



## Position Descriptions For 2025 Nominations

---

### District Secretary

The *Secretary of the District* will keep the minutes of the conventions of the District in books provided for that purpose. He will attend to the giving and receiving of all notices of the District. He will sign, with the President or a Vice President, in the name of the District, all contracts authorized by the Board of Directors. By precedent (*Bylaw 7.2 does indicate the board determines its secretary*), the secretary has served as secretary of the Board of Directors and as such prepares the minutes of the board. He is to oversee and certify the registration of all Michigan District delegates to the Synod convention. He is to certify and process credentials for all district electors eligible to cast ballots for president of the Synod. He is to receive and certify all nominations submitted by congregations for the office of district president, vice presidents, and board of directors, and fulfill all other convention duties prescribed in the Michigan District bylaws. He is to serve as the administrator of the formal Dispute Resolution process as delineated in the Standard Operating Procedures Manual. His minutes and records shall be opened to examination to any member of the District at all reasonable times. He is to have such additional duties as may be delegated to him by the convention or the Board of Directors.

### Michigan District Board of Directors

Michigan District Board of Directors members shall (1) Commit to work together with other board members; (2) Devote themselves to prayerfully seeking God's will for the Michigan District. (3) Regularly participate in the worship and educational life of their respective congregations. (4) Undertake personal spiritual disciplines for the development of their own faith lives. (5) Regularly attend board meetings (5 per year – including 1 retreat). (6) Be regularly prepared for board meetings. (7) Work to expand their leadership abilities and increase their understanding of the mission and ministry of the Michigan District. (8) Become familiar with the Board Policy Manual, the District's Bylaws, and the Synodical Handbook. (9) Actively participate in board meetings, special briefings, and policy decision making. (10) Make informed decisions by insisting on complete and accurate information. (11) Support all decisions once they have been fully discussed and resolved by the board. (12) Invest personal energy and skills in the purposes and objective of the Michigan District, seeking opportunities where individual skills and abilities can be applied. (13) Show respect for others and their opinions, respect the right of others to disagree, and relate to other individuals with integrity, honesty, and straightforwardness. (14) Keep board documents and discussions confidential, unless given permission by the board acting as a whole.

The *Board of Directors* will implement the policies adopted by the District in convention with full authority to carry them out. The board shall monitor compliance to policies which govern the District as well as the performance of the District President, who shall be in charge of all District operations and staff. The Board of Directors shall carry out its functions as described by Synodical Bylaw 4.5.1. The Board of Directors shall meet at least five (5) times per year.



## Position Descriptions For 2025 Nominations

---

### **2025 District Convention Nominating Committee**

The *Committee on Nominations* shall meet at the call of the secretary of the District. The Regional Nominating Committee shall draw up from its region a list of candidates and alternates for the Board of Directors and the Nominating Committee in accordance with the provisions of District Bylaws and the Schedule of Elections. The committee shall obtain the consent of the persons it proposes to nominate, as well as biographical data, and supply the Regional Assembly with this information. The District Nominating Committee shall also draw up a list of candidates and alternates for all other District offices, namely, the District Secretary, Church Extension Fund Board of Trustees, and the LCMS Committee for Convention Nominations in appropriate years. Following the regional nominations, the biographical data of all persons nominated shall be transferred to the District Secretary so that the District ballot may be drawn up.

### **LCMS Committee for Convention Nominations (CCN)**

The CCN will be responsible for selecting two or more candidates and at least one alternate for all elective offices, boards, and commissions to be filled by the convention except President, First Vice President, and regional Vice Presidents. The committee will base its decisions upon review of biographical and evaluative information regarding candidates whose names were submitted by persons from throughout the Synod. Members of the committee should be able to work closely with other committee members for the common good of the Synod and be willing to set aside personal interests as appropriate in order to place into nomination those candidates most qualified to carry out the responsibilities of the offices being filled.

Member of the CCN may also be asked to serve at the time of the convention to process nominations from the floor.

### **Church Extension Fund - Board of Trustees**

**CEF Overview:** Church Extension Fund is a not-for-profit corporation that was organized in 1901. Its primary purpose is to offer investments and maintain a fund that is used to provide loans to help build the Kingdom in Michigan.

CEF offers investment instruments which are securities with rates of interest that remain either fixed or variable over the term of the investment (“Notes”). Sales of Notes are made primarily to Michigan residents, but may also be made to residents of other selected states. Notes may also be purchased by congregations of the Michigan District. The Notes are not FDIC insured deposit accounts. In the history of its existence, CEF has not suffered any significant losses, and has always met withdrawal requests.

Proceeds from the issuance of Notes are used, together with other funds, for loans, grants, and other funding permitted by CEF’s Bylaws and lending policies. Recipients primarily include (i) member congregations of the Michigan District, (ii) the Michigan District itself, (iii) LCMS schools and colleges, (iv) entities and associations qualifying as Michigan District or LCMS recognized service organizations (“RSOs”) and (v) entities owned or operated by member congregations. Such loans, grants, and other funding are used for capital expansion and ministry purposes including acquiring property, erecting



## Position Descriptions For 2025 Nominations

---

buildings, remodeling facilities, purchasing equipment, and supporting operations or projects. Mortgage loans are also provided to congregations, schools, RSOs and the Michigan District to enable them to provide housing for their workers. CEF occasionally participates in loans originated by an extension fund located in another LCMS district or by the Lutheran Church Extension Fund.

CEF is a legal entity unto itself, separate from the Michigan District and other extension funds. CEF's Board is elected by the member congregations of the Michigan District, typically at Michigan District conventions.

**Governance:** CEF is governed by a Board of Trustees that consists of nine (9) elected members: three (3) persons duly rostered in the LCMS and called or assigned within the Michigan District, and six (6) laypersons. Candidates should have an understanding of CEF operations and/or demonstrate expertise in fields closely related to CEF activities such as banking, investments, accounting, law, real estate, business management, and financial planning. Trustees shall be members in good standing of congregations in the Michigan District. No congregation shall have more than one member on the Board. Trustees are elected for a term of six years and are eligible to be elected for two consecutive terms. The Board shall conduct regular meetings not less than four times per year.

**Expectations:** CEF Trustees are expected to (i) demonstrate a passion for the ministry of CEF, (ii) be team players that leverage their own spiritual gifts to assist CEF in making wise decisions regarding policy, finances and strategy, and (iii) honor God and demonstrate integrity in their character. Trustees are expected to regularly attend CEF Board meetings (currently 5 meetings a year), an annual retreat (held the day before one Board meeting), and the annual CEF Fall Conference (held in conjunction with one Board meeting). Trustees are encouraged to “walk the talk” by investing personal funds with CEF. Finally, Trustees must submit to a criminal background check as state regulations typically require that Trustees do not have any felony convictions or other convictions involving dishonesty or breach of trust.