



LIBERATED  
BY GOD'S  
GRACE

TWELFTH ASSEMBLY  
THE LUTHERAN WORLD FEDERATION  
2017 - WINDHOEK, NAMIBIA

# HANDBOOK



LWF Twelfth Assembly,  
Windhoek, Namibia, 10–16 May 2017

# Handbook



**TWELFTH ASSEMBLY**  
THE LUTHERAN WORLD FEDERATION  
2017 - WINDHOEK, NAMIBIA

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# Welcome to the Assembly



The Twelfth Assembly of the LWF in Windhoek, Namibia, represents an extraordinary opportunity to experience the bond of communion in tangible ways. Nurtured by word and sacrament, delegates together with other participants present at the Assembly will reflect on God's call to mission, and how this call is heard and understood by the LWF communion of churches.

Enriching as this experience will be, it is also true that an Assembly that brings together delegates and participants from 145 member churches in 98 countries also presents some challenges: participants come with different languages, different spiritual and theological traditions. The ways to hold an Assembly, and how to organize its procedures, vary significantly from context to context. Even the way in which decisions are made, truth is pondered, and leaders elected, has its own specificities, according to the context.

This handbook is an attempt to provide a common ground for all participants, despite the different contexts they come from. It explains the overall concept of the Assembly, the way it has been conceived and organized. It offers practical information that is intended to ensure Assembly participants feel equipped and comfortable to actively engage in the Assembly process.

I hope that this handbook will support you as you prepare to join the Assembly and contribute to its success. As you read and prepare, we continue praying for a meaningful Assembly that will give strong witness to the power of God's liberating grace and the beauty of Christian faith. We pray for strong vision and clear direction, so that the communion's witness continues conveying God's compassionate love for the world.

For all this to happen, we pray that God may use you, so that through your active and informed participation you contribute to a joyful and transformative Assembly that helps the communion to be affirmed in God's Word, and to be empowered as it looks ahead.

*Rev. Dr Martin Junge, General Secretary*

# Schedule

TIME	10 May Wed	TIME	11 May Thurs	12 May Fri
<b>Daily theme</b>	Liberated by God's Grace	Daily theme	Liberating Grace: The Gift we Receive	Salvation - Not for Sale
08:00-09:30	Opening Holy Communion Service in tent	8:00 - 9:30	Worship in tent Bible study in plenary	
10:00 - 11:00	<u>Orientation Plenary</u> Induction to the Assembly	9:30 - 11:00	<u>Plenary II</u> Report of the General Secretary	Thematic Plenary Salvation - Not for Sale
11:00 - 11:30	Break	11:00 - 11:30	Break	
11:30 - 13:00	<u>Opening Plenary</u> Constituting the Twelfth Assembly Address of the LWF President	11:30 - 12:45	<u>Plenary III</u> Keynote address	Village Groups
13:00 - 13:15	Midday prayer in plenary	12:45 - 13:00	Midday prayer in plenary	Midday prayer in VGs
13:15 - 15:00	Lunch	13:00 - 15:00	Lunch	
15:00 - 16:00	<u>Plenary I</u> Message from the Youth and Women's Pre-Assemblies	15:00 - 16:30	Village Groups	Omatata
16:00 - 17:00	Break	16:30 - 17:00	Break	
17:15	17:15 Departure by buses to Welcome Reception	17:00 - 18:30	<u>Plenary IV</u> Report of the Chair of the Finance Committee Report of Assembly Committees incl. 1. Report of Nominations Committee	<u>Plenary V</u> Final Report of Nominations Committee; Report of other Assembly Committees
18:00 - 20:30	Welcome Reception	18:30 - 19:15	Evening prayer in tent	Evening prayer in tent
		19:15 - 20:45		
		20:45 - 22:15	Regional meetings	
<b>Pre and Post meetings</b>	<b>Youth Pre-Assembly: 3 to 9 May; Women's Pre-Assembly: 6 to 9 May; Pre-Assembly Visit: 5 to 9 May; WS Global Mission + Development: 8 May; Council: 9 May; IWPC: 5 to 9 May; Council: 17 May</b>			



13 May Sat	14 May Sun	15 May Mon	16 May Tues
Human Beings - Not for Sale	Reformation Anniversary	Creation - Not for Sale	Liberating Grace: The Call we Share
	10:00 - 14:00 Global commemoration of the 500th Anniversary of the Reformation  14:00 Common Lunch Sam Nujoma Stadium	Worship in tent Bible study in plenary	
Thematic Plenary Human Beings - Not for Sale		Thematic Plenary Creation - Not for Sale	Plenary VIII Second reading: Public Statements and Resolutions Assembly Message
		Break	
Village Groups		Village Groups	Plenary IX Decision on LWF Constitution and LWF Bylaws
Midday prayer in VGs		Midday prayer in VGs	Midday prayer in plenary
		Lunch	
Omatala	15:00 - 17:00  Ada dā - Let's celebrate  Sam Nujoma Stadium	Omatala	Plenary X Approval of Public Statements, Resolutions and Assembly Message Any Other Business
		Break	
Plenary VI Elections: President and Council Proposed Amendments to Constitution and Bylaws		Plenary VII First reading: Public Statements and Resolutions Assembly Message	17:00 - 18:00 Closing Plenary XI
Evening prayer in tent		Evening prayer in tent	18:00 - 19:30 Closing worship & Installation of new leadership in tent
Dinner			20:00 Dinner Safari Hotel
		Regional meetings	
Leadership Meeting: 6 to 9 May; Committee for World Service: 8 May; Finance Committee: 8 May; Sub-Com.			

# Namibia



## Host churches

- Evangelical Lutheran Church in Namibia
- Evangelical Lutheran Church in the Republic of Namibia
- Evangelical Lutheran Church in Namibia – German Evangelical Lutheran Church

The three churches work together through a common platform, the United Church Council of the Namibian Evangelical Lutheran Churches.

An introduction to Namibia and its Lutheran churches is to be found in the publication *Welcome to Namibia*.

## Facts and figures

- **Official name:** Republic of Namibia
- **Date of Independence:** 21 March 1990
- **Area:** Namibia covers 824,292 sq km (318,259 sq mi).
- **Location:** Southwestern coast of Africa. Namibia borders Angola and Zambia in the north, South Africa in the south and Botswana in the east.
- **Population:** 2.4 million
- **Capital City:** Windhoek, population 340,000
- **System of Government:** Multi-party democracy
- **Head of State:** President Dr Hage Geingob since 2015
- **Prime Minister:** Saara Kuugongelwa-Amadhila since 2015
- **Languages:** English, German, Afrikaans, Oshiwambo, Rukwangari, Silozi, Otjiherero, Damara, Nama, Khisan and Setswana
- **Literacy:** 83 percent, one of the highest in Africa
- **Religion:** Freedom of religion was adopted through Namibia's Bill of Fundamental Rights. About 90 percent of the population is Christian, at least 50 percent Lutheran.
- **Time zone:** GMT +1

# What is an Assembly?



An Assembly of the LWF is, in the first instance, the coming together of appointed delegates from its member churches to reaffirm their fellowship and take counsel with one another. The Assembly is the principal authority and highest decision-making body of the LWF. As such, its primary functions (Constitution, Article VII) are:

- to be responsible for the Constitution;
- to give general direction to the work of the Federation;
- to elect the President and the members of the Council;
- to act on the reports of the President, the General Secretary and the Chairperson of the Finance Committee.

The *Constitution and Bylaws* of the LWF are at the end of this handbook as an appendix. The *Rules of Procedure* for the Assembly are also included as an appendix. They need to be approved during the first plenary session at the Assembly. They define the way in which the Assembly functions in conducting its business. All references in this handbook are subject to the official descriptions in the Rules of Procedure.

## The Twelfth Assembly

The Twelfth Assembly of the Lutheran World Federation will convene in Windhoek, Namibia, upon invitation of the United Church Council – Namibian Evangelical Lutheran Churches (UCC-NELC). The three host churches are the Evangelical Lutheran Church in Namibia – German Evangelical Lutheran Church, the Evangelical Lutheran Church in Namibia and the Evangelical Lutheran Church in the Republic of Namibia.

In total, around 800 participants will become part of the Assembly, of which more than 300 will be official delegates of member churches of the LWF. Delegates come from the seven regions of the LWF: Africa, Asia, Nordic Countries, Central Eastern Europe, Central Western Europe, Latin America and the Caribbean, and North America.

In keeping with policies adopted by earlier Assemblies, at least 40 percent of delegates will be women, at least 40 percent will be men, and 20 percent will

be youth. The gender quota also applies to the quota stipulating 20 percent of attendees must be youth.

The journey towards the Twelfth Assembly started with four regional Pre-Assemblies held from August 2016 to February 2017. The youth and women's Pre-Assemblies will take place immediately before the Assembly itself. In these meetings, appointed delegates gather for the purpose of prayer, Bible study and discussion on the Assembly themes. Delegates of regional Pre-Assemblies each formulated their own set of concerns, in order to help delegates become well-informed representatives. The regional Pre-Assembly messages are included in the Twelfth Assembly Study Book. Messages from the women's and youth Pre-Assemblies will be presented on day one of the Assembly.

## The life of the Assembly

The LWF Council identified the main dimensions of the life of the Assembly as being:

- Celebration (worship, Holy Communion, prayers)
- Enrichment, reflection and discernment (Bible studies, small group discussions, plenary discussion, keynote addresses, exposure visits)
- Joint decision-making (business sessions for actions on reports, elections, Assembly message, other Constitutional matters)

This Assembly takes place during the year when the 500th anniversary of the Reformation is commemorated. The Sunday worship during the Twelfth Assembly will be the venue for the global commemoration by the LWF of the Reformation.

Accordingly, the additional purposes of the Twelfth Assembly shall be to:

- Commemorate the 500th anniversary of the Reformation, with special reference to its ecumenical and global contexts
- Help empower the Lutheran communion and its churches as they begin their witness and service for the next 500 years, discerning and sharing

the ways in which the Lutheran Reformation continues to be alive and active in the church in the world

- Learn about and reflect upon the local context of Namibia and the regional context of southern Africa, with special reference to the reconciliation and healing and to the impact of the involvement of the Lutheran World Federation

## Theme and sub-themes

The Assembly will gather around the central theme: “Liberated by God’s Grace”. This theme also frames the approach of the LWF to the 500<sup>th</sup> anniversary of the Lutheran Reformation this year. It articulates two pivotal insights of Lutheran theology: the prevalence of God’s grace when it comes to justification and the gift of freedom that results from God’s transformative action.

Using the central theme as the starting point, the Assembly will structure its work around three sub-themes:

- Salvation – not for sale
- Human beings – not for sale
- Creation – not for sale

The threefold “not for sale” captures a key insight that triggered Luther’s public opposition to ecclesial practices of his time. Unbeknownst even to Luther himself, his powerful enunciation that grace is a gift and not a commodity that can be exchanged for money paved the way for the emergence of the Reformation movement.

The Assembly Study Book explores different dimensions of the theme and sub-themes of the Assembly. It is imperative that participants at the Assembly have read the Study Book so as to engage in dialogue and joint discernment during the Assembly.

## The Twelfth Assembly logo

The Twelfth Assembly logo consists of emblems recognizable from the LWF logo and previous Assembly logos. The colors are in keeping with the LWF color scheme and also adapt to the colors of Namibia, representing sky, sea, desert and land.

- The cross that represents faith in the crucified Christ is at the core of Lutheran identity
- The Luther Rose represents the confessional identity of the LWF
- The dove represents God's covenant and the Holy Spirit
- The hands, reaching upwards, are hands liberated to serve. They communicate movement, demonstrating a communion in reformation.





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# Participating in the Twelfth Assembly



## Preparing for the Assembly

Participation in the Assembly began months prior to the actual meeting in Windhoek. Regional Pre-Assemblies have met, and youth and women's Pre-Assemblies will meet just prior to the Assembly. All these meetings are offered as preparation to the Assembly.

However, each participant can and should do a lot more on their own as a way of preparing for the Assembly.

### Registration and participation

Your active role in support of the preparations is key to the success of the Assembly. You have been required to register and to supply key information to help those responsible organize your participation.

You have been asked to support the application process for visas, the purchase of tickets and many other formalities that are important. It is vital that you continue to be engaged in that process, responding swiftly to any issue that may be brought to your attention.

Many will receive further communication with the request to accept specific responsibilities during the Assembly. This relates to worship and devotion, committees, village groups, workshops and many other tasks required for the smooth running of the Assembly. We ask for generous consideration of the requests that may still come.

### Preparatory materials

Each participant comes with their own world into the shared space of the Assembly, where the global communion of churches meets. The communication among participants, and the richness of the exchange between the different worlds and worldviews coming together in Windhoek, will directly depend on the ability to set a common ground and understand the purpose of the Assembly, how it works and what its topics will be. This handbook attempts to set this common ground.

Equally important for this purpose is the Study Book of the Assembly, which is built around the thematic flow of the Assembly and its specific daily emphases. The Study Book will be made available a few weeks prior to the Assembly. It equips Assembly participants to quickly understand the topics and issues that member churches are bringing to the Assembly. It sets a point of departure and a common ground for what it is hoped will be rich discussions, exchange and envisioning of the LWF's journey into the future.

Participants are encouraged to also read the Reformation Anniversary Booklets on the theme and the sub-themes of the anniversary. They offer more detail, wider perspective and deeper analysis of the theological questions at stake. They also include an ecumenical perspective.

Finally, it is also strongly advised that you read the report *From Stuttgart to Windhoek*, which gives account of the work and the witness of the LWF communion of churches and its office during the period between Assemblies (2010 – 2017). You can download these files on the Assembly website – [www.lwfassembly.org/en/logistics](http://www.lwfassembly.org/en/logistics).

### **Tell others about the Assembly**

The closer we come to the Assembly, the more information will be available on the Assembly website. Participants are encouraged to regularly visit the site to receive updates, news and information. You are also encouraged to share Assembly news on social media. When you do so, please use the hashtag **#LWFAssembly**.

## **The structure of the Assembly**

The flow and internal coherence of the Assembly is structured around dialectics that result from liberating grace being at the same time a gift and a shared call. This structure enables the Assembly to adopt a final message that will celebrate God's abundant grace and articulate the commitments into which God's liberating power leads LWF member churches and the communion as a whole.

This can be observed in the schedule of the Assembly:

- Wednesday, 10 May: Liberated by God's Grace
- Thursday, 11 May: Liberating Grace: The Gift We Receive
- Friday, 12 May: Salvation – not for Sale
- Saturday, 13 May: Human Beings – not for Sale
- Sunday, 14 May: Journeying as Communion: Global Commemoration of the 500<sup>th</sup> anniversary of the Reformation
- Monday, 15 May: Creation – not for Sale
- Tuesday, 16 May: Liberating Grace: The Call We Share

With a few exceptions, such as catering for the opening of the Assembly and the global Reformation Anniversary, each Assembly day will have a recurring daily flow, which consists of the following elements:

- Before God: morning worship and Bible study
- Discernment: Thematic plenary on main theme and sub-themes
- Deliberation and mutual learning: village groups for thematic reflections, Omatala
- Commitment: plenary discussions and governance decisions
- Before God: evening prayer and Holy Communion

## **Worship and Bible Study**

Worship, Holy Communion and the joint reading of the Bible play a central role in the life of the Assembly. Each day starts before God – afterwards participants face each other and the world. Each day also ends before God, coming back to the place of worship for prayer.

Holy Communion will be celebrated at the opening worship, during evening prayer on day three, at the Sunday worship service to commemorate the 500<sup>th</sup> anniversary of the Reformation, and at the closing worship.

A special place for morning worship and evening prayer, a worship tent, will be erected on the conference grounds. The designation of a specific place for worship ensures Assembly participants come ready for prayer. Opening and morning worship services will be held in the worship tent. Bible studies are incorporated into the morning worship and will take place in the plenary hall. Midday prayers will be held in both plenary and in the village groups.

Movement from the worship tent to the plenary hall in a procession will be an integral part of morning worship. It will mark the transition from prayer to the study of God's Word. Special attention has been given to link worship to Bible study, e.g. the choice of biblical texts will connect to the theme of the day. Bible studies will be presented by theologians from across the communion. These theologians have been requested to ensure the approach to Bible studies is interactive. The texts of the Bible studies can be found in the Assembly resource *Worship, Bible Studies and Hymn*.

### Plenary Sessions

Plenary sessions deal with the general business of the Assembly, including the elections. Among them will be the keynote address and three thematic sessions on the Assembly sub-themes.

Thematic plenary sessions will include a keynote on the theme of the day. The keynote will connect to the Study Book and offer further exploration. Two responses will prepare the ground for a plenary discussion, for which ample time is provided.

By exploring the questions raised in the Study Book, the sessions will connect theological insights and contextual realities as they speak to the global Assembly. Plenary discussions on the daily themes allow for unique exposure to the width and depth of contextual insights. They will also provide a basis for the ensuing work of the village groups.

### Village Groups

Each thematic plenary session will be followed by discussions in village groups. There will be 20 such groups. Each delegate will find their group number and meeting room name in the welcome pack. Village group discussions will:

- Provide opportunity to enable a meaningful and trans-contextual engagement with the Assembly themes
- Provide space for mutual exchange and learning, and
- Generate input for the Assembly message

Village groups will give feedback to the Editorial Committee. This feedback will serve as input to the Assembly message.

## **Omatala – the market place**

Omatala is an Oshiwambo word for marketplace, used in the northern part of Namibia. The Omatala provides a space where all Assembly participants are encouraged to contribute and participate. This will be through physical exhibitions, workshops and storytelling.

The goals and purposes of the Omatala are:

- Provide space for encounter, dialogue and learning
- Facilitate sharing of good practices and knowledge through workshops, theme-based exhibitions and advocacy activities
- Enable sharing of stories from across the world
- Provide space for artistic and creative expression of ideas and feelings

The Omatala and activities organized in this framework represent an opportunity for mutual learning, transformation and inspiration. It is the social space of the assembly. The Omatala will be open from 11:00 until 20:30 on 11, 12, 13 and 15 May. It will be closed on Sunday 14 May.

## **President's Address**

LWF President, Bishop Dr Munib Younan will address the Assembly on the first day, taking the theme of the Assembly as the basis for his address. As well as offering biblical-theological foundation to the Assembly theme, he will reflect on major moments and insights resulting from his service as President of the LWF.

## **Keynote Address**

Dr. Denis Mukwege, from the Democratic Republic of the Congo (DRC), will deliver the keynote address at the Assembly. He is a highly respected medical doctor and hospital director, recognized internationally for his work with women who have suffered sexual violence during the armed conflicts in the DRC and for his strong voice advocating for gender justice, conflict prevention and peace.

## General Secretary's Report

The LWF General Secretary, Rev. Dr Martin Junge, will present his report, reflecting on the landmarks of the communion's journey during the years 2010–2017 and offer vision and perspective on the journey ahead.

## Regional Meetings

Regional meetings for the seven LWF regions (Africa, Asia, Central Eastern Europe, Central Western Europe, Nordic Countries, Latin America and the Caribbean, and North America) will take place on Thursday 11 May and Monday 15 May from 20:45 to 22:15. Delegates, advisers and ex-officio participants are to attend these regional meetings. Other Assembly participants who would like to attend these meetings should consult the respective chairperson. The incumbent LWF Vice-Presidents will call and chair the meeting of their respective region.

## Election of Council Members and President

The Assembly will elect the next Council and President of the LWF. Regional slates for Council nominations were produced during the regional Pre-Assemblies. Elections are organized according to the Rules of Procedure.

## Global Commemoration of the 500<sup>th</sup> Anniversary of the Reformation

The International Worship Planning Committee was mandated to prepare the liturgy for the commemoration of the 500th anniversary of the Reformation. The worship, being the global venue for the commemoration, will be live-streamed to enable those not physically present in Namibia to be part of this special event.

The venue of the commemoration will be the Sam Nujoma Stadium which is located at the heart of the sprawling community of Katutura.

The commemoration of the Reformation will see the participation of thousands of members of local Lutheran congregations in Katutura, and



from elsewhere in Windhoek and across Namibia. The organizing committee anticipates around 10,000 participants.

The commemoration service will last 3-4 hours. Worshippers are advised to bring water and a hat. Those requiring regular intake of food are advised to make sure to have some snacks with them, as lunch boxes will not be distributed until 14:00.

## Celebrating Namibian Culture

Assembly participants will have the opportunity to get to know more about the culture and context in which Lutheran churches in Namibia serve. A cultural celebration that will include a variety of performances from Namibia, as well as choirs from local congregations in Windhoek, will take place at the Sam Nujoma Stadium in the afternoon following the commemoration service.

## Welcome Reception

A welcome reception for Assembly participants will be organized by the Namibian government in cooperation with the local Lutheran churches. President Hage Geingob will address the reception.

## Committees

Business decisions to be taken by the Assembly will be prepared by a number of committees, the members of which will be nominated by the outgoing Council and appointed at the first business session of the Assembly. These committees are:

- Business Committee: responsible for timetable and functioning of the Assembly
- Policy and Reference Committee: develops resolutions relating to LWF policy and program directions to be considered for the development of the LWF Strategy
- Editorial Committee: responsible for drafting the Assembly message
- Credentials and Elections Committee: examines and supervises registration and elections, and reports on the constituency of the Assembly

- Minutes Committee: supervises the recording of minutes of decisions taken during plenary sessions
- Nominations Committee: presents nominations for the office of the President and for the Council

The committees will present their reports and recommendations throughout the Assembly. See the Rules of Procedure for more details of the committees.

## Expected outcomes

### The Assembly Message

The Assembly message provides an opportunity for the Assembly to invite member churches to commit themselves to action, study and consideration on matters of importance to the Assembly.

Each village group contributes to the message through its report, which is submitted to the Editorial Committee.

The consolidated draft message emerging from the Editorial Committee will be forwarded, through the Policy and Reference Committee, to the Assembly plenary for discussion.

Issues may need to be brought to the attention of the Assembly in the form of a statement or resolution. In this case, the village group should note this in its report and forward the statement or resolution to the Policy and Reference Committee. One or more delegates may also propose statements or resolutions. The Policy and Reference Committee may take one of several actions: recommend it be accepted as information, accepted for action, or referred to the LWF Council; forward it with comment providing rationale for how it is to be addressed; or consolidate it with other proposals addressing the same topic.

Special issues should be brought to the attention of the Policy and Reference Committee as early as possible.

## Public Statements

A Public Statement is a focused document intended for widespread public release. It describes a particular issue or concern and the position of the Assembly on that issue.

## Resolutions

Resolutions provide general direction for the life and work of the LWF within the context of the strategic plan and available resources.

## Elections

### The President

All member churches received a letter from the LWF General Secretary inviting them to nominate candidate(s) for the position of LWF President. A list of confirmed candidate(s) will be submitted to the Nominations Committee. The committee will present a first report of the nominations slate during plenary on 11 May from 17:00 to 18:30 and will invite nominations from the floor. Nominations from the floor must be in writing and signed by at least 10 delegates.

### The Council

The Nominations Committee will receive nominations slates for Council seats from the seven regions. The committee will present its first report during plenary on 11 May from 17:00 to 18:30. A printed booklet including short biographical information for each nominee is provided in the welcome package.

### Nominations from the Floor

After the first report of the Nominations Committee, nominations from the floor may be received until the chairperson declares nominations closed at 10:00 on 12 May. The final report of the Nominations Committee will be presented during plenary on 12 May from 17:00 to 18:30.

When nominations are closed, the Nominations Committee shall consult delegates of the churches concerned to ensure nominations from the floor have adequate church endorsement. The committee shall then make its findings known and incorporate the endorsed candidates on its list.

The election will take place during the plenary on 13 May from 17:00 to 18:00. For the election to take place, a minimum of three-quarters of registered delegates must be present.

## Advice for effective participation

Please be punctual for all meetings. In order not to disturb the meetings, participants are kindly asked not to arrive late or leave early.

### Plenary sessions

- Be clear in your mind as to what you want to say
- Organize your ideas
- Speak to the point. Every speaker is subject to a three-minute time limit.

### How do I get to speak in plenary sessions?

- Participants who want to speak will queue behind a microphone until invited to speak by the chairperson
- When acknowledged by the chairperson, state your name, church and the language in which you will speak

### How do I raise a concern at the Assembly?

There are two ways to raise a concern at the Assembly:

- Make a written proposal
- Propose a motion

## How do I make a written proposal?

- First, find out from others whether the concern you want to raise is already covered by the agenda. You can check with delegates from your region, with LWF staff, or with members of the retiring Council who have been requested to give advice and answer questions regarding Assembly procedures.
- If you are sure the concern has not been covered, share it with as many people as you can: small groups, regional groups, youth, women, etc. You need to get as much support for the concern as possible.
- Make your written proposal, identifying delegates who support it, and ask a steward to deliver it to the Policy and Reference Committee.

## How do I propose a motion?

- A motion introduces a subject to the Assembly for consideration or action
- A motion needs to be seconded by another delegate before it can be considered by the Assembly
- In a debate on the motion, no one may speak more than once, except the person who has proposed the motion

### *Example of a motion:*

*Person proposing the motion: "I move that we send a delegation to (country) to study the situation."*

*Another delegate: "I second the motion."*

## What happens to a motion?

As stipulated in the Rules of Procedure, a motion can be:

- received (as information)
- adopted (to be acted upon)
- referred back to the group presenting it (for clarification)
- substituted by another motion or be amended from the floor

## Amendments

- Amendments are normally made to modify a motion in order to clarify it, make it more precise, or perhaps to change its effect but not its intent
- Amendments may be made by either inserting or striking out words or phrases
- Amendments do not introduce new ideas
- Amendments, like motions, need to be seconded

### *Example of an amendment:*

*I move that the motion be amended by adding the words “of four, including one youth,” after the word “delegation”.*

## Voting on Motions

- Only delegates vote
- Half the registered delegates must be present for a vote to be valid
- An affirmative majority is required to pass a motion

## Voting on Public Statements

- Only delegates vote
- Two-thirds of registered delegates must be present for a vote to be valid

## Speaking and writing at the Assembly

The LWF is a multilingual communion, with four working languages: English, French, German and Spanish. Please express yourself, or draft your speech or report, in the working language in which you feel most comfortable. Do not hesitate to make the most of the interpretation and translation services.

Remember that many people may not be familiar with your spoken language or perhaps the way you present it. So, please:

- speak clearly, distinctly and slowly
- keep your sentences short and simple

If you speak from a written text (such as a speech), remember that it may be difficult to understand when the audience can only hear and not see it. Compose and deliver your speech in the style and rhythm of oral communication. If possible, provide the interpreters with a copy of your speech or text.

The draft text should avoid complex sentence structures and the use of jargon. Cultural backgrounds, first languages and formal education vary greatly among Assembly participants.

Should you find it impossible to understand a speaker (e.g. one who talks too quickly, too softly, or indistinctly), you may raise a point of order.

## Sharing the story of the Assembly

Critical to the outcome of the Assembly is the way delegates and other Assembly participants communicate their personal learning, insights and own transformation in view of the unique opportunity that a global Assembly represents.

To prepare to share your Assembly experiences with your church and local community at home, you may wish to keep a daily record of events. Questions for reflection may include:

- What happened today that touched me as significant or memorable?
- What word of Scripture or theological insight brought new meaning to how I understand being a communion of churches?
- What stories do I want to remember and tell people at home?
- Which commitments present the greatest challenge for us in our life together? Why?

# Practical information

The Assembly will be held at the

*Safari Hotel and Conference Centre  
corner Auas and Aviation Streets  
Windhoek, Namibia  
Telephone +264 61 296 8000*

*Postal address: P.O. Box 3900  
Windhoek, Namibia*

*Email: [safari@safarihotelsnamibia.com](mailto:safari@safarihotelsnamibia.com)*

*Website: [www.safarihotelsnamibia.com](http://www.safarihotelsnamibia.com).*

Information in the following section is arranged in alphabetical order.

## Accommodation

Participants are accommodated in different hotels:

- Safari Hotel and Safari Court Hotel – [www.safarihotelsnamibia.com](http://www.safarihotelsnamibia.com)  
Delegates will all be accommodated in this hotel, which also serves as the Assembly venue
- Arebbusch Travel Lodge – [www.arebbusch.com](http://www.arebbusch.com)
- Klein Windhoek Guest House – [www.kleinwindhoekguesthouse.com](http://www.kleinwindhoekguesthouse.com)
- Hillside Executive – [www.hillsidewindhoek.com](http://www.hillsidewindhoek.com)
- Roof of Africa – [www.roofofafrica.com](http://www.roofofafrica.com)

Requests to change hotel rooms must be made to the Assembly registration desk. Participants whose accommodation has been arranged by the LWF should not change hotel rooms without LWF approval.

Self-payers should contact the finance office for payment.



If for any reason the LWF should need to ask participants to change hotel rooms, advance notice will be given.

Participants must pay the hotel directly for any extra services, such as telephone calls, fax, laundry, Internet, pay entertainment, drinks and snacks from the mini bar and any meals taken in the hotel, other than official meals. Every participant is personally responsible for any of these extra charges. They will not be covered by the LWF.

## Arriving in Windhoek

Participants will be welcomed at the Windhoek Hosea Kutako Airport. Look for the Assembly and LWF signs. Buses will take participants to their hotels. The trip from the airport takes about 45 minutes.

## Climate

May is the beginning of the Namibian winter dry season and temperatures will range from highs of 25C during the day to 10C at night. Warm clothing will be necessary for evening and early morning activities. Wear loose, layered clothing that allows you to take off or add layers as the temperatures warm or cool throughout the day. Use a sun hat during the day. Sunscreen may be advisable for participants who are likely to experience sunburn and will be outdoors. This is particularly advisable for the Commemoration Worship at the Sam Nujoma Stadium, which will be in the open.

Windhoek is located at 1700m (5600 feet) above sea level. Participants with respiratory issues should be aware of this and take precautions.

## Code of Conduct

The Code of Conduct for Participants in Events Organized by the LWF is found in Assembly document 3.3. All Assembly participants are expected to adhere to the Code of Conduct.

In preparation for LWF meetings, appropriate measures for responding to violations of the Code of Conduct are put in place. A safety and security briefing will be followed by an orientation of the Code of Conduct. A complaints handling team will be introduced at the start of the Assembly.

### **How to be alert to abuse, harassment and exploitation of any kind during a LWF event**

- Treat all persons fairly and with respect, courtesy, dignity and according to the respective country law, international law, and local customs.
- Behave respectfully towards others and do not misuse private, professional or any other relationships.
- Be aware of the special responsibility that any person in authority has.
- Be sensitive to cultural and social differences and practices.
- Do not cross boundaries set by others. If someone indicates “No”, even without words, respect it.
- Be alert to contexts which may encourage unacceptable behavior for some being in unfamiliar circumstances away from home, for example, or drinking too much alcohol.
- Refuse any inappropriate gesture or contact. Show that such behavior is not welcome.
- Do not exchange money, goods or services for any kind of sexual favors.
- Never commit any act of fraud, corruption or unethical business practice, including conflict of interest during LWF events.
- Do not accuse falsely people for harassment or exploitation of any kind for your own advantage.
- Be aware that such behavior should be respected not only in the meeting itself but also in social times, at meals, etc.

## Communications

The Assembly website – [www.lwfassembly.org](http://www.lwfassembly.org) – will be the hub of all Assembly communications. The communications work is led by the LWF Office for Communications Services, as well as a multilingual team of co-opted staff and volunteers from member churches and partner organizations. They will report on the Assembly, issue press releases, and share stories, photos and videos on the web and in social media.

### Social media

Participants are encouraged to use social media, such as Facebook, Twitter, Instagram and Snapchat to share experiences of the Assembly. All posts should be marked with the Assembly hashtag #LWFAssembly.

Discretion should be exercised when posting to social media. Clearly differentiate between general discussion and specific actions voted on by the Assembly. Indicate which comments are own opinions and which have been made by other Assembly participants.

### Live-streaming

Open plenary sessions, worship and the commemoration service on Sunday may be broadcast live via webstream and will be accessible to the public worldwide.

### Photography

Photos and videos will be taken during all sessions of the Assembly. If you would prefer photos of you are not shared, please inform a member of the communications team.

Participants photographing or recording plenary sessions or worship services are requested not to use flash and not to move from their seats.

Be aware of cultural sensitivities: some participants may not wish to have their picture taken without permission.

Do not take photos of men and women in uniform, military installations or state communications equipment in Namibia. If uniformed people are protecting a building, do not take a photograph of it. Should you want to take pictures of the State House, it is advisable to get permission from the guards. When taking pictures at borders, airports etc., ask security personnel first. When photographing people, the basic rule is simple – if you wouldn't want someone to take a photo of you in this situation, do not photograph them. Do not photograph children without permission from their guardians.

### Media

Representatives of the media, press, radio and television will cover the Assembly. The Office for Communication Services is responsible for accrediting and serving the Assembly media. Press conferences and briefing sessions will be arranged during the Assembly. Interviews with delegates will be arranged on request.

Participants are kindly asked to support the work of the communications team and media during the Assembly and to respond appropriately to interview requests from accredited media representatives and from the communications team. Please note that media representatives are requested to refrain from individually seeking out participants to be interviewed. All interviews will be arranged by the LWF Assembly Press Office and require the use of an interview request form.

For any kind of assistance in press relations please contact the LWF communication staff.

### Currency

The local currency is the Namibian Dollar (NAD), which is divided into 100 cents.

- One EUR = around 13.40 – 14.40 NAD
- One USD = around 12.40 – 13.30 NAD

You will be able to use your debit/credit card at most lodges, hotels, shops, petrol stations and restaurants although we always recommend having Namibian dollars (N\$) in cash.

Notes come in N\$200, N\$100, N\$50, N\$20 and N\$10 and coins are N\$5, N\$1, 50c, 10c and 5c. It is also possible to use South African rands in Namibia. An ATM cash dispenser is located in the lobby of the Safari Hotel. Banks are located in the city centre.

## Dress code

Dress code at the assembly is smart casual.

## Electricity

Namibia's electricity supply is 220/230 volts AC 50 Hz. We advise visitors to take multi-adaptors to cope with plug sockets that are 3 round pins (type D and M). Hotels may also have European sockets.

## Finance office

The finance office is located within the registration office. It will be open for payments, enquiries and reimbursements at the following times:

Monday 8 May .....	08:00 – 20:00
Tuesday 9 May .....	08:00 – 20:00
Wednesday to Saturday 10 – 13 May .....	07:00 – 9:30, 13:00-17:00
Monday to Tuesday 15 – 16 May .....	07:00 – 9:30, 13:00-17:00

For reimbursement, see guidelines on the Assembly website [www.lwfassembly.org/en/logistics](http://www.lwfassembly.org/en/logistics). Deadline for travel expense claim submission is 13 May at 12:00.

## Information desk

The information desk of the Assembly is at the main entrance of the conference centre. It will be open from 8 to 17 May from 08:00-18:00. If you have any questions about the Assembly, need directions or additional information, check with this desk.

For issues related to health, security or other concerns, please contact the information desk. To facilitate immediate identification of lost items, label all your personal belongings. Proper identification should be presented when claiming a lost item. Found items should be brought to this desk.

## Insurance

### Health and accident insurance

Participants who take prescribed drugs are reminded to bring sufficient medicines for their duration of stay in Windhoek. A copy of individual prescriptions should be brought to Namibia, in case of need.

All registered participants are urged to make their own arrangement regarding health and accident insurance before departing to Namibia. A copy of one's own insurance coverage should be provided in Windhoek in case of emergency.

The LWF will provide only limited health and accident insurance coverage for the period of the Assembly for all officially registered participants residing outside of Namibia. The LWF will not be in a position to guarantee medical costs of participants who travel without being medically fit for travel. Please be advised:

- Participants suffering from a pre-existing sickness, undergoing medical treatment at the time of departure, or whose health condition is not yet stable are required to obtain a certificate from their medical doctor
- Participants who are over 28 weeks pregnant at the time of departure to Windhoek are not covered by this health insurance. They are not insured in

case of emergency. People concerned need to bring a medical certificate attesting to their state of pregnancy, which should be provided in case of urgent medical care in Windhoek.

There is no free medical or dental care in Windhoek and only emergency cases will be addressed. LWF is not financially liable if registered participants do not meet these requirements either during the Assembly or on private visits before or after the Assembly.

In case of health problems or accidents, contact the information desk, the designated health focal point or the reception of your hotel.

## **Travel insurance**

In case of problems regarding your departure to Windhoek, missed flights, any loss/damage to your luggage during travel, we kindly ask registered participants to address their queries to the information desk which will process the request.

The LWF has obtained limited travel insurance. This insurance covers participants residing outside of Namibia. It is subject to severe restrictions.

## **Internet**

Wireless LAN is available at Safari Hotel and Conference Centre. There are a few workstations in the Safari Hotel Business Centre which can be used to access the internet. Participants may expect some interruptions to electricity and internet access.

## **Languages, translation and interpretation**

All official documents of the Assembly will be translated into the working languages of the LWF, namely English, French, German and Spanish. Because of limitation of resources during the Assembly itself, it will not be possible to translate all documents into all four official languages. During all Assembly

plenary sessions, simultaneous interpretation will be provided in the four working languages. Limited interpretation will be available in the village groups.

Headphones for interpretation will be distributed in the plenary hall. Please leave them on the table or seat at the close of each session so they can be collected and re-charged. Headphones are *not* to be taken out of the plenary hall. Visitors will receive headphones only in exchange for a signed card guaranteeing their return.

If you take a set of headphones with you by mistake, please return them to the place where they were distributed. Please note that a lost set of headphones will incur a charge of EUR 150.

Note: In all meetings and sessions, other languages may be used, provided the speaker makes prior arrangements for interpretation into one of the LWF working languages.

## Meals

Breakfast will be served in the hotels where participants are staying.

Lunch and dinner will be served at the Safari Hotel restaurants. Coffee and tea breaks will be served in the lobby of the conference centre.

Participants with food allergies should notify the information desk.

All Assembly participants will get bottles for water. They can be refilled at water dispensers stationed close to the Plenary Hall. Please use them.

Tap water in Windhoek is generally safe to drink. Filtered water will be provided during the Assembly.



## Medical Emergencies

Participants who are feeling unwell at the conference centre should contact the information desk. Designated people will be available to address minor issues, provide emergency first aid and summon an ambulance if required. A suitable private hospital has been identified close to the main venue. Participants feeling unwell at their hotel should contact the hotel reception desk for assistance.

## Pastoral care

A team of pastors will offer pastoral care to participants as needed. They will be introduced at the start of the Assembly. The pastoral care space is in Flamingo 1, next to Safari Hotel restaurant.

## Registration

All participants are required to formally register at the Safari Conference Centre when they have arrived. It is necessary to bring photo-id to the registration. At the registration desk, identification and other details will be verified, the registration fee and any other fees paid. Participants will receive a welcome pack that will include the name badge, agenda, exhibits and further practical information.

Participants who have indicated they wish to receive printed material will be able to pick it up at registration. Documents will also be made available online.

A name badge must be worn at all times. It assures admission to the venue, sessions, meals and coffee breaks. Security personnel will not allow participants without a name badge to enter the venue. Loss of a name badge must be reported immediately to the Assembly Registration Office. It can be replaced for a charge.

Participants are registered in categories that carry a specific status in the Assembly. Requests for change should be communicated in writing to the credentials committee and handed in to the registration desk.

Assembly participants will be seated in designated areas in the plenary hall. Please look for your participation category, i.e. delegate, visitor, etc. Stewards will assist you in finding your place.

## Returning Home

All departures will be from the respective hotels or from the Safari Conference Centre. Departure information will be available at the information desk. Please observe the check-out time to avoid extra charges. Luggage may be left in the left-luggage facility in the hotel. On the date of departure, transportation will be provided from hotels to the airport. Information on exact times will be communicated during the course of the Assembly.

## Safety and security

There are minimal serious safety and security threats related to the Assembly. However, any time a large number of people travel to any location, accidents may occur and security incidents may happen. The LWF has made safety and security planning a key element in preparations for the Assembly and has safety management systems in place. Be aware, safeguard your belongings and follow safety advice to reduce the risk of having problems.

A safety and security briefing for all Assembly participants will take place in the first plenary session of the Assembly on Wednesday, 10 May. A safety and security team will be available in case of emergency related to health problems and security incidents. The contact numbers of the team will be provided.

### Crime

Crime levels are relatively low in Namibia. In Windhoek, as in any major city, petty crime, scams and robbery are possible. Be aware of your surroundings, especially if moving around the city at night. Secure valuables in your room or in the hotels safe at all times. Be cautious around cash points or when exchanging currency.

- Consider a buddy system if leaving the hotel complex. Do not go out at night alone.
- Always carry a means of communication in the event of a problem or emergency
- Keep a written list of important numbers on your person in case your phone is stolen, broken or out of charge and you need assistance
- Report any incidents, harassment or suspicious activity to the event security team as this may have also happened to other participants and actions need to be taken to prevent further incidents

## Medical emergencies

See above.

## Road Accidents

Road accidents are common in Namibia and can lead to injury, damage to vehicles or other equipment and even death. To reduce this risk, always use the transportation arranged by or recommended by the LWF or your hotel reception. Always wear your seatbelt in a moving vehicle. In the event of a road accident, apply first aid if needed and seek any medical attention required. Contact the designated health focal point and report the incident to the safety and security team.

## Sexual Harassment or Abuse

Sexual harassment and abuse can happen anywhere, including at the event, in one's hotel or outside the Assembly. Participants are encouraged to always be aware of their surroundings and take necessary precautions. Participants should avoid walking alone on the streets at night. If you are approached in an undesirable way, be firm in rejecting the advances with your words and body language. In the event of sexual harassment or abuse, seek assistance and report it to the focal persons for the Code of Conduct (see above).

## Smoking

Smoking in all public places, offices and public service vehicles is prohibited by law in Namibia. Smoking is not permitted in the plenary hall or in the tents at any time.

## Singing practice during the Assembly

Singing practice takes place throughout the Assembly in the worship tent. Delegates and visitors are invited to participate in these practices according to availability in their daily schedule. Rehearsal schedule is as follows:

- 9 May 17:00-19:00
- 10 May 10:00-11:30, 14:00-15:00
- 11 May 10:00-11:30, 14:00-15:00
- 12 May 10:00-11:30, 14:00-16:00
- 13 May 10:00-11:30, 20:30-21:30
- 15 May 10:00-11:30, 14:00-15:00
- 16 May 10:00-11:30, 14:00-15:00

## Transport

Daily shuttle services will take participants between the hotels and the conference centre. There will be also buses organized to take Assembly participants from the conference centre to the welcome reception and to the Sam Nujoma Stadium.

For private trips ask the telephone number from the hotel reception for a dialup cab or a recommended taxi.

## Travel

A travel agent will be present at the Safari Hotel from 12-16 May for travel related requests.

## Vaccinations

Yellow fever certificates are required for those travelling from or through yellow fever affected countries. Although yellow fever is not present in Namibia, it is good practice to travel with your vaccination certificate.

Southern and central Namibia, including Windhoek, are not in a malarial risk zone. Northern areas are subject to malaria (*P. Falciparum*), dengue and chikungunya. Take precautions against mosquito bites in rural areas outside Windhoek. Anti-malarial prophylactic medications are strongly advised for anyone travelling to northern Namibia.

## Voting

Electronic voting devices will be distributed in the plenary hall. Delegates will also receive a personal Smartcard that will be inserted into the voting device. Please keep the Smartcard safe with you and bring it to the plenary sessions. The voting devices are *not* to be taken out of the plenary hall. Please note that the loss of a voting device will incur a cost of EUR 200.

Delegates will be introduced to the voting system during the induction session on day 1.

## Useful Telephone Numbers

- Police: +264 (0)61 1011 (for emergencies, if calling from a cell phone)
- Police: 1011 (for emergencies, if calling from a landline)
- Windhoek City Police: +264 (0)61 290 2239
- Roman Catholic Hospital, Mandume Road, Windhoek,  
Phone: +264 (0) 61 270 2911
- Local Assembly Office:
  - Martin Nelumbu: +264 (0) 81 278 5613
  - Ute Brand: +264 (0) 81 037 4075

# Appendices

## CONSTITUTION OF THE LUTHERAN WORLD FEDERATION

*(as adopted by the LWF Eighth Assembly, Curitiba, Brazil, 1990, including amendments adopted by the LWF Ninth Assembly, Hong Kong, 1997 and by the LWF Eleventh Assembly, Stuttgart, 2010)*

### I. Name

The name of the body organized under this Constitution shall be The Lutheran World Federation.

### II. Doctrinal Basis

The Lutheran World Federation confesses the Holy Scriptures of the Old and New Testaments to be the only source and norm of its doctrine, life and service. It sees in the three Ecumenical Creeds and in the Confessions of the Lutheran Church, especially in the unaltered Augsburg Confession and the Small Catechism of Martin Luther, a pure exposition of the Word of God.

### III. Nature and Functions

The Lutheran World Federation is a communion of churches which confess the triune God, agree in the proclamation of the Word of God and are united in pulpit and altar fellowship.

The Lutheran World Federation confesses the one, holy, catholic, and apostolic Church and is resolved to serve Christian unity throughout the world.

The Lutheran World Federation:

- a. furthers the united witness to the Gospel of Jesus Christ and strengthens the member churches in carrying out the missionary command and in their efforts towards Christian unity worldwide;

- b. furthers worldwide among the member churches diaconic action, alleviation of human need, promotion of peace and human rights, social and economic justice, care for God's creation and sharing of resources;
- c. furthers through cooperative study the self-understanding and the communion of member churches and helps them to act jointly in common tasks.

## **IV. Scope of Authority**

As instrument of its autonomous member churches the Lutheran World Federation may take action in matters committed to it by the member churches. It may act on behalf of one or more churches in such specific tasks as they commit to it. It may request individual member churches to assume tasks on behalf of the entire Communion.

## **V. Membership and Other Forms of Affiliation**

### **1. Member Churches**

The Lutheran World Federation consists of churches which accept the doctrinal basis set forth in Article II of this Constitution.

Each church which applies for membership in the Federation shall declare its acceptance of this Constitution.

Reception into membership shall be decided by the Federation in the Assembly, or in the interim, by the Council.

Membership in the Federation may be terminated by withdrawal. Upon recommendation of the Council, the Assembly may suspend or terminate the membership by a two-thirds vote of the delegates.

Procedures relating to membership shall be governed by the Bylaws.

### **2. Recognized Churches, Councils and Congregations**

The Lutheran World Federation may recognize as eligible to participate in the work of the Federation non-member churches, councils or congregations which accept the doctrinal basis set forth in Article II of this Constitution (Associate Membership).

The granting, conditions and continuation of such recognition shall be governed by the Bylaws.

## VI. Organization

The Lutheran World Federation shall exercise its functions through the Assembly, the Council, the Secretariat and appropriate instrumentalities of the member churches. In all these functions of the Federation, ordained and lay persons, men, women and youth shall be eligible to participate.

## VII. Assembly

a. The Assembly shall consist of representatives of the member churches of the Federation. As the principal authority of the Lutheran World Federation, the Assembly shall:

- be responsible for the Constitution;
- give general direction to the work of the Federation;
- elect the President and the members of the Council;
- act on the reports of the President, the General Secretary and the Chairperson of the Finance Committee.

b. The Assembly shall normally be held every six years with the time, place and program to be determined by the Council.

Extraordinary Assemblies may be called by the Council and shall be called at the request of one-fifth of the member churches.

c. The number of representatives to the Assembly and their distribution among the member churches shall be determined by the Council.

Each member church shall have the right to have at least one representative in the Assembly.

Due regard shall be given to the numerical size of member churches and their distributions by continents and countries.

d. The Council may invite representatives of the Lutheran congregations in union church bodies or of Lutheran associations and organizations to the Assembly in a consultative capacity if these are not represented by member churches.

The number of these representatives shall be determined by the Council.

## VIII. Council

a. The Assembly shall elect 48 members of the Council taking into consideration the nominations by the regions.



The Council shall consist of these 48 members, the President and the Chairperson of the Finance Committee if he/she is elected from outside the Council.

Election procedure shall be governed in the Bylaws. A due representation of ordained and lay persons, women, men and youth shall be observed.

The term of office of the Council shall end at the close of the next ordinary Assembly. Members of the Council shall be eligible for one re-election.

If a member of the Council can no longer be present for his/her term of office, the Council elects in consultation with the member church a replacement for the remaining term of service.

- b. The Council is the principal authority of the LWF during the period between Assemblies.
- The Council has the responsibility to ensure that LWF is satisfactorily organized and run according to its defined purpose and in accordance with resolutions made by the Assembly.
  - The Council shall decide on the budget of the LWF and safeguard the proper control and management of the LWF's assets.
  - The Council shall receive the audited annual financial statements of the LWF and approve them.
  - The Council may, when necessary, authorize the Meeting of Officers to approve the audited annual financial statements.
  - The Council shall define the strategy of the LWF according to decisions and actions made by the Assembly.
  - The Council shall approve appointments of staff members at cabinet level.
- c. The Council shall elect the Vice-Presidents from among its members taking into consideration the seven geographical areas. A due representation of women and men shall be observed. The Vice Presidents, ordained or lay leaders in their own churches, represent the LWF in the region to which their churches belong. The President does not represent a particular region.
- d. The Meeting of Officers shall be composed of the following persons: The President, the Vice-Presidents, the Chairperson of the Finance Committee and the chairpersons of Committees as defined in the bylaws. In addition the Council shall elect two members for the purpose of ensuring gender balance and generational participation.

The Meeting of Officers shall serve as the LWF Board of Trustees and as the Personnel Committee in approving executive level staff appointments.

The role and function of the Meeting of Officers is described in the appropriate Terms of Reference.

- e. The Council shall elect for its term of office up to 21 advisers with voting rights in the committees to provide professional competence and expertise to the Council.

- f. The Council may appoint Committees or ad hoc sub-committees as required and appoint their chairpersons.
- g. The term of office of persons elected by the Council may be terminated before expiration by a two-third vote of the members of the Council.
- h. The Council shall be responsible for approval of governance documents such as Bylaws, Terms of Reference, Rules of procedure and other policy enactments.

## IX. Regional Expressions

The member churches in the seven geographical areas may constitute regional meetings for consultative purposes. Such meetings may propose items for Council agendas. (*Bylaws* art. 10.1.1)

The regional meetings shall report to the Council through their Vice Presidents.

## X. National Committees

The member churches in each country may constitute a National Committee to coordinate the relationships to the Federation. The right of direct communication between the member churches and the LWF shall be retained. Each National Committee shall present to the Council an annual report on its activities.

## XI. President

The election of the President by the Assembly shall be by a majority of the votes cast in a written ballot.

He/she is a member of the Council.

The President shall assume office immediately after the close of the Assembly at which the election was held. He/she shall hold office until the close of the following ordinary Assembly and shall not be eligible for a second term.

The President shall be the chief official representative and spokesperson of the Federation. He/she shall be the presiding officer of the Assembly, the Council and the Meeting of Officers.

The President shall oversee the life and work of the Federation, in consultation with the General Secretary.

Upon the death or permanent incapacity of the President, the Council shall elect a President within three months. The Meeting of Officers shall elect among themselves an Acting President until a new President is elected (Bylaws, art. 6).

## **XII. Chairperson of the Finance Committee**

The Chairperson of the Finance Committee shall be elected by the Council at its constituting meeting and shall hold office until the close of the following ordinary Assembly.

The Chairperson shall be elected from among the Council members or from outside.

## **XIII. Communion Office**

The Federation shall have a Communion Office adequate to carry out its tasks.

The Council shall authorize the structure and the Terms of Reference of the Communion Office.

## **XIV. General Secretary**

The Council shall elect the General Secretary.

The General Secretary is the Chief Executive Officer (CEO) and, together with the President, a public representative and chief spokesperson for the LWF. The General Secretary shall report to the Assembly and the Council on activities of the Communion Office.

The office and function of the General Secretary shall be described in the Terms of Reference.

## **XV. Finances**

The Council shall authorize the budget for transmission to the member churches, National Committees and other agencies, commending it for support through designated and undesignated contributions.

The Council shall allocate membership fees to be paid by member churches. The member churches shall receive an annual financial report.

## **XVI. Amendments and Bylaws**

### **1. Amendments**

Amendments to this Constitution may be made by a two-thirds majority of the votes cast at any ordinary Assembly, provided notice of intention to amend shall have been submitted through the General Secretary to the member churches, three months before the Assembly.

Amendments shall become effective one year after their adoption by the Assembly unless objection has been filed with the Council by at least one-third of the member churches.

### **2. Bylaws**

The Council shall adopt Bylaws to this Constitution. Such Bylaws adopted or amended by the Council shall become effective one year after their adoption unless objection has been filed with the Council by at least one-third of the member churches.

The Assembly may adopt, amend or rescind Bylaws by a majority of the votes cast. Such decisions shall become effective after one year unless objection has been filed with the Council by at least one-third of the member churches.

## **BYLAWS OF THE LUTHERAN WORLD FEDERATION**

*(as adopted by the LWF Council, Chicago, USA, 1991, including amendments adopted by the LWF Ninth Assembly, Hong Kong, 1997, the incoming LWF Council, Winnipeg, Canada, 2003, by the LWF Council, Jerusalem-Bethlehem, 2005, by the LWF Council, Lund, Sweden, 2007, by the outgoing LWF Council, Stuttgart, 2010, by the LWF Eleventh Assembly, Stuttgart, 2010, by the incoming LWF Council, Stuttgart, 2010 and LWF Council 2012, Bogotá, Colombia)*

# 1. Legal Status and Headquarters

## 1.1 Legal Status

The Lutheran World Federation (hereafter the “Federation” or the “LWF”) shall be a non-profit association incorporated and registered under Article 60 and following of the Swiss Civil Code.

## 1.2 Headquarters

The legal headquarters of the Federation shall be in the Canton of Geneva, Switzerland.

# 2. MEMBERSHIP

*(LWF Constitution, Articles V and X)*

## 2.1 Membership Application Procedure

A church applying for membership shall submit to the General Secretary:

- a. a completed application form;
- b. minutes of the church’s appropriate decision-making body evidencing that the church accepts the LWF Constitution and wishes to apply for membership;
- c. the constitution of the church;
- d. a brief statement of the history and background of the church;
- e. such other information as the General Secretary may require.

## 2.2 Criteria for Evaluating Membership Applications

2.2.1 The following conditions must be met for the approval of a membership application:

- a) the church must formally accept the doctrinal basis of the LWF;
- b) the church must be an autonomous body;
- c) the church which applies for membership must consist of more than one local congregation.

2.2.2 Additionally, the views of other member churches and, where applicable, National Committees in the particular country or area are to be heard.

## 2.3 Continuation, Suspension and Termination of Membership

### *2.3.1 Continuation of Membership*

If a merger takes place involving only member churches, the new church may declare that it wishes to belong to the Federation and on the basis of that declaration it will be considered a member church.

If a merger takes place involving one or more member churches and one or more non-member Lutheran churches, the new church may declare that it wishes to belong to the Federation and on the basis of that declaration it will be considered a member church.

If a merger takes place involving one or more Lutheran churches and one or more non-Lutheran churches, the united church, having first consulted with the respective world communions, may apply for membership in the Federation, also if it is a member or is qualified for membership in another world communion.

### *2.3.2 Suspension of Membership*

Upon the recommendation of the Council, a church's membership in the LWF may be suspended by a two-thirds vote of the Assembly. The suspended church shall be allowed to send representatives to the Assembly with a right to speak but not to vote or hold elective office.

### *2.3.3 Reinstatement of a Suspended Church*

The membership in the LWF of a suspended church shall be reinstated upon an agreement by a two-thirds vote of the Assembly or Council that the reasons for suspension no longer exist and that full membership should be reinstated.

### *2.3.4 Termination of Membership*

A church's membership in the LWF terminates:

- a) if the General Secretary receives written notice of the church's withdrawal from the Federation; or
- b) if, upon recommendation of the Council, the Assembly votes by a two-thirds majority to terminate the membership; or
- c) if the church ceases to exist as an autonomous body.

## 2.4 Associate Membership, Recognized Councils and Recognized Congregations

### *2.4.1 Application*

Churches, councils, and congregations which accept the doctrinal basis set forth in Article II of the LWF Constitution may apply for associate membership or recognition by the Federation. When applying, they shall submit to the General Secretary:

- a) a completed application form;
- b) minutes of the applicant's appropriate decision-making body evidencing that the applicant accepts the doctrinal basis set forth in Article II of the LWF Constitution and wishes to apply for associate membership or recognition;
- c) the constitution of the applicant;
- d) a brief statement of the history and background of the applicant;
- e) a statement of reasons why associate membership or recognition rather than full membership is being sought;
- f) such other information as the General Secretary may require.

### *2.4.2 Criteria for Evaluating Applications for Associate Membership*

2.4.2.1 The following conditions must be met for the approval of an application for associate membership:

- a) the church must formally accept the doctrinal basis as set forth in Article II of the LWF Constitution;
- b) the church must be an autonomous body;
- c) the church which applies for membership must consist of more than one local congregation.

2.4.2.2 Additionally, the views of other member churches and, where applicable, National Committees in the particular country or area are to be heard.

### *2.4.3 Definitions*

#### **2.4.3.1 Associate Membership (Recognized Church)**

An associate member church may participate in all activities of the Lutheran World Federation; its representatives to the Assembly shall have the right to speak but not to

vote or hold elective office. The Council shall allocate membership fees to be paid by associate member churches, using the same criteria as for full membership.

Associate membership status may be granted to a church or a church judicatory which:

- a) has a distinctively Lutheran character in its confession and practice, or includes member congregations or churches which have such a character; and
- b) as an autonomous identity.

### **2.4.3.2 Recognized Council**

A recognized council may participate in all activities of the LWF; its representatives to the Assembly shall have observer status.

A recognized council status may be granted to a council which:

- a) has a distinctively Lutheran character in its confession and practice, or includes member congregations or churches which have such a character; and
- b) has an autonomous identity.

### **2.4.3.3 Recognized Congregation**

A recognized congregation may participate in all activities of the LWF; its representatives to the Assembly shall have observer status.

A recognized congregation status may be granted to a congregation which:

- a) has a distinctively Lutheran character in its confession and practice;
- b) has an autonomous identity; and
- c) has no possibility of joining another Lutheran World Federation member church.

### *2.4.4 Granting and Termination*

Associate membership or recognition status may be granted by vote of the Assembly or the Council. Associate membership or recognition may be terminated by vote of the Assembly or the Council or by withdrawal.

### *2.4.5 Periodic Review*

The General Secretary shall periodically review, with associate member churches, recognized councils and recognized congregations, their relationship to the LWF. One year before the Assembly, the General Secretary shall report to the Council concerning the reviews.



## 2.5 Official Lists

The General Secretary shall maintain and periodically publish an official list of member churches, associate member churches, recognized churches, councils and congregations, and national committees.

# 3. The Assembly

*(LWF Constitution, Article VII)*

## 3.1 Meetings

- 3.1.1 The Assembly of the Federation shall normally be held every six years at the call of the President. The time, place and program of each Assembly shall be determined by the Council.
- 3.1.2 An extraordinary Assembly with specific and limited agenda may be called by the Council.

## 3.2 Delegates

- 3.2.1 The Assembly shall consist of representatives of the member churches of the Federation. The total number of representatives shall be determined and apportioned to the member churches by the Council.
- 3.2.2 The member churches shall choose their own representatives to the Assembly. Due regard shall be given by the Council and the member churches to a balanced participation of ordained and lay persons, men, women and youth in accordance with the relevant Standing Resolutions.

## 3.3 Rules of Procedure

The Assembly shall at its first session adopt by majority vote rules of procedure.

## 4. The Council

(LWF Constitution, Article VIII)

### 4.1 Membership

- 4.1.1 The members of the Council shall be elected by the Assembly in accordance with the LWF Constitution. Each member must have the endorsement of his/her member church.
- 4.1.2 The Council shall review the distribution of its membership according to geographical areas and propose to each Assembly a formula for the distribution of the members of the Council to be elected.
- 4.1.3 Members of the Council may be reelected only once.
- 4.1.4 The Vice-Presidents shall be elected so that one shall come from each of seven geographical areas specified in paragraph 10.1. As provided by the Constitution, the Chairperson of the Finance Committee shall be elected by the Council either from among its members or from outside. He/She is a member of the Council.
- 4.1.5 Should a member of the Council not complete his/her term of office, the Council, after consultation with the member church, shall elect a replacement for the remaining term of service.
- 4.1.6 If the Council is informed in writing by the member church of one of its members that that person no longer enjoys the endorsement of the member church, the Council may declare that person's seat vacant. In that case the Council, after consultation with the member church, shall elect a replacement for the remaining term of office.

### 4.2 Rules of Procedure

The Council shall adopt by majority vote rules of procedure at the beginning of each of its meetings.

## 4.3 Meetings

### 4.3.1 Regular Meetings

Between Assemblies the Council shall normally meet once in every twelve to eighteen-month period.

### 4.3.2 Extraordinary Meetings

Extraordinary meetings of the Council may be called by the President with the concurrence of the Meeting of Officers. Extraordinary meetings shall also be called by the President if one-third of the members of the Council make written request.

At least one month's notification must be given of such a meeting and only business mentioned in that notification can be transacted at the meeting.

The presence of half of the members of the Council shall constitute a *quorum* for an extraordinary meeting of the Council.

Once called, an extraordinary meeting may not be canceled or postponed unless two-thirds of the members, including the President and a majority of the Meeting of Officers, concur.

## 5. Council Committees

(LWF Constitution, Article VIII)

### 5.1 Council Committees

As provided in the LWF Constitution, the Council may appoint Committees or ad hoc sub-committees as required (Program, Standing Committees and Commissions).

### 5.2 Advisers

5.2.1 The Council may appoint up to 21 advisers to provide professional competence and expertise to the Council Committees. Each adviser must have the endorsement of his/her church. These advisers, who shall serve for the term of the Council, shall be full members with vote of the committees; they shall have voice but no vote in sessions of the Council.

5.2.2 Should an adviser not complete his/her term of office, the Council may elect a replacement for the remaining term of service.

5.2.3 If the Council is informed in writing by the member church of one of its advisers that that person no longer enjoys the endorsement of the member church, the Council may declare that person's seat vacant. In that case the Council may elect a replacement for the remaining term of office.

### **5.3 Terms of Reference**

The Council shall adopt terms of reference in order to guide the work of Council Committees and such other bodies as shall be appropriate.

### **5.4 Meetings**

Council Committees shall normally meet at the time of the Council meeting. The Committees shall report to the Council which acts on all necessary recommendations.

### **5.5 Election of Chairpersons**

The Council shall elect from among its members chairpersons and if required vice-chairpersons for each Committee.

## **6. President**

Upon the death or permanent incapacity of the President, the General Secretary shall convene a Meeting of Officers who shall agree among themselves as to who shall serve as Acting President until a new President shall be elected. Within a period of three months the Acting President in consultation with the General Secretary and the Meeting of Officers shall convene a meeting of the Council to elect a President who shall serve until the next Assembly.

## **7. Chairperson of the Finance Committee**

*(LWF Constitution, Article XII)*

The Chairperson of the Finance Committee **is** a member of the Council and elected by the Council. She or he shall chair the Finance Committee, interpret reports

to the Council on financial matters, maintain such policies and controls as pertain to financial operations, and assist the Council in setting policies for financial support from the member churches.

## 8. Meeting of Officers

(*LWF Constitution*, Article VIII)

The Meeting of Officers shall be composed of the following persons: the President, the Vice-Presidents, the Chairperson of the Finance Committee and the chairpersons of the specified Committees. In addition the Council shall elect two members for the purpose of ensuring gender and generational representation.

### 8.1. Meetings

The Meeting of Officers shall normally meet semiannually, with one meeting in conjunction with the Council meeting. Extraordinary meetings may be called by the President or by half of the members. Two-thirds of the members shall be necessary for a *quorum* for such meetings. At least one week's notification of an extraordinary meeting shall be given to all members of the Meeting of Officers.

### 8.2. Responsibilities

The Meeting of Officers is the appointing authority of staff with programmatic and supervisory responsibilities with the exception of Cabinet members, who are appointed by the Council. The Meeting of Officers serves as the LWF Personnel Committee and Board of Trustees. It shall perform such other duties as may be assigned by the Council.

### 8.3. Membership

At least 40% of the members of the Meeting of Officers shall be women and at least 40% shall be men. Geographical representation shall be considered in their selection.

## 9. General Secretary

(*LWF Constitution*, Article XIV)

- 9.1 The General Secretary is the Chief Executive officer (CEO) and, together with the President, a public representative and chief spokesperson for the LWF. The General Secretary shall report to the Assembly and the Council on activities of the Communion Office.
- 9.2 The General Secretary is responsible to prepare, in cooperation with the Meeting of Officers, the meetings of the Council and to execute the decisions of the Assembly and the Council.
- 9.3 The office and function of the General Secretary shall be described in the Terms of Reference.
- 9.4 In due time before the end of the General Secretary's term of office, the Council shall appoint a Search Committee for the position of General Secretary consisting of seven persons, four of whom shall be members of the Council. The Council shall appoint the chairperson and secretary for the committee from among the seven members. The Search Committee's Rules of Procedure shall be defined by the Council.

When the Search Committee is appointed, member churches shall be invited to submit nominations for the position of General Secretary; such nominations shall be submitted in writing and with *curricula vitae* to the Search Committee. The Search Committee shall have the mandate to consider other candidates than those nominated by the member churches. The Search Committee shall submit all nominations together with its recommendation to the Council. Nominees who decline consent shall not be submitted.

The Council shall, at its next ordinary meeting, elect a General Secretary who shall serve for a seven-year term. If the next ordinary meeting of the Council is the first meeting of the new Council immediately after an Assembly, the Council shall have the right to postpone the election to the next ordinary meeting of the Council.

The General Secretary shall be eligible for reelection once.

- 9.5 When the General Secretary is eligible for reelection, the Meeting of Officers and the General Secretary shall meet together one year before the end of the General Secretary's term. The Meeting of Officers shall then determine whether to recommend to the Council that the General Secretary be reelected for a second seven-year term. The Council shall vote on that recommendation at its next ordinary meeting.

9.6 Upon the death, incapacity or resignation of the General Secretary, the Deputy General Secretary shall become the Acting General Secretary until the appointment of a new General Secretary.

The Acting General Secretary, in consultation with the President, shall immediately invite member churches to submit nominations for the position of General Secretary.

At the same time, the Meeting of Officers shall appoint a Search Committee for the position of General Secretary consisting of seven persons, four of whom shall be members of the Council. The Meeting of Officers shall also appoint the chairperson and secretary for this committee from among its members. All nominations from member churches together with curricula vitae shall be considered by the Search Committee. The Search Committee shall submit all nominations together with its recommendations to the Council which at its next ordinary meeting, or at an extraordinary meeting if necessary, shall elect a General Secretary who shall serve for a seven-year term.

## 10. Regional Expressions

### 10.1 Geographical areas.

The geographical areas governed by art IX in the Constitution are defined as follows:

Asia, Africa, North-America, Latin America and the Caribbean, Nordic, Europe Central West and Europe Central East.

#### 10.1.1 Regional meetings

The member churches in the seven geographical areas may constitute regional meetings for consultative purposes. Such meetings may:

- propose items for Council agendas
- act as basis for regional church leadership consultations
- prepare the slates for Council election by the Assembly
- develop structures that promote communion in the respective regions through joint action in mission and diakonia
- facilitate ecumenical engagement and instrumentalities in the respective regions

The regional meetings shall report to the Council through their Vice Presidents.

## 11. National Committees

(LWF Constitution, Article X)

11.1 A National Committee consists of representatives of the LWF member church(es) in any one country, including members of the LWF Council from that country. It may also include as consultants representatives of other non-member Lutheran churches in that country.

### 11.1.1 Role of a National Committee:

- To facilitate greater unity of the Lutheran churches in its own country.
- To provide a channel of liaison and coordination between the LWF and its member churches, without violating the right of a member church to communicate directly with the LWF or *vice versa*.
- To study and act on regional and national matters as mandated by the member churches involved.
- To follow up Assembly and Council resolutions to be fulfilled at national and church levels.

## 12. Signature

The Meeting of Officers, as Board of Trustees, shall determine who shall sign on behalf of the LWF taking into account the different situations such as signing the minutes of the governing bodies, commercial contracts, etc.

The Council shall decide on who shall sign on behalf of the LWF in non-commercial contexts.

## 13. Governing Documents

In addition to its Constitution and these present Bylaws, the Lutheran World Federation shall be governed by a number of official documents.

13.1 Rules of Procedure for an Assembly as approved at the first session of each Assembly (cf. 3.3 above).



- 13.2 Rules of Procedure for the Council as approved at the beginning of each meeting of the Council (cf. 4.2 above).
- 13.3 Standing Resolutions as approved by LWF Assemblies or Council meetings.
- 13.4 Terms of Reference for the Meeting of Officers as approved by the Council.
- 13.5 Terms of Reference that apply to all Council Committees, as approved by the Council. The Council shall also approve Terms of Reference for such additional and ad hoc committees as it shall establish.
- 13.6 LWF Personnel Policies as approved by the Meeting of Officers as LWF Personnel Committee.
- 13.7 LWF Personnel Regulations as approved by the General Secretary.
- 13.8 Constitution of the LWF Staff Representative Council and its Bylaws as approved by the Meeting of Officers.
- 13.9 Charter of the Staff Welfare Plan (SWP) of the Lutheran World Federation with Standing Orders of the Board of the SWP, Regulations for the Election of Members of the Board of the Foundation, Provident Fund Regulations as well as Pension Fund Regulations as resolved by the Governing Board of that Staff Welfare Plan.

## 14. Dissolution

In case of the dissolution of the association, the remaining available assets will be entirely attributed to an institution pursuing an objective of public interest similar to the one of the association and benefiting from a tax exemption. In no case may these assets be returned to the founding persons or to the members, nor used to their advantage, entirely or in part, in any manner whatsoever.

# PROPOSED RULES OF PROCEDURE

## 1. Nature, Powers and Functions of the Assembly

- 1.1 The Constitution defines the nature, powers and functions of the Assembly as follows (Article VII):
  - 1.1.1 The Assembly shall consist of representatives of the member churches of the Federation. As the principal authority of the Lutheran World Federation, the Assembly shall:
    - be responsible for the Constitution;
    - give general direction to the work of the Federation;
    - elect the President and the members of the Council;
    - act on the reports of the President, the General Secretary and the Chairperson of the Finance Committee.
  - 1.1.2 The Assembly shall normally be held every six years with the time, place and program to be determined by the Council.

Extraordinary Assemblies may be called by the Council and shall be called at the request of one-fifth of the member churches.
  - 1.1.3 The number of representatives to the Assembly and their distribution among the member churches shall be determined by the Council.

Each member church shall have the right to have at least one representative in the Assembly.

Due regard shall be given to the numerical size of member churches and their distributions by continents and countries.
  - 1.1.4 The Council may invite representatives of the Lutheran congregations in union church bodies or of Lutheran associations and organizations to the Assembly in a consultative capacity if these are not represented by member churches.

The number of these representatives shall be determined by the Council.
- 1.2 The Constitution assigns to the Assembly responsibility for amending the Constitution (Article XVI), and the right to receive churches into LWF membership (the Council also has this right), to terminate or suspend such

membership, and to reinstate a suspended church (the Council also has this right) (Article V and Bylaws Section 2).

1.3 Additional purposes of the Assembly (as defined by the Council in 2014):

**1.3.1 The main dimensions to structure the life of the Assembly shall be:**

**Celebration (worship, Eucharist, prayers); Enrichment, reflection and discernment (Bible studies, small group discussions, plenary discussion, keynote addresses, exposure visits); Joint decision-making (business sessions for actions on reports, elections, Assembly message, other Constitutional matters);**

**1.3.2 The additional purposes of the Twelfth Assembly shall be to:**

**Commemorate the 500th anniversary of the Reformation, with special reference to its ecumenical and global contexts.**

**Help empower the Lutheran Communion and its churches as they begin their witness and service for the next 500 years, discerning and sharing how the Lutheran Reformation continues to be alive and active in the church in the world.**

**Learn about and reflect upon the local context of Namibia and the regional context of Southern Africa, with special reference to the reconciliation and healing and to the impact of the involvement of the Lutheran World Federation.**

1.3.3 The Assembly shall stimulate continuing consideration by member churches of the issues highlighted by it through its message, resolutions and public statements.

The Assembly's message shall be transmitted to the member churches with a cover letter from the outgoing and incoming LWF presidents.

The Assembly shall transmit to the Council its resolutions concerning the policy and program of the LWF. The Council shall be responsible for the implementation of these resolutions.

The Assembly may receive reports and statements and pass them to the member churches for study. It may or may not express its own opinion on the issues involved.

The Assembly may make public statements in its own name on public issues of concern to member churches. Such statements shall not be binding on the churches unless they themselves so decide (see Articles II and III of the Constitution).

## 2. Composition Of The Assembly

- 2.1 Categories of participants at the Twelfth Assembly shall be as follows:
- 2.1.1 *Delegates* are nominees from member churches as provided for in the Constitution. Delegates have voice and vote at the Assembly.
  - 2.1.2 *Representatives* are from associate member churches as provided for in the Constitution. Representatives have voice but not vote at the Assembly and cannot hold elective office in the LWF.
  - 2.1.3 *Observers* are representatives of LWF recognized congregations and councils as provided for in the Constitution. They have neither voice nor vote.
  - 2.1.4 *Official Presenters* are persons invited by the LWF to perform certain tasks (e.g. presenter, workshop, report) at the Assembly. They have neither voice nor vote, except when invited to address the Assembly.
  - 2.1.5 *Ex-Officio Participants* are members of the Council (voting and Advisers) and Council nominees who are not otherwise delegates from their churches. Members of the Council have voice but not vote. Council nominees have neither voice nor vote.
  - 2.1.6 *Advisers* are representatives of LWF national committees and of LWF-related organizations, invited experts and consultants. They have voice but not vote.
  - 2.1.7 *Ecumenical Guests* are representatives of international ecumenical bodies such as bilateral dialogue partners of the LWF and the World Council of Churches, as well as other ecumenical guests whose presence is important at a specific Assembly. Ecumenical guests attend an LWF Assembly upon the invitation of the LWF. In some cases, ecumenical guests are invited to present an official greeting to the LWF Assembly. They have neither voice nor vote, except when requested to address the Assembly.
  - 2.1.8 *Official Guests* are persons invited by the LWF to participate in the Assembly part of the time or full-time. These include former LWF presidents and general secretaries, representatives from other faith communities, host church(es) guests, officials of the government in the host country or international organizations (e.g. U.N). Normally they have neither voice nor vote, except as invited to speak. However, former LWF presidents and general secretaries have voice.
  - 2.1.9 *Visitors* are persons attending the Assembly part or full time. Normally these persons are members of a member church, from which an endorsement is requested. They have neither voice nor vote.

- 2.1.10 *LWF Staff* are either headquarters or field staff who are needed for specific tasks. They have neither voice nor vote, except when invited to speak.
- 2.1.11 *Co-opted Staff* are persons other than paid staff who are invited to render certain specific staff tasks at the Assembly. They have neither voice nor vote, except when invited to speak.
- 2.1.12 *Local Staff* are persons invited from the host church(es) and local community to provide staff work at the Assembly. They have neither voice nor vote, except when invited to speak.
- 2.1.13 *Interpreters/Translators* are persons who provide interpretation and translation at the Assembly. They have neither voice nor vote.
- 2.1.14 *Stewards* are persons invited by the LWF from member churches, which endorsed them to serve at the Assembly. They have neither voice nor vote.

In addition to the above-mentioned participants, the following groups of people shall be allowed to attend plenary sessions of the Assembly as shall be determined by the President of the Federation:

- 2.1.15 *Accredited Journalists and Broadcasters* are media persons invited from the member churches and secular press to cover the Assembly. They are accredited through the Office for Communication Services. They have neither voice nor vote.
- 2.1.16 *Accompanying Persons* are spouses, children etc., who accompany persons accredited in other categories. They have neither voice nor vote.
- 2.1.17 *Volunteers* are persons either recruited by the host church(es) to offer volunteer work during the LWF Twelfth Assembly, or persons whose offer of their time and service has been welcomed by the LWF. They have neither voice nor vote.

## 3. Organization of the Assembly

### 3.1 Structure of the Assembly

The work of the Assembly shall be carried out through:

- 3.1.1 *Common Worship and Bible Study*: Bible study shall be an integral part of the morning worship. Worship and Bible study shall be open to all participants.

- 3.1.2 *Plenary Sessions*: Plenary sessions shall be held for receiving reports, for general deliberations and for final decisions of the Assembly.
- 3.1.3 *Village Groups*: Participants shall be assigned to one of 20 village groups. The purpose of Village Groups is to enable a meaningful and trans-contextual engagement with Assembly themes; provide space for mutual exchange and learning and provide input for the final message of the Assembly. Through the report of the village group to the Editorial Committee, participants may make suggestions of issues, commitments or concerns to be included in the message, recommendations, resolutions or public statements as appropriate. Each village group shall have a chairperson, a vice-chairperson and a recorder elected by the Meeting of Officers. The Meeting of Officers shall approve the composition of the village groups.
- 3.1.4 *Committees*: Some participants shall be assigned to committees to deal with the functioning of the Assembly and to prepare recommendations for decision (see 3.2).
- 3.1.5 *Regional Meetings*: There will be at least two occasions for delegates and other participants who have voice to meet together in regional gatherings, to share information, discuss issues, and consult with one another.
- 3.1.6 *The Omatala*: This is an Oshiwambo word for “marketplace”. The Omatala is a time and place during the Assembly for encounter, creativity, transformative action, visioning, and storytelling. It is a space where all can participate in diverse and creative ways.
- 3.1.7 *Individual or Group Initiatives*: Delegates may take up particular points arising out of the program and refer them to the Business Committee for determination of appropriate inclusion on the agenda or referral to the appropriate committee. Such initiatives shall be submitted in writing to the Business Committee at least 18 hours before action is to be taken.

## 3.2 Assembly Committees

Nominations for membership of the committees listed below (including nomination for chairperson and, where needed, recorder) shall be presented by the Business Committee to the first plenary session for election by the Assembly. Delegates and ex-officio participants shall be eligible for membership of Assembly committees. Appropriate LWF staff shall be assigned to assist these committees. Other Assembly participants may be requested by the Business Committee to serve as resource persons for committees, without vote. Chairpersons shall vote only in the case of a tie.

### *3.2.1 Business Committee*

The Business Committee shall consist of the members of the outgoing Meeting of Officers.

As the steering committee of the Assembly, the Business Committee shall have general responsibility for the timetable and functioning of the Assembly.

The Business Committee shall make proposals for amendments of the agenda to the Assembly as circumstances may warrant (see 3.3.2).

### *3.2.2 Policy and Reference Committee*

The Policy and Reference Committee shall consist of a chairperson and eight other members. The chairperson of the Editorial Committee shall be an ex-officio member of the Committee during presentation, discussion and action on matters for which the Editorial Committee is responsible.

Based on the President's address, the report of the General Secretary, the main keynote presentations, and the input from the Village Groups and the plenary, the Committee shall develop resolutions relating to LWF policy and programmatic directions, for the Assembly to transmit to the Council as input for the next LWF Strategy.

The Committee shall review the Assembly message, and all resolutions and public statements to be considered by the plenary, including those from the Business Committee, Editorial Committee, village groups, initiative groups and individual delegates. It shall facilitate the work of the Assembly by examining each recommendation and report so as to ascertain:

- that each resolution and/or public statement is clearly stated and appropriately presented;
- that there is no unnecessary duplication of points dealing with the same issue or concern;
- that the most crucial insights, reference points and concerns are articulated and highlighted;
- whether or not resolutions are in compliance with the Constitution and the existing policy of the Federation.

Where substantial editorial changes appear to be necessary, the Committee shall refer them to the Editorial Committee. The Committee shall have the right to make comments to the plenary concerning matters within the scope of its mandate and, when necessary, to propose a procedure to deal with conflicting recommendations.

In addition, the Committee shall work on general courtesy resolutions, resolutions of thanks and other resolutions of a general nature as assigned by the Business Committee.

The Committee may divide into sub-committees in order to work on several matters at the same time.

### *3.2.3 Editorial Committee*

The Editorial Committee shall consist of a chairperson and seven members.

The Committee shall be responsible for drafting the Assembly message. In doing so, the Committee shall assimilate input from the Village Groups and process what the Committee has heard from the plenary sessions, discussions taking place in the framework of the Omatala, and the sharings from the regional, youth, and women's pre-Assemblies. The Committee may in addition be assigned by the Policy and Reference Committee to do other drafting work.

All drafts shall be presented first to the Policy and Reference Committee for review before being considered by the Assembly in plenary.

### *3.2.4 Credentials and Elections Committee*

The Credentials and Elections Committee shall consist of a chairperson and eight members.

It shall examine the credentials and supervise the registration of all participants, and shall report to the plenary on the constituency of the Assembly.

It shall also supervise elections conducted during the Assembly and, when asked by the chair, shall count the votes taken on motions in the Assembly.

### *3.2.5 Minutes Committee*

The Minutes Committee shall consist of a chairperson and four members.

It shall supervise the recording of the minutes of the decisions taken during plenary sessions and certify them for approval at a subsequent plenary session.

The minutes of the Assembly plenaries shall be certified for approval at the first regular Meeting of Officers following the Assembly.

### *3.2.6 Nominations Committee*

The Nominations Committee shall consist of a chairperson and seven members.

The Committee shall present to the plenary nominations for the office of the President of the LWF and for the Council, in accordance with the provisions of the



Constitution. It shall further inform the Assembly that nominations for the office of the President may be made from the floor, in writing, and signed by at least ten delegates.

The Nominations Committee shall present its first report on nominations at least 24 hours before its final report is presented to the plenary.

After the first report, nominations from the floor may be received until the chairperson declares, in plenary or in writing, the nominations to be closed, which shall normally be at the end of the session following the one in which the first report was given. The list of nominations shall be closed at 10:00 am on the third day of the Assembly.

When the nominations are closed, the Nominations Committee, after consulting with the delegates of the churches concerned regarding nominations made from the floor in order to ensure adequate church endorsement, shall incorporate such nominations in its list, making known its findings regarding the consultations with representatives of the churches concerned.

### **3.3 Rules of Procedure, Agenda and Timetable**

- 3.3.1 The rules of procedure, agenda and timetable shall be proposed by the outgoing Council for discussion, possible amendment and adoption by the Assembly.
- 3.3.2 Subsequent amendments to the agenda may be made by the Business Committee with the consent of the Assembly. Proposals from delegates for amendments or additions to the agenda shall be directed to the Business Committee, which shall inform the Assembly of such proposals and of its recommendations.
- 3.3.3 The timetable and order of business as presented by the Business Committee may be altered by common consent.

## **4. Assembly Procedures**

### **4.1 Plenary Sessions**

#### *4.1.1 The Chairperson*

The chairperson of a plenary session shall be the President of the LWF, a Vice-President or another member of the Business Committee designated by the President.

The chairperson shall:

- convene the meeting;
- announce the order of business;
- guide the proceedings;
- declare the opening and closing of debate on a matter;
- make suggestions as to actions which the plenary may wish to take;
- receive suggestions from the floor as to action or procedure;
- ensure observance of the applicable rules of procedure;
- call recesses and declare adjournments.

### *4.1.2 Translation and Interpretation*

Translation and interpretation facilities shall be provided in English, German, French and Spanish. A person may speak in some other language on the condition that arrangements are made for interpretation. Because of limitation of resources during the Assembly, it will not be possible to provide for translation of all documents into all four official languages. At a minimum, all documents shall be available in English.

### *4.1.3 Admission to Sessions*

All Assembly participants shall be admitted to Bible study and worship, to open plenary sessions and to the Omatala. Visitors shall be admitted as space permits. Participation in committees and village groups shall be limited to assigned members. Other participants may be admitted to village groups without the right to speak or to vote, if space permits. Village group meetings shall be open to the press unless the chairperson decides otherwise.

Closed sessions may be convened by the chairperson of the plenary at his/her discretion, or be called by majority vote of the Assembly upon a motion from the floor. The chairperson shall announce who besides the delegates and Business Committee members may attend the closed session.

### *4.1.4 Right to Speak and to Vote*

Delegates shall have voice and vote in plenary sessions. Business Committee members who are not also delegates, representatives from churches which hold associate membership, exofficio participants, former LWF presidents and general secretaries, and advisers shall have the right to speak but not to vote. Ecumenical guests and special guests, official presenters, observers and staff may be given the right to speak at the discretion of the chairperson.

### 4.1.5 Election of the President and Members of the Council

- 4.1.5.1 *Timing:* Elections shall take place in the plenary session following that in which the final report of the Nominations Committee was presented. The time for elections shall be announced to the plenary in writing at least one day in advance. Elections shall take place before the end of the fourth day of the Assembly.
- 4.1.5.2 *Quorum:* A minimum of three-quarters of the registered delegates shall be present for voting to proceed.
- 4.1.5.3 *If only one candidate is nominated:* An affirmative majority shall be required for election. (An “affirmative majority” means more than half of the votes, with blanks and spoiled ballots counting as “no” votes.) If an affirmative majority is not achieved, the Nominations Committee shall be asked again to nominate one or more candidates.
- 4.1.5.4 *If two candidates are nominated:* An affirmative majority shall be required for election on the first ballot. If neither candidate achieves an affirmative majority, a second ballot shall be held. In the second ballot, the candidate with the greater number of votes shall be elected. In case of a tie, the chairperson shall draw lots to determine the winner.
- 4.1.5.5 *If more than two candidates are nominated:* An affirmative majority shall be required for election on the first ballot. If no candidate achieves an affirmative majority, a second ballot shall be held between the two candidates with the largest number of votes. In the second ballot, the candidate with the greater number of votes shall be elected. In case of a tie, the chairperson shall draw lots to determine the winner.
- 4.1.5.6 In general, the above rules shall apply to the election of Members of the Council. It is recalled that LWF Bylaw 10.1.1 provides that Regional Meetings “prepare the slates for Council election by the Assembly.” Normally these slates include only one candidate per seat. In the event that more than one candidate per seat is nominated in a given region, the Nominations Committee shall consult with the Vice-President from that region about where on the ballot such candidate(s) shall be placed; in other words, which seat(s) shall have more than one candidate. Such consultations shall take into consideration the LWF guidelines regarding participation of women, men, and youth on the Council. The Nominations Committee’s recommendation shall be submitted to the Assembly for approval.

### 4.1.6 Rules of Debate

All remarks shall be addressed to the chairperson.

4.1.6.1 *Recognition to Speak*: A person desiring to speak (for or against an item under discussion such as a motion or resolution; to a portion or portions of a document or report; to introduce an amendment to a motion, a substitute motion, or an additional recommendation or resolution) shall indicate this by handing to the chair the appropriate form indicating the exact purpose for which he/she wishes to speak. The person shall wait until recognized by the chairperson and then shall stand and first state his/her name, the name of his/her church, and the language he/she will speak.

In general, speakers shall be recognized in the order in which requests are received. However, with the consent of the plenary, the chairperson may modify the order to provide for the expression of various points of view within the time allotted.

No person shall speak more than once to the same item of discussion until all who wish to speak have been heard.

A delegate may at any time ask the chairperson for a ruling on a question of procedure by calling for a point of order. Such a request shall have precedence over other calls for the floor.

4.1.6.2 *Time Limit on Speeches and Questions*: Speeches and questions shall be limited to three minutes, unless otherwise agreed upon by the Assembly. When the speaker's time is up, a bell shall be rung, and he/she shall be seated, unless the chairperson authorizes an extension of time.

4.1.6.3 *Motions*: Motions on agenda items may be proposed by delegates and/or assembly committees. Motions by delegates shall be proposed and seconded. All motions shall be handed to the chairperson in writing and read by the chairperson before a vote is taken.

The person presenting a report, document, recommendation or resolution to be debated and acted upon by the Assembly shall specify in a provisional motion, the Assembly action which is proposed (see 4.1.6.4). This motion proposing action shall not be debated until there has been full discussion, within the time limit prescribed in the schedule, of the content of the report, document or resolution.

4.1.6.4 *Possible Assembly Actions*: Motions may be made to take the following actions on reports, statements, messages, recommendations and resolutions:

- to receive a report: the Assembly recognizes that it has knowledge of the matter but does not state whether it agrees or disagrees with the opinions expressed therein;
- to adopt a letter, message or public statement: the Assembly declares itself in agreement with the opinions expressed therein (see 4.1.6.7);
- to adopt a motion, recommendation or resolution: the Assembly declares its approval of the proposal and orders that the necessary actions be taken to carry it out;
- to refer a matter back to the committee or working group presenting it: the Assembly indicates that what is presented is not acceptable and that it wishes the committee to refine or change the substance in light of the discussion which has taken place; the Assembly may indicate specifically what changes it desires;
- to transmit for a purpose to a body or group: the Assembly declares that it wants that which is transmitted brought to the attention of a particular body or group for its information, study, opinion, action, etc.

4.1.6.5 *Substitute Motions and Amendments from the Floor*: At the time a motion proposing action is open for discussion, substitute motions or formal amendments from the floor shall be admissible.

Substitute motions shall be considered simultaneously with the original motion. If there are several substitute motions with reference to one item on the floor, the chairperson shall decide which motion proposes the most substantial change and that motion shall be discussed and voted upon first. In the course of the debate, editorial amendments may be made by common consent. Substantial amendments to any motion shall be voted on before the original motion is voted on. Only one amendment shall be considered at a time.

In case of uncertainty concerning the proposed action, it is the duty of the chairperson to give a clarifying ruling.

4.1.6.6 *Closing Debate*: When the time allotted in the schedule of debate on a report, document, recommendation or resolution has expired, the chairperson shall put the question, "Shall we conclude this debate and proceed to the consideration of what action shall be taken on this (report) (document) (recommendation) (resolution)?"

A motion to close debate may be made from the floor. Such motion takes precedence over further proceedings. After the motion to close the debate

has been seconded, the secretary shall read the names of those who had asked to speak but have not been heard. The chairperson shall then put the question. A two-thirds majority of those voting is required to close the debate in this manner.

4.1.6.7 *Voting on Motions:* A minimum of half of the registered delegates shall be required for voting to proceed. An affirmative majority of those voting shall be required to pass a motion. The number of those abstaining from voting shall have no effect on the result of the vote. In case of a tie, the motion is lost. If the chairperson is a delegate, he/she shall be entitled to one vote.

In wishing to adopt a public statement, thereby making the statement its own, the presence of a two-thirds majority of those entitled to vote is required.

The chair shall announce that this shall be the case before the vote is taken.

When the statement pertains in a special way to a church or a country of a church its delegates shall be consulted during preparation.

A motion that has been passed or defeated may be reconsidered at the request of a delegate who has voted with the majority, provided that a two-thirds majority of those present and entitled to vote favor such reconsideration.

When there are several motions pending on an item where the Business Committee has made a recommendation, voting shall first take place on that recommendation.

4.1.6.8 *Editorial Changes:* Final disposition of a report or document by the Assembly shall not preclude necessary editing which shall take into account any approved editorial suggestions made in the course of debate.

4.1.6.9 *Rulings by the Chair:* The chairperson shall rule on matters not covered by these Rules of Procedure. A delegate may challenge the ruling of the chairperson, in which case the ruling shall be subject to confirmation by majority vote. If the ruling is defeated, the chairperson shall confer with the Business Committee and then present their common proposal for vote.

## 4.2 Non-Plenary Sessions

The rules of debate for Assembly plenary sessions shall be followed in all other sessions which deal with recommendations or resolutions, unless those present agree on simplified procedures. Only limited translation and interpretation shall be provided in non-plenary sessions.

## 5. Assembly Outcomes

### 5.1 Assembly Message

This shall be descriptive and representative of the experience of the Assembly, lifting up the diverse viewpoints of participants. It is intended to provide a collective memory of a particular historical moment in the life of the Lutheran communion. It shall also provide an opportunity for the Assembly to invite member churches to commit themselves to action, study, consideration, etc., on matters of importance to the Assembly. This invitation shall also be offered to ecumenical partners and other stakeholders.

5.2.1 The message shall be characterized as follows:

- faithful portrayal of the momentum of the Lutheran communion;
- offering a prophetic voice for the current context as appropriate;
- strengthening the relationship among member churches;
- appreciating the location of the Lutheran communion within the wider ecumenical movement as contextually appropriate;
- written for member churches and other stakeholders within the communion and the ecumenical movement;
- brief and concise (i.e. no more than five pages), so that the message is easily shared and widely considered by member churches and those interested in the life and work of the LWF.

5.2.2 The message shall be drafted as follows:

- Village groups shall submit a report detailing priority issues into three points in order of priority. This shall be a short document of no more than four pages.
- The Editorial Committee shall receive the reports from all village groups and shall write a first draft of the message, taking into account priority areas of concern.
- The Editorial Committee shall submit the first draft of the message to the Policy and Reference Committee which shall review the draft and forward a final draft to the plenary for consideration.

### **5.3 Resolutions**

Resolutions shall provide general direction for the life and work of the LWF within the context of the strategic plan and available resources. There are two forms of resolutions:

- Policy resolutions define the guidelines for how the LWF carries out its work;
- Programmatic resolutions define explicit direction for the work of the LWF through concrete and specific action.

Resolutions shall describe goals or commitments which are attainable within a particular time frame (e.g. by the following Assembly) and feasible with the resources available to the LWF. Resolutions may be proposed through the reports of village groups, or by individuals, member churches, regions or Assembly committees.

### **5.4 Public Statements**

A public statement shall be a focused document intended for widespread public release. It shall describe a particular issue or concern and the position of the Assembly on that issue. Public statements may be proposed through the reports of village groups, or by individuals, member churches, regions or Assembly committees. They serve as the official statements from the Assembly.

## **COMMITTEES PREPARING THE ASSEMBLY**

There have been intensive preparations for a couple of years for the Assembly. Two committees have led that work, the Assembly Planning Committee, which designed the concept and flow of the Assembly, and the International Worship Planning Committee, which planned the liturgy, Bible studies and Reformation Sunday service.

### **Assembly Planning Committee**

- Africa: Bishop Dr Zephania Kameeta, Evangelical Lutheran Church in the Republic of Namibia, and Ms Mami Brunah Aro Sandaniaina, Malagasy Lutheran Church
- Asia: Bishop Dr Nicolas Tai, The Evangelical Lutheran Church of Hong Kong
- Latin America & the Caribbean: Rev. Dr Gloria Rojas Vargas, Evangelical Lutheran Church in Chile
- North America: Ms Mikka McCracken, Evangelical Lutheran Church in America



- Central Eastern Europe: Bishop Dr Tamás Fabiny, Evangelical Lutheran Church in Hungary and Ms Kinga Pap, Evangelical Lutheran Church in Hungary
- Nordic Countries: Rev. Dr Kjell Nordstokke, Church of Norway, chair
- Central Western Europe: Superintendent Oliver Dantine, Evangelical Church of the Augsburg Confession in Austria

Two consultants worked with the committee:

- Rev. Dr Chandran Paul Martin, Tamil Evangelical Lutheran Church (Assembly Planning Coordinator Communion Office, Eleventh LWF Assembly)
- Rev. Klaus Rieth, Evangelical Lutheran Church of Württemberg, (Assembly Planning Coordinator for the host church, Eleventh LWF Assembly)

### **International Worship Planning Committee**

- Rev. Dr Stephen Larson, Evangelical Lutheran Church in Canada, chair
- Rev. Sonia Skupch, Evangelical Church of the River Plate (Argentina)
- Rev. Seth Mesiaki Ole Sululu, Evangelical Lutheran Church in Tanzania
- Ms Lilla Molnár, The Evangelical Lutheran Church in Hungary
- Professor Dr Jochen Arnold, Evangelical Lutheran Church of Hanover, (Germany)
- Ms Karin Runow, Church of Sweden
- Ms Michele le Wong, Basel Christian Church of Malaysia
- Rev. Dr Rudolf Schmid, Evangelical Lutheran Church in Namibia – German Evangelical Lutheran Church

Two consultants worked with the committee:

- Rev. Terry MacArthur – Evangelical Lutheran Church of Geneva
- Dr Sakari Löytty – Evangelical Lutheran Church in Finland and Evangelical Lutheran Church in Namibia

### **Local Assembly Planning Committee**

The UCC-NELC elected a Local Assembly Planning Committee (LAPC) to assist in the planning of and preparations for the Assembly on site in Namibia.

- Rev. Dr Emma Nangolo, chair – Evangelical Lutheran Church in Namibia
- Dr. Nashilongo Shivute, vice-chair – Evangelical Lutheran Church in the Republic of Namibia
- Ms Erika Von Wietersheim, secretary – Evangelical Lutheran Church in Namibia – German Evangelical Lutheran Church

## HANDBOOK

- Ms Linnea Shaetonhodi, treasurer – Evangelical Lutheran Church in Namibia
- Rev. Dr Rudolf Schmid – Evangelical Lutheran Church in Namibia – German Evangelical Lutheran Church
- Mr Hans Hartmut Diehl – Evangelical Lutheran Church in Namibia – German Evangelical Lutheran Church
- Prof. Rehabeam K. Auala- Evangelical Lutheran Church in Namibia
- Hon. Dr Peya Mushelenga – Evangelical Lutheran Church in Namibia
- Mr Urbanus Dax – Evangelical Lutheran Church in the Republic of Namibia
- Dr Kavena Shalyefu – Evangelical Lutheran Church in Namibia
- Mrs Maria Dax – Evangelical Lutheran Church in the Republic of Namibia
- Mr Raunds Kamapoha – Evangelical Lutheran Church in the Republic of Namibia
- Mrs Antonia Goliath – Evangelical Lutheran Church in the Republic of Namibia
- Mr Geoffrey Bailey – Evangelical Lutheran Church in the Republic of Namibia
- Mr Matheus Kalla – Evangelical Lutheran Church in Namibia

# Safari Hotel Map



Liberated by God's grace, a  
communion in Christ living and  
working together for a just, peaceful,  
and reconciled world.



THE  
LUTHERAN  
WORLD  
FEDERATION