

**MINUTES
COMMISSION ON HANDBOOK**

**Zoom Meeting
1:00 PM Central Time, January 18, 2019**

60. Call to Order

The meeting was called to order by Chairman Dr. Dale Sattgast with voting members Ms. Heidi Abegg, Mr. David Hawk, Dr. Richard Nuffer and Dr. Dale Sattgast attending. Advisory members Dr. George Gude, representative of the Commission on Constitutional Matters (CCM), Dr. John Sias, Secretary of the Synod, and Mr. Frank Simek, Chief Administrative Officer of the Synod, were also in attendance.

Rev. David Totsky, a voting member, was absent due to a funeral.

61. Welcome and Opening Prayer

Chairman Sattgast thanked the members for their electronic participation and opened the meeting with prayer based on a reading for the Epiphany from Titus 3.

62. Review /Adoption of the Agenda

The agenda, distributed in advance by e-mail, was presented, moved, seconded, and adopted.

63. Approval of Minutes

It was moved, seconded, and adopted to ratify the previous electronic approval of the minutes of the commission's meeting of August 3–4, 2018. The minutes are to be posted to the portal and to the commission website by the Secretary's office.

64. Unfinished Business

The commission addressed a number of COH Issues previously identified in its tracking list, finalizing the overture forms, drafted by Secretary Sias, of several items it had addressed as action items in previous meetings:

- a. COH Issues 16-009 / 16-011: Listing of classifications of ministers of religion—commissioned (Const. Art. V, VI, XII; Bylaw section 2.6)

Secretary Sias presented and the commission reviewed a draft overture (COH Ov. 16D, appended with the other overtures to the protocol copy of the minutes) as prepared from the action item for COH Issue 16-009, entitled "To Amend the Constitution to Simplify Handling of Commissioned Categories." The overture was moved, seconded, and adopted for presentation to the convention.

Secretary Sias next presented and the commission reviewed a draft overture (COH Ov. 16E) prepared from the action item for COH Issue 16-011, entitled "To Amend the Constitution to Address District Convention Representation." The overture was moved, seconded, and adopted for presentation to the convention.

- b. COH Issue 16-040: Multi-Congregational Parish Representation at Circuit Forums (Bylaws 5.3.2 and 3.1.2.1 [c])

Secretary Sias next presented and the commission reviewed a draft overture (COH Ov. 16F) prepared from the action item for COH Issue 16-040, entitled "To Amend Bylaws to Clarify Multi-Congregation Parish Representation at the Circuit Forum." This action item had not previously been approved in final form, although its essential direction had been set by the commission in its previous meeting. The overture was moved, seconded, and adopted for presentation to the convention.

- c. COH Issue 16-043: Update on Amendment Proposal, CUS and College/University Bylaws (2016 Res. 7-02B Task Force)

Secretary Sias noted his attendance at a December task force drafting committee meeting at Concordia University Chicago. He noted his understanding that the task force will be bringing a proposal that will be offered that is substantially in the form reviewed by the commission, with issues identified in the commission's review having been addressed.

- d. COH Issue 16-044: Update on Amendment Proposal, Bylaw 3.8.3 Task Force

Secretary Sias noted conversations and correspondence with the task force regarding the importance of any proposal being of clear effect and without equivocation. The work is understood to be proceeding with much broad discussion. The task force was urged to consider what the bylaws *should do* and only then to consider how to compose clear language reflecting the same. The task force is expected to suggest bylaw changes.

- e. COH Issue 16-006A: Meaning of *staff* and related terms in the Bylaws (Bylaws 1.5.1.1; 3.11)

The language already agreed upon was proposed to be incorporated as part A of COH Omnibus Ov. 16G, treating various bylaw clarifications. This omnibus addition was adopted by consensus.

- f. COH Issue 16-033: Blind draw by Council of Presidents secretary (Bylaw 2.16.7.1 [c])

The language already agreed upon was proposed to be incorporated as part D of COH Omnibus Ov. 16A, treating dispute resolution topics. This omnibus addition was adopted by consensus.

- g. COH Issue 16-035: Classification of scope, doctrinal review status appeal (Bylaws 1.9.1–2; 3.9.3.2.1–2).

The language already agreed upon was proposed to be incorporated as part C of COH Omnibus Ov. 16G, treating various bylaw clarifications. This omnibus addition was adopted by consensus.

- h. COH Issue 16-037: Clarification of *faculty* (Bylaws 1.5.1.1; 3.1.4.2; 3.10.5.6.2 [a]; 3.10.6.6.2 [b][4]; 3.10.5.7; 3.10.5.7; 3.10.6.7; 2.8.2)

The language already agreed upon was proposed to be incorporated as part B of COH Omnibus Ov. 16G, treating various bylaw clarifications. Noted was that the solution posed does not fully address questions related to the interpretation of Bylaws 3.10.5.6.2 [a] and 3.10.6.6.2 [b][4]. This can be left for future work. This omnibus addition was adopted by consensus.

- i. COH Issue 16-039: Excuse procedure for advisory attendance at district conventions (Bylaws 3.1.3; 4.2.3; 4.8.2 [d])

The language already agreed upon was proposed to be incorporated as part D of COH Omnibus Ov. 16B, treating practical considerations. This omnibus addition was adopted by consensus.

- j. COH Issue 16-041: Partner church transfer (Bylaw section 2.18)

The language already agreed upon was proposed to be incorporated as part D of Omnibus Ov. 16G, treating various clarifications. After discussion of the term *partner church* and its connection to altar and pulpit fellowship established by the convention (as opposed to any other understanding) this omnibus addition was adopted by consensus.

- k. COH Issue 16-042: Interim Placement (Bylaws 3.10.1.3; 1.5.3.2–3)

The language already agreed upon was proposed to be incorporated as part E of COH Omnibus Ov. 16G, treating various clarifications. This omnibus addition was adopted by consensus.

1. COH Issue 16-045: Relocation of guidelines for parish practice (Bylaws 1.7.4; 3.9.5.4.1)

Guidelines for parish practice regarding membership in lodges (and the like) are presently included in the Commission on Theology and Church Relations (CTCR) bylaw section. CTCR staff has suggested relocating these bylaws to another place, as they are a responsibility of member congregations and pastors rather than of CTCR.

The commission discussed the history of this material and its potential alternative locations, including addition of Bylaw 1.7.4 or a new Bylaw section 1.11 treating parish practice expectations. The commission determined that the lack of an obvious new location outweighed any dissatisfaction with the old. The action item was declined by consensus of the commission.

m. COH Issue 16-046: Clarification of board membership counts (Bylaws 3.10.6.2, etc.)

Lists of board members in which the total count is listed in terms of “*n* voting members” instead of “*n* members, all of them voting” can allow an ambiguity to be introduced. The Commission on Constitutional Matters recommended the latter form as exclusive of all misunderstanding. The Commission on Handbook reviewed a draft composed by the Secretary, amending the proposal to strike redundant instances of the word *voting* in 3.10.5.2 (4) and 3.10.6.2 (3) and (5). The action item was moved, seconded, and adopted for inclusion as part F in COH Omnibus Ov. 16G.

Secretary Sias noted that he will submit electronic copies of the overtures on the commission’s behalf and prepare final printed copies for signature by the chairman and secretary of the commission.

65. New Business / Other Matters

Chairman Sattgast noted no new correspondence received and no new work items reported.

66. Update 2016–2019 COMMISSION ON HANDBOOK Issue Tracking Document

Secretary Sias was charged with updating the tracking document.

67. Next Meeting

The Commission has established the following dates for its upcoming meetings:

- Review of Overtures: April 12–13, 2019: Noon to noon (tentative) Secretary’s Office will make arrangements for the Hilton.
- Floor Committee Meetings, May 31—June 3, 2019 (International Center, St. Louis): The Secretary’s Office will provide details. COH will arrange to arrive with the floor committees, not meeting beforehand. Members will plan to travel out on June 4. Assignments will be determined by the chairman ahead of time, in consultation with the Secretary.
- Synod Convention, July 20–25, 2019 (Tampa, FL): Floor committees will meet the 19th. Secretary will coordinate with CCM and convention plans. Tentatively, members should plan to arrive by evening of 17th, with COH to meet on the 18th.

68. Adjournment

The commission having completed the business on its present agenda, Chairman Sattgast closed the meeting with the benediction and adjourned at 2:30pm.

The Rev. Dr. John W. Sias
Secretary pro tempore, Commission on Handbook