

MEMORANDUM

To: LCMS District Secretaries
Copy: LCMS District Presidents
From: John W. Sias, Secretary, LCMS
Date: June 27, 2025
Re: **2026 Synod Convention — Certification of Delegates and Representatives**

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

In preparation for the 2026 Synod convention, you are receiving this memo and the *Instructions for District Secretaries* to assist you in your bylaw-mandated responsibilities regarding 2026 Synod convention registrations.

Note: If you will not be continuing as district secretary for the next triennium, you may stop reading and instead forward this mailing and its attached materials to your successor.

It will be important to confirm that your district's electoral circuits have been finalized by your district board of directors before proceeding with these instructions (or to prepare backup arrangements before the registration deadline if an electoral circuit must meet and its composition may not yet be finally determined).

New for the 2026 Synod convention is the use of the LCMS Forms system for this process. This system eliminates the need for the fillable PDF files that have been used for previous conventions and streamlines the registration process, reducing errors along the way. No paper or PDF forms will be used for this convention. All registrations and changes will be submitted via this system, including the registration of voting delegates and alternate delegates, nonvoting advisory delegates and alternates, and other advisory representatives. The same will be true of substitutions for any of the above.

To carry out your reporting and certification responsibilities successfully, you must note carefully the content of the attached *instructions* document. It calls attention to important details that you must bear in mind as you carry out your registration/certification duties.

You are also strongly encouraged to reserve the dates of **September 2–4, 2025**, to attend the **District Secretaries Orientation** meeting in St. Louis to receive training regarding your considerable responsibilities as a district secretary as well as the use of the electronic convention-related documents. Registration materials for the meeting will be sent to you well in advance.

Your Synod convention-related responsibilities will require a substantial amount of effort and time on your part, since **all registrations/certifications from your district are your responsibility**. To assist you, the required forms for your various reporting responsibilities will either be assigned to you or available for use as the situation requires.

Assigned Forms – forms.lcms.org Dashboard:

- FORM I—Voting Delegates/Alternates
- FORM II—Nonvoting Advisory Delegates/Alternates—Ordained
- FORM III—Nonvoting Advisory Delegates/Alternates—Commissioned
- FORM VI—Advisory Representatives

Available Forms – forms.lcms.org/form/LCMS/CONV

- FORM IV—Change in Registration—Delegates (Changes to Forms I, II, and III)
- FORM V—Presidential Appointment—Voting Delegates
- FORM VII—Change in Registration—Advisory Representatives (Changes to Form VI)
- FORM XX—Change of Address

All forms can only be accessed and must be submitted using the new system. To improve our ability to support the selection of convention floor committees, which will involve a subsequent registrant survey and communication with your district president, **we ask that each form be certified and submitted as soon as possible. These MUST be received by October 25, 2025.**

Registration instruction documents, memos, and available forms are linked on the Synod convention website at <http://www.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 giving careful attention to these important responsibilities.

Attached: *Instructions for District Secretaries*