are usually carried over and accrued up to a maximum of 60-90 working days. For extended illnesses pastors should discuss needs with parish leadership and reach a mutual understanding. Policies should be clear whether or not unused sick leave is to be paid at the end of employment. (Sick leave longer than 2 weeks should be designated as “short-term disability” for insurance and pension purposes.)

[Disability Leave: see FINANCIAL GUIDELINES; Section H.]

*C. FAMILY MEDICAL LEAVE
Reasonable time off may be granted due to serious illness or a death in the family. Pastors, DMS and LRLs should discuss needs and reach a mutual understanding with their parish leadership. This time would not be charged against vacation. Rather, it should be subtracted from accrued Sick Leave. In the event of a death in his/her immediate family (to include spouse, children, parents, brother, sister, grandparents, grandchildren, mother-in-law, father-in-law or legal guardian) a pastor, DMS, or LRLs will be allowed three (3) days with pay to attend the funeral and to deal with family affairs. In cases where there is a special need related to circumstances following the death of an immediate family member, up to a total of five (5) working days may be granted.

D. PARENTAL LEAVE
Maternity or adoptive leave for female employees with full salary, housing, and benefits for six weeks and a one to two week parenting leave for males, is recommended.
E. SABBATICAL LEAVE
Where a pastor has served a congregation longer than 5 years, the congregation is encouraged to grant sabbatical leave to permit participation in a longer program of continuing education. The pastor should be encouraged to take a one to three months sabbatical leave for study every 5 years.

1) In all study situations, it is important that the pastor be expected to plan a program of study and present a detailed plan to the council for approval. The nature of the sabbatical is ultimately a matter of agreement between pastor and council. The synod office is available to assist in such planning. When sabbatical leave is taken, it is expected that the pastor give a report on the sabbatical to the church council and include a report on the sabbatical in the annual report to the congregation.

2) How can we consider a sabbatical? Who would serve us during that time?
Congregations and pastors of neighboring churches might covenant together to support the program of sabbatical leaves for pastoral staff members by assisting each other during times of sabbatical leave as follows:
   a. Provide pulpit supply as needed and requested.
   b. Assist with other pastoral duties (hospital, nursing home, weddings, funerals, etc.) as needed.
   c. Make special expertise available to assist in program areas as requested.
   d. The clergy and congregations participating in this sabbatical program agree to provide such assistance without compensation.

3) Sabbatical leave is offered as an opportunity for extended continuing education and is intended to benefit both the individual and the congregation. Therefore, application for a sabbatical, including a detailed description of the plan of study to be used (where, how, why and what) should be presented to the council well in advance (3-6 months) for approval. Normally, the person commits him/herself to serve the congregation for at least one year after the sabbatical. Exceptions may be granted by the church council.

Rationale and Suggestions regarding Sabbatical Leaves
The Lutheran Church has a history of an educated and well-trained staff. The congregation should expect their rostered leaders (Pastors, LRLs, and Diaconal Ministers) to be involved in continuing education programs which will provide opportunity for personal development, enrichment of devotional life, and growth in effectiveness and competency. Continuing education should be regarded as an essential ongoing process which assists in maintaining and sharpening the professional skills required in a rapidly changing world. Congregations should give consideration to a continuing education record when granting salary increases and when in the call and appointment process.

Continuing education is understood to be “professional growth” and “self-renewal” as distinguished from program development, vacation, or synod sponsored learning events. Both the pastor/rostered lay persons and the congregation will benefit from involvement in continuing education. It is therefore suggested that the continuing education program be mutually studied and agreed upon by the pastor/rostered lay persons and the congregation. Continuing education may include courses, seminary classes, workshops, or independent study, when directed toward a goal.
Time for Renewal-Sabbatical (extended study): Rostered leaders shall be eligible to take a sabbatical leave after serving seven years in ministry—years spent in other synods are to be counted. Thereafter, a congregation may grant 1 ½ months every 4 years; 2 months every 5 years; or 3 months every 7 years. Rostered leaders shall not be eligible for a sabbatical until they have served in their present call at least two years even if they have been in ministry seven years or longer.

Rostered leaders granted sabbatical leave are expected to return to their parishes for at least a year after the leave unless there are compelling reasons to do otherwise.

The recommended time for a sabbatical is three months away from the parish. Vacation time is not included as sabbatical but is granted as in any other year. Variations from the three months recommendation are to be approved by both the congregation and in consultation with the bishop.

During the sabbatical, rostered leaders shall receive a minimum 75% of their current base salary, 100% of the housing allowance, 50% of the car allowance and 100% of the pension and medical-dental benefits; all other benefits remain unaffected. Congregations that make provision to continue salary at 100% are to be commended.

**F. MILITARY LEAVE**
A congregation whose pastor serves simultaneously as a chaplain in a military reserve unit must by law grant leave time for the pastor to fulfill his/her military obligations. Such military leave time is to be granted exclusive of vacation and continuing education time.
It is recommended that each congregation develop written policies relating to compensation issues for pastors while on military leave. Policy guidelines are available from the ELCA Federal Chaplaincy website [http://www.elca.org/Resources/Federal-Chaplains](http://www.elca.org/Resources/Federal-Chaplains).

**G. WORK WEEK**
At least one full day and preferably two days free of church responsibilities should be provided each week. Paid holidays include New Year’s Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and Christmas day. When holidays or days off are missed, these should be taken at another time.

**H. TRANSITION TIME**
A pastor moving from one call to another may be permitted a transition period of one week (including a Sunday) of paid leave time, paid by the calling congregation, during which no official duties would be expected by the calling congregation, local conditions permitting.

**I. PASTORAL ETHICS** —related to congregations previously served—
When a pastor accepts a call to a congregation, a sacred covenant is established between that pastor and the people of God in that place. In order that the ministry might be strong and effective, it is important for that relationship to be strengthened and nurtured until God calls that pastor to another sector of ministry. When a pastor resigns, that call, that covenant, ends. How does a pastor relate appropriately to members of congregations where one has previously served? We offer the following suggestions with the hope that it will give guidance so that good choices are made which do not negatively impact the ministry of the people of God.
1. It is the responsibility of a former pastor to decline invitations to conduct pastoral acts in any former parish. It is important the former pastor does not pass the burden of such decisions back to the pastor who currently holds that call. As professional people, pastors commit themselves to act responsibly in these matters. For the sake of the church and the ongoing ministry of the congregation, “Do to others as you would have them do to you.” When pastors do this, relating to members of previous parishes can be used by God to build up the body of Christ. (EaND Synod Constitution, S14.14 - Ordained ministers shall respect the integrity of the ministry of congregations which they do not serve and shall not exercise ministerial functions therein unless invited to do so by the pastor, or if there is no duly called pastor, then by the interim pastor in consultation with the Congregation Council.)

2. It is the responsibility of a former pastor to be supportive of his/her successor, even when it is difficult to do. The responsibility for the success of the current pastor is also the former pastor’s responsibility. If it is not possible for the former pastor to be supportive of the new pastor’s ministry, it is extremely important he/she to cut off contact with members of that congregation in order not to become a hindrance to its ministry.

3. While the above statements are addressed to pastors, spouses of pastors must consider the same factors, and also respect the recommendations made above. Spouses share a pastoral identity and, as a result, can become hindrances as easily as a pastor can.

4. It is normally the former pastor’s responsibility to change his/her church membership and to worship at a new church when possible.
III. Appendices & Worksheets

Appendix A – “For pastors living in a Parsonage”

For pastors living in a parsonage, this table listed by years of service, can assist you in calculating the defined compensation and a housing equity contribution. The suggested housing value and social security allowance are calculated by Portico Benefit Services (formerly Board of Pensions). You can find out more about how to arrive at these numbers at www.porticobenefits.org.

* Housing value is roughly 30% of the base salary and social security allowance is roughly 7.65% of base plus housing. We encourage you to use the defined compensation calculator at their website: www.porticobenefits.org.  

For pastors living in a parsonage:

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<tr>
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Appendix B – “Housing Allowance Calculator”

Housing Allowance Calculator: When a pastor purchases his/her own home
In some communities within our synod, congregations provide a housing allowance to the pastor to purchase his/her own home. Real estate markets vary greatly across the synod and ebb and flow with the market. The following is offered as a way of helping congregations determine a fair housing allowance for both congregation and pastor. This number is for computing fair compensation only. The pastor is responsible for designating the amount of the housing allowance for income tax purposes in accordance with IRS standards.

Compensation Worksheet

A. Base Salary (from other table/discussion) $________________

B. Housing Allowance (from line “f” below) $________________

C. Social Security Allowance (7.65 % of A & B) $________________

D. Defined Compensation (sum of A,B, & C) $________________

Housing Allowance Calculator

A conversation with a local realtor or banker could be helpful in determining these figures.

1. Purchase price of a median house in community: $________________
   (The median house: half of the homes in the community cost more, half cost less)

2. Monthly Mortgage (Principal & Interest, 30yr fixed) $________________

Annualized Costs

a. Mortgage (P&I) $________

b. Property Taxes for one year: $_______

c. Home Insurance (annual) $_____

d. Utilities: (annual figures)
   Electricity $_____
   Heat $_____
   Water/Garbage $_____
   Basic Phone $_____

e. Upkeep (1% of #1) $_____

f. Total Annual Housing Allowance $__________ (transfer to line B above)
Appendix C – “Annual Defined Compensation Agreement”

Prepared by _________________________________

for _________________________________

for the period _______________________________ to _______________________________

A. COMPENSATION

Line 1a. Annual Base Salary $ _________________
    (before pre-tax deductions/investments)

Line 1b. Cash Housing Allowance, or $ _________________
    30% of Line 1a, if parsonage is provided

Line 2. Total of 1a + 1b $ _________________

Line 3. Clergy Social Security Tax Allowance $ _________________
    7.65% of Line 2 [salary + housing]

Line 4. Household Furnishings & Utilities Allowance $ _________________
    (only if paid directly to a pastor in a parsonage)

Line 5. Annual Defined Compensation $ _________________
    (total of Lines 2 + 3 + 4; this amount
    is used by Portico and the IRS)

B. PENSION AND OTHER BENEFITS

The congregation will sponsor the pastor in the Pension and Other Benefits Program of the Evangelical Lutheran Church in America, which provides retirement, disability, survivor, and medical/dental coverage. (Sponsorship will include medical/dental coverage for the pastor’s spouse and children unless they have other employer-provided group medical insurance coverage and the pastor consents to waiving medical/dental coverage for them under the ELCA Pension and Other Benefits Program.)

1. ELCA Pension at _______ % of defined compensation (10, 11, or 12%)

2. ELCA Medical and Dental Insurance- Portico Gold+ recommended:
   (Circle one)
   a. Member only
   b. Member/spouse
   c. Member/children
   d. Member/spouse/children
   e. Coverage waived

3. Other insurance or benefits: ________________________________________________
C. EXPENSES
The congregation will provide for the following expenses related to this pastor’s ministry.

1. Automobile and travel allowance $___________
2. Other professional expenses $___________
3. Expenses for official meetings of the synod, (e.g. Synod Assembly, Fall Theological Conf.) $___________
4. Continuing Education $___________
   (1000 recommended; minimum $700 from congregation)
5. Other (i.e. _____________________________) $___________
6. Pay moving expenses to this congregation/parish: $___________

D. AGREEMENT
1. Vacation time of _____________ per year, including __________ Sundays;
   five (5) weeks recommended      five (5) Sundays recommended
2. Continuing education time of __________ weeks per year (recommended minimum of two (2) weeks per year, including two (2) Sundays, that may be accumulated up to three years, as reflected in a continuing education agreement developed by the pastor and congregation council);
3. Participation in a First Call Theological Education Program, where applicable;
4. Ongoing care through a Mutual Ministry Committee;
5. Up to two months of continued salary, housing, and contributions to the ELCA Pension and Other Benefits Program in a 12-month period in the event the pastor is physically or mentally disabled*;
6. Where applicable, parental leave up to six weeks with full salary, housing, and benefits.

Provision may be made for further unpaid time for disability recovery as agreed by the congregation, but with the stipulation that unused accumulated sick * leave will not be compensated at the end of this call.
E. OTHER PROVISIONS

A description of the particular responsibilities of this position may be attached to this “Annual Defined Compensation Agreement.”

- OR THE FOLLOWING MAY BE COMPLETED -

Special emphases of the pastor and special encouragement by the congregation:

1) During this time period, the pastor will give special attention in ministry to the following:
   a) _______________________________________________________________________
   b) _______________________________________________________________________
   c) _______________________________________________________________________
   d) _______________________________________________________________________
   e) _______________________________________________________________________

2) The congregation will encourage this pastor’s ministry in the following ways:
   a) _______________________________________________________________________
   b) _______________________________________________________________________
   c) _______________________________________________________________________
   d) _______________________________________________________________________
   e) _______________________________________________________________________

F. OTHER MATTERS

(such as accountability matters, service on synodical or churchwide boards and committees, work in church- camp programs, and other such details)

________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

We, the undersigned, certify that the necessary approvals of the congregation and congregational council have been granted for the provisions set forth above.

_____________________________ Congregation President

_____________________________ Council Secretary

Date: _________________

I certify that I accept the above statement:

The Reverend _________________________________ Date of signature: __________________

NOTE: Retain original of this form in congregational records. Make a copy for the pastor. Send a copy to the synod office as a matter of information. A description of the particular responsibilities of this position may be attached to this “Annual Defined Compensation Agreement.”

Annual defined compensation should include:
- Housing equity contributions, if the congregation pays them directly to the pastor (include in base salary).
- Additional tax-sheltered annuity contributions, made by way of a voluntary salary reduction agreement reached with the congregation (include in base salary).
- Furnishings and/or utilities allowance, if the congregation pays it directly to pastor.

Annual defined compensation should not include:
- Housing equity contributions made on pastor’s behalf to the Optional Pension Plan or to another financial institution.
- Furnishings and/or utilities allowance, if the congregation pays the utility companies directly.
- Additional pension contributions made on a pastor’s behalf, in addition to salary.
- Automobile allowance.
- Continuing education allowance.
- Book allowance.

Appendix C [continued]

I. EaND Synod Compensation and Benefit Guidelines Relative to Health Care Reform in 2014

Adopted at 2013 Synod Assembly -- Resolution #4

Beginning January 1, 2014, the most significant changes brought about by the Affordable Care Act (ACA), also known as health care reform, will take effect. This will have implications for many employers, including congregations. It is difficult to predict the full implications of the ACA; however, we want to be aware and well prepared. Our ministry partners at Portico Benefit Services will help us through this change. This document will help you understand what health care reform means for you. You can also continue to check the Portico website www.porticobenefits.org for updates. A representative from Portico will be present at our synod assembly. Please feel free to ask questions related to health care reform.

1. Each state will have a health insurance exchange, also called a marketplace, where individuals can buy health insurance. In states that choose not to provide an exchange, the federal government will manage one on the state's behalf, or the exchange may be operated by the state and federal government jointly. The plans offered in the exchanges will be in four categories, and Portico intends to offer four plan options that correspond to these categories: Bronze · Silver · Gold (closest to previous ELCA-Primary health coverage) · Platinum

2. Currently, ELCA-Primary health contribution rates are based on geographic region and salary. To offer competitive pricing relative to the exchanges, Portico intends 2014 ELCA-Primary health contribution rates to also reflect plan member age.

3. For 2014, each ELCA employer will need to select one ELCA health plan option for all employees (rostered leaders and lay churchworkers) that they will pay for.

4. Once the employer makes a selection, the employee will confirm that choice or choose to buy up to another plan option, and will be responsible for the cost difference. For example, if the employer selects the option similar to the gold plan and the employee opts to buy up to the option similar to the platinum plan, the employee would pay the difference in cost. Some generalities about the health insurance exchanges:
• Younger employees, generally speaking, will be less expensive to insure than older employees on the exchanges.
• Individuals may be eligible for federal subsidies that will help pay for health insurance purchased on an exchange if his or her employer doesn't offer a minimum value, affordable plan. Affordable means that an individual spends less than 9.5% of his or her income on premiums for single coverage.
• Depending on family income, employees who do not qualify for federal subsidies may pay higher premiums for plans purchased on an exchange.

Other considerations:

1. It may be tempting to offer the least expensive health plan option. Collectively over the years, this church has sought to provide benefits that support our shared ministry and overall well-being to all rostered leaders and lay churchworkers. The ELCA Church Council at its April 6, 2013 meeting acted to endorse as a benchmark the proposed plan option that approximates the current level of benefits provided by ELCA-Primary health coverage, and to encourage congregations, synods, the churchwide organization, other ELCA-related organizations, and other interested persons to advocate for selection of this plan option.

2. Relative to the ELCA health plan, Portico is planning to have a final proposal and recommendations on health care plan options and pricing considered by the Conference of Bishops and acted upon by the ELCA Church Council at their respective August meetings. The ELCA Church Council and the Conference of Bishops both met in August 2013; the Portico Gold+ policy is the recommended coverage adopted and recommended by the ELCA Church council.

3. Given these changes, it may be tempting to come to call or employment decisions based upon youth or marital status, and to avoid older, more experienced persons with families. However, this church has always valued calling a rostered person and hiring a lay churchworker based upon his or her gifts for ministry and the needs of the congregation, and we believe this practice should continue.

4. Rostered leaders or lay churchworkers may have occasion to make a decision between two calls or opportunities for employment based upon the plan options that are being offered, which has never been a factor before.

Recommendation: To maintain the current level of health benefits for our rostered leaders and lay churchworkers, we recommend that all of the congregations and parishes of the EaND Synod offer to pay for the new ELCA health plan option that most closely resembles previous ELCA-Primary health coverage for their rostered leaders and lay churchworkers. That coverage is Portico Gold+ option. This is the plan option that will be comparable to Gold plans offered on the exchanges, while the “+” part of the plan retains all of the current coverages provided by the 2013 ELCA health coverage provided by Portico Benefits above and beyond a standard “gold” plan offered on the exchange. This will both continue to care for the health of all who serve under call or terms of employment and eliminate many of the variables facing congregations and paid servants in the midst of change.

[Updated May 2016]
Nominees for **SECRETARY** to the **SYNOD COUNCIL** (four-year term):

**Nathan Berseth** – Our Savior’s Lutheran Church, Colfax

**Occupation:**
- Business Owner
  - Aurora Plumbing, Electrical, Heating and Cooling
- Business Partner
  - Crossroads Community Advisors
- Business Co-Owner
  - Cherry Berry, Wahpeton

**Service to your congregation in the last three years:**
- Vice president
- President

**Other qualifications:** Currently I am a County Commissioner in Richland County; in addition I have developed properties throughout ND where I help with economic development growth strategies.

**Rev. Kristi Weber** – Trinity Lutheran Church, Jamestown

**Occupation:** Senior Pastor, Trinity Lutheran Church, Jamestown

**Service to Synod (past 3 years):**
- Lutheran Ecumenical and Inter-Religious Representatives Network, synod representative (2014 – present)
- Planning Team for 2016 Synod Theological Day
- Jamestown Conference Nominating Committee (elected fall 2015)

**Other qualifications:** I have served as the Senior Pastor of Trinity Lutheran Church in Jamestown since December 2013. Prior to coming to the Eastern North Dakota Synod, I served congregations in Minnesota and Illinois. I have been a pastor since 1997. Previous roles I have held include Conference Co-Dean, and Board Member for Lutheran Outdoor Ministries Center (both in Illinois). I currently serve as the Treasurer of the Lutheran Ecumenical and Inter-Religious Representatives Network. One of the gifts I have for service is listening, recording, and clarifying information for others. I would be honored to share these gifts as the Eastern North Dakota Synod Secretary.
### Nominees for EAND SYNOD COUNCIL (two-year term):

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<th>Conference</th>
<th>Name</th>
<th>Parish</th>
<th>Term</th>
<th>Incumbent</th>
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<tr>
<td>Devils Lake</td>
<td>Rev. Mark Kolbo</td>
<td>Our Savior / Rolla</td>
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<tr>
<td>Fargo</td>
<td>Rev. Tim Stoa</td>
<td>Bethlehem / Fargo</td>
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<td>Mr. Mark Drevecky</td>
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<tr>
<td>Grand Forks</td>
<td>Rev. Peter Coen-Tuff</td>
<td>United / Grand Forks</td>
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<td>Incumbent</td>
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<td>Jamestown</td>
<td>Mrs. Dianne Billey</td>
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<td>2nd term, 2018</td>
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<td>Wahpeton</td>
<td>Rev. Dan Forsberg</td>
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<td>Steve Anderson</td>
<td>Grace / Oakes</td>
<td>1st term, 2018</td>
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### Nominee for multicultural member to SYNOD COUNCIL (two year term):

- **Ms. Charlene Burthold**, Our Savior's / Devils Lake
  (3rd term, 2018), Incumbent

### Nominees for youth representatives to SYNOD COUNCIL (one year term):

Nomination needed for **TWO** Youth Representatives
Nominee for **SECRETARY** to the Eastern North Dakota SYNOD (four-year term):

**+S8.51b**  
The vice president, secretary, and treasurer of the synod elected by the Synod Assembly to a four-year term and may be re-elected.

**S8.51.02**  
The vice president, secretary, and treasurer may be elected for a maximum of two consecutive terms.

**S9.06.**  
The Nominating Committee shall nominate two persons for secretary; additional nominations may be made from the floor.  
* Nominations for the Synod Secretary will be accepted from the floor until 12:00pm (noon) on Saturday, June 4th.

**S9.08.**  
In all elections except for a bishop, a majority vote is required for election. If no majority is achieved on the first ballot, the two persons receiving the highest number of legal votes shall be entered on the next ballot.

**Vote for one (1):**

**Nathan Berseth**, Our Savior’s / Colfax  
(1st term, 2020)

**Rev. Kristi Weber**, Trinity / Jamestown  
(1st term, 2020)

Nominees for **EASTERN NORTH DAKOTA SYNOD COUNCIL** (two-year term):

**S10.07.01 B.**  
One pastor and one lay person from each conference nominated at the Conference Assembly and elected by the Synod Assembly. The terms
of conference representatives shall be two years, with term of office arranged so that half of the terms expire annually. Each representative shall be eligible for two consecutive re-elections.

**S10.97.01.d**
Two lay representatives who are persons of color and/or whose primary language is other than English. These persons are elected the Synod Assembly for a two-year term, eligible for two consecutive re-elections.

**S10.07.01.c**
Each youth member of the Synod Council shall be a voting member, elected by the Synod Assembly for a one-year term and electable for two consecutive re-elections.

---

**Devils Lake Conference:**
Vote for one (1)
___ Rev. Mark Kolbo, incumbent

**Fargo Conference:**
Vote for one (1)
___ Rev. Tim Stoa, incumbent

**Grafton Conference:**
Vote for one (1)
___ Mr. Mark Drevecky, incumbent

**Grand Forks Conference:**
Vote for one (1)
___ Rev. Peter Coen-Tuff, incumbent

---

**Jamestown Conference:**
Vote for one (1)
___ Mrs. Dianne Billey, incumbent

**Mayville Conference:**
none

**Prairie Rose Conference:**
none

**Wahpeton Conference:**
Vote for two (2)
___ Rev. Dan Forsberg, incumbent
___ Steve Anderson, Grace / Oakes

---

Nominee for multicultural member to **Synod Council** (two year term):
Vote for one (1)
___ Ms. Charlene Burthold, incumbent

Nominees for youth representatives to **Synod Council** (one year term):
Vote for two (2)
___ ___
## Mission Plan

**Eastern North Dakota Synod of the ELCA**

### 2015 Actual, 2016 Revised Plan and 2017 Proposed Plan

<table>
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<th>2016 Revised Plan</th>
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<tr>
<td><strong>Revenue and Other Support</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Congregational Mission Support</td>
<td>$993,779</td>
<td>$1,070,000</td>
<td>$1,056,000</td>
<td>$1,087,680</td>
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<tr>
<td>Synod Only Support</td>
<td>97,363</td>
<td>60,000</td>
<td>60,000</td>
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<tr>
<td>Assembly Revenue</td>
<td>56,030</td>
<td>64,000</td>
<td>75,000</td>
<td>77,250</td>
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<tr>
<td>National ELCA Subsidies:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dacotah O’yate</td>
<td>20,000</td>
<td>20,000</td>
<td>20,000</td>
<td>20,000</td>
</tr>
<tr>
<td>Stewardship</td>
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<td>22,737</td>
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<tr>
<td>Conferences</td>
<td>72,066</td>
<td>65,400</td>
<td>65,850</td>
<td>65,850</td>
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<tr>
<td>Development</td>
<td></td>
<td>38,400</td>
<td>48,400</td>
<td></td>
</tr>
<tr>
<td>Other Revenue</td>
<td>3,000</td>
<td>3,545</td>
<td>2,000</td>
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</tr>
<tr>
<td><strong>Total Revenue and Other Support</strong></td>
<td>$1,264,975</td>
<td>$1,305,682</td>
<td>$1,339,987</td>
<td>$1,383,917</td>
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</tbody>
</table>

### Ministry Support Detail

<table>
<thead>
<tr>
<th></th>
<th>2015 Actual (Unaudited)</th>
<th>2016 Adopted Plan</th>
<th>2016 Revised Plan</th>
<th>2017 Proposed Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>National ELCA Support</strong></td>
<td>$402,480</td>
<td>$438,700</td>
<td>$432,960</td>
<td>$451,387</td>
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<td>Region 3 Support</td>
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<td>Campus Ministry</td>
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<tr>
<td>Native American Ministries:</td>
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<tr>
<td>Dacotah O’yate</td>
<td>70,717</td>
<td>74,828</td>
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<tr>
<td>Native American Christian Ministry</td>
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<tr>
<td>Luther Seminary</td>
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<td>100,000</td>
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<tr>
<td>Conferences</td>
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<td>50,000</td>
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<tr>
<td>DEM Support Staff</td>
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<td>10,000</td>
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<tr>
<td>Development Initiatives</td>
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<td>1,500</td>
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<tr>
<td>First Call Theological Education</td>
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<td>Pastoral Care</td>
<td>1,300</td>
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<tr>
<td>Resource Center Materials</td>
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<tr>
<td><strong>Total Ministry Support</strong></td>
<td>$680,151</td>
<td>$738,528</td>
<td>$724,660</td>
<td>$743,487</td>
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### Color Key

- Mission Support & Revenue
- Churchwide Ministries
- Synod Outreach
- Support of Congregations

### Council/Board/Committee Expenses

<table>
<thead>
<tr>
<th></th>
<th>2015 Actual (Unaudited)</th>
<th>2016 Adopted Plan</th>
<th>2016 Revised Plan</th>
<th>2017 Proposed Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Synod Council</td>
<td>$5,549</td>
<td>$3,000</td>
<td>$5,000</td>
<td>$6,000</td>
</tr>
<tr>
<td>Standing Committees:</td>
<td></td>
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<tr>
<td>Candidacy</td>
<td>10,250</td>
<td>4,500</td>
<td>7,120</td>
<td>7,120</td>
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<tr>
<td>Global Mission</td>
<td>1,270</td>
<td>1,000</td>
<td>1,000</td>
<td>1,000</td>
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<tr>
<td>Hunger &amp; Justice</td>
<td>965</td>
<td>1,000</td>
<td>1,000</td>
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</tr>
<tr>
<td>Interfaith</td>
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<tr>
<td>Other Committees/Task Force</td>
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<td>90</td>
<td>1,000</td>
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<tr>
<td><strong>Total Council/Board/Comm Expense</strong></td>
<td>$18,034</td>
<td>$9,590</td>
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<td>$17,120</td>
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### Supporting Services

<table>
<thead>
<tr>
<th></th>
<th>2015 Actual (Unaudited)</th>
<th>2016 Adopted Plan</th>
<th>2016 Revised Plan</th>
<th>2017 Proposed Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compensation &amp; Allowances</td>
<td>$399,302</td>
<td>$401,000</td>
<td>$411,500</td>
<td>$429,900</td>
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<tr>
<td>Depreciation</td>
<td>6,501</td>
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<tr>
<td>Discreptionary Fund</td>
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<td>1,300</td>
<td>1,300</td>
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<td>General Office Expense</td>
<td>23,206</td>
<td>15,450</td>
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<td>20,600</td>
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<tr>
<td>Insurance</td>
<td>7,110</td>
<td>8,543</td>
<td>7,200</td>
<td>7,416</td>
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<tr>
<td>Office Rent &amp; Utilities</td>
<td>32,539</td>
<td>52,310</td>
<td>40,418</td>
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<tr>
<td>Professional Fees</td>
<td>37,607</td>
<td>30,000</td>
<td>32,000</td>
<td>32,960</td>
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<tr>
<td>Synod Assembly</td>
<td>41,983</td>
<td>35,000</td>
<td>58,300</td>
<td>60,049</td>
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<tr>
<td>Travel</td>
<td>26,473</td>
<td>20,088</td>
<td>25,358</td>
<td>26,858</td>
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<tr>
<td><strong>Total Supporting Services</strong></td>
<td>$575,884</td>
<td>$569,111</td>
<td>$602,577</td>
<td>$626,722</td>
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</table>

### Total Support of Congregations

<table>
<thead>
<tr>
<th></th>
<th>2015 Actual (Unaudited)</th>
<th>2016 Adopted Plan</th>
<th>2016 Revised Plan</th>
<th>2017 Proposed Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Support of Congregations</strong></td>
<td>$593,918</td>
<td>$578,701</td>
<td>$618,697</td>
<td>$643,842</td>
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</table>

### Total Ministry Support & Expenses

<table>
<thead>
<tr>
<th></th>
<th>2015 Actual (Unaudited)</th>
<th>2016 Adopted Plan</th>
<th>2016 Revised Plan</th>
<th>2017 Proposed Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Ministry Support &amp; Expenses</strong></td>
<td>$1,274,069</td>
<td>$1,317,229</td>
<td>$1,343,357</td>
<td>$1,387,329</td>
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### Nonoperating Income (Loss)

<table>
<thead>
<tr>
<th></th>
<th>2015 Actual (Unaudited)</th>
<th>2016 Adopted Plan</th>
<th>2016 Revised Plan</th>
<th>2017 Proposed Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nonoperating Income (Loss)</td>
<td>$ (859)</td>
<td>$3,550</td>
<td>$3,550</td>
<td>$3,550</td>
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</tbody>
</table>

### Change in Net Assets

<table>
<thead>
<tr>
<th></th>
<th>2015 Actual (Unaudited)</th>
<th>2016 Adopted Plan</th>
<th>2016 Revised Plan</th>
<th>2017 Proposed Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change in Net Assets</td>
<td>$ (9,953)</td>
<td>(7,997)</td>
<td>180</td>
<td>138</td>
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