



Southwestern Minnesota Synod  
Evangelical Lutheran Church in America

## SYNOD VICE PRESIDENT DESCRIPTION.

**Term:** 4-year term and may be re-elected. Election occurs at Synod Assembly.

**Commitment:** Attend all Synod Council and Executive Committee meetings, along with Synod Assembly.

### Qualifications:

- a. Must be a lay member of a congregation of this synod.
- b. Should possess knowledge of parliamentary procedure and Robert's Rules of Order.
- c. Should possess the ability to meet deadlines, work under pressure, and preserve confidentiality.
- d. Should possess the ability to work and communicate with colleagues and partners in a collaborative style while able to take initiative and work independently.
- e. Should possess knowledge of ELCA church structure.
- f. Determined by your gifts, the unique needs of your Synod and the relationship with your Bishop.

The vice president shall be elected by the Synod Assembly. The vice president shall be a layperson. The vice president shall not receive a salary for the performance of the duties of the office.

In the event of the death, resignation, or disability of the bishop, the vice president, after consultation with the presiding bishop of the Evangelical Lutheran Church in America, shall convene the Synod Council to arrange for the conduct of the duties of the bishop until a new bishop shall be elected or, in the case of temporary disability, until the bishop resumes full performance of the duties of the office.

### Responsibilities of synod vice president:

- a. Chair Synod Council meetings.
- b. Advise/Support Bishop.
- c. Voting member at Churchwide Assembly.
- d. Assist in planning agenda for Synod Council meetings.
- e. Participate in VP networks – Region and/or ELCA.
- f. Leader/member in home congregation.
- g. Assist with Synod vision/mission/strategic plan development process.
- h. Member of Synod teams/committees.