

**Bylaws
of the
West Virginia--Western Maryland Synod**

**10 June 2019
(as amended by the 2019 Synod Assembly)**

(Bylaw Section Numbers Coincide With Constitution Chapter Numbers)

Section I

Reserved For Future Use.

Section II

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Section III

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Section IV

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Section V

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Section VI

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Section VII

The Synod Assembly

B7.01. A notice of the time and place of the Synod Assembly shall be given to all pastors and to the readers of the Bishop's Road Show E-News at least sixty days before the opening day of the assembly.

B7.02. The secretary of the synod shall prepare in advance of any assembly the roster of the synod, delivering a copy thereof to the Committee on Registration and Attendance. The secretary shall list as voting members those persons whose credentials have been sent by the congregations.

B7.03. The bishop of synod shall appoint the following convention committees:

- Committee on the Bishop's Report
- Committee on Elections
- Committee on Minutes
- Committee on Reference and Counsel
- Committee on Registration and Attendance
- Committee on Resolutions
- Committee on Worship

B7.05. Every congregation shall have the right to memorialize the assembly of this synod on subjects affecting its own welfare and legitimate interests.

B7.06. There shall be a division between the voting members and the others on the assembly floor which shall be indicated by a marker(s). Voting members and those persons accorded privilege of seat and voice shall seat themselves in the section in front of the marker(s). All others shall be seated behind the marker(s).

B7.07. When a voting member is unable to serve, the alternate voting member shall be seated when the Committee on Registration and Attendance has been provided with the necessary information and the alternate has been given a voting member's card.

B7.08. All retired ordained ministers on the roster of this synod in attendance at the Synod Assembly shall be voting members provided that the voting membership of the Assembly is still 60% laypersons.

B7.10. All motions, resolutions, amendments, and nominations shall be submitted in writing and on proper forms available from the secretary of synod or the assembly pages. This provision may be waived by the secretary.

Program

B7.12. Holy Communion shall be administered at each regular synod assembly.

B7.13. All appointments for the conduct of general religious services or public meetings shall be made by the bishop.

B7.14. The secretary shall post on the synod web site the bulletin of reports at least ten days before each regular Synod Assembly.

Procedures

B7.15. The report of the bishop to each regular synod assembly shall be referred to the Committee on the Bishop's Report, which shall study the same, make the appropriate comment thereon and transmit to the assembly the recommendations of the bishop together with any additional relevant recommendations of its own that it may deem desirable.

B7.16. A resolution of a general character which is not germane to the pending question or report shall be given by the proposer to a Committee of Reference and Counsel, which shall report thereon to the assembly with its recommendations. Other duties of the committee shall be (a) to recommend special orders for the hearing of representatives, (b) to grant or deny permission to distribute printed matter not issuing from the office of the secretary and (c) to give such assistance to the bishop as may be desired in the course of the assembly.

B7.17. All reports published in the bulletin of reports shall be received by the assembly by virtue of that fact without vote.

B7.18. Voting members shall not absent themselves from any meeting of the assembly without valid excuse.

Section VIII

B8.01. If the vice-president is unable to or recuses his/her prerogative to serve as an *ex officio* voting member of the Churchwide Assembly, an alternate lay person of the same gender, meeting all other requirements, may be credentialed by the authority empowered to do so under the governing documents of the of the Evangelical Lutheran Church in America.

Section IX

Nominations and Elections

B9.02. Ninety days prior to the Synod Assembly, the Nominating Committee shall send a list of the offices and positions to be filled by election and a list of positions to be filled by appointment to the pastors of the Synod and to the presidents/vice presidents of the congregational councils and to the Conference officers and shall invite nominations for these offices and positions.

B9.03. Nominations by pastors and congregational councils, along with the necessary vita information, requested by the Nominating Committee, shall be sent to the Nominating Committee within thirty days.

B9.04. The Nominating Committee shall nominate a minimum of two persons for each office and position to be filled by election.

B9.05. The report of the Nominating Committee, which shall include the names of the committee's nominees with, at minimum, congregational membership and exposition, shall be published on the synod web site at least ten days prior to the assembly.

B9.06. The Nominating Committee shall suggest to the Synod Council one nominee for each position to be filled by appointment. The Synod Council will make necessary appointments after its meeting held during the Synod Assembly.

B9.07. In all elections by the Synod Assembly, other than for the Bishop, additional nominations may be made from the floor. Nominators may provide copies of the completed nomination form (as defined by the nominating committee) to the secretary of the synod for distribution.

B9.09. All terms of office, except as otherwise provided in the constitution and bylaws of the Synod, shall begin September 1 following election.

Section X

Synod Council

B10.01. The Synod Council shall consist of the four officers of the synod, four pastors, six lay members, and one youth member and one young adult.

(a) Four pastors shall be elected, one from each of the four conferences.

(b) Six lay members shall be elected, one from each of the four conferences and two members at large. As far as possible, 50% of the lay members shall be male and 50% shall be female.

(c) The youth member shall be elected at large. The youth member shall not have reached the age of 18 at the time of election.

(d) The young adult member shall be elected at large. The young adult member shall be between (and inclusive of) the ages of 18 and 30 at the time of election.

B10.02. Terms of office:

(a) Four pastors, six lay members, and the young adult member shall be elected for a three-year term and shall not serve for more than two consecutive terms.

(b) The youth member shall be elected to a one-year term.

B10.03. The Synod Council shall meet at least three times a year. Any additional meeting(s) shall be as the council deems necessary.

B10.04. The president of the synodical women's organization or her appointee will serve as an advisory member of the Synod Council with voice, but without vote.

B10.05. The Synod Council shall have an Executive Committee composed of the officers and three members of the council (1 pastor, 2 lay members) elected by the council. The Executive Committee shall counsel with the officers and shall perform those functions of the Synod Council assigned to it by the Synod Council. The Executive Committee, with the exception of the bishop of this synod, shall review the work of the bishop,

assistants to the bishop and support staff of the synod and shall recommend salaries and benefits for the bishop, assistants to the bishop and support staff of the synod.

B10.06. From within its membership, and also including other members of the synod as it desires, the Synod Council shall appoint a Mutual Ministry Committee. The committee shall seek to give encouragement by its concern for the spiritual, emotional and physical well-being of the synod bishop and of assistants to the bishop. It will offer support when they are experiencing personal or pastoral stress. It will allow for open communication concerning attitudes and conditions within this synod.

B10.07. From within its membership, and also including other members of the synod as it desires, the Synod Council shall appoint a Budget and Finance Committee.

Section XI

Committees, Commissions and Other Organization Units

B11.01. There shall be a Consultation Committee consisting of twelve (12) persons, of whom three (6) shall be ordained ministers and three (6) shall be laypersons, who shall be elected by the Synod Assembly for a term of six (6) years without consecutive reelection. The bishop of the synod shall be a member of the Consultation Committee ex-officio except in instances when the bishop brings charges against an ordained minister. The responsibilities and procedures of this committee shall be those outlined in Chapter 20 of the constitution of the Evangelical Lutheran Church in America.

B11.02. There shall be a Committee on Discipline which shall be composed of twelve (12) persons, of whom six (6) shall be ordained ministers and six (6) shall be laypersons, who shall be elected by the Synod Assembly for a term of six (6) years without consecutive reelection. The bishop shall not be a member of the Committee on Discipline. The responsibilities and procedures of this committee shall be those outlined in Chapter 20 of the constitution of the Evangelical Lutheran Church in America.

B11.03. There shall be a Professional Candidacy Committee to provide for the professional leadership recruitment preparation and support in accordance with churchwide standards and policies and to certify candidates for the ordained ministry in cooperation with the appropriate seminaries of this church. This committee shall have six (6) members, four (4) laypersons and two (2) ordained ministers, appointed for a term of six (6) years. The terms of those initially appointed shall be staggered so that not all terms will expire at the same time.

B11.07. There shall be such operational committees as deemed necessary by this synod to guide and support the ministry of the synod and its congregations in the various aspects of the Church's mission. Such committees shall normally be created or disbanded by continuing resolution of the Synod Council, but nothing herein shall preclude the right of the Synod Assembly to create or disband such operational committees by either continuing resolution or bylaw.

B11.11. The Synod Council shall appoint the chairpersons of committees and commissions from among the membership of the committees and commissions.

B11.12. Vacancies upon committees, commissions and boards shall be filled by the Synod Council. Vacancies may occur through resignations, death or by a chairperson declaring a vacancy upon a committee, commission or board after two unexcused absences by a member.

B11.14. The synodical women's organizational president or her appointee will serve as the representative of the synodical women's organization to the Synod Council and will report to the Synod Council and the Synod Assembly.

B11.15. The synod bishop or the bishop's appointee will serve as the representative of the synod to the synodical women's organization and will provide reports to the board meetings and conventions of the synodical women's organization.

B11.16. The Synod Council shall appoint the Synod's representatives to the West Virginia Council of Churches. Each appointment shall be for a two-year term. The West Virginia Council of Churches shall indicate how many representatives shall be appointed.

Section XII
Conferences, Clusters and Coalitions
Designations

B12.01. There shall be four conferences designated as follows:

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- (a). Monongahela Valley - Mountain Conference
 1. Bittinger MD, Emmanuel
 2. Jennings MD, Zion
 3. Swanton MD, St. John's (Meadow Mountain)
 4. Clarksburg WV, St. Mark
 5. Davis WV, St. John
 6. Elkins WV, Holy Trinity
 7. Fairmont WV, Grace
 8. Grafton WV, Church of the Covenant
 9. McHenry MD, Shepherd of the Hills
 10. Morgantown WV, St. Paul
 11. New Milton WV, St. Johannes
 12. Oakland MD, St. Mark's
 13. Accident MD, St. Paul's
 14. Accident MD, St. John's (Cove)
 15. Friendsville MD, Grace
 16. Aurora WV, St. Paul
 17. Red House MD, St. John's
- (b). Ohio - Kanawha Valley Conference
 1. Beckley WV, St. Luke
 2. Charleston WV, Trinity
 3. Huntington WV, Christ the King
 4. Huntington WV, St. Paul
 5. Hurricane, WV, Cross of Grace
 6. Letart WV, St Mark (Upper Flats)
 7. New Haven WV, St. Paul
 8. Point Pleasant WV, St. Peter
 9. Ravenswood WV, Our Saviour
 10. Parkersburg WV, First
 11. Vienna WV, Christ
- (c). Potomac Conference
 1. Martinsburg WV, St. John
 2. Martinsburg WV, Trinity
 3. Charles Town WV, St Thomas
 4. Harpers Ferry WV, St John
 5. Sharpsburg MD, Holy Trinity Memorial Evangelical
 6. Petersburg WV, Grace
 7. Baker WV, Zion
 8. Moorefield WV, Mt. Olive (Peru)
 9. Gore VA, Fairview
 10. Rio WV, Ebenezer
 11. Wardensville WV, St. Peter
 12. Yellow Spring WV, Hebron

13. Franklin WV, Faith
14. Minnehaha Springs WV, New Hope
15. Moyers WV, St. John
16. Upper Tract WV, Mt. Hope
17. Brandywine WV, Calvary
18. Keyser WV, Trinity
19. Westernport MD, Mt. Calvary
20. Shepherdstown WV, St. Peter
21. Uvilla WV, St. James

(d). Upper Ohio Valley Conference

1. Wheeling WV, First English
2. Wheeling WV, Christ (Mozart)
3. Wheeling WV, Grace (Bethlehem)
4. Wheeling WV, St. James
5. Wheeling WV, St. Mark (Elm Grove)
6. Weirton WV, Trinity
7. Wheeling WV, St. Matthew (Benwood)
8. Wheeling WV, Trinity
9. Moundsville WV, Messiah
10. New Martinsville WV, Good Shepherd

Compositions and Functions

B12.02. Purpose: The conferences shall exist for the purpose of fostering interdependent relationships among congregations, institutions, synodical and churchwide units, and adjacent groups in neighboring synods.

B12.03. Conference Polity: The Synod Council shall establish the governing structure of each conference through continuing resolutions.

B12.04. Deans: Deans will be appointed by the bishop in consultation with the pastors of the conference and reviewed annually. Deans are extensions of the bishop and his office in the local setting. The bishop shall consult with the church council(s) of a dean to negotiate specific time for the dean to devote to his/her duties, with a recommendation minimum of one day per month. Deans will not be paid for the performance of their duties, but expenses will be reimbursed by the synod. A dean's primary duty will be to assist the bishop in providing pastoral care to pastors and congregations.

B12.05. Presbyterial Collegiality: The pastors and the dean of each conference will develop methods for promoting collegiality.

B12.06. Clusters: Clusters of congregations may be established, as needed, to further support and to inter-relate ministries of local congregations. Clustering of congregations shall not be limited to geographic proximity. Clustering of congregations could be determined by size, by single or multiple church parishes, the setting of congregations for ministry and other factors that would foster such relationships. Clusters may continue as long as needs exist. Clusters of congregations may not be limited by conference or synodical boundaries.

Section XIII

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Section XIV

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Section XV

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Section XVI

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Section XVII

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