



**Elections 2021—Position Descriptions**

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**First vice president of the Wisconsin Evangelical Lutheran Synod**  
**(to be nominated by delegates at the 2021 synod convention)**

The first 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 first vice president assists the president and carries out such assignments the president may assign and those prescribed in the [bylaws of the synod](#). He serves on the Conference of Presidents, as the non-voting ex-officio vice chairman of the Synodical Council, and as an advisory member of the Commission on Inter-Church Relations. He serves as acting president whenever the president is prevented from discharging his duties and, in case of a vacancy in the presidency, serves as president until the next synod convention.

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**Recording secretary**  
**(to be nominated by delegates at the 2021 synod convention)**

The recording secretary is elected for a four-year term with no limit on the number of terms. He may hold no other synodical office at the same time. At the direction of the president, the recording secretary gives notice of each convention of the synod by publication in *Forward in Christ* and suitable electronic means. He sees to it that the list of voting delegates is also published in the same ways. The recording secretary determines the number and category of synod convention delegates allotted by district and notifies the district secretaries of those numbers. He notifies those who have been elected to office at the synod convention no later than 14 days after the close of the convention. The recording secretary serves as secretary to and an advisory member of the Conference of Presidents. He also serves as chairman of the synod's Nominating Committee. With the approval of the president, the recording secretary may appoint assistants in carrying out his assignments as he deems necessary.

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**Board for World Missions chairman**

The chairman of the Board for World Missions shall be a pastor elected by the synod for a term of four years. He may succeed himself twice for a total of 12 years of service. His duties shall include serving as moderator at board meetings and teleconferences, calling special meetings, and collaborating with the administrator in setting up the meeting agenda. He is responsible and accountable to the board and to the Synodical Council through the president. The chairman must have the 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. Persons considered for this position must possess experience in cross-cultural and world missions, cultural sensitivity, spiritual maturity, a flexible schedule, a heart for the lost souls of the world, and the willingness and ability to constantly learn about world missions.

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### **Board for Home Missions chairman**

The chairman of the Board for Home Missions (BHM) is to be a parish pastor elected by the synod for a term of four years. He may succeed himself twice for a total of 12 years of service. He helps establish the vision and direction of Home Missions. He chairs all meetings of the Board for Home Missions and the BHM Executive Committee (the group that makes ministry program decisions on behalf of the BHM). In counsel and cooperation with the BHM staff, he produces and executes purposeful agendas for the meetings of the BHM, its executive committee, and the BHM team. He serves on the Synodical Council (SC) and on the Joint Mission Council (JMC). He serves as the official representative of WELS-Canada on the SC. He oversees the work of the Board for Home Missions by reviewing correspondence and regularly counseling with staff. He responds to communications directed to him personally as appropriate or by forwarding to the BHM staff. He represents Home Missions at conventions, conferences, and gatherings as schedule permits (requiring travel involving stays of 32 nights per year, on average). Depending on the availability of the chairman, this position involves another 400 hours per year in preparation and prayer for Home Missions.

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### **Board for Ministerial Education member**

All Board for Ministerial Education (BME) 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 Internet 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). BME members are elected for a term of four years and may succeed themselves twice.

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 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 are 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 (BME) 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 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 Internet 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 Evangelism chairman**

The chairman of the Commission on Evangelism (COE) shall possess a deep love for Jesus and a great desire to help WELS congregations seize every opportunity to evangelize lost souls. The chairman will work together with members of the commission to help establish vision and direction for the commission's work. He will operate in close association with the commission's director to carry out the mission and objectives of the COE, including equipping and encouraging the 12 district evangelism commissions. He is responsible for moderating the meetings and teleconferences of the commission. The Commission on Evangelism chairman is elected by the synod for a term of four years and may succeed himself twice.

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### **Commission on Lutheran Schools chairman**

The chairman of the Commission on Lutheran Schools should be knowledgeable in educational ministries, including early childhood ministries, Lutheran elementary schools, and Lutheran high schools. The chairman is responsible for chairing one or more face-to-face commission meetings and several teleconferences each year. The chairman will work in close association with the commission's director, associate director, national coordinator for early childhood ministries, and executive committee. He will serve a term of four years and may succeed himself twice. Candidates for the position of chairman of the Commission on Lutheran Schools must be spiritually mature, possess a deep love for Christian education, and have experience in WELS educational ministries

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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 six years, and members may succeed themselves once. Members of the Board of Appeals may hold other elected or appointed offices. A five-person Board of Appeals panel—the chairman or his designee plus four board members selected by the chairman—is formed to decide each appeal. The decision of a Board of Appeals panel is the final disposition of any appeal.

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## **Synodical Council at-large member**

The Synodical Council has 21 voting members: 12 lay representatives, 1 each elected by the districts; 3 district presidents elected by the Conference of Presidents; and 6 at-large members elected by the synod in convention: 2 pastors, 1 male teacher, and 3 area of ministry chairmen. The president of the synod serves as chairman of the Synodical Council and votes in case of a tie. The pastor- and teacher-at-large members are to represent the viewpoint of the synod membership from a non-proprietary point of view. In other words, they are attached to no political office and no area of ministry. The pastor- and teacher-at-large members are to represent the at-large interest of pastors, teachers, and staff ministers in the overall work of the church. Before each Synodical Council meeting, they should consciously solicit the opinions of pastors/teachers/staff ministers from across the synod. The pastor- and teacher-at-large members should be able to attend at least three two-day Synodical Council meetings in Waukesha, Wis., per year and attend synod and district conventions as they are able. At each Synodical Council meeting, they will offer the perspective of their constituencies on matters before the group. After each meeting, they will look for ways to report back to their constituencies and gain perspectives for the next meeting.