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## **Call and Notice of Synod Assembly**

In accordance with Section S7.13 of the North/West Lower Michigan Synod Constitution, I hereby call and give notice of the 2024 Synod Assembly which will be held virtually via ZOOM on Saturday, May 11, 2024.



Rev. Dennis Smith, Secretary

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# “Salt, Light, and Leaven”

*The Rev. Craig Alan Satterlee, Ph.D., Bishop*

All relevant information about our Synod Assembly can be found on the Synod’s website. Please review the documents provided there prior to Synod Assembly: <https://mittensynod.org/events/assembly>.

## **Assembly Theme**

Jesus names us “the salt of the earth” and “the light of the world,” and compares the kingdom of heaven or reign of God to “leaven” (Matthew 5:13–16; 13:33). At the 2024 Synod Assembly, we will celebrate ways our congregations are “salt of the earth,” “light of the world,” and “leaven” of the kingdom in ways large and small as we prayerfully participate in Jesus’s own work of reconciling the world to God’s very self.

During our no more than six hour virtual assembly, we will celebrate and share the ways our congregations are “salt of the earth,” “light of the world,” and “leaven” of the kingdom through congregation produced videos. We are excited that so many congregations chose to participate in this project and share the ways they are ministering to their community and sharing the story of Jesus.

## **Pre-Assembly Announcements**

To better streamline Synod Assembly, we are including some announcements that I normally give orally here.

- **Registration:** As was the case last year, all voting members were required to register in advance of Synod Assembly. Voting members who were not registered by the registration deadline of April 8 are not able to attend or participate in the Synod Assembly meeting via Zoom. They are welcome to watch the livestream on the Synod’s YouTube channel.
- **Registration Fee:** Synod Council actively set the registration fee to be the same as previous virtual assemblies so that it would be affordable for more congregations to attend. The Synod will be underwriting the remaining balance to cover the costs of the assembly including Zoom, production assistance, and voting software.
- **Assembly Business:** The business of this year’s assembly includes electing synod officers and voting members for the 2025 Churchwide Assembly, considering resolutions and memorials, and voting on the 2025 Compensation Guidelines and the 2025-26 Budget.
- **Churchwide Representative:** This year, we will not have a Churchwide Representative at our Synod Assembly. Due to the schedule of synod assemblies across the ELCA and the time and financial cost of travel, ELCA Churchwide made the decision to prioritize sending Churchwide Representatives to synod assemblies that included a bishop election.

- **Synod Offering:** In lieu of the traditional Synod Assembly offering, congregations may make a contribution to the Synod’s Living Stones Initiative or any of the funds highlighted on the Synod’s website: <https://mittensynod.org/donate>.
- **Voting Members:** Voting members of the Synod Assembly are elected by their congregations. In order to receive their voting credentials, voting members must participate in a one-hour Technology Orientation. The Technology Orientations are May 7-9 and voting members were able to sign up for these sessions when they registered for Synod Assembly. On the day of Synod Assembly (May 11), voting members must be checked-in on Zoom between 8:00am to 9:00am to be eligible to participate. Voting members who do not check-in and enter the Zoom call before 9:00am will not be able to participate in the meeting. We invite these voting members to watch the livestream on the Synod’s YouTube channel: <https://www.youtube.com/c/NorthWestLowerMichiganSynod>.
- **Technology:** Each voting member will need their own email address and voting device (smartphone or tablet). They will also need access to a computer to participate in the Zoom meeting. It is recommended that voting members use a computer to host the Zoom meeting and use a smartphone or tablet as their voting device.
- **Speaking During Synod Assembly:** During Synod Assembly, we ask that all voting members keep themselves on mute unless they have been recognized to speak. We will be using Zoom’s chat feature to communicate motions, seconds, speakers from the floor, and questions pertaining to the business of the meeting. Our Zoom moderators will be monitoring the chat to address these concerns. To make it easier for them, we ask that you only use the Zoom chat for “official business” and not for personal or unrelated communication.
- **Voting During Synod Assembly:** During Synod Assembly, voting will take place using Vevox voting software. Each voting member will need to enter their Voter ID and a Session ID in order to access the ballot and vote. Voter IDs will be provided to voting members prior to Synod Assembly. Session IDs will be provided to voting members during Synod Assembly. If the Voter ID is not entered correctly, if the Voter ID appears multiple times, or if the Voter ID does not match a person registered and checked in on the Synod Assembly Zoom meeting, the vote will be marked as invalid and will not be counted.
- **Additional Nominations:** All nominations and completed bio forms were to be submitted by March 22. On the day of Synod Assembly (May 11), any additional nominations for positions within the General Election must be submitted to Ann Stavros ([annstavros@mittensynod.org](mailto:annstavros@mittensynod.org)) by 11:00am. To make a nomination, you must have the permission of the nominee and be prepared to provide an electronic background using the blank form in Section F of the Assembly Book.

## **Rules of Organization and Procedure** **for the 2024 North/West Lower Michigan Synod Assembly**

The Synod Council recommends adoption of the following Rules of Organization and Procedure for the 2024 North/West Lower Michigan Synod Assembly:

### **General Elections / Voting**

A. All elections will conform to S9.08. in the Synod Constitution.

[**Synod Constitution Reference – S9.08.**: “In all elections, except for the bishop, the names of the persons receiving the highest number of legal votes, but not elected by a majority of the legal votes cast on a preceding ballot, shall be entered on the next ballot to the number of two for each vacancy unfilled. On any ballot, when only two names appear, a majority of the legal votes cast shall be necessary for election.”]

B. All voting shall be by electronic ballot using VeVox technology (once credentials are established). For VeVox voting, voting members will access their ballots via a URL address which will be provided for use on a personal smartphone, Tablet, or computer.

### **Debate**

C. Debate is limited to two minutes per speaker. All speakers shall identify themselves by name and congregation/ministry/retired, etc.

## FOR REFERENCE ONLY - From the N/W Lower MI Synod Constitution:

**S7.22.A23.** All retired rostered ministers of this synod as well as rostered ministers on leave from call and those granted disability status, who are registered to attend the Synod Assembly, shall be voting members of the Assembly as long as the registered distribution of voting members is consistent with †S7.21.

**S7.23.A23.** Permission is granted for the Synod Attorney to have voice but not vote at the Synod Assembly to support proceedings and to provide clarification as needed relative to the governing documents and policies of the synod as requested by the Synod Assembly Chair, the Synod Bishop or Synod Vice President as per S7.23.

**S7.26.A23.** Permission is granted for up to two lay persons, one a woman and the other a man, from Synodically Authorized Worshipping Communities to have full voice and vote in all Synod Assembly proceedings.

**S7.27.A23.** A Minister of Word and Sacrament from a church body with which a relationship of full communion has been declared and established by the Churchwide Assembly of the Evangelical Lutheran Church in America and who is serving a congregation of this synod by “Invitation to Special Service” during the period of the Synod Assembly shall have the privilege of both voice and vote in the Synod Assembly.

**S#.##.###.** Synod Assemblies planned to be conducted remotely are to be limited to no more than 6 hours in duration with a prioritized focus on required business only. Due to the shorter duration, protocols for the presentation and consideration of resolutions and churchwide memorials presented to the Resolutions Committee are as follows:

1. All resolutions and churchwide memorials shall be submitted to the chair of the Resolutions Committee by the stated deadline set by the committee.
2. All resolutions and churchwide memorials shall be included in the pre-Assembly packet. No additional resolutions or churchwide memorials will be considered during remote Synod Assemblies.
3. Prior to each remote Synod Assembly, remote meetings shall be scheduled during which resolutions and churchwide memorials, correctly submitted for consideration by the stated deadline, will be presented to and discussed with interested Assembly voting members.

## **2024 Synod Assembly Committees**

### **Synod Assembly Manager**

Ms. Chelsey Satterlee, Director of Communications

### **Credentials Committee**

Pastor Kjersten Sullivan (Trinity, Battle Creek)

Others as assigned

### **Elections Committee**

Pastor Christina Bright, Assistant to the Bishop

Others as assigned

### **Nominations Committee**

Ms. Sandy Schlesinger (Trinity, Midland)

Others as assigned

### **Reference and Resolutions Committee**

Pastor Jonathan Reid (Immanuel, Suttons Bay)

Others as assigned

### **Resolutions Committee**

Pastor Jonathan Reid (Immanuel, Suttons Bay), Chair

Ms. Christine Allen

Pastor Dennis Smith

### **Synod Assembly Book**

Ms. Rebecca Bossenbroek, Director of Finance

### **Technology Team**

Mr. Rich Weingartner (Faith, Okemos)

Others as assigned

“Salt, Light, and Leaven”  
 North/West Lower Michigan Synod ELCA  
 2024 Synod Assembly  
 May 11, 2024

Public Agenda

<b>PRE-ASSEMBLY MEETINGS AND FORUMS</b>	
April 30, 6-8pm	Resolutions & Memorials Discussion Session – Cancelled due to No Resolutions/Memorials
May 2, 6-8pm	Budget & Compensation Guidelines Discussion Session
May 7-9, 6-7pm	Technology Orientations
Date & Time	Credentials Committee
Date & Time	Elections Committee
May 10, 11am-4pm	Assembly Rehearsal
<b>SATURDAY, MAY 11, 2024</b>	
<b>8:00 AM</b>	<b>Technology Help Desks Open</b> <b>Zoom Call Opens - Voting Member Check-in</b> Pre-Assembly Show
<b>9:00 AM</b>	<b>Zoom Call Closes for Credentials Committee</b> Announcements
<b>9:10 AM</b>	Welcome and Call to Order <ul style="list-style-type: none"> <li>• Opening of the Assembly</li> </ul>
	“Salt, Light, and Leaven” Congregation Video
	Introductions
	Orientation to Voting

<b>9:45 AM</b>	Credentials Committee Report
	Adoption of Assembly Procedures
	Adoption of Assembly Agenda
	Nominations Committee Report
<b>10:30 AM</b>	Break
<b>10:40 AM</b>	Call to Order First Ballot for General Elections
	Report of the Bishop
	“Salt, Light, and Leaven” Congregation Video
<b>11:45 AM</b>	Lunch Break
<b>12:15 PM</b>	Call to Order Second Ballot for General Elections
	Report of the Vice President – Part 1 <ul style="list-style-type: none"> <li>• Presentation of 2025-2026 Compensation Guidelines</li> <li>• Adoption of 2025-2026 Compensation Guidelines</li> </ul>
<b>1:10 PM</b>	ELCA Churchwide and Church Council Reports
	“Salt, Light, and Leaven” Congregation Video
	Report of the Treasurer <ul style="list-style-type: none"> <li>• Presentation of the 2025-26 Budget</li> <li>• Adoption of them 2025-26 Budget</li> </ul>
	“Salt, Light, and Leaven” Congregation Video
<b>2:20 PM</b>	Report of the Vice President – Part 2
	Unfinished Business Announcements: Pastor David Sprang
<b>3:00 PM</b>	Closing of the Assembly