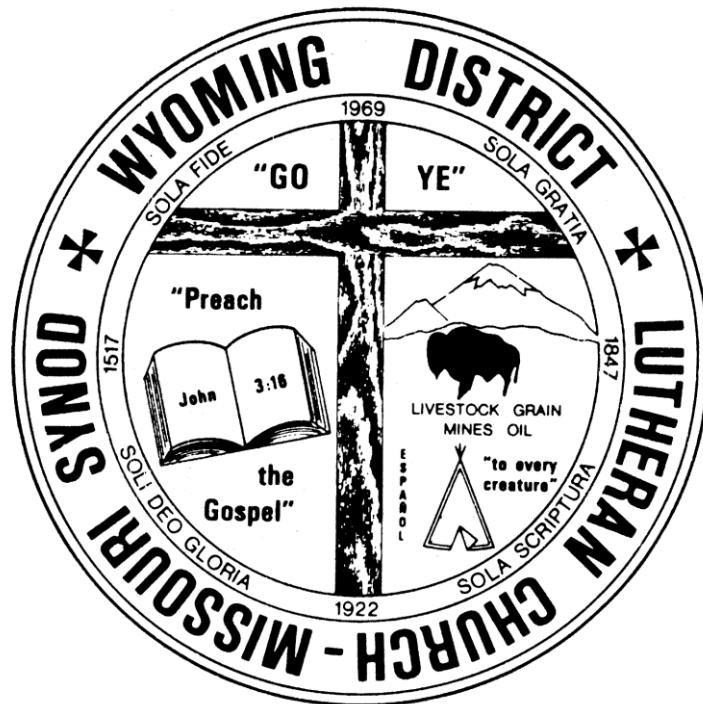


WYOMING DISTRICT  
**SUPPLEMENT**  
TO THE LCMS HANDBOOK

ARTICLES OF INCORPORATION  
BYLAWS



2021

2021  
Articles of Incorporation  
and  
Bylaws  
as amended by the  
2021 Wyoming District Convention  
6-8 May 2021  
*Corrected and Edited: 25 Oct. 2022*

Lutheran Ministries Center  
The Wyoming District  
of  
The Lutheran Church—Missouri Synod  
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*August 2021 Edition*

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WYOMING DISTRICT OF  
THE LUTHERAN CHURCH—MISSOURI SYNOD**

The Wyoming District exists to serve God  
by supporting, assisting, and caring for its pastors and congregations  
that they may serve the Lord and proclaim God’s Word to the ends of the earth. 9

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# Foreword

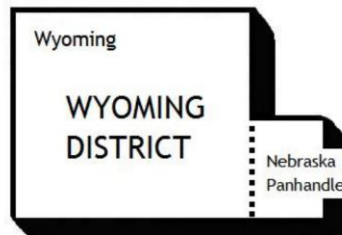
*August 2021 Edition*

The 2021 Wyoming District Supplement to the LCMS Handbook is the result of many years of work by faithful Wyoming District Secretaries. Its present content is due to Resolution 2-01-2021, **Name Change and Maintenance Responsibility to the Wyoming District Handbook**, adopted by the of the 2021 Wyoming District Convention. That resolution is found in its entirety as an Appendix. The present format this 2021 Wyoming District Supplement to the LCMS Handbook is borrowed from the 2019 LCMS *Handbook*, the work of Dr. John Sias, LCMS Secretary, and his staff.

Reformatting and review of the content to ensure that only the format changed (other than revisions mandated by the 2021 Wyoming District Convention) has been done by the undersigned in the service of Christ and His congregations and pastors in the Wyoming District of The Lutheran Church—Missouri Synod.

Paul J Cain, *Secretary (2018-2021)*

Darrell Debowey, *Secretary*





**AMENDED AND RESTATED  
ARTICLES OF INCORPORATION  
OF  
WYOMING DISTRICT  
OF  
THE LUTHERAN CHURCH—MISSOURI SYNOD**

***Article I        Name***

The corporate name of said corporation is and shall be Wyoming District of The Lutheran Church—Missouri Synod.

***Article II        Objectives and Purposes***

The objectives and purposes shall be to carry on the work of The Lutheran Church—Missouri Synod on a District level within the State of Wyoming, and that portion of the State of Nebraska associated and attached to the Wyoming District which shall include the dissemination of the Gospel and all religious, educational and charitable purposes under the rules and regulations of the Constitution and Bylaws of The Lutheran Church—Missouri Synod and in general exercise all powers conferred to such corporations by the laws of the State of Wyoming, including the acquisition and ownership of real and personal property.

This corporation is a religious corporation organized exclusively for charitable, religious, and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code. This corporate body shall have all the rights and the powers that are granted by the laws of the State of Wyoming to Non-Profit Corporations.

***Article III        Indebtedness***

The amount of indebtedness which said corporation shall be competent to contract, and beyond which amount said corporation shall have no power to contract debts binding at law or equity upon it, its members or its property shall be the sum of Two Million (\$2,000,000.00) Dollars.

***Article IV        Contracts and Conveyances***

All contracts to bind said corporation for debts and all conveyances, encumbrances or change of property shall be executed by the President or a Vice-President and attested by the Secretary pursuant to the provisions contained in the by-laws, including authorization by the Board of Directors.

***Article V        Membership***

The membership of the district shall consist of all those members of The Lutheran Church—Missouri Synod (congregations, ordained, and commissioned ministers) who have been received into the district at the time of joining the Synod, who have been transferred from another district, or who have been assigned to the district by the Synod.

All organized congregations that have joined The Lutheran Church—Missouri Synod hold voting membership. At the meetings of the districts of The Lutheran Church—Missouri Synod 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.

***Article VI        Organization***

All provisions of the Articles of Incorporation and Bylaws are subject to the provisions of the Constitution, the Bylaws, and the resolutions of The Lutheran Church—Missouri Synod in convention.

The Constitution of The Lutheran Church-Missouri Synod is also the constitution of the Wyoming District of The Lutheran Church—Missouri Synod. The Wyoming District of The Lutheran Church—Missouri Synod may adopt additional bylaws, regulations, and resolutions necessary or proper for its own administration or for effectively carrying on the work of the Synod. These shall not conflict with the Constitution and Bylaws of the Lutheran Church—Missouri Synod.

**Article VII      *Duration and Termination***

The existence of the Wyoming District of The Lutheran Church—Missouri Synod corporation shall commence business on the 10<sup>th</sup> day of October, 1970, and its existence shall be perpetual. In the event of dissolution the remaining net assets shall pass to and become the property of The Lutheran Church—Missouri Synod, its successors and assigns.

**Article VIII      *Amendments***

Prior approval of proposed amendments shall be obtained from the Commission on Constitutional Matters of The Lutheran Church—Missouri Synod. Amendments to these Articles of Incorporation may be made at any time at a general or special meeting of this corporation by the affirmative vote of a two-thirds majority of delegates present and voting or by a simple majority of all delegates, whichever is less, provided such amendments are not inconsistent with the Constitution or Bylaws of The Lutheran—Church Missouri Synod or the Constitution and laws of the United States or the State of Wyoming.

**Article IX      *Resident Agent and Office\****

The Resident Agent is Jeffrey Snyder, 2400 Hickory St., Casper, WY 82604.

**Article X      *Net Earnings***

The net earnings of the corporation shall not inure to the benefit of any member, director, officer, or other individuals.

Signed: John E. Hill  
Signature of President

Contact Person: Jeffrey Snyder

Print Name: John E. Hill

Daytime Phone Number: 307-265-9000

Title: President

Email: [jsnyder@wylcms.org](mailto:jsnyder@wylcms.org)

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\* Amended on May 3, 2018 by the Delegates at the 2018 District Convention



# BYLAWS

**The Wyoming District exists to serve God  
by supporting, assisting, and caring for its pastors and congregations  
that they may serve the Lord and proclaim God's Word to the ends of the earth.**

## **1. RELATIONSHIP TO SYNOD**

- 1.1 The Wyoming District exists as a district of The Lutheran Church - Missouri Synod (LCMS) as determined by the Synod. The Wyoming District is the Synod itself performing functions of the Synod in this place. Therefore the Constitution of Synod is the constitution of the Wyoming District and the Bylaws of the Synod primarily are the bylaws of the Wyoming District. (See Synod *Handbook*: Constitution Art. XII, 2; Bylaw section 4, par. 4.1.1.2)

## **2. MEMBERSHIP**

- 2.1 The membership of a district consists of all those members of the LCMS (congregations, ordained and commissioned ministers) who have been received into the district at the time of joining the Synod, or who have been transferred from another district, or who have been assigned to the district by the Synod. Termination of membership in the Synod terminates membership in a district. (Synod *Handbook* Bylaw section 4.1, Bylaws 4.1.2, 4.1.2.1)

## **3. DISTRICT ORGANIZATION**

### **3.1 District Organization: Conventions (Was III. A)**

#### ***Function of Conventions (Was 3.01)***

- 3.1.1 The district convention shall afford an opportunity for worship, nurture, inspiration, fellowship and the communication of vital information. It convenes as a legislative assembly, which, in accordance with the Bylaws and objectives of Synod, establishes and evaluates policies and provides direction on behalf of and in service to member congregations of the Synod in that district. It is the assembly in which congregations of the district can counsel together to achieve their objectives, receive reports and counsel from the Synod, and through which the congregations and the district can together make recommendations to the convention, boards, and commissions of the Synod. Insofar as it pertains to the affairs of the district, it shall have the authority to give direction to the officers, boards, and commissions of the district.

#### ***Accrediting of Delegates (Was 3.05)***

- 3.1.2 The delegates of a voting congregation shall stand accredited and entitled to vote upon having returned the proper credentials provided by the district secretary and signed by two of the congregation's officers, either by mailing them to the district office at a date determined by the district or by presenting them to the district secretary at the opening of the convention.

#### ***Responsibilities of Delegates (Was 3.07)***

- 3.1.3 Congregations shall not require their delegates to vote in accordance with specific instructions, but every delegate shall be permitted to vote according to his or her own convictions. Delegates are nevertheless responsible to their congregations, whom they represent, and shall attempt to discover the sentiment of

the members thereof. They shall be expected to be faithful in attendance at all sessions of the convention, to report the actions of the district to their congregations, to serve as resource persons to disseminate and implement district resolutions in their congregation.

### ***Advisory Delegates (Was 3.09)***

- 3.1.4 All nonvoting ordained and commissioned workers who are members of the Synod within the district shall serve as advisory delegates entitled to voice and vote on a floor committee, if appointed, and to voice in the convention.

### ***Reports and Overtures (Was 3.11)***

#### **3.1.5 Reports and Overtures**

- 3.1.5.1 (Was 3.11 a) Reports are statements of work performed or contemplated, communications with respect to studies conducted on behalf of the district, or other types of communications to the district by boards, officers, commissions, task forces, etc., charged with specific responsibilities.
- 3.1.5.2 (Was 3.11 b) Overtures are recommendations in the form of proposed resolutions requesting action on the part of the convention. Overtures may be submitted only by a member congregation of the district, the district Board of Directors, an official district conference, a commission of the district, a district committee established by a prior convention, or a forum of a circuit.
- 3.1.5.3 (Was 3.11 c) Reports and overtures shall be submitted to the president no later than three (3) months prior to the date of the district convention for inclusion in the *Convention Workbook*. Ordinarily no report or overture received subsequent to that date shall be accepted for convention consideration unless a committee consisting of the president, first vice-president, and secretary adjudge it to be a matter of overriding importance and urgency which is not adequately covered by documents already before the convention.

### ***Convention Committees (Was 3.13)***

#### **3.1.6 Convention Committees**

- 3.1.6.1 (Was 3.13 a.) The Nominations Committee shall consist of one pastor and one layman from the group of Nebraska Circuits and Wyoming Circuits respectively, and one from the advisory members of Synod in the district (total of five, i.e. two pastors, two laymen, one advisory). The duty of this committee shall be to nominate at least two candidates for each elective office of the district, except for offices of president, three vice-presidents, and circuit visitors, where congregations make the nominations. This committee shall be elected at the district convention to serve for the next convention.
- 3.1.6.2 (Was 3.13 b.) The Convention Planning Committee shall consist of the vice-presidents and the district secretary whose responsibilities will be to assist the president in planning and supervising the program of the district convention. They shall see to it that the *Convention Workbook* with reports and overtures is published at least six weeks prior to the convention. As needed, they may create and appoint any additional convention committees who shall be notified of their appointments and supplied with written instructions of their duties.
- 3.1.6.3 (Was 3.13 c.) The Resolutions Committee shall be appointed by the Convention Planning Committee from the list of pastoral, lay, and advisory delegates. Three pastoral delegates, three lay delegates, and one advisory delegate shall comprise this committee with all circuits represented if possible.
- 3.1.6.3 (Was 3.13 d.) Two Review Committees shall be appointed by the Convention Planning Committee from the convention delegates. One review committee shall review the minutes and resolutions of the Board of Directors and the district Ordained Ministers (Pastors)/Commissioned Ministers (Teachers/Educators) Conferences. Another review committee shall review the minutes and resolutions of the commissions of district. Both shall report to the district convention with recommendations which shall then be taken under advisement by the respective board, commissions, or conferences.

### ***Expenses (Was 3.15)***

- 3.1.7 Convention expenses shall be covered by an assessment of congregations. Delegate expenses (meals and motel) will ordinarily be covered by the individual congregation or parish. The convention manager shall arrange for lodging locations and may also provide for joint meals while the convention is in session. Rates for lodging and meals shall be established and published to the delegates (and guests) in a timely manner.

### ***Distribution of Official Proceedings (Was 3.17)***

- 3.1.8 The official *Proceedings* of each convention shall be sent to each delegate and every congregation for the information and use of pastors and congregations. These *Proceedings* shall be sent out by the district office within sixty (60) days of the end of the convention.

## **3.2 District Organization: Officers and Board of Directors (Was III. B.)**

### ***District Officers (Was 3.21)***

#### **3.2.1 District Officers**

- 3.2.1.1 (Was 3.21 a.) The president shall be elected from the clergy roster of Synod. The vice-presidents (3), secretary, commissions chairmen (2) and chairmen-elect (2), a circuit visitor for each circuit established by the district, and a pastor-at-large on the Board of Directors shall be elected from the clergy roster of the district. From the roster of commissioned workers of Synod, one person shall be elected to the Board of Directors.
- 3.2.1.2 (Was 3.21 b.) A Treasurer shall be a layman appointed by the newly elected Board of Directors for a term of three years immediately following the district convention.
- 3.2.1.3 (Was 3.21 c.) All officers and members of the Board of Directors, Commissions and other committees, whether elected or appointed shall be members of congregations within the district upon assuming their office and during their tenure.
- 3.2.1.4 (Was 3.21 d.) The term of office will ordinarily be three years unless otherwise specified in these bylaws. New officers will assume their office thirty (30) days after election and induction.
- 3.2.1.5 (Was 3.21 e.) Every officer will follow "Rights and Duties of Officers, In General" as applicable in Synod's *Handbook*. (Constitution, Art. XI, Section A.)

### ***District President (Was 3.23)***

#### **3.2.2 District President**

- 3.2.2.1 (Was 3.23 a.) The district president shall be a clergy member of Synod. His duties and tenure of office shall be those prescribed in Synod's *Handbook*.
- 3.2.2.2 (Was 3.23 b.) In addition, the president shall fill all vacancies in consultation with the vice-presidents (except circuit visitors) of the district and all elected vacancies to the district Board of Directors, commission chairmen and other district vacancies subject to approval by the Board of Directors between district conventions.
- 3.2.2.3 (Was 3.23 c.) The district president shall be a voting member of the Board of Directors.
- 3.2.2.4 (Was 3.23 d.) The district president shall be the sole interpreter of district and Board of Directors policies when the district and Board of Directors are not in session. He shall also represent the district and its Board of Directors when these are not in session.
- 3.2.2.5 (Was 3.23 e.) The district president's salary, benefits, housing, etc. shall be determined by the Board of Directors in a manner fitting the person serving as district president.

### ***Inability to Serve (Was 3.25)***

- 3.2.3 The duties and responsibilities of the office of president shall be assumed by the first vice-president whenever the Board of Directors determines that the president is unable to serve in that capacity

because of prolonged illness or disability. The first vice-president shall remain as the acting president until the Board of Directors determines that such illness or disability has been removed.

#### ***Vice-Presidents (Was 3.27)***

##### **3.2.4 Vice-Presidents**

- 3.2.4.1 (Was 3.27 a.) There shall be three (3) vice-presidents elected as prescribed by these bylaws to serve the district as advisors to the district president, the Commissions, the circuit visitors the district Board of Directors, and to assist the district president in the discharge of his duties upon his request. The vice-presidents shall be elected from the three regions of the Wyoming District. Region one (1) is Chimney Rock [#1] and Pine Ridge [#2] circuits. Region two (2) is Powder River [#3] and High Plains [#6] circuits. Region three (3) is Yellowstone [#4] and Headwaters [#5] circuits. The vice-presidents shall be responsible at all times for the performance of their duties as vice-presidents to the district president.
- 3.2.4.2 (Was 3.27 b.) The first vice-president shall serve specifically as an advisory member on the Commission on Missions. He shall also carry out other duties prescribed in these bylaws.
- 3.2.4.3 (Was 3.27 c.) The second vice-president shall serve specifically as an advisory member on the Commission on Congregational Services. He shall also update the district bylaws for each district convention and carry out other duties prescribed in these bylaws.
- 3.2.4.4 (Was 3.27 d.) The third vice-president shall serve specifically as chairman for the circuit visitors meetings. He shall also carry out other duties at the request of the district president.

#### ***Succession (Was 3.29)***

##### **3.2.5 Succession**

- 3.2.5.1 (Was 3.29 a.) The vice-presidents shall, in the order in which they have been ranked, perform the duties of the president in the event that the president's office is vacated or the president becomes incapacitated.
- 3.2.5.2 (Was 3.29 b.) A vacancy in the first vice-presidency shall be filled by advancing the second vice-president, and the second vice-presidency shall be filled by advancing the third vice-president. The remaining vacancy, or a vacancy in the Third Vice-Presidency shall be filled by the president making an appointment to that position giving consideration to the reserve list of nominations at the last district convention and giving consideration to regional representation.
- 3.2.5.3 (Was 3.29 c.) A vice-president who relocates outside the region in which he was elected to serve must resign his position.

#### ***District Secretary (Was 3.31)***

##### **3.2.6 District Secretary**

- 3.2.6.1 (Was 3.31 a.) The district secretary shall perform all customary duties of a corporate secretary and as such shall be the keeper of official minutes and custodian of district records.
- 3.2.6.2 (Was 3.31 b.) He shall be elected and hold office in accord with directives in Synod's *Handbook*.
- 3.2.6.3 (Was 3.31 c.) He shall be a member of the Convention Planning Committee.
- 3.2.6.4 (Was 3.31 d.) He shall carry out procedures for the nomination of president, first vice-president, and circuit visitors and submit delegate election information to all congregations, and receive all of the above and report results to the district convention.
- 3.2.6.5 (Was 3.31 e.) He shall keep minutes of the district convention and see that the official *Proceedings* of the district convention are sent to all delegates and congregations.
- 3.2.6.6 (Was 3.31 f.) He shall perform such other work as assigned to him by the Board of Directors or district convention.

#### ***District Treasurer (Was 3.33)***

##### **3.2.7 District Treasurer**

- 3.2.7.1 (Was 3.33 a.) The district treasurer shall serve by appointment as described in these bylaws on the Board of Directors as a voting member for all matters considered at its regular meetings.
- 3.2.7.2 (Was 3.33 b.) b. He shall advise the Board of Directors in the review of financial statements and practices of the district, the selection of an outside auditor, assist them to understand the auditor's report, counsel them in matters relating to current and updated IRS regulations affecting non-profit organizations, congregations, church workers, and the church at large.
- 3.2.7.3 (Was 3.33 c.) He shall regularly receive from the district staff and district president financial statements for review and clarification before presentation to the regular meetings of the Board of Directors and to the district convention, and serve as advisor to the district president in his duties of oversight and supervision of district staff in regard to district's financial matters.
- 3.2.6.4 (Was 3.33 d.) d. He shall sign checks for the district when the district president is unavailable or delegates this responsibility to the district treasurer.

### ***Board of Directors (Was 3.35)***

- 3.2.8 The Wyoming District Board of Directors serves the district as its legal representative and as custodian of all property of the district. Upon it is incumbent the general management and supervision of the business affairs of the district. The Board of Directors, to the extent of its jurisdiction granted and directed by district conventions shall (1) determine general operating policies and procedures; (2) develop and approve district spending programs; (3) allocate resources for such spending programs; (4) review allocations, prioritize and evaluate same; (5) coordinate the administration and implementation of Synod and district resolutions.

#### *Membership*

- 3.2.8.1 (Was 3.351 a.) The Board of Directors shall have ten (10) members consisting of the following: district president, three (3) vice-presidents as advisory members, the district secretary, district treasurer, one (1) pastor at large, one (1) Commissioned Minister, and two (2) laymen. All members shall be elected in conformity with provisions in Synod's *Handbook* and these bylaws.
- 3.2.8.2 (Was 3.351 b.) All members of the Board of Directors will serve with no limit as to number of terms. Pastor at large and Commissioned Minister will serve six (6) year terms, one elected at each convention. The two laymen will serve six (6) year terms, one elected at each convention.

#### *Functions*

- 3.2.8.3 (Was 3.353 a.) Upon its first meeting after induction and assuming duties the Board of Directors shall elect its own chairman.
- 3.2.8.4 (Was 3.353 b.) The Board of Directors shall meet no fewer than four (4) times a year predetermining and scheduling these meetings so as to co-ordinate with other meetings of the district. These meetings shall be published in a district calendar.
- 3.2.8.5 (Was 3.353 c.) The Board of Directors shall oversee the general work of the district as it pertains to its officers (excluding the president and vice-presidents to the extent that ecclesiastical matters are involved), commissions, boards, and committees. To this end, it shall coordinate and oversee the planning process for the district annually so that input from congregations, ordained ministers (pastors), and laypeople of the district will be available in the January fiscal meeting where a work program is established. The Board of Directors shall also see that good stewardship prevails, regular reports are given, clear policies are established, and all things are done decently and in order.

## **3.3 District Organization: Commissions (Was 3.40)**

### ***Three Commissions***

- 3.3.1 (Was 3.40) There shall be three (3) commissions for serving the congregations and professional church workers of the Wyoming District. They shall be:

*The Commission on Ecclesiastical Services (CES)*

3.3.1.1 (Was 3.40 a.) The Commission on Ecclesiastical Services (CES)  
(Chairman will be appointed from one of the following chairs)

- Archivist
- Communications
- Constitutions
- Education
- Ministerial Growth and Support (Cont. Ed.)
- Reconciliation
- Worship

*The Commission on Mission Services (CMS)*

3.3.1.2 (Was 3.40 b.) The Commission on Mission Services (CMS)  
Chairman (person serving last three years of 6 year term)  
Chairman-Elect (person serving first three years of 6-year term)

- Campus Missions
- Ethnic Missions (Indian, Hispanic, Asian, etc.)
- Missions Development
- Missions Support
- Lutheran Women's Missionary League Representative
- Lutheran Laymen's League Representative

Advisor: First Vice-President

*The Commission on Congregational Services (CCS)*

3.3.1.3 (Was 3.40 c.) The Commission on Congregational Services (CCS)  
Chairman (person serving last three years of 6-year term)  
Chairman-Elect (person serving first 3 years of 6-year term)

- Adult Ministry / Leadership
- Evangelism
- Foundation/LCEF
- Marriage, Life, and Family Facilitator
- Stewardship
- Student Aid & Recruitment
- Youth / Outdoor Ministry
- Lutheran Women's Missionary League Representative
- Lutheran Layman's League Representative

Advisor: Second Vice-President

*Election, Secretaries, Appointments, and Tenure*

3.3.1.4 (Was 3.40 d.) The chairmen and chairmen-elect of the CMS and the CCS shall be elected by the district convention. The district president shall appoint the chairman of the CES from among its members. Chairmen-Elect from the CMS and the CCS shall serve as secretary to their respective commissions and shall assume chairmanship if a vacancy occurs in that commission. Other members of the CES shall be appointed by the district president, and members of the CMS & CCS shall be appointed by the chairman

and chairman-elect of their respective commissions. Tenure of appointees shall be three years with all appointments subject to approval of the Board of Directors.

***Commission on Ecclesiastical Services (CES)***

3.3.2 (Was 3.401) This commission (CES) serves the Wyoming District by assisting the district president in the areas of Reconciliation, Archivist, Communications, Constitutions, Education (schools), Ministerial Growth & Support (Cont. Ed.) and Worship. The Chairman and members will serve as described previously in these bylaws.

3.3.2.1 (Was 3.401 a.) The Reconciliation Chairman shall:

- be one of the district reconcilers;
- assist the district president with situations where “reconciliation” efforts would be appropriate and fitting;
- study and understand the Synod’s reconciliation process and procedures.

3.3.2.2 (Was 3.401 b.) The Archivist shall:

- gather from congregations and accurately file appropriate records in the district archives on a timely basis;
- send to the Synod archives records and files of a broader significance and importance, as needed;
- encourage congregations not only to send appropriate items for keeping in district archives, but to keep such records in their own “archives;”
- encourage each congregation to enlist a congregational “archivist” for the keeping of appropriate records, and to help them understand what records properly belong in archives of a congregation (i.e. anniversaries, special events/programs, history of called servants, the congregation, expansions, moving, building projects, etc.).

3.3.2.3 (Was 3.401 c.) The Communications Chairman shall:

- promote the dissemination of newsworthy items of the district to the people of the district and Synod, as well as to the general public;
- encourage discretion among the congregations of the district so that any publicity or news articles reflect the best interests of the Lord’s Kingdom;
- explore new avenues of making our district’s presence and work known to our ordained ministers (pastors), congregations and the general public; encourage congregations to make fullest use of various avenues of publicity for the congregation to its own members, and to the general public.

3.3.2.4 (Was 3.401 d.) The Constitutions Chairman shall:

- be the second vice-president of the district;
- examine the constitutions and bylaws of congregations which have been submitted through the president’s office for approval or revision;
- recommend for approval those constitutions and bylaws which, upon examination, agree with the Lutheran Confessions and the existing Constitution and Bylaws of Synod and district as specified in the Bylaws of the Synod.

3.3.2.5 (Was 3.401 e.) The Education (schools) Chairman shall:

- work closely with the Commissioned Ministers (Teachers/Educators) Conference to develop programs and professional growth opportunities for the workers;
- study and understand issues, programs, expansion efforts related to schools in our district and assist them;
- develop knowledge and resources from Synod and make the same available to schools or congregations wishing to start schools within our district.

- 3.3.2.6 (Was 3.401 f.) The Ministerial Growth and Support Chairman (Continuing Education) shall:
- become knowledgeable of programs, opportunities and plans for providing growth and support to professional workers for continuous development in the knowledge, attitudes, skills, and personal well-being for serving the Lord in His Church as a profession worker;
  - encourage professional workers to develop personal and professional growth plans on a continuing basis for more satisfying and effective ministry;
  - encourage participation in continuing education opportunities and publicize those opportunities as they become available;
  - provide at least one continuing education opportunity within the district each year;
  - help professional workers assess their needs in the area of professional care and growth within the district and communicate these needs to the appropriate people.
- 3.3.2.7 (Was 3.401 g.) The Worship Chairman shall:
- foster appreciation for the Lutheran heritage in Christian Worship;
  - advise and counsel congregations and ordained ministers (pastors) in the use of appropriate worship resources and material in keeping with our Synod Constitution and Bylaws.
- 3.3.2.8 (Was 3.401 h.) The Library Chairman shall:
- be responsible for its operation by providing resources and educational materials for spiritual growth for our ordained ministers (pastors), commissioned ministers (teachers/educators), lay people and congregations to enhance their work within the Kingdom of God;
  - provide the materials listed here: historical studies and documents, various educational, evangelism, stewardship and mission programs and materials; various studies, videos, films and other items useful both for personal and congregational growth;
  - strive to add new materials and resources as they become available;
  - assist the work of the Archivist and sometimes in works of translation.

***Commission on Mission Services (CMS)***

- 3.3.3 (Was 3.403) The Commission on Mission Services shall formulate mission strategies, review, recommend, and supervise the mission policies it has established and which have been approved by the Board of Directors; recommend and monitor its portion of the budget and provide for an aggressive and united mission effort for the district. It shall meet at least four (4) times a year and more as needed, to carry out its purpose. The various chairs shall be known as facilitator for their particular area of responsibility.
- 3.3.3.1 (Was 3.403 a.) The Missions Support Facilitator will facilitate work with new and existing missions and subsidized congregations. He shall assist them with worker compensation guidelines, subsidy requests, and all financial matters in partnership with the district.
- 3.3.3.2 (Was 3.403 b.) The Missions Development Facilitator will work with new and existing missions to develop strategy, plans and work with the missions to develop, implement and continuously re-evaluate, the mission work for its greatest effectiveness.
- 3.3.3.3 (Was 3.403 c.) The Ethnic Missions Facilitator will foster familiarity with outreach to ethnic groups, search out the presence of ethnic groups in our district, and assist pastors and congregations in their efforts to evangelize ethnic groups. When applicable, the Ethnic Missions Facilitator will maintain awareness, oversight, and guidance for mission efforts to specific ethnic groups within our district (i.e. Indian, Hispanic, etc.)
- 3.3.3.4 (Was 3.403 d.) The Campus Missions Facilitator will become knowledgeable of all campus ministry opportunities in our district, maintain contact with the full-time campus ministry at St. Andrew's Lutheran Church and Campus Center at Laramie, WY, and all other campus ministries within the district. He shall also serve as an advocate for ongoing ministry to campus students by pastors and congregations as well as providing support and assistance, guidance and direction from the district.



- 3.3.3.5 (Was 3.403 e.) Members of the LWML and LLL shall serve on this commission as advisory members to assist in the overall responsibilities of this commission and to coordinate efforts, finances, and work with their own organizations.

***Commission on Congregational Services***

- 3.3.4 (Was 3.405) This commission will serve the Wyoming District by reviewing materials, programs and studies made available by congregations, districts, and Synod so that resources might be made available as requested and needed by pastors and congregations. The CCS will act as liaison between Synod and congregations in the areas of responsibility listed below. The CCS will meet at least four (4) times annually, or more as needed, to carry out its purposes. The various chairs shall be known as facilitator for their particular area of responsibility.
- 3.3.4.1 (Was 3.405 a.) The Adult Ministry and Leadership Facilitator shall review appropriate resources, provide networking, and serve as an advocate for ministry to adults and by adults, and advocate leadership development among the laity in congregations.
- 3.3.4.2 (Was 3.405 b.) The Evangelism Facilitator shall review appropriate resources for sharing the Gospel with the unchurched, provide networking for congregations in outreach efforts and serve as an advocate for evangelism efforts by individuals and congregations.
- 3.3.4.3 (Was 3.405 c.) The Foundation/LCEF Facilitator shall make known resources, programs, and services available from these organizations, and serve as an advocate for the Foundation and Lutheran Church Extension Fund (LCEF).
- 3.3.4.4 (Was 3.405 d.) The Marriage, Life, and Family Facilitator shall be an LCMS rostered and ordained minister of religion, and shall foster familiarity with the interconnected gifts [divine gifts] of Holy Matrimony, the Sanctity of human Life, and the God-ordained structure of the family. This pastor shall serve the congregations and pastors of the District 1) by raising awareness of emerging and ongoing challenges to the Gospel in these areas, 2) by assisting the Church to provide doctrinally sound, gospel-oriented teaching and action, 3) by connecting the pastors and congregations of the district with appropriate and doctrinally sound resources from the Synod, other Districts, Lutherans for Life, and other RSOs for particular ministry needs that arise.
- 3.3.4.5 (Was 3.405 e.) The Youth / Outdoor Ministry Facilitator shall review youth materials, servant events, and other youth related gatherings in order to assist ordained ministers (pastors) and congregations in proclaiming God's vision of hope, celebration and service to and with young people. He shall coordinate district camps held each year for the benefit of our youth; oversee their programs, the arrangements and supervision of those camps. Encouragement and information for attendance at these camps shall be provided to all members of the district.
- 3.3.4.6 (Was 3.405 f.) The Stewardship Facilitator shall become knowledgeable about available stewardship programs and resources so as to provide guidance to congregations, individuals, and groups when requested, and to encourage the practice of Biblical stewardship principles and management of all God's blessings entrusted to us.
- 3.3.4.7 (Was 3.405 g.) The Student Aid and Recruitment Facilitator shall regularly establish guidelines for student financial aid applicants, shall provide applications, and shall determine an equitable amount to be dispersed to each eligible applicant from funds set aside for student financial aid. Encouragement to ordained ministers (pastors), congregations, and students for recruitment into full time church work shall be regularly provided.
- 3.3.4.8 (Was 3.405 h.) The Auxiliary Facilitators shall serve on this commission as advisory members to assist in the overall responsibilities of this commission and to coordinate efforts, finances, and the work within their own organizations.

### **3.4 District Administrative Team (DAT)**

- 3.4.1 (Was 3.50) The District Administrative Team consists of the district president, vice-presidents, district secretary, district treasurer and chairmen of the three Commissions. Under the leadership of the district president this group (DAT) will meet to coordinate, prioritize and develop a 3-year plan for district work to begin in January following the district convention. The DAT will coordinate a yearly focus on a specific mission, ministry and congregational services area for all the commissions and boards of district. At the district convention these priorities will be solicited, with continuous updating, reviewing, and revising with the assistance of the delegates who serve until the next district convention.

### **3.5 Nominations and Elections (District Officers)**

#### ***Nominating Committee***

- 3.5.1 (Was 3.60) The nominating committee and the conduct of elections shall be in conformity with Synod's *Handbook*, (Bylaw section 4.7 "District Nominations, Elections, and Appointments"), and other provisions laid down in these district bylaws.

#### ***President and First Vice President***

- 3.5.1.1 (Was 3.60 a.) Nominations for these two offices are made by each member congregation of the district. Congregations shall be entitled to nominate from the clergy roster of the Synod two candidates for president and from the clergy roster of the district two candidates for first vice-president.
- 3.5.1.2 (Was 3.60 b.) The secretary of the district shall mail to each member congregation of the district appropriate ballots for nominating these candidates.
- 3.5.1.3 (Was 3.60 c.) Each nominating ballot shall be signed by the president and secretary of the voting congregation/parish and shall be sent to the secretary no later than four (4) months prior to the opening date of the convention
- 3.5.1.4 (Was 3.60 d.) The secretary, with the approval of the Board of Directors, may engage an external auditing firm to tabulate the nominations. He shall report to the convention, by means of the convention workbook, the names and tabulations of all clergymen receiving nominations for president and first vice-president.
- 3.5.1.5 (Was 3.60 e.) Candidates for election to the office of president and first vice-president shall be in each instance the three (3) clergymen receiving the highest number of votes in the nominating ballots of member congregations.
- 3.5.1.6 (Was 3.60 f.) The district secretary shall notify each candidate, secure his approval in writing for inclusion of his name on the convention ballot. Candidates shall provide an answer within ten (10) days as to willingness to serve if elected, or to decline inclusion.
- 3.5.1.7 (Was 3.60 g.) In the event of death, declination, or unavailability of any candidate, the nominee with the next highest votes will be notified until three candidates have been selected. In the event of a tie for the third position, all names involved will be notified and stand as candidates if willing to serve.
- 3.5.1.8 (Was 3.60 h.) The secretary shall publish in the convention workbook brief biographies of the three (3) candidates for president and the three (3) candidates for first vice-president, giving adequate information (i.e., age, residence, years in district; service in the Church, present position; year of ordination, former pastorates; involvement in community, government, inter-church affairs; and any other specifics pertinent to the office to which nominated) on each candidate.
- 3.5.1.9 (Was 3.60 i.) The convention retains the right to alter each slate at the proper time by amendment. Any delegate making a nomination from the floor will do so with a simple motion, a second, and a vote on the amendment. Prior consent shall have been obtained from the nominee and the proper written information concerning the nominee as described in paragraph 3.5.1.8 **above**, will immediately be submitted to the district secretary.

- 3.5.1.10 (Was 3.60 j.) After any such amendments have been voted on, the convention shall ratify the slate of candidates prior to each election.

#### ***Election of President and First Vice-President***

- 3.5.2 (Was 3.603) Election of President and First Vice-President
- 3.5.2.1 (Was 3.603 a.) Each voting delegate shall be entitled to vote for one candidate for president.
- 3.5.2.2 (Was 3.603 b.) The candidate receiving a majority of the votes cast shall be declared elected. If no candidate receives a majority of votes in the first casting of votes, the candidate with the fewest votes shall be eliminated from the ballot and votes cast again until one candidate is elected.
- 3.5.2.3 (Was 3.603 c.) Following the announcement of the results of the election for president, the convention shall follow procedures outlined in section 3.5.1.9 and 3.5.1.10 (Was 3.601, paragraphs “i” and “j”) for establishing an official slate of candidates for first vice-president. The election process shall follow section 3.5.2.1 and 3.5.2.2 (Was 3.603, paragraphs “a” and “b”) until a candidate is elected.
- 3.5.2.4 (Was 3.603 d.) Upon election of the first vice-president, the region from which he comes will have elected its regional vice-president by action of the convention.

#### ***Nominations for Other Vice-Presidents and Elections***

- 3.5.3 (Was 3.605) Nominations for Other Vice-Presidents and Elections
- 3.5.3.1 (Was 3.605 a.) The two regions of the Wyoming District not represented yet by a vice-president shall each caucus on the floor of the convention to nominate three (3) names to the convention to serve as vice-president for their respective regions.
- 3.5.3.2 (Was 3.605 b.) Prior consent shall have been obtained from the nominee and the proper written information concerning the nominee as described in 3.5.1.8 (paragraph “h”) above, will immediately be submitted to the district secretary.
- 3.5.3.3 (Was 3.605 c.) The Convention will vote for one (1) vice-president for each of the remaining regions. The candidate receiving a majority of the votes cast by the convention shall be declared elected. If no candidate receives a majority of votes in the first casting of votes, the candidate with the fewest votes shall be eliminated from the ballot and votes be cast again until one candidate is elected.
- 3.5.3.4 (Was 3.605 d.) Once the remaining regional vice-presidents have been elected by the convention, a vote will be conducted by the convention to determine the second and third vice-president positions.

#### ***Nominations for Other District Officers and Elections***

- 3.5.4 (Was 3.607) Nominations for other District Officers and Elections
- 3.5..41 (Was 3.607 a.) The Nominations Committee of the district convention shall observe all Synod *Handbook* Bylaws for nominating candidates for the elected offices of district and the conduct of elections at the district convention.
- 3.5.2.1 (Was 3.607 b.) The Nominations Committee may seek input, suggestions, and candidates for district officers from congregations and pastors of the district in providing at least two candidates for each elective office not covered in the preceding bylaws.
- 3.5.2.1 (Was 3.607 c.) Election of circuit visitors is governed by Synod’s *Handbook* procedures and regulations (Bylaw 5.2.2).

## **4. CONFERENCES, FORUMS, CONVOCATIONS**

### **4.1 Conferences (Was 4.01)**

- 4.1.1 (Was 4.01) Synod’s *Handbook* provides for at least one (1) annual conference of all ordained and commissioned ministers on the roster of Synod. Those *Handbook* provisions covering the nature, purpose and attendance at official district conferences are in Bylaw section 4.8.

#### 4.1.1.1 (Was 4.03) Ordained Ministers (Pastoral) Conferences

(a) There shall be one annual Ordained Ministers (Pastors) Conference in the spring, except in the year that district meets in convention.

(b) **Error! Bookmark not defined.** Every year there shall be an annual conference in the fall, which may be held in conjunction with the other commissioned ministers (teachers/educators) of the district.

(c) **Error! Bookmark not defined.** c. Circuits are encouraged to hold circuit ordained ministers (pastors) conferences on a regular basis, which may be held jointly with other circuits as deemed appropriate.

#### 4.1.2 (Was 4.03) Commissioned Ministers (Teachers/Educators) Conferences

(a) All commissioned ministers (teachers/educators) of the district shall meet annually in the fall, which may be held in conjunction with the Ordained Ministers (Pastors) Fall Conference.

(b) **Error! Bookmark not defined.** All educators/teachers not on Synod's roster will be invited and urged to attend these commissioned ministers (teachers/educators) conferences for personal and professional growth.

(c) **Error! Bookmark not defined.** The Wyoming District Board of Directors will provide monetary support as needed for special speakers if needed for the commissioned ministers (teachers/educators) conferences through the district spending program.

### 4.2 Forums and Convocations (Was 4.06)

4.2 (Was 4.06) Circuit Forums and Convocations shall be provided for and held in accord with the guidelines and provisions outlined in Synod's *Handbook* (Bylaw sections 5.3, 5.4).

## 5. AMENDMENTS TO BYLAWS

### 5.1 (Was 5.01) Amendments to the District Bylaws may be made

5.1.1 (Was 5.01 a.) by the district in convention provided they are

(a) not contrary to the Constitutions and Bylaws of Synod or the District Bylaws. (was 1)

(b) presented in writing to the district in convention. (was 2)

(c) specified as bylaw amendments and reviewed by and recommended by the Convention Resolutions Committee. (Was 3)

(d) examined by the district constitutions chairman prior to the presentation at the district convention to determine that they do not conflict with the Constitution and Bylaws of Synod. (Was 4)

5.1.2 (Was 5.01 b.) by the Board of Directors, in exceptional circumstances and upon the express direction of the district in convention, incorporating into the District Handbook amendments to the District Bylaws required by implementation of resolutions adopted by that convention.

5.1.3 (Was 5.01 c.) by the district convention (5.1.1; was 5.01a) and the district Board of Directors (5.1.2; was 5.01b) upon the condition such amendments have been examined by and received approval in advance by the Synod's Commission on Constitutional Matters before implementation as specified in the Bylaws of the Synod.

### 5.2 (Resolution 2-02-2021) Amendments Necessitated by a Synodical Convention

5.2.1 When necessitated by amendments to the Synod Constitution or Bylaws, or otherwise directed by a resolution of the Synod in convention, amendment may be made by a two-thirds majority of the district board of directors. Such amendments shall be drafted by the district secretary and shall be reviewed in advance by the LCMS Commission on Constitution Matters.

### **5.3 (Was 5.03) Synodical Review**

- 5.3.1 (Was 5.03) Amendments to the District Bylaws shall be examined and approved in advance by the Synod's Commission on Constitutional Matters before final approval as specified in the Bylaws of the Synod. In addition, if floor amendments are to be allowed, they also are not to go into effect until examined and approved by the Commission. Should the Commission on Constitutional Matters not approve the adopted changes, the district Board of Directors may modify the amendments to comply with the Commission on Constitutional Matters requirement by their two-thirds vote.



## APPENDIX

### Name Change and Maintenance Responsibility to the Wyoming District Handbook

#### RESOLUTION 2-01-2021 (OVERTURE 2-01-2021)

##### Rationale

Various communications and concerns with the current state of the “Wyoming District Handbook: Guidelines, Policies, and Strategies 2018” prompted the suggestion that the book be reorganized and portions of it placed into the care of those who are responsible for its various sections.

In effect, this would remove all but the Articles of Incorporation and Bylaws from the direct supervision of the District in Convention. Convention time, as well as Workbook and Proceedings space, would be economized. Most of the items would be placed in the care of the Wyoming District Board of Directors (BOD), who have the task of carrying out those items. Amendment of non-convention items could take place on an as-needed basis, rather than every three years during valuable convention time. The BOD will consult or receive proposed amendments or additions from the commissions or entities and act upon them.

All these items are public and both the Handbook and the BOD Operating Manual shall be made available upon request to any member of the District (i.e. congregations and rostered workers).

Therefore be it

*Resolved*, That the Wyoming District Supplement, previously known as the Wyoming District Handbook include a notification that the Handbook of Synod is also the Handbook of the Wyoming District; and be it further

*Resolved*, That the Wyoming District Supplement be divided as noted below (according to 2018 page numbers), with ongoing maintenance by the responsible entities identified below;

##### Convention

- 4–6 Articles of Incorporation
- 7–19 Bylaws

##### Pastors Conference

- 20–23 Wyoming District Ordained Ministers (Pastors) Conference Guidelines

##### Circuit Visitors (including Praesidium)

- 24–25 Guidelines and Procedures for Ordained Ministers (Pastors)
- 26–28 Guidelines/Procedures for Vacant Congregations. . .
- 37–53 Ministry Support: Compensation Guidelines for Church Workers

##### Board of Directors

- 29 Wyoming District Moving Procedure Guidelines
- 31 –36 Wyoming District (LC-MS) Pastor Compensation
- 54 Housing Guidelines for Professional Church Workers
- 55–56 Stewardship of the Parsonage

- 57–60 Guidelines for Articles of Agreement for *Multi-Congregation* Parishes
- 61 Conflict of Interest Policy
- 62 Consulting with District President on Appointments
- 63 Guidelines for Recognition of District Service
- 64 Guidelines for Expenses Incurred by District Officers
- 65–66 Wyoming District Travel Procedures and Guidelines
- 67 Wyoming District Office Mail Policy
- 68 Worker Salary Increases, Effective Date
- 69 Wyoming District Data Policy
- 70–71 District Office Personnel Electronic Communications Systems Policy
- 72 Guidelines for District Website
- 73 Endowment Guidelines
- 74 Wyoming District-LCMS “In Kind” Gift Policy
- 75 “In Kind” Gift Receipt
- 76 Wyoming District Capital Reserve Policy
- 77–78 REVISED: Investment Policy
- 79 Church Worker Assistance Guidelines
- 80 Gifts for District Missionaries and Office Staff
- 81 Compensation Policy for District President Transition
- 82–86 Wyoming District Sexual Misconduct Guidelines
- 87–91 TO BE REMOVED: Guidelines for Investigating Alleged Sexual Misconduct
- 92–93 Indemnification of Directors in Lawsuits
- 94 Wyoming District LCMS Image, Likeness, Picture Release Form
- 95 Honoraria Guidelines
- 96–97 School Grants Fund
- 98 Wyoming District Library Guidelines
- 99 Guidelines and Directives for Mission Work in the Wyoming District
- 100–102 REVISED: Procedure/Communication Guidelines . . . Assisted Cong. . .
- 103–104 Relationship and Communication Guidelines, St. Andrew’s
- 105–106 Wind River Reservation Mission Strategy
- 107 Remunerated and Un-Remunerated Extra-Curricular Activities. . .
- 108–113 Guidelines for Awarding of Student Financial Aid
- 114–116 Lander Camp (various)

and be it further

*Resolved*, That the Wyoming District Board of Directors be granted discretion to include some of its items in its BOD Manual and others in the Supplement; and be it finally



- 1       *Resolved*, That the Wyoming District Supplement be published electronically at least once every three years before the
- 2       Convention to all delegates and members of the District, with paper copies printed upon request.