

To: LWF Member Churches

1 March 2022



**REF LTR 01: NOMINATION OF DELEGATES TO THE LWF ASSEMBLY**

Dear respected Church leaders,

Greetings in these difficult times, as we pray for just peace in Ukraine.

While being concerned about what is happening in Ukraine and in so many other places in the world where people are suffering due to war and oppression, I would like to begin our correspondence for the LWF Assembly. The 148 member churches will gather for the Thirteenth Assembly in Krakow, Poland on September 13-19, 2023. We will gather under the theme, One Body, One Spirit, One Hope. With this first letter, I invite your church to nominate delegate(s) to the Assembly.

Based on a proposal from the Assembly Planning Committee, the LWF Council through the Executive Committee decided in June 2020 on the key regarding the official delegates to the assembly. The criteria were guided by:

- Constitutional requirements
- The size of the member church
- Balance between regions
- Gender and youth balance, with at least 40% women/men and 20% youth (10% male/female). LWF defines youth as those people ages between 18 and 30 years at the time of the Assembly.

Given these criteria, the LWF Council took action on the following key for the nomination of delegates to the Assembly.



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<b>Size of church</b>	<b>No. of delegates</b>
1- 50,000	1
50,001- 100,000	2
100,001- 500,000	3
500,001- 1,000,000	4
1,000,001- 3,000,000	5
3,000,000- 6,000,000	6
6,000,000- above	7

This means that there will be 355 delegates from the 148 LWF member churches at the Assembly.

The Council based its decision on the assumption that if a member church **has one delegate**, it could either be a woman or a man. When a church has the right to nominate **two delegates**, it would be one woman and one man. When a church has **three delegates**, there would be one woman, one man, and one delegate who belongs to the youth category. If the church delegation is larger, the church would continue to adhere the quota of 40% men, 40% women and 20% youth.

While the LWF Communion Office cannot prescribe the decisions that churches make, I urge the member churches to take note of the gender and generational balance, which LWF member churches have jointly committed to observe when we meet as a communion. It is only by adhering to this commitment as individual churches that the LWF member churches will be able to collectively comply with this shared commitment.

When deciding on your delegates to the Assembly, we kindly remind you of the following commitments in support of the organization of the Assembly:

1. **Assembly Fees.** We are grateful for the encouraging responses received thus far and those who have already paid the Assembly fees. We ask those who have yet to do so to make arrangements for their financial contribution. It is important that every member church endeavours to support the cost of the Assembly.
2. **Subsidy.** The LWF Council approved a policy on subsidizing costs to ensure delegates can fully participate in the Assembly. As funds are limited and in the interest of supporting as many delegates to the Assembly as possible, we request those planning to apply for a subsidy to give careful thought to fundraising opportunities or resources that might already exist within your church that could help to cover either the travel and/or accommodation

costs of your delegate(s). Kindly refer to the subsidy guidelines which outlines the policy on providing financial subsidies for the delegates to the Thirteenth Assembly to ensure accountability, transparency and responsibility in a spirit of mutuality.

3. **Nominations of members of the same family.** The LWF Council approved in 2016 “That no Assembly delegate shall be the spouse, child, parent, sibling, parent-in-law, or child in law of another delegate.”
4. **Youth delegates:** Your church may be participating in the program of the Global Young Reformers Network (GYRN). We ask you to consider nominating the youth participating at the GYRN as youth delegate(s) to the Assembly.

Given the above, we invite you to send the names of your member church nominee(s) for official delegate(s) **online**. **You will receive a separate email immediately following this message. Click on the link sent for you to access the LWF Thirteenth Assembly registration portal. The name of your church and the number of delegate(s) from your church will appear there. Kindly then follow the directions to fill out the name(s). The deadline for submission of nominations is 31 May 2022.**

**Should you have difficulty accessing the link to the nominations form, please contact the Assembly Office at:** [lwf.assembly@lutheranworld.org](mailto:lwf.assembly@lutheranworld.org)

We are looking forward to receiving your nominations and want to thank you for keeping in mind the criteria and principles outlined above. We will be sending more letters to you in the near future and invite you to follow the Assembly website where the journey to the Assembly will be shared <https://2023.lwfassembly.org/>.

For any concerns, kindly feel free to contact the Assembly Office: Maryssa Mapanao Camaddo, Assembly Planning Coordinator and Magali Bauer, Assembly Assistant, will be happy to look into these matters with you. You can reach them at [lwf.assembly@lutheranworld.org](mailto:lwf.assembly@lutheranworld.org)

I look very much forward to our gathering as global communion in September 2023. May it be an occasion to experience that in Christ, all things hold together (Colossians 1:17).

Yours in Christ,



Rev. Anne Burghardt  
General Secretary

Attachments:

- Key for nominating delegates
- Policy on Subsidizing cost of Delegates to the Thirteenth Assembly