



Congregational Lay Voting Members

All congregations certify their lay voting members using a [voting member credential form](#) and are encouraged to turn in this form by May 14, 2025.

The cut-off time for lay voting member credential form is 10 days (June 3, 2025) before the first day of the assembly. If the credential form is not received in the Synod Office by June 3, the layperson will not be able to vote (per the Virginia Synod Constitution S7.21.03.)

Voting members at the Synod Assembly serve on behalf of all the people of this synod. Voting members are called to make decisions for the well-being of our synod and the whole church.

Constitutionally, Voting Members are:

- All Rostered Ministers (Ministers of Word & Sacrament [Pastors] and Ministers of Word & Service [Deacons]) under call on the roster of this synod
- Subject to S7.22.01. and S7.22.02 of the Virginia Synod Constitution, all Rostered Ministers retired, on leave from call, and on disability leave on the roster of this synod.
- Congregational Lay Voting Members (elected by their congregation)
- At-large Lay Voting Members (appointed by Synod Council subject to S7.21.04.)
- Synod Authorized Ministers (who have been authorized to serve by the bishop and subject to S7.26.B24.)
- Synod Council Members
- Lay Officers of the Synod

Please note that every congregation is entitled to at least two (2) lay voting members, typically one of whom is to be a woman and one to be a man.

EARLY election and [certification of voting members](#) are highly desirable so that assembly committees can be formed in a timely manner with proper representation from the conferences.

Additional Lay Voting Members: Larger congregations are entitled to additional lay voting members on the following basis of baptized members (as of December 31, 2024). For each additional 200 baptized members or portion thereof over 400, the congregation should elect an additional lay voting member.

0-400 = 2 voting members

401-600 = 3 voting members

601-800 = 4 voting members

801-1000 = 5 voting members

1001-1200 = 6 voting members

Expectations of a person elected as a voting member of the Synod Assembly:

1. Serve a one-year term commencing with the convening of the assembly to which elected.
2. Attend all the Synod Assembly sessions.
3. Attend special assemblies as called during the term.
4. Study the agenda and advance materials received before the Synod Assembly.

5. Be an advocate of the mission and ministry of the synod in the home congregation and throughout the synod as appropriate.
6. Be familiar with the synod constitution insofar as it affects the activities of the Synod Assembly.
7. Participate in assembly committees as appointed.
8. Be an active member of your home congregation.
9. Make a report on the assembly to your home congregation.
10. Serve with no compensation.
11. Cost of registration to be reimbursed by the home congregation.
12. Be responsible for personal expenses not directly related to responsibility as a member of the assembly.