



**Upstate New York Synod**  
**Evangelical Lutheran Church in America**  
God's work. Our hands.

**CHURCHWIDE ASSEMBLY VOTING MEMBER**  
**Position Description**

**Qualities and Eligibility**

Nominees for voting member of the ELCA Churchwide Assembly should be deeply committed to the life and ministry of Christ's Church, especially as expressed through the Evangelical Lutheran Church in America and the Upstate New York Synod, regular in their worship attendance, and charitable with their gifts of time, talent, and treasure.

Each person elected to serve as a Churchwide Assembly voting member shall be a voting member of a congregation of this synod.

**Nomination, Election, and Term of Service**

Each triennium, conferences nominate individuals for election by the Synod Assembly as voting members of the Churchwide Assembly in accordance with the bylaws of this church and guidelines set forth by the Synod Council. Elected voting members serve in their role at the Churchwide Assembly next occurring following their election.

**Functions**

Voting members of ELCA congregations gather triennially to serve in the Churchwide Assembly as representatives not only of their own congregations and synods but also on behalf of all the people of the Evangelical Lutheran Church in America. Nourished by Word and Sacrament, they are called in assembly to make decisions and seek the well-being of this whole church.

**Responsibility of the Assembly**

The Churchwide Assembly is the highest legislative authority in the ELCA. The assembly deals with the purposes, functions, and directions of churchwide ministries, and addresses issues that affect the life of our whole church.

The Churchwide Assembly must:

- Review the work of the churchwide officers, receive reports from them and act on business proposed by them.
- Review the work of the churchwide units, receive reports from them and act on business proposed by them.
- Receive and consider proposals from synod assemblies.
- Establish churchwide policy.
- Adopt a budget for the churchwide organization.
- Elect officers, board members, and other persons as provided in the constitution and bylaws.
- Establish churchwide units to carry out the functions of the churchwide organization.

- Have the sole authority to amend the constitution and bylaws. Fulfill other functions as required in the constitution and bylaws.
- Conduct such other business as necessary to further the purposes and functions of the churchwide organization.

### **Responsibilities**

Voting members individual responsibilities are to:

- Represent the interests of this whole church to facilitate its mission and ministry.
- Seek the guidance of the Holy Spirit and approach the Churchwide Assembly's work with reflection and prayer.
- Participate in orientation, both that provided by the synod and that provided by the churchwide organization.
- Be present during the entire Churchwide Assembly, attending plenary sessions, worship, hearings, and other assembly-related activities.
- Study in advance the Pre-Assembly Report, particularly the reports of officers and the matters on which the Churchwide Assembly will take action.
- Listen to presentations and discussion and be prepared to participate responsibly.
- Exemplify servant leadership in words, life-style, and manner of leadership, recognizing accountability to the Triune God, the whole Church, each other, and to the Churchwide Assembly as a whole.
- Provide reports about the Churchwide Assembly to congregations and others within the synod.

### **Other**

- Nominees for Churchwide Assembly voting member must be available to attend the scheduled Churchwide assembly, typically over five days during the month of August.
- Nominees should preferably have experience functioning in board, council, or committee settings. A basic understanding of Parliamentary Procedure is helpful.
- The bishop of this synod is an ex officio voting member of the Churchwide Assembly.
- The vice president of this synod serves as a voting member of the Churchwide Assembly.
- No elected voting member of the Churchwide Assembly shall receive compensation for such service.
- Expenses associated with serving as a Churchwide Assembly voting member are substantially covered by the ELCA. Voting members may be personally responsible for certain incidental expenses.