

# **Section 4**

## **Supporting Organizations**

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## 17.100:

### Communication Services

LCMS Communications serves the Synod's congregations by telling the stories of our working and walking together as Lutherans, conveying the endless opportunities and achievements that are gifts from God.

These efforts involve "partnerships" of many kinds, as we work closely with the Office of the President and the Offices of National and International Mission, Pastoral Education, Church Relations, districts and many other LCMS entities.

We help the Synod — all of us together — get the word out strategically about our ministries using all venues at our disposal, including print, Web, video, photography, public and media relations, social media and blogs.

As a department, our charge is simple: educate, inform, interpret and highlight our Synod's purpose, program and positions to promote increased awareness and understanding of the mission and ministry of our church.

#### *The Lutheran Witness*

*The Lutheran Witness* provides Missouri Synod laypeople and clergy with faithful, winsome material that complements congregational life, fosters personal growth in faith and helps interpret the contemporary world from a uniquely Lutheran Christian perspective. For information on subscribing or advertising, visit [cph.org/witness](http://cph.org/witness). Go to [lcms.org/witness](http://lcms.org/witness) to read free, exclusive online content from the magazine.

#### *Reporter*

*Reporter* provides church news and resources for rostered church workers, congregational chairmen, chairmen of the congregation's board of elders and other laypeople nationwide. To view *Reporter Online*, which provides more stories and more detailed versions of some print-Reporter stories, visit [lcms.org/reporter](http://lcms.org/reporter). Subscription information is available in the printed Reporter and at [blogs.lcms.org/subscribe-to-reporter](http://blogs.lcms.org/subscribe-to-reporter).

#### *Lutherans Engage the World Magazine*

*Engage* offers readers inspiring coverage of various Synod ministries while informing stakeholders of the progress of these ministries and the impact they have on people's lives around the world. Online editions include multimedia resources. To sign up for a free or bulk subscription, call the LCMS Church Information Center at 888-THE LCMS (843-5267).

#### *Journal of Lutheran Mission*

This free, online-only publication, a joint venture of the LCMS Office of National and International Mission, addresses the newest and oldest trends in missiology. See how the Lord is using His people to share the good news of the Gospel both at home and to the ends of the earth. Check it out at [blogs.lcms.org/category/journal-of-lutheran-mission](http://blogs.lcms.org/category/journal-of-lutheran-mission).

## 17.110:

### Internet Presence

The website for The Lutheran Church—Missouri Synod is [lcms.org](http://lcms.org).

The purpose of the LCMS website is captured in its mission statement: "To create and maintain a dynamic Internet presence that communicates the saving grace of our Savior, Jesus Christ; provides information for mission and ministry; and interactively links members with Great Commission opportunities."

The site has links to the beliefs and heritage of our church body, mission and outreach resources, devotionals, news and information about the Synod, departmental resources and catalogs, and information on important social issues affecting congregations. Also included are links to our colleges and seminaries, district offices, congregations, church workers and related LCMS entities, auxiliaries and Recognized Service Organizations (RSOs).

Among its features are:

#### ■ **LCMS e-News:**

A subscription-based system that allows individuals to customize receipt of email newsletters published by the various ministries of the Synod. Visit [lcms.org/enews](http://lcms.org/enews) to begin subscribing.

#### ■ **myLCMS:**

This website login feature allows users to create an account by which they can subscribe to various eNewsletters, update contact information and view their giving history.

#### ■ **Locators:**

Find LCMS congregations, church workers and schools easily. Ten-year statistics for individual congregations, including giving levels and baptized and confirmed membership figures, are available.

#### ■ **District Directory:**

Find information about each of the 35 LCMS districts and link to their websites. ([lcms.org/districts](http://lcms.org/districts))

#### ■ **Social Media:**

The LCMS has official pages on Facebook and Twitter. You can find our pages at [facebook.com/theLCMS](http://facebook.com/theLCMS) and [twitter.com/theLCMS](http://twitter.com/theLCMS). For a complete list of LCMS social-media accounts, visit [lcms.org/socialmedia](http://lcms.org/socialmedia).

#### ■ **LCMS Related Entity Websites:**

##### • **Concordia Plan Services**

Get the latest information on health-care coverage, retirement benefits and more at [concordiaplans.org](http://concordiaplans.org).

##### • **Lutheran Church Extension Fund**

Find out how your congregation can use the services of LCEF to obtain a loan for construction or capital fundraising, architectural or demographic services. Visit [lcef.org](http://lcef.org).

##### • **LCMS Foundation**

Through the Foundation's Mission and Ministry Giving Catalog, your congregation can discover how its contributions are making a difference in the lives of many. Visit [lcmsfoundation.org](http://lcmsfoundation.org).

##### • **LuthEd**

Schools looking for resources and information from the LCMS School Ministry Office can connect

with this site to keep up to date with Lutheran education! Visit [LuthEd.org](http://LuthEd.org).

- **Church Worker Update (CWU)**

Rostered workers are able to update their rostered information through the CWU in order to keep their official record current. This information also populates the Commissioned Minister Information Form, which is what calling bodies use to search for rostered workers to fill open, called positions. Learn more at [CWU.lcms.org](http://CWU.lcms.org).

- **Commissioned Minister Information Form (CMIF)**

CMIF system allows for the search of information on rostered church workers to fill called positions. Contact your district office to find out more about how your congregation or school can use this tool to search for rostered workers to fill called positions in your ministry. Visit [CMIF.lcms.org](http://CMIF.lcms.org).

## 17.120:

### LCMS Church Information Center

The LCMS Church Information Center (CIC) links rostered and lay members of the Synod, as well as nonmembers, to the information, people and resources they seek. The service is accessed through either a toll-free telephone number or an email address. Call 888-THE LCMS (843-5267) between 7:45 a.m. and 4:15 p.m. Central time, Monday through Friday (except holidays), and friendly, helpful CIC staff members will connect you with the information, department or resources you are looking for. Or, you can submit

comments/questions via email to [infocenter@lcms.org](mailto:infocenter@lcms.org). For more information, visit [lcms.org/cic](http://lcms.org/cic).

### LCMS Logo & Brand Center

LCMS logos may be used by the Synod's congregations, districts, schools and certain other entities in conformance with the LCMS Brand Manual. Read the LCMS Branding Reference Guide and request digital logo files at [lcms.org/logos](http://lcms.org/logos).

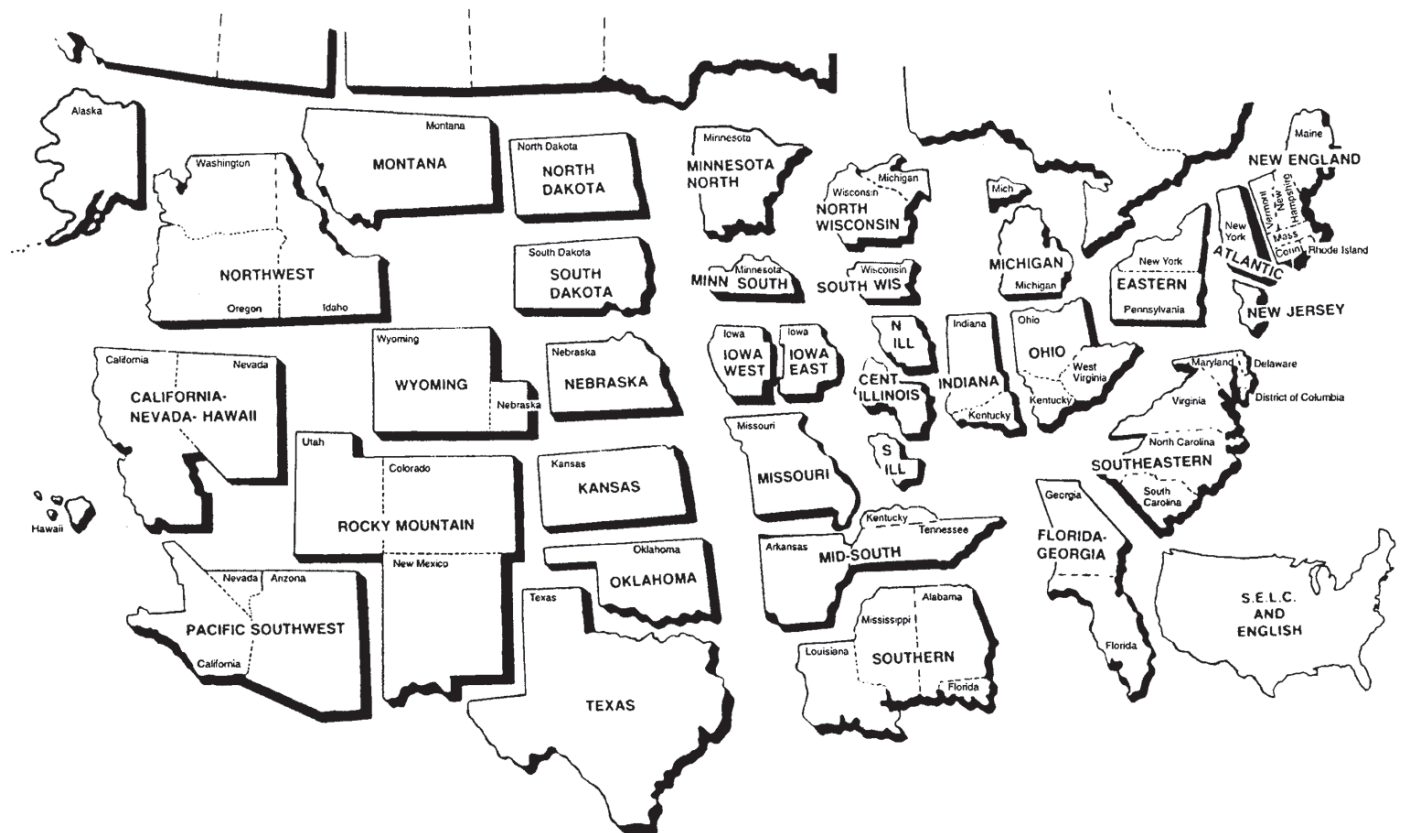
## 17.200:

### Synod Membership

Member congregations of the Synod have the responsibility of keeping informed about what it means to be a member of the Synod. This responsibility is similar to the individual's membership in the congregation.

Leaders of district and international offices of the Synod have the responsibility of providing information on Synod's activities and impact. This is accomplished through various means, including official periodicals, newsletters, reports, etc.

Interactive internet technology, including the growth in mobile devices, is a growing source of information. Information about the national and international work of the LCMS is accessible through the LCMS website ([lcms.org](http://lcms.org)), REPORTER Online ([blogs.lcms.org/reporter](http://blogs.lcms.org/reporter)), social media such as Facebook and Twitter, and each district's website. Information is also deliverable through electronic mail.



The congregation, as a member of Synod, remits a portion of its offering, through the district, for use within the Synod at the district and international levels.

As a member of Synod, these funds primarily serve to maintain compliance with the legal and regulatory obligations of the corporation; fund officers, boards and commissions mandated by the Synod's Constitution and Bylaws; and fund necessary work that cannot otherwise be funded by designated contributions, fees or investment revenue. The leaders of the congregation rely on the assistance they receive from the various departments of the district or international offices of the Synod to fulfill their obligations in the office they serve.

Congregations and church groups seeking information regarding Synod's national and international work in order to provide designated gifts for specific aspects of that work are encouraged to either contact the staff in LCMS Mission Advancement (888-930-4438) or consult a catalog of opportunities online. Go to [lcms.org](http://lcms.org) and click on Make a Gift in the blue menu bar. Designated catalogs exist for missionaries, projects and ministries, as well as for special campaigns.

These catalogs give a congregation the ability to select partnership opportunities that most closely match their vision for spreading the Gospel. Opportunities within the catalogs change over time and are kept current by Mission Advancement.

The finances of the national office, including the annual plan (budget) for spending designated and undesignated offerings received as well as the annual audited financial statements for the LCMS, are made publicly available at [lcms.org/bod](http://lcms.org/bod). This section also includes the minutes of the meetings of the Board of Directors, the Handbook of Synod, and important governance policies.

## 17.210:

### Congregation Statistics Report

Each year The Lutheran Church—Missouri Synod asks each congregation to file a Congregation Statistics Report for the preceding year. The report is due on February 28. This report is a vital source of information for planning and action by the Synod and its districts. Timely, accurate submission of data is very important.

Congregation statistics may be entered online using login information received from the LCMS Rosters and Statistics department. Paper versions of the form are available upon request.

Information gained from use of this data is used by Lutheran Church Extension Fund to evaluate loan requests. Districts also use demographic studies that incorporate this data when assisting congregations in planning local ministry.

Because of the value of this data to the Synod and districts and because it is an expectation of membership (Bylaw 1.3.4), treasurers are encouraged to assist the congregation in submitting timely and accurate reports.

## 17.212:

### Treasurer's Responsibilities

The congregation treasurer is usually responsible for completing the Financial Information section of this report. A sample of that section of the current report form is attached (see Exhibit 17-1). All figures are to be rounded to the nearest dollar. The following instructions are provided for completion of the financial data.

#### Item 21. Receipts during the last fiscal year

##### *Item 21a, Total Contributions:*

Enter the total of contributions (weekly offerings) including building funds and other special contributions. Special contributions include gifts for missions and ministries of the congregation, the district or Synod. The key word is "contributions," that is, this income excludes fees, rental, etc. Enter the total on the line provided.

##### *Item 21b, Total Other Income:*

Enter the amount of other income the congregation received from subsidy, dividends or interest, rents, fees and other receipts. Some examples would include school tuition (day school or preschool), subscriptions, loans, endowment funds, etc. The total should be entered on the line provided.

#### Item 22. Disbursements during the past fiscal year

##### *Item 22a, Total At-Home Expenses:*

Enter total expenditures for work "at home." Amounts expended for salaries, benefits, operating expenses, capital expenditures, debt service, school/preschool expenses, registrations, subscriptions (including The Lutheran Witness), payments for health and pension programs, conference and convention registrations, etc., are all included in this line item even though the remittance may have been made to the district or the Synod.

##### *Item 22b, At-Large District/Synod Contributions:*

This is the amount contributed to a district for the unrestricted work of the district and Synod. Usually this is the amount given to a pledge of support for district and national work of the church. It does not include gifts for use of a specific ministry such as Together in Missions (TIM), Lutheran World Relief and similar gifts.

##### *Item 22c, Other At-Large Contributions:*

This is the amount contributed by the congregation to missions and ministries outside of its work at home other than contributions to the general fund of the district. It may include TIM, Lutheran World Relief, social service agencies, Lutheran Braille Workers, local services to disadvantaged or homeless persons, etc. Again, the key word is "contributions." These may include gifts from the budget, special offerings, door offerings, etc.

## 17.213:

### Financial Information,

### Congregation Statistics Report for 20XX

Exhibit 17-A is the Congregation Statistics Report form request for financial data for the year. The reporting form may be revised for succeeding years. Instructions in Paragraph 17.212 relate to the form as printed in Exhibit 17-A.

## 2017 CONGREGATION STATISTICS REPORT

Please complete the enclosed form.

*Return the original to the Office of Rosters and Statistics at the address below:*

**Due Date: February 28, 2018**

### INSTRUCTIONS:

Complete numbers **1** through **22** on the following page.

This report is a vital source of information for planning and action by the Synod and its districts. Information gained from use of this data is now being used by the Lutheran Church Extension Fund committee to evaluate loan requests. Districts also use demographic studies which incorporate this data when assisting congregations in planning local ministry.

- 1 - Fill in the total Baptized Membership as of December 31st. This is not a sum of questions **2a** and **2b**. It is the total number of Baptized Members in your congregation, including those who are also confirmed members.
- 2 - Enter the number of baptisms that took place during the past year: infants/children on line **a**, and adults on line **b**.
- 3 - Fill in the total Confirmed Membership as of December 31st. This is not a sum of questions **4a** through **4m**. It is the total number of Baptized Members in your congregation that are confirmed.
- 4 - Enter the number of gains (**4a-4f**) or losses (**4g-4m**) of confirmed members in each category that occurred by the end of the year.
- 5 - Enter the average weekend worship attendance. Do not include Lenten, Advent, or other festival services. Of the number entered in line A, please enter the number of people in attendance on a typical Sunday who are NOT members (baptized or confirmed) of your congregation. In addition to visitors, please also include regular attendees who are not yet members and even those who are members of another LCMS congregation.
- 6 - Enter the last Vacation Bible School enrollment figures.
- 7-17 - Enter the enrollment on the appropriate line for each age or class group. A special class group is for people with physical or developmental disabilities as stated in the Lutheran Annual. This does not include enrollment of pre-schools, elementary, or high schools associated with the congregation.
- 18 - Enter the average age of all confirmed members in your congregation. If you do not know the exact ages of your members, please estimate as accurately as possible.
- 19 - Enter the average age of all baptized (including confirmed) members of your congregation. Since this will likely include young children, it is expected the number will be lower than the average age of all confirmed members. If you do not know the exact ages of your members, please estimate as accurately as possible.
- 20 - For each group listed, please enter the percent of baptized (including confirmed) members of your congregation of that age. If possible, calculate each percentage by counting the total number of members in an age group, and then dividing that by the total number of members in the congregation. If you do not know the exact ages of your members, please estimate as accurately as possible. **Please ensure the total of all numbers entered adds to 100%.**
- 21-22 - Enter the amount rounded to the nearest dollar:
  - 21a Total Contributions - Enter the total of contributions (weekly offerings) including building funds and other special contributions which include gifts for missions and ministries of the congregation, the District or Synod. This income **excludes** subsidy, dividends/interest, rent/fees, etc.
  - 21b Total Other Income - Enter the amount of other income the congregation received from subsidy, dividends or interest, rents, fees and other receipts like school tuition (day school or preschool), subscriptions, loans, endowment funds, etc.
  - 22a AT-HOME Expenses - Enter the sum of all funds spent for salaries, benefits, operating expenses, capital expenses, debt service, school/preschool expenses, registrations, subscriptions (including Lutheran Witness), payments for health and pension programs, conference and convention registrations, etc.
  - 22b. AT-LARGE District/Synod Contributions - Enter the total amount disbursed to your District for District/Synod budget. Usually this is the amount given to a pledge of support for district and national work of the church. Doesn't include gifts for use of a specific ministry.
  - 22c. Other AT-LARGE Contributions - Enter the total amount disbursed for other purposes, i.e.; World Relief, colleges/seminaries, Wheat Ridge, local ministries beyond the congregation, etc.

**Return the completed original form by February 28, 2018 to** The LCMS - OFFICE OF ROSTERS AND STATISTICS, CONGREGATION STATISTICS, 1333 S KIRKWOOD RD, ST LOUIS MO 63122-7295

### **Exhibit 17-A(I)**



Congregation Name \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_

**2017 CONGREGATION STATISTICS REPORT**

**BAPTIZED MEMBERSHIP**

- 1. Total Baptized Membership.....
- 2. Baptized During the Year
  - a. Baptisms of Infants/Children.....
  - b. Baptisms of Adults.....

**CONFIRMED MEMBERSHIP**

- 3. Total Confirmed Membership.....
- 4. GAINS:
  - a. Adults Confirmed.....
  - b. Juniors Confirmed (Parents Members).....
  - c. Juniors Confirmed (Parents Non-Members)
  - d. Profession of Faith.....
  - e. Transfer from Other LCMS.....
  - f. Receive from Other Lutheran.....

- LOSSES:
- g. Deaths.....
  - h. Transfer to Other LCMS.....
  - i. Release to Other Lutheran.....
  - j. Join Non-Lutheran.....
  - k. Moved Without Transfer.....
  - l. Excommunicated.....
  - m. Other.....

**WEEKLY CHURCH ATTENDANCE**

- 5. a. Average Weekly Church Attendance.....
- b. On a typical Sunday, how many of the above numbers are not members of your congregation?

**VACATION BIBLE SCHOOL**

- 6. Members \_\_\_\_\_ Non-Members \_\_\_\_\_

**CHRISTIAN EDUCATION ENROLLMENT**

	Sunday Bible Classes				Weekday Classes		
	a. Members	b. Non-Members	c. Members	d. Non-Members	e. Confirmation Class		
7. Cradle/Nursery	_____	_____	n/a	n/a	n/a		
8. 2 yr/Parents	_____	_____	_____	_____	n/a		
9. Age 2-3	_____	_____	_____	_____	n/a		
10. Age 4-5	_____	_____	_____	_____	n/a		
11. Grade 1-2	_____	_____	_____	_____	n/a		
12. Grade 3-4	_____	_____	_____	_____	_____		
13. Grade 5-6	_____	_____	_____	_____	_____		
14. Grade 7-8	_____	_____	_____	_____	_____		
15. Grade 9-12	_____	_____	_____	_____	_____		
16. Adult	_____	_____	_____	_____	_____		
17. Special Class	_____	_____	_____	_____	_____		

**MEMBERSHIP DEMOGRAPHICS**

- 18. Estimate the average age of your confirmed membership \_\_\_\_\_
  - 19. Estimate the average age of your total\* membership (including children) \_\_\_\_\_
  - 20. Estimate the percentage of your total\* membership
    - a. Under 15 \_\_\_\_\_
    - b. 15-18 \_\_\_\_\_
    - c. 19-34 \_\_\_\_\_
    - d. 35-49 \_\_\_\_\_
    - e. 50-64 \_\_\_\_\_
    - f. 65+ \_\_\_\_\_
- = 100%

**FINANCIAL INFORMATION**

(Round to whole dollars.)

21. RECEIPTS

- a. Total Contributions: \$ \_\_\_\_\_
- b. Total Other Income \$ \_\_\_\_\_

22. DISBURSEMENTS

- a. At Home Expenses: \$ \_\_\_\_\_
- b. At Large District/Synod Contributions: \$ \_\_\_\_\_
- c. Other At Large Contributions: \$ \_\_\_\_\_

\*Total membership includes all baptized and confirmed members.

## 17.214:

### Information Sources

The suggested accounting system included in Chapter 21 provides a ready source for all information required on this report, Exhibit 17-A. Most computerized accounting systems will provide this data with a minimum effort.

Treasurers working with a single-entry accounting system may wish to retain an informal record of at-large expenditures to facilitate completing the report.

## 17.300:

### International Center (Synod Office)

The international office of the Synod is located in St. Louis, Missouri. The church body comprises more than 6,100 individual congregations walking together in a shared mission: vigorously to make known the love of Christ by word and deed within our churches, communities and the world. This singular goal is accomplished by sharing the load. With God's help and blessing we do together what we cannot do alone.

The support received from congregations through the district is used to provide services that are best rendered through a single office, such as mission education; congregational programs for Sunday schools, parochial schools and vacation Bible schools; evangelism; youth programs; training of professional church workers; international information services; national social services; retirement and insurance programs; and pooled-investment services for trusts, annuities and other planned-giving instruments.

## 17.310:

### *The Lutheran Annual*

*The Lutheran Annual* is the official roster of members of The Lutheran Church—Missouri Synod and includes listings of the agencies of the Synod and other organizations associated with the work of the Synod. The information presented in the Annual contains the latest names, addresses and numbers for churches, educational facilities, pastors, teachers and DCEs. The Annual is published yearly by Concordia Publishing House and can be obtained by calling CPH at 800-325-3040 or visiting [cph.org](http://cph.org).

## 17.320:

### *LCMS Handbook*

The *Handbook* contains the Constitution, Bylaws and Articles of Incorporation of The Lutheran Church—Missouri Synod. Revised editions of the *Handbook* are published triennially by the LCMS Commission on Constitutional Matters following Synod conventions. The current edition of the *Handbook* can be accessed online at [lcms.org/bod](http://lcms.org/bod) or you may order a bound copy by contacting Concordia Publishing House at 800-325-3040.

## 17.400:

### International Center Budget

The unrestricted budget is developed based on district pledges for the work we do together, and the restricted budget is based on anticipated income given directly for items such as national and international missions, college and seminary support and KFYO radio.

## 17.500:

### District Offices

Every district of the Synod operates a district office and employs staff who provide and assist congregations and schools as they carry out their functions and ministries.

The areas of service and the staff person normally responsible to assist the congregation in that area are listed in the chart on the next page.

## 17.600:

### District Budget

The district budget is based on the pledges of the congregations. A summary of your district program is available through the district office.

## 17.610:

### Remittances to District

The treasurer of the congregation shall make a regular payment to the district for various funds the congregation receives. These funds consist of mission funds, gifts designated for a particular entity of the Synod, gifts identified for a particular agency or organization outside the Synod and payments for loans granted by the district Church Extension Fund.

## 17.611:

### Remittance Advice Forms

The district treasurer will supply the church treasurer with remittance forms and instructions for completing them. These forms should accompany each check mailed to the district office.

## 17.612

### Remitting Funds Electronically

Congregations may elect to remit funds electronically to the district through the use of the Lutheran Church Extension Fund (LCEF) StewardAccount® or other electronic transfer tools.

# 17.700:

## Organizational Chart

The international and district organization is listed in *The Lutheran Annual*. An organizational chart of your district can be requested from your district office or visit your district's website for more information.

<b>AREA OF SERVICE</b>	<b>RESPONSIBILITY</b>
Pastoral calling process .....	District president
Theological matters .....	District president
Congregational concerns.....	District president
Pastoral counseling .....	District president
New congregations—missions .....	Executive
Social ministry .....	Executive
Campus ministry.....	Executive
Principal/teacher calling process .....	Executive
Principal/teacher counseling .....	Executive
Christian day schools .....	Congregational Services Executive
Sunday schools .....	Congregational Services Executive
Vacation Bible schools.....	Congregational Services Executive
Adult Bible classes.....	Congregational Services Executive
Youth ministry .....	Youth counselor
Scholarship and recruitment .....	Education Executive
Stewardship awareness .....	Stewardship Personnel
Evangelism programs .....	Evangelism/Congregational Services Executive
Elders programs.....	District president
Musicians .....	Congregational Services Executive
Worship helps.....	Congregational Services Executive
Financial & Treasurers information .....	Business manager
Financial secretary .....	Stewardship counselor/business manager
Church Extension Fund .....	LCEF vice-president/CEF director/business manager