

MEMORANDUM

To: LCMS Circuit Visitors
Copy: LCMS District Presidents; District Secretaries
From: John W. Sias, Secretary, LCMS
Date: June 27, 2025
Re: **2026 Synod Convention — Election and Reporting of Circuit Delegates**

***DO NOT DELETE OR SET ASIDE THIS MEMO AND ATTACHED INSTRUCTIONS!
THEY CONTAIN CRITICAL CONVENTION INFORMATION FOR REPORTING DELEGATE ELECTION RESULTS.***

You are receiving this memo and the attached *Instructions for Circuit Visitors* document to assist you in your administration and reporting of results from the *electoral* circuit forum to elect voting delegates and alternates for the 2026 Synod convention. **If you will not be continuing as circuit visitor for the next triennium and still receive this information, please follow the directions below to log into the LCMS Forms system and complete the form assigned to you.** You may also share this email with your successor and let him know that he will be contacted by the LCMS Office of the Secretary.

New for the 2026 Synod convention is the use of the LCMS Forms system for election reporting. This system eliminates the need for the fillable PDF and paper forms that have been used for previous conventions and streamlines the registration process, reducing errors along the way.

All electoral circuit forum election results must be submitted using **FORM I—Official Registration—Voting Delegates and Alternates**. A link to this form pre-filled with your electoral circuit information will be emailed to you once your district has provided updates to us regarding changes to electoral circuits and circuit visitors. This form will also be available by logging into the LCMS Forms system at forms.lcms.org. The *instructions* document provides directions for completing this form. Prompt reporting of results from your circuit forum is helpful and will provide more time for consideration of your circuit's delegates for potential service on convention floor committees.

Once you complete and submit the form, your district secretary will be notified of your selections and will certify the results electronically (or contact you with any issues). This is a change from previous conventions, intended to speed the registration process and to detect any invalid elections more quickly, hopefully allowing circuits to take corrective action before relevant deadlines. If you need assistance with form submission, please contact lcmssecretary@lcms.org.

To carry out your administration and reporting responsibilities successfully, you must note carefully the content of the attached *instructions* document. It calls attention to important details that you must take into consideration as you prepare for and then conduct your electoral circuit meeting. If your visitation circuit is combined with another visitation circuit to form an electoral circuit, you and the other circuit visitor must work together to conduct the electoral circuit forum and report its results. Please pay careful

attention to the *instructions* document, even if you have “been to this rodeo before,” as *relevant bylaws and processes have changed*.

Registration instruction documents and memos are linked on the Synod convention website at lcms.org/convention/registrations for easy access by district presidents, district secretaries, and circuit visitors to help them carry out their responsibilities.

Help for logging into the LCMS Forms system using the email address to which this email was sent can be found here files.lcms.org/f/2026-convention-email-login-instructions-for-nomination-forms. Any forms that have been assigned to you will appear on your **Dashboard**.

Thank you for your careful attention to this very important responsibility.

Attached: *Instructions for Circuit Visitors* document