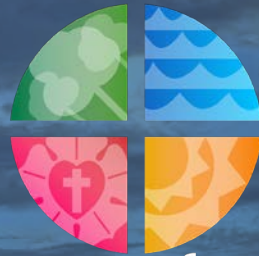




Metropolitan New York Synod
Evangelical Lutheran Church in America
God's work. Our hands.



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creation

2019 Metropolitan New York Synod ANNUAL ASSEMBLY

SECTION A:

**Welcome Letters, Guests to Our Assembly, Standing Rules of
Assembly, Reference & Council Report, Process for Election of the
Bishop, Using Your Voting Device, Anniversaries**

WELCOME

BULLETIN OF REPORTS SECTION A:

Welcome and Voting Materials

[Click Here](#) ▶

AGENDA AND WORSHIP MATERIALS:

[Click Here](#) ▶

BULLETIN OF REPORTS SECTION B:

Reports from Synod Council, Staff, Conferences, Committees and Partner Organizations

[Click Here](#) ▶

BULLETIN OF REPORTS SECTION C:

Financial Reports

[Click Here](#) ▶



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DEAR SYNOD ASSEMBLY ATTENDEES,

Welcome to Metro New York Synod's 2019 Synod Assembly! This is an exciting Assembly for our synod, as we are electing a new bishop who will serve us for the next six years. The Planning Committee, Worship Committee, and synod staff have all been working very hard to make this a prayerful and positive experience as we discern the future of our synod.

I hope you take the time to read the Bulletin of Reports to see all of GOD'S WORK that is going on throughout our synod—with OUR HANDS. Please also be sure to visit our many committees and companions who have display tables set up outside the ballroom.

Our theme this year is Care for Creation. Keeping that in mind, please remember that we aim to do our best to be as much of a "paperless" assembly as we can be. Our agenda, all the reports, and the financial statements can all be found in the Guidebook and on our website. In addition, we will be using the voting devices as much as possible.

Again, on behalf of the 2019 Synod Assembly Planning Committee, I welcome you to the 2019 Synod Assembly.

May God richly bless us with the Holy Spirit in our three days together.

In Christ,

Ms. Elizabeth Hoffmann, *Chair*
Synod Assembly Planning Committee

bulletin of reports:
SECTION A

2019 **Metropolitan
New York Synod**
ANNUAL ASSEMBLY



**WELCOME FROM PRESIDING BISHOP OF
THE ELCA, Rev. Elizabeth A. Eaton / 4-5**

**WELCOME FROM MNYS INTERIM BISHOP,
Rev. Donald J. McCoid / 6**

GUESTS TO OUR ASSEMBLY / 7-9

The Rev. Elizabeth Eaton

ELCA Presiding Bishop

The Rev. abby mohaupt

Climate Change Activist

STANDING RULES OF THE ASSEMBLY / 10-11

REFERENCE & COUNSEL REPORT / 12

PROCESS FOR ELECTION OF THE BISHOP / 14-15

FOLLOWING ROBERT'S RULES OF ORDER / 17-21

USING YOUR VOTING DEVICE / 22

ANNIVERSARIES / 23-25

The Rev. Elizabeth A. Eaton

PRESIDING BISHOP OF THE ELCA



Dear Friends in Christ,

For such a time. The world has changed and is changing. But what shapes us as Lutherans is being God's beloved people gathered around word and sacraments. In Christ through the Spirit, God has invited us into a deeply intimate and loving relationship with God and with each other for such a time as this.

This is our time to tell the story of the church we are becoming, a church

confident about who we are in Christ and what God is calling us to do. As I have said previously, if God wills that there be a witness to the gospel through the Evangelical Lutheran Church in America (ELCA), no force on earth, not even our own, can stop it.

As we gather in synod assemblies, I invite you to pray for one another and listen for God's will.

Your prayers and discernment will be crucial as the assembly season culminates at the 2019 ELCA Churchwide Assembly in Milwaukee, Aug. 5-10. As part of our legislative business, we will be receiving and considering proposals from your synod assemblies. I hope you will have time and space to talk together, pray together and listen together as you consider resolutions and memorials before you. We need time for discernment.

This church continues to engage in God's reconciling work through Christ in the world. At the churchwide organization, the ELCA Church Council is overseeing implementation of this church's strategic plan, Future Directions 2025 ([ELCA.org/future](https://www.elca.org/future)). Through this initiative, we're cultivating new leaders and revitalizing congregations. Thank you for your faithful commitment.

Thank you also for your generosity to Always Being Made New: The Campaign for the ELCA ([ELCA.org/campaign](https://www.elca.org/campaign)). Your continued support is an example of all the ways we are church, we are Lutheran, we are church together and we are church for the sake of the world.

God's blessings to you as you gather as the living body of Christ. May you be guided by the Spirit as you do God's will for God's people for such a time.

With gratitude,

A handwritten signature in dark ink that reads "Elizabeth A. Eaton".

THE REV. ELIZABETH A. EATON
Presiding Bishop

Evangelical Lutheran Church in America

*“For if you keep silence
at such a time as this,
relief and deliverance
will rise for the Jews
from another quarter,
but you and your father’s
family will perish.
Who knows?
Perhaps you have come
to royal dignity
for just such a time as this.”*

Esther 4:14

2019 Metropolitan New York Synod ANNUAL ASSEMBLY

*Click here to see the 2019 Synod Assembly
Churchwide Report in Detail ▶*



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WELCOME TO THE 2019 MNYS SYNOD ASSEMBLY



DEAR FRIENDS IN CHRIST,
I extend a warm welcome to each of you. It is a welcome that includes your presence at one of the most important assemblies of the Metropolitan New York Synod. In this year, we will elect a new Bishop, lift our commitment to Care for Creation, hear about significant ministries, and affirm our partnership within our synod and as members of the Evangelical Lutheran Church in America.

We are grateful to have our Presiding Bishop Elizabeth Eaton with us at this assembly. We welcome her and give thanks for her leadership for our ELCA and our global communion of churches. Bishop Eaton has been an inspiration for us in the changing times in our world, and the challenges in church and society.

As we consider the Care of Creation, we lift up being a part of the ELCA's collaboration with Blessed Tomorrow. It is a commitment to pursue wholeness for creation. It involves faith-based organizations elevating their leadership on the moral, religious and justice issues surrounding climate change.

Bishop Eaton stated: "The present movement is a critical and urgent one, filled with both challenge and opportunity to act as individuals, citizens, leaders, and communities of faith, in solidarity with God's good creation and in hope of our shared future." As I grandfather, I often think of the church and the world that future generations will inherit. Our actions and decisions now certainly will influence the church and the world in generations to come.

So, dear friends in Christ, may we join together to worship, to pray, to elect a new bishop, to see our synod and ELCA's ministries bear fruit, and to offer our commitment to our Lord, to His Church, and to the world that God continues to love and redeem. I extend my love to each of you.

May these days shared together be a special time in our life together in God's love. Reach out in renewing and making new friends in Christ.

Sincerely in Christ,

A handwritten signature in black ink that reads "Donald J. McCoid".

THE REV. DONALD J. MCCOID,
Interim Bishop



*"As we consider the
Care of Creation, we lift up being
a part of the ELCA's collaboration
with Blessed Tomorrow.
It is a commitment to pursue
wholeness for creation."*

GUESTS TO OUR ASSEMBLY



The Rev. Elizabeth A. Eaton

PRESIDING BISHOP OF THE ELCA



Elected as the ELCA's fourth presiding bishop at the 2013 ELCA Churchwide Assembly, the Rev. Elizabeth Eaton earned a Master of Divinity degree from Harvard Divinity School and a Bachelor of Music Education from the College of Wooster.

Ordained in 1981, Eaton served three congregations in Ohio before being elected bishop of the ELCA Northeastern Ohio Synod in 2006 and re-elected in May 2013.

Eaton's four emphases for the ELCA are: We are church. We are Lutheran. We are church together. We are church for the sake of the world. These four emphases are fundamental to identifying who the ELCA is.

In 2015, under Eaton's leadership, the ELCA underwent an extensive vision process to help this church journey faithfully and effectively together in the years ahead. The process resulted in Future Directions 2025, a strategic framework that serves shared leadership across the ELCA to realize common aspirations and better face the challenges of this church.

In addition, with Eaton's guidance, the ELCA launched Bishop Eaton's Leadership Initiative, which encourages all ELCA members to seek out and inspire gifted people in our congregations and communities to consider a call to the ministry of the gospel.

Eaton also called together a task force in 2016 to draft a policy statement for inter-religious relations in the ELCA. As the chief ecumenical officer of the ELCA, she represents this church in a wide range of ecumenical and interfaith settings. She is the vice president for North America on the Council of The Lutheran World Federation and serves on the National Council of the Churches of Christ in the USA Governing Board and Development Committee, and Religions for Peace USA Council of Presidents.

As presiding bishop, Eaton travels extensively, representing the ELCA in a variety of capacities. This has included a visit to a Syrian refugee camp, commemorating the 500th anniversary of the Reformation with Lutherans from around the world in Namibia and participating in an ecumenical service

commemorating the Reformation in the Lund, Sweden, cathedral with Pope Francis.

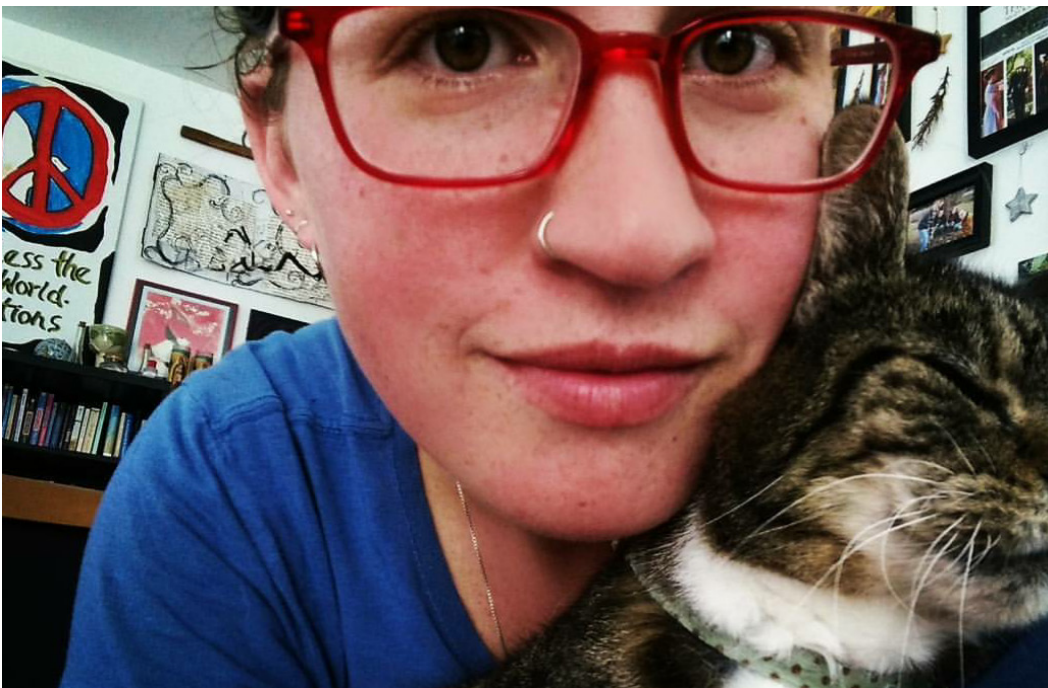
Eaton's husband is the Rev. T. Conrad Selnick, an Episcopal priest. They are parents of two adult children, Rebeckah and Susannah.

"The present moment is a critical and urgent one, filled with both challenge and opportunity to act as individuals, citizens, leaders and communities of faith in solidarity with God's good creation and in hope for our shared future. We claim God's promise in Revelation 21 for "a new heaven and a new earth" as we pray together:

'Almighty God, in giving us dominion over things on earth, you made us coworkers in your creation. Give us wisdom and reverence to use the resources of nature so that no one may suffer from our abuse of them, and that generations yet to come may continue to praise you for your bounty; through your Son, Jesus Christ our Lord. Amen.'

The Rev. abby mohaupt

CLIMATE CHANGE ACTIVIST



The Rev. abby mohaupt is a Presbyterian minister and a PhD student at Drew University in climate change and ecofeminist theology. She regularly blogs at www.featheology.org, and her writing on earth care has appeared in [Sojourners](#), the [Presbyterian Church USA's Unbound](#), and [Ecclesio](#).

*“I don’t know if we can turn the tide on climate change.
I don’t know if we who are white will ever fully give up the sin of racism.
These are sins that we must see, recognize, and confess.
But I do know this: in Genesis the ground we’re made from is the topsoil—the hearty
two inches of earth from which life comes.
In the coming days, we will welcome the birth and life of Jesus—who comes into this
broken world to be with us, and to work alongside us in our brokenness.
This is the baby who will show us how to love each other, creation, and God,
and who will love us in all our pieces.
And with all creation we proclaim—Alleluia. Amen.”*

An excerpt from

“From the Ground to the Road: A Sermon on Race and Climate Change by abby mohaupt”

STANDING RULES OF THE ASSEMBLY

S7.32.01.SA2003

A. Parliamentary Rules

1. With the permission of the assembly, the chair shall have the authority to call items of business before the assembly in whatever order the chair considers most expedient for the conduct of the business of the assembly.
2. Unless this rule is suspended by a 2/3 vote, in all plenary sessions persons speaking from the floor shall be limited to 3 minutes and no person shall speak more than twice on the same question. This rule shall not apply to persons presenting a report, or when direct questions are posed to specific individuals for clarification.
3. Only one who is specifically recognized to move the previous question may make the motion for the previous question.ered may be made by conferences, by individuals, especially voting members to the assembly, and by congregations.
4. All substantive motions shall be written by the mover on forms provided for that purpose, signed and sent to the secretary's table. The chair may use discretion not to open the floor for debate on a motion until a written copy is available to the chair, the secretary, or the assembly membership.
5. When the motion to Amend by Substitution is before the assembly, a vote must first be taken to substitute before the surviving motion may be amended.

B. Non-voting Members of the Assembly

1. Assistants to the Bishop who are not otherwise voting members shall be advisory members of the assembly and have voice but not vote.
2. All youth officially registered for the assembly shall be granted the privilege of participating in its proceedings with voice but not vote.
3. Official visitors may address the assembly at the request of the chair or by majority vote.
4. Visitors shall be seated in the designated areas.
5. (SA2004) Rostered Synodical Deacons who are not otherwise voting members but who are in attendance as registered visitors to the assembly shall have the privilege of voice in the assembly.

C. Resolutions

1. The Committee on Reference and Counsel may assist the chairperson in the schedule for handling business items, consider requests for the distribution and posting of materials and give other assistance as the chairperson may request. New business shall be processed through this committee.

2. The deadline for receipt of resolutions in the Synod Office was **February 6, 2019**. No resolutions received after the deadline shall be considered by the Synod Assembly unless the Synod Council or the Committee on Reference and Counsel determines that it is either of overriding importance or germane to the issues of the Synod Assembly agenda and whether there are other matters on the agenda related to the item. If any voting member proposes to add any new item of business, it shall immediately be referred to the Committee on Reference and Counsel. The deadline for submitting any item of business shall be the close of the first plenary session. The committee shall report to the assembly its recommendation for handling such new business, which may be that the matter not be considered. If the committee determines that the item is neither of overriding importance nor germane to the agenda of the Synod Assembly, it shall report its conclusion to the Synod Assembly. This report shall include a recitation of the "resolved" clauses. If no further action is taken by the Synod Assembly, the minutes shall contain the report of the Committee regarding such item, and the item shall be referred to the Synod Council for consideration. In such matters, a two-thirds vote of the assembly shall be required to add the item of business to the agenda.
3. Priority shall be given to those resolutions received in advance of the assembly on or before the deadline for submissions. Insofar as possible, resolutions shall be considered in the order in which they were received.
4. When two or more resolutions addressing the same general topic are received the committee on Reference and Counsel may adapt, edit, amend or combine them as seems helpful, securing the consent of (or consulting with) the original author(s) if at all possible. If the committee presents a substitute resolution it becomes the main motion. The maker of the original resolution has the right to place the original resolution on the floor as an amendment by substitution.
5. Resolutions to amend the budget as recommended by the Synod Council must be submitted in writing to the treasurer by the conclusion of Plenary Session in which the budget is put before the assembly.
6. All resolutions proposing the establishment of any new committee, board, commission or task force etc. must include a plan for funding. Those resolutions which do not include such a plan shall be automatically referred to the Synod Council.

D. Nominations

1. Floor nominations for all positions to be elected at this assembly shall be called for at the beginning of the assembly during the report of the Nominating Committee, except for those positions closed under S9.20.05.a.
2. Floor nominations must have the support of at least ten (10) credentialed voting members (by signature) on the forms provided at the assembly.
3. Nominations forms including biographical information shall be submitted to the secretary on the form provided by the close of the first plenary session.

4. After floor nominations have been closed, a brief summary of data on each nominee shall be distributed to the members of the Assembly. Floor nominations whose nomination and biographical forms have not been received by the secretary by the end of session in which the nominations report is given will be considered withdrawn.

57.32.01 SC2008.3/SA08

E. Rules pertaining to the election of a Bishop

1. Biographical Information

Biographical information on the seven nominees (plus ties) who received the greatest number of votes on the second ballot, submitted on a form determined by the Synod Council, shall be distributed to voting members prior to the casting of the third ballot for bishop.

2. Speeches by Nominees

a. Prior to the third ballot for bishop, the seven persons (plus ties) who received the greatest number of votes on the second ballot will be invited to address the assembly, with each speech limited to five minutes. If any such person is not present at the assembly, the individual, if possible, may designate an alternate to speak on her or his behalf.

b. A time keeper shall indicate to the speaker when 30 seconds remain of the allocated time and when the allocated time has elapsed.

c. The sequence of the speeches shall be determined by lot.

3. Questions

a. Prior to the fourth ballot for bishop, the three persons (plus ties) who received the greatest number of votes on the third ballot will be invited to participate in a question-and-answer period.

b. The period shall be moderated by the person designated to preside at the election.

c. The questions shall be asked in rotating order of the nominees, and the same questions will be asked to each nominee. Each nominee shall have a maximum of 90 seconds to respond to each question.

d. A time keeper shall indicate to the speaker when 30 seconds remain of the allotted time and when the allotted time has ended. The sequence of the questions to be asked shall be determined by the vice president and presiding officer.

e. The time for the question-and-answer period shall be a maximum of 45 minutes.

f. Questions may be submitted in writing to the secretary, or the secretary's designee, by any voting member of the assembly by 5:00 p.m. of the 15th day prior to the beginning of the synod assembly.

g. Questions will be compiled and distributed no fewer than seven days prior to the beginning of the synod assembly via the synod's usual electronic communications.

4. The election of bishop at the 2019 Synod Assembly shall be conducted under the oversight of The Rev. Elizabeth A. Eaton, Presiding Bishop of the ELCA.

SA2014

F. On-Site Registration

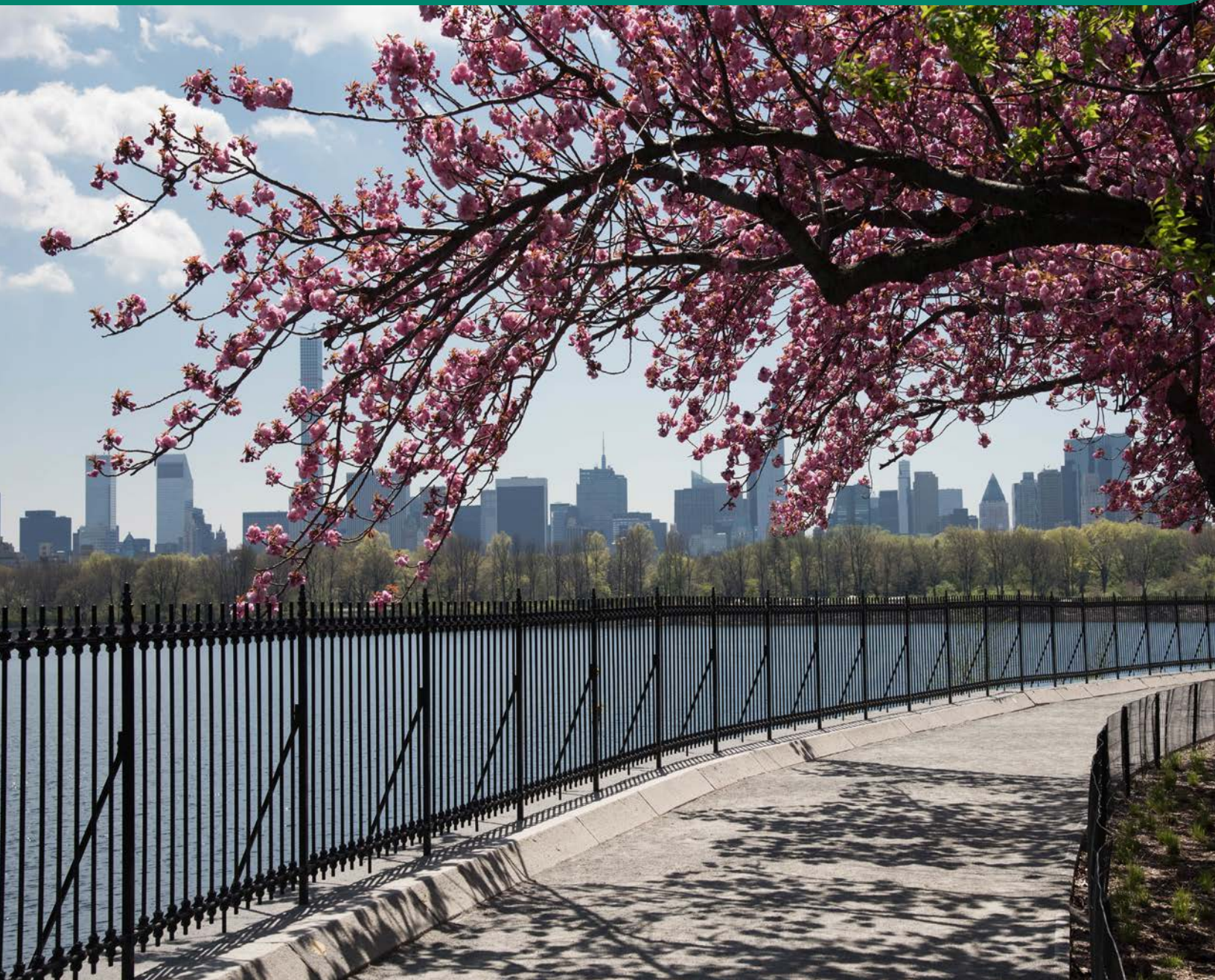
1. Voting Members not registered in advance of the Assembly are permitted to register and be credentialed as Voting Members as space permits.

SC17.04(S)/01

G. Process for Appeals of Decisions under §13.24

1. A congregation shall submit a written statement of its appeal of any decision under §13.24 to the Synod Secretary no later than thirty days prior to the next meeting of the Synod Assembly.
2. When an appeal of a Synod Council decision under §13.24 is made to the Assembly, the Assembly shall docket time for at least two reports from members of the Consultation Committee, ordinarily on separate days of the Assembly meeting. The Assembly shall not vote on the appeal until it has heard the final report from members of the Consultation Committee.
3. Following the first report from members of the Consultation Committee, members of the Assembly may submit written questions to members of the Consultation Committee, which may respond as appropriate in later reports to the Assembly.
4. During the final report from members of the Consultation Committee, the Assembly chair will recognize members of the appealing congregation to speak to the Assembly regarding the appeal.
 - Each speaker from the congregation will have no more than two minutes.
 - No additional speakers will be recognized after 15 minutes has elapsed.
 - When there are multiple factions within the appealing congregation, the Assembly chair may confer with members of the Consultation Committee so as to recognize speakers in a way that divides this time as equally as possible among members of the various groups.
5. At the conclusion of the final report from members of the Consultation Committee, the question before the Assembly will be, "Shall the action of the Synod Council exercising Section §13.24 of the Synod Constitution in relation to (name of appealing congregation) be sustained?"
6. Each voting member of the Assembly recognized to speak will have no more than three minutes to speak for or against the motion to sustain the action of the Synod Council. No additional speakers will be recognized after 20 minutes has elapsed. During the debate:
 - A motion to amend, postpone, or refer this question shall not be in order.
 - A motion to call the previous question or change the limits of debate beyond the limitations stated in this procedure shall not be in order.
 - Members of the Assembly will not be recognized for questions on the and substance of the motion during the debate.
7. Before the Assembly votes, the Assembly Chair shall restate the question, "Shall the action of the Synod Council exercising Section §13.24 of the Synod Constitution in relation to (name of appealing congregation) be sustained?" and clearly indicate the intent of each vote.
 - A "yes" vote shall sustain the action of the Synod Council to exercise Section §13.24 of the Synod Constitution.
 - A "no" vote shall overturn the action of the Synod Council to exercise Section §13.24 of the Synod Constitution.

REFERENCE & COUNSEL REPORT



Memorials address broad policy issues and are adopted by Synod Assemblies for consideration by the Churchwide Assembly. Resolutions are requests for consideration or action synodically.

[CLICK HERE TO SEE THE COMPLETE REFERENCE & COUNCIL REPORT](#) ▶

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PROCESS FOR ELECTION OF THE BISHOP



METROPOLITAN NEW YORK SYNOD – ELECTION OF A BISHOP

Adopted by the Synod Council on April 21, 2018

Affirmed by the Synod Assembly on May 11, 2018

Because the resolution for the election of the bishop passed at the 2012 assembly had specific dates relating to the 2014 election of bishop, this process will not be used for any upcoming election.

The synod council approved the pre-identification of pastors as a step in the process for the election of bishop at the 2019 assembly and submits such for affirmation by the Synod Assembly.

**Pre-identification is when a pastor on the roster of the ELCA is identified as having the gifts and skills necessary to serve as bishop. Pre-identification may come through individuals, congregations, conferences.*

The election for a new bishop will take place at the 2019 Synod Assembly.

1. While the pre-identification of pastors who could be considered by this synod as our next bishop at the next election is affirmed, an ecclesiastical ballot is the recommendation. In other words, we would approach the election with the first ballot being a nominating ballot. That is, any ELCA rostered pastor can be voted for on the first ballot, regardless of whether that individual was pre-identified in the process discussed below.
2. The Synod Council shall call the synod to prayerful deliberation.
3. The Synod Council shall prepare and distribute information about the Metropolitan New York Synod including its strategic plan and other information that would be helpful for the synod's consideration. Input from synodical members may be directed to the synod council.
4. Pre-identification of possible pastors to be considered may be made by conferences, by individuals, especially voting members to the assembly, and by congregations.
5. The pre-identification process will open on Feb 1. Each

pre-identified pastor who gives permission to have their name considered will be given a form with common questions that should be responded to and submitted by March 1. Names and responses will be shared with the synod secretary. The secretary will post the names and responses of individuals on the synod website 45 days prior to the assembly. At the opening of the assembly, this information will be removed from the website, and moved to an ecclesiastical ballot. Pre-identified pastors are not to make the rounds of conferences and congregations to campaign for this office.

6. During the assembly election process, each of the seven persons who will appear on the third ballot (see paragraph 8 below which sets forth the ecclesiastical ballot process set forth in S9.04 of the synod constitution) will be given an opportunity to address the assembly. If a fourth ballot is necessary, the three persons who will appear on the fourth ballot will be asked to respond to questions in front of the assembly. Such questions will be developed by the synod council in advance of the assembly with input from members of the synod.
7. The ecclesiastical ballot is defined in the synod constitution under **†S9.04**, which reads:
†S9.04. The bishop shall be elected by the Synod Assembly by ecclesiastical ballot. Three-fourths of the legal votes cast shall be necessary for election on the first ballot. If no one is elected, the first ballot shall be considered the nominating ballot. Three-fourths of the legal votes on the second ballot shall be necessary for election. The third ballot shall be limited to the seven persons (plus ties) who received the greatest number of legal votes on the second ballot, and two-thirds of the votes cast shall be necessary for election. The fourth ballot shall be limited to the three persons (plus ties) who receive the greatest number of votes on the third ballot, and 60 percent of the legal votes cast shall be necessary for election. On subsequent ballots a majority of the legal votes cast shall be necessary for election. These ballots shall be limited to the two persons (plus ties) who receive the greatest number of legal votes on the

previous ballot.

- 8.** For an ELCA pastor to be on the slate of nominees for bishop, her or his name must be included in the tally of votes received on the first ballot for bishop.

Addendum: The Synod Constitution defines the responsibilities of a synod bishop in **†S8.12**.

†S8.12. As this synod's pastor, the bishop shall: a. Preach, teach, and administer the sacraments in accord with the Confession of Faith of this church. b. Have primary responsibility for the ministry of Word and Sacrament in this synod and its congregations, providing pastoral care and leadership for this synod, its congregations, its ministers of Word and Sacrament, and its ministers of Word and Service. c. Exercise this church's power to ordain (or provide for the ordination by another synodical bishop* of) approved candidates who have received and accepted a properly issued, duly attested letter of call for the office of ministry of Word and Sacrament (and as provided in the bylaws of the Evangelical Lutheran Church in America). d. Consecrate (or provide for the consecration of) approved candidates who have received and accepted a properly issued, duly attested letter of call for service as ministers of Word and Service. e. Attest letters of call for the persons called to serve congregations in the synod, letters of call for persons called by the Synod Council, and letters of call for persons on the rosters of this synod called by the Church Council. f. Install (or provide for the installation of) rostered ministers whose calls the bishop has attested. g. Exercise leadership in the mission of this church and in so doing: **1)** Interpret and advocate the mission and theology of the whole church; **2)** Lead in fostering support for and commitment to the mission of this church within this synod; **3)** Coordinate the use of the resources available to this synod as it seeks to promote the health of this church's life and witness in the areas served by this synod; **4)** Submit a report to each regular meeting of the Synod Assembly concerning the synod's life and work, and **5)** Advise and counsel this synod's related institutions and organizations. h. Practice leadership in strengthening the unity of the Church and in so doing: **1)** Exercise oversight of the preaching, teaching, and administration of the sacraments within this synod in accord with the Confession of Faith of this church; **2)** Be responsible for administering the constitutionally established processes for the resolution of controversies and for the discipline of rostered ministers, and congregations of this synod; **3)** Be the chief ecumenical officer of this synod; **4)** Consult regularly with other synodical bishops and the Conference of Bishops; **5)** Foster awareness of other churches throughout the Lutheran world communion and, where appropriate, engage in contact with leaders of those churches; **6)** Cultivate communion in faith and mission with appropriate Christian judicatory leaders functioning within the territory of this synod, and **7)** Be ex officio a member of the Churchwide Assembly. i. Oversee and administer the work of this synod and in so doing: **1)** Serve as the president of the synod corporation and be the chief executive and administrative officer of this synod, who is authorized and empowered, in the name of this synod, to sign deeds or other instruments and to affix the seal of this synod; **2)** Preside at all meetings

of the Synod Assembly and provide for the preparation of the agenda for the Synod Assembly, Synod Council, and the council's Executive Committee; **3)** Ensure that the constitution and bylaws of the synod and of the churchwide organization are duly observed within this synod, and that the actions of the synod, in conformity therewith, are carried into effect; **4)** Exercise supervision over the work of the other officers; **5)** Coordinate the work of all synodical staff members; **6)** Appoint all committees for which provision is not otherwise made; **7)** Be a member of all committees and any other organizational units of the synod, except as otherwise provided in this constitution; **8)** Provide for preparation and maintenance of synodical rosters containing the names and addresses of all rostered ministers of this synod and a record of the calls under which they are serving or the date on which they become retired or disabled; **9)** Annually bring to the attention of the Synod Council the names of all rostered ministers on leave from call or engaged in approved graduate study in conformity with the constitution, bylaws, and continuing resolutions of this church and pursuant to prior action of this synod through the Synod Council; **10)** Provide for prompt reporting to the secretary of this church of: (a) additions to and subtractions from the rosters of this synod and the register of congregations; (b) the issuance of certificates of transfer for rostered ministers in good standing who have received and accepted a properly issued, duly attested, regular letter of call under the jurisdiction of another synod; and (c) the entrance of the names of such persons for whom proper certificates of transfer have been received; **11)** Provide for preparation and maintenance of a register of the congregations of this synod and the names of the laypersons who have been elected to represent them; and **12)** Appoint a statistician of the synod, who shall secure the parochial reports of the congregations and make the reports available to the secretary of this church for collation, analysis, and distribution of the statistical summaries to this synod and the other synods of this church.





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FOLLOWING ROBERT'S RULES OF ORDER

FOLLOWING ROBERT'S RULES OF ORDER

The following information is offered as an aid for those seeking assistance in parliamentary procedure. All page references are to the 11th Edition of Robert's Rules of Order Newly Revised, published by Perseus Publishing. Charts summarizing the motions and the requirements for each appear on page 5.

Agenda, Amendment of, §41, p. 351ff

An item of business can be taken out of its prescribed order a) by adopting, by a two-thirds vote, a motion to suspend the rules, or b) by unanimous consent (p. 363).

Amendments, §12, p. 130ff

A motion may be amended before it is voted upon by inserting words, striking out words, striking out and inserting words, adding words at the end of a sentence, and substituting. A motion to amend must be germane to the motion to be amended. A motion to amend requires a second; is debatable, if the motion to be amended is debatable; can be amended; requires a majority vote even though the motion amended requires a two-thirds vote for its adoption; and can be reconsidered (pp. 112–116, 131–133).

Appeal, §24, p. 255ff

If a member believes that the chair has ruled incorrectly, an appeal may be made. However, an appeal may not be made if the chair has expressed only an opinion (p. 258). An appeal must be made at the time of the ruling; if any debate or business has intervened, it is not in order. An appeal must be seconded; is debatable, unless it addresses a matter of decorum or the matter appealed from is not debatable; is not amendable; and a majority vote or tie sustains the decision of the chair. An appeal may be reconsidered.

Courtesy, §3, p. 22ff

Members always should act with decorum. Members should address only the chair; they should refer to other speakers by title or some other designation, and should avoid mentioning names, if possible. A speaker's motives should not be called into question. During debate, presentations, and remarks from the stage, members should avoid conduct that would disturb the assembly (pp. 22–24, 42–44, 383–385).

Division of a Question, §27, p. 270ff

A motion that focuses on a single question, but consists of several parts, each of which can stand as a distinct proposal, even if separated from the other parts, may be considered and voted upon as separate parts following adoption of a motion to "divide the question." The motion to divide must state clearly the manner in which the question is to be divided (pp. 271–272).

Germane

A "germane" matter is something closely related to or having a bearing on a motion before the assembly. A motion to amend must be germane to the motion to be amended;

Adapted from the Evangelical Lutheran Church in America's 2013 Pre-Assembly Report: Synopsis of Robert's Rules of Order

i.e., no new subject can be introduced under the pretext of a motion to amend (p. 131). In debate a member's remarks must be germane to the question before the assembly; i.e., the statements must have a bearing on whether the pending motion should be adopted (p. 392).

Incidental Motions, §6, p. 69ff, Chapter VIII

Incidental motions usually relate to questions of procedure and, unlike subsidiary motions, do not have a rank. They include:

- Point of order
- Appeal
- Suspend the rules
- Objection to consideration of the question
- Division of a question
- Consideration by paragraph or seriatim
- Division of the assembly
- Motions relating to methods of voting and polls
- Motions relating to nominations
- Parliamentary inquiry
- Point of information
- Request permission to withdraw or modify a motion
- Request to read papers
- Request for any other privilege

Lay on the Table, §17, p. 209ff

A motion to lay on the table, if adopted, would permit the assembly to put aside temporarily a pending question so that a more urgent matter can be considered. This motion requires a second; cannot be debated; cannot be amended; requires a majority vote; and only a negative vote may be reconsidered (pp. 209–212).

A motion to lay on the table should not be made if the intent is to "kill" the pending motion (p. 216). See "Postpone Indefinitely" below.

Limit or Extend Limits of Debate, §15, p. 191ff

The purpose of this motion may be 1) to shorten or to increase the limit placed upon each speaker, 2) to limit the number of speeches, 3) to close debate at a specified time, or 4) to close debate after a specified period of time. This motion requires a second; can be amended; cannot be debated; requires a two-thirds vote; and can be reconsidered (pp. 192–193).

Object to Consideration of a Matter, §26, p. 267ff

This motion is used to test the assembly's desire even to consider an original main motion. It must be made immediately after the question is stated by the chair and before there has been any debate or higher-ranking motion stated by the chair. Its use is to prevent discussion on controversial or personal questions. A member may rise and, without waiting for recognition, say, "I object to the consideration of the question (or motion)." A second is not required, and the motion may not be debated or amended. A two-thirds vote is required to

sustain an objection to consideration. A negative vote can be reconsidered (pp. 267–270).

Obtaining the Floor, §3, p. 29ff

Prior to speaking in the assembly, whether to make a motion or to engage in debate, a member must obtain the floor, i.e., be recognized by the chair as having the right to speak at that time.

Microphones are placed at convenient locations so that members may address the chair when no one else “has the floor.” Once recognized by the chair, the member is entitled to speak, subject to the limitations in the Rules of Organization and Procedure.

Persons recognized by the chair are asked to identify themselves by giving their names and the names of their congregations.

In a few instances, it is not necessary to seek recognition of the chair before speaking. These include:

- to appeal a decision by the chair—appeal to be made before any debate or other business has intervened (pp. 255–260);
- to suggest amount, name, place, date, or numbers to “fill blanks” when invited by the chair (pp. 162–167);
- to call for “division,” if vote is doubtful (pp. 280–282);
- to call for a count, if the result of the “division” is in doubt (pp. 270–273);
- to extend time for consideration of a pending question or until scheduled recess or adjournment, when the orders of the day are announced or called for (pp. 222–224);
- to call for the orders of the day (pp. 219–224);
- to raise a point of order, or a question of order (pp. 247–255);
- to make a parliamentary inquiry (pp. 293–294);
- to raise a question of privilege, unless a person is speaking or unless such interruption is unavoidable (pp. 224–230);
- to request permission to read a paper or a section of a book (pp. 292–293, 298–299);
- to move reconsideration of a motion previously acted upon (pp. 315–332);
- to request permission to withdraw a motion, or to modify a motion, that has been stated by the chair (pp. 292–298);
- to object to consideration of the question (pp. 267–270).

Orders of the Day, §18, p. 219ff

A motion calling for the “Orders of the Day” is made for the purpose of requiring the assembly to conform to its adopted agenda. The chair will rule on the motion. Upon a call for the “Orders of the Day” by a single member, the assembly must return to the approved agenda, unless by a two-thirds vote the assembly refuses to proceed to the orders of the day or by a two-thirds vote the assembly adopts a motion to suspend the rules.

Point of Order, §23, p. 247 ff

If a member believes that the rules of the assembly are being violated, he or she may rise to a “point of order” or “raise a question of order.” This calls upon the chair for a ruling and enforcement of the assembly’s rules. A “point of order” may be made by raising a white card from the member’s seat, even if someone has the floor; it does not require a second; is not debatable or amendable; is normally ruled upon by the chair; and cannot be reconsidered. It must be raised at the time the alleged breach of rules occurs, unless the breach is ongoing (p. 250).

Postpone Indefinitely, §11, p. 126ff

A motion to “postpone indefinitely” is used for one of three purposes: 1) to dispose of an ill-considered motion without voting on it directly; or 2) to get a “reading” on the strength of those supporting and those opposing a main motion; or 3) to extend the limits of debate on a matter. The effect of the motion, if adopted, is to “kill” the main motion.

The motion to postpone indefinitely requires a second; is debatable; cannot be amended; requires a majority vote; and only an affirmative vote can be reconsidered (pp. 126–130).

Postpone to a Certain Time, §14, p. 179ff

A member has the right to make a motion to postpone action on another motion 1) so that it can be discussed more fully at a more convenient time, or 2) because arguments advanced during debate have indicated the need to make a decision at a later time. The time to which the motion is to be postponed should be stated definitely in this motion. The motion requires a second; is debatable, but only with respect to the proposed postponement; and can be amended. A majority vote is required unless the effect of the postponement is to create a special order, in which case a two-thirds vote is required; however, an amendment to the motion to postpone to a certain time requires only a majority vote. The motion to postpone to a certain time can be reconsidered (pp. 179–191).

Previous Question, §16, p. 197ff

To move the “previous question” is to bring the assembly to an immediate decision as to whether debate on another motion should cease. The maker of the motion must proceed to a microphone and be properly recognized by the chair.

By assembly rule, the motion cannot be made by someone who has first participated in the debate. This motion requires a second; is not debatable; cannot be amended; requires a two-thirds vote; and can be reconsidered before any vote is taken under it. If adopted, the assembly proceeds, without further debate, to vote on the pending question. If the previous question is moved on “all pending questions,” and adopted, the assembly proceeds without further debate, to vote successively on each pending question (pp. 197–209).

Privileged Motions, §6, p. 66ff

(In order of precedence from highest to lowest; Charts, Tables, and Lists, p. 5)

1. Fix the time to which to adjourn
2. Adjourn
3. Recess
4. Question of Privilege
5. Call for Orders of the Day

Quasi Committee of the Whole, §52, p. 529ff

The assembly can “go into the quasi committee of the whole” to discuss under conditions of freedom approximating those of a committee a matter that can best be discussed informally (p. 168).

The motion to go into the quasi committee of the whole is a form of the motion to refer, and the motion may specify the format and applicable procedures. No binding decisions may be taken by a quasi committee of the whole; however, it may make recommendations to the assembly. Absent specification in the motion to refer, the rules of debate approved by the assembly apply in the quasi committee of the whole.

The chair of the quasi committee of the whole is the presiding officer (p. 530).

During the period when the assembly is meeting as a quasi committee of the whole, even though the committee consists solely of members having vote and voice, it is technically not the assembly (pp. 538–540).

Reconsideration, §37, p. 315ff

Should it be deemed desirable to return to a motion already voted on, whether adopted or rejected, a motion is made to reconsider the vote on that subject, if such a motion is otherwise in order. Such motion may be offered only by one who voted on the prevailing side of the issue, and may be made only on the day the previous vote on the subject was taken or on the next succeeding day of assembly business. If adopted, the question before the assembly is exactly the same question and it is in the form as at the time the original vote was taken. The motion to reconsider requires a second; is debatable if the motion to be reconsidered is debatable; cannot be amended; requires a majority vote; and cannot be reconsidered (pp. 315–335).

Refer (or Commit), §13, p. 168ff

This motion may be used to commit a main motion, with or without amendments and with or without subsidiary motions, to the Synod Council or to a standing or special committee for study and report back to the present assembly. The motion to refer requires a second; is debatable; can be amended; requires a majority vote; and cannot be reconsidered, if the committee has begun to function (pp. 168–179).

Rescind or Amend Something Previously Adopted, §35, p. 305ff

These two motions may be applied to an earlier action of an assembly. If adopted, the motion to rescind has the effect of nullifying the earlier action; the motion to amend something previously adopted is to be used, if only a part of the earlier action is to be changed. The motion requires a second; is debatable; and can be amended. Under proposed assembly rules, a two-thirds vote is necessary to adopt, and constitution and bylaw amendments, once approved, cannot be rescinded or amended. Only a negative vote can be reconsidered (pp. 305–310).

Standing Rules of the Assembly, Adoption of, §59, p. 618ff

“Standing Rules of the Assembly” cannot conflict with the constitution or bylaws, but they can modify rules contained in the parliamentary authority, as well as other matters. These rules while applying to only the immediate assembly, often have become developed to a point where there is little change from one assembly to another. While the rules are presented under an enacting motion, they are in fact a group of separate main motions. Voting members may request separate consideration of particular rules for purposes of debate, amendment, deletion, or addition. These requests for separate consideration will be held in abeyance without being voted upon until after the remainder of the rules (those for which no requests for separate consideration were made) have been adopted by a two-thirds vote. Then each of the requests will be considered, with a two-thirds vote required if a parliamentary rule from Robert’s Rules of Order is being changed or a simple majority vote if no parliamentary rule is involved.

Subsidiary Motions, §6, p. 62ff

(In order of precedence from highest to lowest; Charts, Tables, and Lists, p. 4)

1. Lay on the Table
2. Previous Question

3. Limit Debate
4. Postpone to a Certain Time
5. Refer or Commit
6. Amend
7. Postpone Indefinitely

Substitute, §12, p. 153ff

A motion to strike out an entire paragraph, section, article, or a complete main motion and to insert a different paragraph, section, article, or main motion is a motion to substitute. A motion to substitute is a type of motion to amend.

The motion to substitute requires a second; is debatable, if the motion is debatable; requires a majority vote; and is amendable. Amendments can be made first to the original and then to the substitute motion. Unlike other motions to amend, debate may address both the original text and the substitute (p. 154). When both have been perfected, the vote is taken on whether to substitute the proposed substitute (with any amendments to it that have been adopted) for the original paragraph, section, article, or main motion with any amendments that previously had been adopted. A majority vote is required. If the motion to substitute has been adopted, the substitute becomes the pending paragraph, section, article, or main motion, and then the substituted material cannot be amended except by adding something that does not alter the content of the substituted material. When material has been substituted for other material, the assembly must still vote on whether the substituted material is to be adopted.

Suspend the Rules, §25, p. 260ff

If, by reason of the assembly’s rules, it is not possible according to Robert’s Rules of Order to take a procedural action (such as bringing forward an action scheduled for later consideration), a member may move to suspend the rules, stating the specific purpose to be achieved, but not the specific rule.

Any such suspension of rules, however, may not conflict with the constitution or bylaws of this church, or with the fundamental principles of parliamentary law. A motion to suspend the rules requires a second; cannot be debated; and cannot be amended. Under a proposed assembly rule, a two-thirds vote is required to adopt. It cannot be reconsidered (pp. 260–267).

Take from the Table, §34, p. 300ff

The purpose of a motion to “take from the table” is to enable renewed consideration of a motion that had previously been laid on the table. Such motion is in order any time after the business that interfered with consideration at an earlier time has been completed, provided no other business is before the assembly. A matter that has been tabled dies at the close of the assembly, if no motion is adopted to take it from the table. A motion to take it from the table requires a second; cannot be debated; and cannot be amended. A majority vote is required to adopt. It cannot be reconsidered (pp. 300–304).

Voting, §4, p. 44ff

The Standing Rules of the Assembly describe voting protocols.

Most motions can be adopted by a majority of the members present and voting, provided a quorum is present.

Under Robert’s Rules of Order, the following motions require a two-thirds vote of members present and voting to adopt:

- Amend or rescind something previously adopted, if notice has not been given;
- Close nominations;

- Discharge an order for the day before it is pending;
- Extend time for consideration of pending question, or time until scheduled adjournment or recess;
- Limit or extend limits of debate;
- Make a special order;
- Previous question;
- Refuse to proceed to the orders of the day;
- Suspend the rules;
- Take up a question out of its proper order, or take up an order of the day before the time for which it has been set (Charts, Tables, and Lists, p. 46).

Language for Introducing Motions

For clarity and consistency, voting members should use the standard language of parliamentary procedure when introducing motions on the floor of the assembly. The chart below offers standard phrases used when introducing motions for various purposes.

Notes for Charts on the Following Page:

- * Exceptions exist
- + Only an affirmative vote can be reconsidered
- Only a negative vote can be reconsidered
- M** Majority



IF YOU WISH TO . . .

Close the meeting

Take a break

Register a complaint

Require the assembly to return to its agenda

Lay a matter aside temporarily

Close debate

Limit or extend debate

Postpone to a certain time

Refer the motion to a committee

Modify wording of the motion

Kill the main motion

Bring business before the assembly

Enforce the rules

Submit a matter to the assembly after a ruling from the chair

Suspend the rules

Avoid a main motion altogether

Divide a motion

Demand a rising vote

Ask a parliamentary law question

Request for information

Take a matter from the table

Reconsider a motion

Cancel a previous action

YOU SAY. . .

I move to adjourn.

I move to recess for [specify time duration] OR until [time certain].

I rise to a question of privilege.

I call for the orders of the day.

I move to lay the question on the table.

I move the previous question.

I move that debate be limited to. . .

I move to postpone the motion to [time certain].

I move to refer the motion to [committee name].

I move to amend the motion by . . .

I move that the motion be postponed indefinitely.

I move that . . .
OR I move to . . .

Point of order.

I appeal the decision of the chair.

I move to suspend the rules.

I object to the consideration of . . .

I move to divide the question.

I move for a rising vote.

Parliamentary inquiry.

Point of information.

I move to take from the table . . .

I move to reconsider . . .

I move to rescind . . .

CHART OF NONRANKING MOTIONS

NAME OF MOTION	Section	Interrupt?	Second?	Debatable?	Amendable?	Vote	Reconsider?
INCIDENTAL							
Appeal	24	YES	YES	YES	NO	M	YES
Consider by paragraph/seriatim	28	NO	YES	NO	YES	M	NO
Division of the Assembly	29	YES	NO	NO	NO	DEMAND	NO
Division of a question	27	NO	YES	NO	YES	M	NO
Nominations and polls (report)	31	NO	YES	NO	YES	M	YES (-)
Nominations and polls (close)	31	NO	YES	NO	YES	2/3	NO
Objection to consider a question	26	YES	NO	NO	NO	2/3	YES (-)
Parliamentary inquiry	33	YES	NO	NO	NO	NO-CHAIR	NO
Point of information	33	YES	NO	NO	NO	NO-CHAIR	NO
Point of order	10	YES	NO	NO*	NO	NO-CHAIR	NO
Ratify/confirm	10	NO	YES	YES	YES	M	YES
Requests to withdraw a motion, read a paper, etc.	33	YES	NO*	NO	NO	M*	YES*
Suspend the rules	25	NO	YES	NO	NO	2/3*	NO
Voting	30	NO	YES	NO*	YES	M*	YES
BRING BACK MOTIONS							
Discharge a committee	36	NO	YES	YES	YES	2/3*	YES (-)
Reconsider	37	YES*	YES	YES	NO	M	NO
Rescind or amend something previously adopted	35	NO	YES	YES	YES	2/3*	YES (-)
Take from the table	34	NO	YES	NO	NO	M	NO

CHART OF RANKING MOTIONS

NAME OF MOTION IN ORDER OF RANK	Section	Interrupt?	Second?	Debatable?	Amendable?	Vote	Reconsider?
PRIVILEGED							
Fix the time to which to adjourn	22	NO	YES	NO*	YES	M	YES
Adjourn	21	NO	YES	NO*	NO*	M	NO
Take a recess	20	NO	YES	NO	YES	M	NO
Raise a question of privilege	19	YES	NO	NO	NO	CHAIR*	NO
Call for the orders of the day	18	YES	NO	NO	NO	NO*	NO
SUBSIDIARY							
Lay on the table	17	NO	YES	NO	NO	M	YES (-)
Previous question	16	NO	YES	NO	NO*	2/3	YES*
Limit or extend limits of debate	15	NO	YES	NO	YES	2/3	YES
Postpone to a certain time	14	NO	YES	YES	YES	M*	YES
Commit or refer	13	NO	YES	YES	YES	M	YES*
Amend	12	NO	YES	YES*	YES* (x1)	M	YES
Postpone indefinitely	11	NO	YES	YES	NO	M	YES (+)
MAIN MOTION							
Main motion	10	NO	YES	YES	YES	M	YES

USING YOUR VOTING DEVICE



HOW TO VOTE

After it has been announced that voting is open, press "Yes" or "No" or the letter or numeric choice then press the "Send Key."

To change your answer, press the "Clear Key".

Retype your answer and press the "Send Key."

If you accidentally press the "Menu Key" rather than the "Send Key", your remote may say "help," "User ID," or "Session."

Simply use the "Scroll Keys" to scroll to "Exit" and press the "Send Key" to submit your vote.

IF YOUR SCREEN SAYS...

...PUSH KEY

It is in sleep mode.
Push a button to wake the remote up.

...NO NET

Press the "Send Key" to connect.

...LOW BATT

Head to the hospitality table in the Grand Ballroom to switch out your batteries or device.

ANNIVERSARIES

MINISTER OF WORD AND SACRAMENT

5 YEARS

Eric D Mull

10 YEARS

Dolores E McKay
Flora M Hartford
Joseph Mantovani
Khader S Khalilia
Mark E Erson
Robert T Cederstrom

15 YEARS

Eduardo F Arias
Jeffrey R Koenig
Laurence G McFarland

20 YEARS

Faith N. Ballenger-Katz

25 YEARS

Christopher Mietlowski
Katrina D Foster
Kimberli Lile
Samuel A K Silaban
Samuel Cruz

30 YEARS

Abraham C Lu
Ann M Tiemeyer
Diane O Wildow
Gary E Schulz
Israel Daniel Peter Penumaka
James A Y Klockau
Jonathan W Linman
Paul B Milholland

35 YEARS

Dennis L Eichelberger
Gary E Mills
Laris A Salins
Paul H Knudsen
Paul T Egensteiner
Sarah P Brown
William Eschen

40 YEARS

Christine L Anderson
Gregory J Sutterlin
Michael A Dickson
Remo A Madsen
Rodney L Eberhardt
William J Damrow

45 YEARS

Robert G Wollenburg
David J Meyers
David W Lotz
John F Backe
Marvin E Henk
Richard L Virgil
Timothy J Kennedy

50 YEARS

Harvey W von Harten
John H Krahn
Kai Borner

55 YEARS

Dale R Lind
E Phillip Sebastian
Frederick J Schumacher

60 YEARS

Frederick W Puelle
Kjell Jordheim
Paul J Pfadenhauer
Roy Roderick
Thomas F Mugavero

65 YEARS

John E Dragelin
Theodore W Warren

MINISTER OF WORD AND SERVICE

20 YEARS

Nadine M Cordes

35 YEARS

Janet Larsen Scheiper

40 YEARS

Melinda A Lando

SYNOD DEACONS

5 YEARS

Doreen Beitter
Carole Brosnan
Charlene Drewes
Carlos Lopez Jimenez
Kathleen Pucci
Jeanette Surita-Zazquetelles
Diogenes Vazquetelles

10 YEARS

Marina Hunt
John Malone
Andrea Smernoff

15 YEARS

Cathy Boyce
Victoria Struss

20 YEARS

Joann Abrahamsen
Mary Barberio
William Haab
Claire Mehrhoff

CONGREGATIONS

100 YEARS

St Paul Lutheran Church, Brooklyn

125 YEARS

St Peter Lutheran Church, Bronx

Redeemer Lutheran Church, Brooklyn

St Paul Lutheran Church, Liberty

Zion Lutheran Church, Staten Island

150 YEARS

Holy Trinity Lutheran Church, New York

St Paul Lutheran Church, Narrowsburg

St Luke Lutheran Church, New Rochelle





Metropolitan New York Synod
Evangelical Lutheran Church in America
God's work. Our hands.