

**The Ohio District of
The Lutheran Church–Missouri Synod, Inc.**



Code of Regulations (By-Laws)

**Approved by the Ohio District-LCMS 2006 Convention
June 8-10, 2006
EFFECTIVE SEPTEMBER 1, 2006**

CONSTITUTION

The Constitution of The Lutheran Church–Missouri Synod (hereinafter referred to as “Synod”) is the constitution of The Ohio District of The Lutheran Church–Missouri Synod, Inc. (hereinafter referred to as the “Ohio District”), as the constitution of Synod presently exists or as it may hereafter be amended. If any part of the Code of Regulations of the Ohio District, as hereinafter set forth, conflicts in any way with the constitution and by-laws of Synod as now in force and effect, or hereafter amended, then the conflicting parts of the said Code of Regulations shall be disregarded, and the constitution and by-laws of Synod shall be followed in any such applicable case.

CODE OF REGULATIONS

ARTICLE I–NAME

- A. The name of this corporation is “The Ohio District of The Lutheran Church–Missouri Synod, Inc.” (hereinafter referred to as the “Ohio District”).
- B. The corporation seal of The Ohio District shall be a circular disk bearing in the upper part of the outer circle the words: “The Lutheran Church–Missouri Synod, Inc.”; (paralleling these words in smaller type shall be the following: “John 15:5, I am the Vine, Ye are the branches”; in the center of the disk shall be the symbol of a cross and vine; along the lower part of the outer circle shall be the words: “The Ohio District” with “1963” above it to indicate the year when the Ohio District was organized. (As adopted 6/15/64, Proceedings of 1964 Convention, p. 55)

ARTICLE II–AREA

The Ohio District shall consist of the State of Ohio, the State of West Virginia, and that part of Kentucky east of a line drawn from the northerly boundary to the southerly boundary of the State of Kentucky as an extension of the present boundary line between the State of Ohio and the State of Indiana.

ARTICLE III–OBJECTIVES

The Ohio District shall, in its area, carry out the work of Synod subject to applicable synodical resolutions. The objectives of the district shall be the objectives set forth in Article III “Objectives” of Synod’s constitution.

ARTICLE IV–MEMBERSHIP

- A. General membership in the Synod through the Ohio District is held and may be acquired by congregations and Ministers of Religion, ordained and commissioned, who confess and accept without reservation:

1. The Scriptures of the Old and of the New Testament as the written Word of God and the only rule and norm of faith and of practice;
 2. All the Symbolical Books of the Evangelical Lutheran Church as a true and unadulterated statement and exposition of the Word of God, to wit: the three Ecumenical Creeds (the Apostles' Creed, the Nicene Creed, the Athanasian Creed), the Unaltered Augsburg Confession, the Apology of the Augsburg Confession, the Smalcald Articles, the Large Catechism of Luther, the Small Catechism of Luther, and the Formula of Concord.
- B. All organized congregations that have joined in the Ohio District hold voting membership. At all conventions of the Ohio District every congregation or parish is entitled to two votes; one of which is to be cast by the pastor and the other by the lay delegate. Parish here means one or more congregations served by one pastor. (Synodical Handbook. Article V A)
- C. Advisory Members only are those identified in the Synodical Handbook. (Article V B)
- D. Conditions for acquiring and holding membership in the Synod through the Ohio District are:
1. Acceptance of the confessional basis of Article IV A.
 2. Renunciation of unionism and syncretism of every description, such as:
 - a. Serving congregations of mixed confession, as such, by ministers of the church.
 - b. Taking part in the services and sacramental rites of heterodox congregations, or of congregations of mixed confession.
 - c. Participating in heterodox tract and missionary activities.
 3. Regular call of ministers of religion, ordained and commissioned and regular election of lay delegates by the congregations, as also the blamelessness of the life of such.
 4. Exclusive use of doctrinally pure agenda, hymn books, and catechisms in church and school.
 5. Reception of the congregation into membership shall be ONLY after the Ohio District has convinced itself that the constitution of the congregation, which must be submitted for examination, contains nothing contrary to the Scriptures or the Confessions or the teachings and practices of Synod.
 6. Ministers of religion, both ordained or commissioned, or candidates for said offices not coming from recognized orthodox church bodies must submit to a colloquium before being received also at the meetings of Synod.

E. **SUSPENSION AND/OR EXPULSION**

Procedure shall be that outlined in the Constitution, Article XIII, and By-Laws, section 2.14-2.17, of the Synod.

ARTICLE V—RELATIONSHIP OF THE OHIO DISTRICT TO ITS MEMBERS

- A. The Code of Regulations of the Ohio District and all other rules and regulations subsequently adopted by the District apply to all members, (i.e., all congregations, and ministers of religion, ordained and commissioned). District expects such congregations as have not yet been received into membership, but are served by the District, and its Ministers of Religion, ordained and commissioned, to honor its rules and regulations.
- B. District expects every member congregation to respect resolutions adopted by District Conventions and to consider them of binding force if they are in accordance with the Word of God and if they appear expedient as far as the condition of the congregation is concerned. District, being an advisory body, recognizes the right of the congregation to be the judge of the expediency of the resolution as applied to its local condition. However, in exercising such judgment, a congregation must not act arbitrarily but in accordance with the principles of Christian love and charity. The matter of adherence to Synodical Doctrinal Resolutions and Statements is governed by the Synodical Handbook
- C. Membership of a congregation in the Ohio District gives the District no equity in the property of such congregation.

ARTICLE VI—PLACE AND TIME OF CONVENTIONS

- A. The regular meeting of the Ohio District shall be held not less than once every three years in the year preceding the General Convention of Synod. Such meetings of the Ohio District shall be referred to hereafter as conventions.
- B. The regular conventions of the Ohio District shall be held at such place as may be designated by the Board of Directors unless otherwise prescribed by the Ohio District in convention assembled. Such meetings may be held outside the immediate geographic area of the Ohio District.
- C. Special conventions may be called by the District President or by the vote of three-fourths of the members of the Board of Directors, after consultation with the President of The Lutheran Church—Missouri Synod. Special conventions may also be called at the request of at least a majority of the voting congregations of the Ohio District. A written notice designating the time, the place and the purpose of such special convention shall be mailed to each member of the Ohio District at least 30 days in advance of the convention. Notices of such convention shall also be given to the President of The Lutheran Church—Missouri Synod and shall be published in the official Ohio District periodical not less than thirty days prior to the convention.

Notice of all regular conventions shall be given by the Secretary not less than six months prior to the convention date by publication in the official Ohio District periodical or such other official publications as may be designated by the Board of Directors.

- E. A regular convention may be held over a week-end, but may not extend beyond five calendar days.
- F. One-third of the voting congregations represented by at least one of their respective delegates (pastor or lay delegate) shall constitute a quorum.
- G. All conventions shall be conducted according to the Articles of Incorporation, the Constitution, and the Code of Regulations of the Ohio District, and in such instances where no provision is made, according to accepted parliamentary rules.

ARTICLE VII—OFFICERS, BOARD OF DIRECTORS, AND COMMITTEES

A. ELECTIVE OFFICERS

The Elective officers of the Ohio District shall be a District President, three Vice-Presidents, a Secretary, and the Circuit Counselors.

- B. THE ELECTIVE BOARD of the Ohio District shall be: the Board of Directors.
- C. The District shall also elect a Nominating Committee.
- D. The District shall also elect one member to the Synodical Committee for Convention Nominations, according to the procedure identified in the current Synodical Handbook.
- E. All other officers, boards and committees shall be APPOINTED as follows:
 - 1. The District President in consultation with the Vice-Presidents shall appoint:
 - a. The Editor of the District publications
 - b. The Archivist
 - c. The Convention Committee on Elections
 - d. The various Convention Committees
 - 2. The BOARD OF DIRECTORS shall appoint as prescribed:
 - a. The Treasurer who shall serve as Chief Financial Officer
 - b. The Legal Counsel
 - c. The Auditor
 - d. The Committee on Constitutional Matters
 - e. The Board of Trustees of the Ohio District Lutheran Church Extension Fund, Inc.
 - f. The District Reconcilers, according to the procedure identified in the Synodical Handbook.

F. TERMS AND QUALIFICATIONS OF OFFICE

- 1. The term of office of all officers, elective or appointive, and of the members of all boards and committees shall be three years and until their successors are elected or appointed and qualified, unless hereafter specifically provided

otherwise. Terms of office would expire on August 31st following the District Convention.

2. The District President, the Vice-Presidents, the Secretary, and all other officers and members of District boards and committees shall be members of voting congregations of the Ohio District.
3. The term of office for all members of Ministry Task Forces shall be three years unless designated otherwise when they were appointed.
4. The District President, Vice-Presidents, Secretary, Circuit Counselors, Nominating Committee and the representative to the Synodical Nominating Committee shall be elected in the year prior to the regular election of the officers of Synod.
5. All executive District staff members who are rostered shall be called by the congregations of the Ohio District through the Board of Directors.
6. A pastor serving as a Church Planter for the District (missionary at large) shall be called by the congregations of the Ohio District through the Board of Directors.
7. When a vacancy occurs in the Board of Directors, the Board of Directors shall choose a successor for the unexpired term. The Secretary shall notify the nominee so elected. When a vacancy occurs in the Office of Circuit Counselor, it shall be filled according to the procedure identified in the Synodical Handbook.

In the case of a vacancy of the office of District President, the First Vice-President shall assume the office. In the latter case, the Second Vice-President shall become the First Vice-President, the Third Vice-President shall become the Second Vice-President, and the office of the Third Vice-President shall then be filled by the Board of Directors from the region which then has no Vice-President. The person so appointed shall serve until the next District convention.

The successor to the office of District President need not terminate his position as pastor of a congregation while completing the unexpired term unless and until he is elected District President by the Convention. A Vice-President who by the terms of this Article succeeds to the office of District President may decline such office. In that case, the declining Vice-President shall fill the last ranking vacant Vice-Presidency.

- G. **DUTIES:** The duties of all officers, boards and committees of the Ohio District shall be as provided in the Handbook of the Lutheran Church–Missouri Synod or as specified in this Code of Regulations or as established by the policies of the Board of Directors.
- H. **LEGAL REPRESENTATION:** The District President, or in his absence, one of the Vice-Presidents, along with the District Secretary or the Treasurer shall be authorized to sign for and in behalf of the District all legal documents of the Ohio District authorized by the Board of Directors or a District Convention.
- I. **INDUCTION INTO OFFICE:** The newly elected officers and Board of Directors of the Ohio District shall be inducted into office through an appropriate brief ceremony (See

Lutheran Agenda) at the District Convention or in some other appropriate and suitable setting.

- J. **HOLDING MORE THAN ONE OFFICE:** No one in the Ohio District or between Synod and the Ohio District, shall hold more than one elective office, or more than two offices, although one or both be appointive; or ever hold two offices of which one is directly responsible for the work done by the other. Doubtful cases shall be decided by the President of the Ohio District.
- K. **SUCCESSIVE TERMS**
 - 1. The Office of District President of the Ohio District shall be without limitation as to re-election for successive terms.
 - 2. The Office of Treasurer/Chief Financial Officer shall be without limitation as to appointment for successive terms.
 - 3. All other officers, board or committee members, elected or appointed, shall be ineligible for re-election or re-appointment to the same office after serving three complete successive terms. Such officers and members of boards and committees shall be eligible again for election or appointment after an interval of two or more years. For purposes of this provision, a pastor serving as Vice President shall be ineligible for re-election to the office of Vice President after serving three complete successive terms irrespective of his rank as First, Second, or Third Vice President.
 - 4. Any officers or members of a board or committee ineligible for the above reason may be elected or appointed to any other position.
- L. If the District President is unable to serve in that capacity because of a prolonged illness or disability as determined by the Board of Directors, the First Vice-President shall be named the acting District President until the Board of Directors determines that such illness or disability has been removed.

ARTICLE VIII—GENERAL ELECTION RULES

- A. **COMMITTEE ON NOMINATIONS**
 - 1. At each convention of the District nine persons shall be elected to serve as members of the Committee on Nominations for the next District Convention.
 - 2. The nine members shall be chosen from a list of candidates representative of the three regions of the District, with not more than four from any one conference region, and not more than four from any one category of pastors, teachers, or lay persons. The District President shall appoint the Chairman of the Committee from among those so elected.

3. The Committee on Nominations is an ad hoc committee to which limitations on holding multiple offices do not apply, but whose members may not succeed themselves.
4. Should a vacancy occur on the Committee, it shall be filled by appointment of the District President from the list of non-elected nominees in the order of the highest number of votes received, provided such appointment is not in conflict with the limitation on geographic representation or categories listed above.
5. Information regarding the offices to be filled shall be disseminated to the congregations of the District as soon as possible, but no later than six months prior to the convention.
6. The Committee on Nominations shall report the nominations to the convention for ratification or amendment and shall then submit the ratified lists to the Committee on Elections.
7. The slate of nominees shall be in the hands of the delegates at least one session prior to the election. Not less than two candidates for each position to be filled shall be on the slate of nominees.
8. If feasible, a brief biographical sketch of the candidates shall be added to the published list of candidates for election.

B. COMMITTEE ON ELECTIONS

1. Prior to the convention of the Ohio District in which there is to be an election, the District President shall appoint a Committee on Elections consisting of at least seven members.
2. This committee shall organize as soon as possible on the opening day of the Convention, make necessary provision for the elections, count the ballots and certify the results of the elections to the convention.
3. The Committee on Elections shall also provide and present ballots to the voting members. The copy of the ballot going to the printer or programmer shall bear the signature of the District Secretary to certify it. The name of the congregation in which the candidate holds membership, together with the post office address of the congregation, shall follow the name of every candidate on the ballot.
4. It shall be mandatory upon the Committee on Elections to announce the rules and regulations pertaining to each election immediately before the election.
5. The election of officers, including boards, special committees and representatives, unless otherwise specified in this Code of Regulations, shall take place in the convention prior to the triennial convention of Synod.
6. In case of a tie election, the Committee on Elections may suggest a rule on procedure, keeping in mind the requirement of Synod that all elections require a majority vote.

C. PROCEDURE FOR ELECTIONS

1. The procedure for the nomination and election of the President shall be as follows:
 - a. Each voting congregation shall be entitled to nominate from the clergy roster of the Synod two ordained ministers as candidates for District President.
 - b. At least seven (7) months in advance, the Secretary of the District shall mail to each voting congregation of the District ballots for nominating these candidates.
 - c. Each nominating ballot shall be signed by the pastor and secretary of the voting congregations and shall be sent to the Secretary of the District not later than four (4) months prior to the opening date of the convention.
 - d. Groups and individuals within and without the District are urged to follow the Covenant of Trust adopted by the Ohio District Board of Directors March 31, 1989.
 - e. Candidates for the Office of District President shall be considered if they have received three (3) or more nominations. From this group, the five (5) ordained ministers receiving the highest number of nominations will be placed on the ballot.
 - f. The Secretary of the District shall notify each of the candidates of his nomination by certified mail-restricted service for inclusion of his name on the convention ballot. Each candidate shall have the opportunity to decline the nomination within thirty (30) days.
 - g. In the event of the death, declination, or unavailability of any candidate for president, the nominee having the next highest number of nominations shall become a candidate, provided that he has received at least three (3) nominations.
 - h. In the event of a tie for the fifth position among the candidates, all names involved in the tie shall be listed as candidates.
 - i. If there are fewer than five candidates eligible for inclusion on the ballot, the total number of eligible candidates shall constitute a valid ballot.
 - j. The convention shall ratify the slate of candidates prior to the election following nominations from the floor to amend the slate.
 - k. The election shall take place at the convention by each voting delegate casting one vote for District President.
 - l. The candidate receiving a majority of the votes cast shall be declared elected. If no candidate receives a majority, the candidate receiving the

least number of votes shall be deleted from the ballot and the voting shall continue in like manner on succeeding ballots until a candidate is elected.

2. The procedure for the nomination and election of the Vice Presidents, each of which represents a particular region of the Ohio District (Northwest, Northeast and South) shall be as follows:
 - a. Each voting congregation shall be entitled to nominate from the clergy roster of the Synod two ordained ministers from each of the three regions as candidates for Vice President, for a total of six nominees.
 - b. At least seven (7) months in advance the Secretary of the District shall mail to each voting congregation of the district ballots for nominating these candidates.
 - c. Each nominating ballot shall be signed by the pastor and secretary of the voting congregations and shall be sent to the Secretary of the District not later than four (4) months prior to the opening date of the convention.
 - d. Groups and individuals within and without the District are urged to follow the Covenant of Trust adopted by the Ohio District Board of Directors March 31, 1989.
 - e. Candidates for the Office of Vice-President in each region shall be considered if they have received three (3) or more nominations. From this group, the five ordained ministers receiving the highest numbers of nominations will be placed on the ballot.
 - f. The Secretary of the District shall notify each of the candidates of his nomination by certified mail-restricted service for inclusion of his name on the convention ballot. Each candidate shall have the opportunity to decline the nomination within thirty (30) days.
 - g. In the event of the death, declination, or unavailability of any candidate, the regional nominee having the next highest number of nominations shall become a candidate, provided that he has received at least three (3) nominations.
 - h. In the event of a tie for the fifth position among the candidates, all names involved in the tie shall be listed as candidate.
 - i. If there are fewer than five (5) candidates eligible for inclusion on the ballot, the total number of eligible candidates shall constitute a valid ballot.
 - j. The convention shall ratify the slate of candidates prior to the election following nominations from the floor to amend the slate.
 - k. The election shall take place at the Convention by each voting delegate casting one vote for a Vice President for each of the three regions.

- I. The candidate receiving a majority of the votes cast shall be declared elected. If no candidate receives a majority, the candidate receiving the least number of votes shall be deleted and the voting shall continue in like manner until a candidate is elected.
 - m. After the Vice-Presidents have been selected, another ballot shall be taken to determine their rank. On this ballot the voters shall indicate by numerals their choice for First, Second, and Third Vice-Presidents. The tallying of the ballots shall proceed on the point system, three points being counted for each vote for First Vice-president, two points for each vote for Second Vice-President, and one point for each vote for Third Vice-President. The one having the greatest number of points shall be declared First Vice-President, the next highest the Second Vice-President, and the lowest shall be declared the Third Vice-President.
3. Procedure for the Election of Circuit Counselors

The procedure outlined in the By-Laws of Synod shall be followed in the election of Circuit Counselors. (Synodical Handbook)
4. Procedure for the Election of Delegates to the Synodical Convention of The Lutheran Church–Missouri Synod

Delegates to the Synodical Convention of the Synod shall be elected in accordance with the provisions of the Synodical Handbook.

ARTICLE IX–THE TREASURER/CHIEF FINANCIAL OFFICER

- A. The Treasurer of the Ohio District, subject to this Code of Regulations, shall have custody of the funds and securities of the Ohio District and shall be responsible for the disbursal of its money. The Treasurer shall deposit the funds of the Ohio District in such banks and trust companies as may be directed by the Board of Directors.
- B. Funds so deposited shall be payable only upon checks signed by both the Treasurer and the President, or by the Treasurer and another officer of the Ohio District or person specially designated by the Board of Directors for such purpose. Withdrawals which do not exceed the sum of \$10,000 shall be payable upon the single signature of the officers or the designee herein authorized.
- C. No indebtedness shall be incurred and no payment of any kind shall be made except pursuant to the provisions of this Code of Regulations, a resolution of the Board of Directors, or as may be required by law.
- D. The Treasurer shall deposit the securities of the Ohio District in such depository vaults or such banks or trust companies as may be designated by the Board of Directors. They may be withdrawn only by the Treasurer or such other officer of the Ohio District as may be designated by the Board of Directors. In case neither the Treasurer nor such other officer is available, the Board of Directors may by resolution name a person to act in the name of the Treasurer for such purpose. The Board of Directors may by resolution

authorize any two members of the Board of Directors to have access to the securities for the purpose of audit or for any other purpose specified in the resolution.

- E. The Treasurer shall keep proper books of account and other books showing at all times the character, value and amount of the property of the Ohio District, in accordance with Generally Accepted Accounting Principles for not-for-profit organizations as determined by the Financial Accounting Standards Board and the American Institute of Certified Public Accountants. Books shall at all times be open to the inspection of the members of the Ohio District, its Board of Directors, and the Synod.
- F. Annually and at each convention of the Ohio District, the Treasurer shall make a full report of accounts for the last fiscal year. At each meeting of the Board of Directors an account shall be presented showing in detail a report of the receipts and disbursements of the Ohio District since the last report.

ARTICLE X--THE BOARD OF DIRECTORS

A. MEMBERSHIP

- 1. The Board of Directors shall consist of the following members:
 - The First Vice President
 - The Second Vice President
 - The Third Vice President
 - The District Secretary
 - Three Lay Persons from the South Region and one ordained minister
 - Three Lay Persons from the Northwest Region and one ordained minister
 - Three Lay Persons from the Northeast Region and one ordained minister
 - Two Commissioned Ministers At-Large
- 2. The District President shall be an ex-officio, non-voting, member of the Board.
- 3. With the exception of the District President and the three Vice-Presidents, no more than two individuals can be nominated from the same congregation for a position on the Board of Directors. (This provision will take place with the nominations and elections at the 2009 convention.)

B. ORGANIZATION

- 1. The Board shall elect a Chairperson and Vice-Chairperson from the Board.
- 2. The District Secretary shall be Secretary of the Board of Directors and shall keep a record of its proceedings. The District Secretary shall also keep a membership book containing the name and address of each member.
- 3. The Board of Directors shall have the right to appoint such sub-committees from its midst and define their duties, as deemed desirable by the members of the Board.

C. MEETINGS

1. The Board of Directors shall meet five times a year unless circumstances require more or fewer meetings.
2. Special meetings may be called by the District President, Board Chairman or upon the request of four members of the Board of Directors.
3. Any meeting may be held by video or teleconferencing or other electronic media if the Chairman deems it appropriate.
4. A majority of the voting members of the Board of Directors shall constitute a quorum.
5. The Secretary of the Board of Directors or his agent shall give written notice to all members of all regular and special meetings. He shall provide each member with a copy of the minutes after each meeting.

D. AUTHORITY AND DUTIES

1. The Board of Directors shall govern the business affairs of the Ohio District, subject to the direction of its members through resolutions duly adopted at conventions of the Ohio District.
2. The Board of Directors shall have authority on behalf of the Ohio District to purchase or otherwise acquire, own, hold, use, lease as lessee or lessor, pledge, invest in, encumber, exchange, transfer, and dispose of any property in this State or out of this State, to make contracts, form or acquire control of other corporations whether for profit or not for profit, to borrow money, to issue, sell or pledge its obligations, pledge its notes, bonds and other evidences of indebtedness or to mortgage its property to secure the payment thereof in this State or out of this State.
3. The Board of Directors is the legal representative of the Ohio District and shall be the custodian of all property, and documents of the Ohio District, and shall keep on file an accurate inventory of all properties, legacies, and valuable documents.
4. The Board of Directors shall govern by policy the work of the Ohio District except those as required by the laws of the State of Ohio or the Constitution of the Synod.
5. The Board of Directors shall assure itself through reports from the District President and other officers and staff that the work of the Lord in the Ohio District is being conducted efficiently and, where it seems necessary, shall establish policies to bring about a better coordination of effort. It shall do all other things necessary, convenient, or expedient for the proper carrying out of the District's total program.
6. The Board of Directors shall have fiscal responsibility over all Ohio District finances and shall make appropriations for all financial requirements that have not been provided for by specific resolutions of Ohio District conventions.

7. The District Board of Directors shall be responsible for the establishment of the annual budget of the Ohio District according to the following procedure:
 - a. The District President and the Treasurer of the District shall prepare proposed budgets for the District.
 - b. The Board of Directors shall approve final budgets, after making whatever changes it deems necessary.
8. The Board of Directors shall govern the balancing of the budget as nearly as possible and shall be authorized to do any and all things necessary or expedient to accomplish this end.
9. The Board of Directors shall fix the salary of the District President.
10. The Board of Directors shall determine the amount of bond to be furnished by the Treasurer and all other officers of the Ohio District serving in a fiduciary capacity for the faithful performance of their duties. The premium shall be paid by the District.
11. The Board of Directors shall cause annual audits or financial reviews to be made of the books of the District Treasurer by a reputable, independent auditing agency. Nothing herein, however, shall prohibit the Board from employing the services of the Internal Audit Department of the Lutheran Church—Missouri Synod to conduct the annual audits and/or financial reviews of the District. The Board of Directors may also cause regular audits or financial reviews to be made of the books and records of all subsidized congregations so far as these may relate to subsidies received from the Ohio District.

ARTICLE XI—MINISTRY TASK FORCES

A. MINISTRY TASK FORCES

1. Ministry task forces shall be appointed by the District President or a member of the staff to assist with specific areas of ministry within the district. The general purpose of each Ministry Task Force will be to promote, encourage and link congregations to resources in their specific ministry area and provide research, feedback and recommendations to the executive staff member who will manage and implement specific responsibilities.
2. The make-up and terms of service shall be determined by the District President or the staff member who appoints the ministry task force in consultation with the District President. Consideration should be given to geographic representation, when appropriate, as well as a balance between professional church workers and lay members.
3. Each ministry task force shall choose its own Chairperson and Secretary. Minutes shall be kept of all meetings. A member of the staff, assigned by the District President, shall be an advisory member of each ministry task force to

keep lines of communication open between the ministry task force, the President and the Board of Directors.

B. ESSENTIAL MINISTRY AREAS

Ministry areas, delegated to the staff persons and ministry task forces, include but are not limited to:

- Missions—Essential ministries include promotion of missions in general, investigation and promotion of new mission starts, supervision of subsidized congregations, campus ministries, urban ministries, and rural ministries.
- School Ministry—Essential ministries shall include promotion and supervision for early childhood programs, elementary and high schools. The Director of Educational Services shall oversee the ministry task forces in educational matters, especially as they relate to local, state and federal government matters.
- Parish Services—Essential ministries include promotion of all areas of Christian education, linkage of resources for part-time parish educational programs, encouraging Family Life and Single Adult ministries.
- Stewardship—Essential ministries include assisting congregation to grow in their understanding and practice of total stewardship education, growth in discipleship, support of District and Synod ministries, gift planning, direct gift development and investment management.
- Human Care—Essential ministries include representing LCMS World Relief and Human Care in the Ohio District, promoting and encouraging Congregational Health/Parish Nurse ministries, Older Adult ministries, Chaplaincy programs, Disaster Response, and serving as a liaison to Lutheran Social Service agencies operating within the District.
- Youth Services—Essential ministries include promotion of work among young people in congregations, organization and promotion of District and Synodical youth activities, encouragement and support of youth leaders in congregations.
- Outreach—Essential ministries include encouragement and promotion of outreach and witnessing training in congregations and circuits, encouragement of congregations to carry out intentional programs of outreach and assimilation, explore and recommend models of outreach and witnessing that uphold Lutheran theology, and encourage participation in District-wide educational and inspirational programs.
- Student Aid—Essential ministries include encouragement and recruitment of full-time church workers, promotion of the Concordia University System, evaluation and recommendation for student aid for full-time church work students.
- Ministerial Health—Essential ministries include promoting proactively healthy and functional professional church workers and their families.

- Archivist—Essential ministries include maintaining the historical records of the District and its congregations. Responsibilities shall be patterned after those of the Synodical archives as outlined in the Synodical by-laws.

ARTICLE XII—REGIONS

The Ohio District shall be divided into three regions which may be described as follows: The South, the Northeast, and the Northwest.

- A. The South Region of the Ohio District shall include all the territory within the Ohio District south of an east-west line drawn across the State of Ohio approximately ten miles south of the City of Wapakoneta.
- B. The division between the Northeast and Northwest regions shall be a line drawn south from Lake Erie approximately ten miles east of the City of Sandusky, Ohio, to the northerly line of the South Region.

ARTICLE XIII—THE CIRCUIT FORUM

The Ohio District shall be divided into Circuits according to the governing principles set forth in By-laws 5.3 and 5.4 of the Lutheran Church—Missouri Synod.

Each Circuit shall develop a Circuit Forum to meet at least once triennially to elect Circuit delegates to the national convention and in addition is encouraged to meet at least twice a year. Each congregation shall be represented at the Circuit Forum by its pastor and one voting member designated by the congregation.

Circuits may arrange for a Circuit Convocation to be held in the year in which there is no Synodical or District Convention. Its purpose is to provide a setting in which members may be informed about reflections and decision of the Circuit Forum, receive information on various aspects of District and Synodical activities, and share in the joy of the ministry of each congregation. As such, its emphasis should be on inspiration, education and motivation.

ARTICLE XIV—DISTRICT RECONCILERS

Provision for and requirements of District Reconcilers are outlined in Synodical Handbook and are therefore the provisions for the District.

ARTICLE XV—AMENDMENTS

This Code of Regulations or any part thereof may be abridged, altered, amended, added to or repealed at any regular meeting of the Ohio District by a three-fifths majority of those present and voting.

Any question involving alteration, amendment, or repeal of the Articles of Incorporation, the Constitution or of this Code of Regulations, shall first be referred to the Board of Directors for study and recommendation to the Convention.