

## Section 6 – Synod Council Report

### Report of the Eastern Synod Council

#### DIRECTORY OF SYNOD COUNCIL 2010-2012

##### Officers:

Bishop: Rev. Michael J. Pryse  
Vice-Chairperson: Linda Grainger  
Secretary: Rev. Wendell Grahman  
Treasurer: Keith Myra

##### Synod Council:

###### *Term Ending Convention 2012*

Rev. Colin Cameron  
Carol Christensen  
Brian Koivu  
Rev. Rick Pryce  
Rev. Roy Thakurdial  
Janet Weber

###### *Term Ending Convention 2014*

Valerie Getson  
Tara Lantz  
Pat Lovell  
Rev. Brad Mittleholtz  
Rev. Sylvia Poetschke  
Rev. Heidi Wachowiak

##### Assistants to the Bishop:

Rev. Mark Harris  
Rev. Riitta Hepomaki

##### Ministry Directors:

Rev. Joel Crouse (Youth and Young Adults)	
Rev. Phil Heinze (Public Policy and Service)	
Debbie Lou Ludolph (Worship)	
Cathy Calvin (Women)	Began April 2012
Rev. Lori Pilatzke (Witness and Evangelism)	Concluded November 2011
Rev. Mark van House (Witness and Evangelism)	Began January 2012
Jeff Pym (Stewardship)	
Rev. Elizabeth Wagshal (Ecumenical and Multi-Faith)	Concluded August 2010

##### *Introductory Remarks:*

1. This report includes actions taken during Synod Council meetings on November 18-20, 2010, March 17-19, 2011, November 17-19, 2011, March 15-17, 2012, and from minutes of the Officers meetings on September 21, 2010, February 3, 2011, March 10, 2011, May 10, 2011, October 26, 2011, January 24, 2012, February 21, 2012, and May 2, 2012, and May 31, 2012. References to the actions are included in italicized parentheses naming the date of the action by month-year.
2. ES means Eastern Synod Convention Motions; ESC means Eastern Synod Council Motions.

3. Information printed in other synodical reports is not repeated here. Informative reports from the Officers, Standing Committees, Waterloo Lutheran Seminary, the Director of Lutheran Planned Giving, the National Church and the ELW/Women's ministry were given during each Synod Council meeting, but that information is recorded in their respective biennial reports to the Assembly. Housekeeping items are not included in this report.
4. Sensitive issues relating to Investigative Committees, Disciplinary Committees, Executive Sessions (closed), congregational conflict, etc., which may have required Synod Council action may not be detailed in this composite summary.
5. Synod budgets for 2012, 2013 and 2014 and reports of synod auditors are found in the report of the Treasurer of Synod. (See Section 8 – Financial Reports)
6. Other information may be found in the report of the Secretary of Synod (See Section 5) or in reports of Synod Council Committees appended.
7. Recommendations of Synod Council to Assembly 2012 are listed in a summary format, identified in Appendix A to this report.

***Part A – Business Arising from Assembly 2010***

Second Reading Amendments to Eastern Synod Constitution

See Appendix B, Part I – Constitutional Amendments – Second Readings

***Part B***

***Amendments to Eastern Synod Constitution – First Reading***

None

***Amendments to Eastern Synod Bylaws***

None

## Part C – Constitution and Policy

- C.1 MSC that the Learning Ministry Director position be left vacant, and that the stipend for the Ministry Director for Worship be increased retroactive to January 1, 2010. [09-10]
- C.2 ESC 10-37 MSC that the Eastern Synod Retiree Benefit Plan for retired lay employees of the synod be amended as follows:
- Retirees age 65 or older as of January 1, 2013 are responsible for paying 25% of the premiums for 2013 and 50% of the premiums for 2014 and subsequent years;
  - Retirees attaining age 65 on January 1, 2013 or later and wishing to join the plan are responsible for paying 100% of the premium. [11-10]
- C.3 ESC 10-38 MSC that surviving spouses be permitted to continue as members of the Eastern Synod Retiree Benefit Plan and that the responsibility for premium payment be amended as follows:
- Surviving spouses of retired plan members are eligible to continue in the plan. Responsibility for premium payments follows the criteria that was used for the retired plan member.
  - Surviving spouses of pastors who died while in active service and wishing to join the plan prior to January 1, 2013 – Synod is responsible for 100% of premium prior to 2013, 75% in 2013 and 50% in 2014 and subsequent years. The remaining premium is the responsibility of the surviving spouse.
  - Surviving spouses of pastors who died while in active service and wishing to join the plan January 1, 2013 and later – The surviving spouse is responsible for 100% of the premium. [11-10]
- C.4 ESC 10-39 MSC that the following changes be made to the Extended Health Retiree Benefit Plan effective January 1, 2013:
- Removal from the Roster  
If a(n) (early) Retiree is Clergy who either resigns or has been removed from the Eastern Synod roster, their coverage will terminate three months following the date of the removal unless they assume responsibility for 100% of the premium. Premium will be required to the end of the termination month.
- Move outside the territory  
If a(n) (Early) Retiree or Surviving Spouse moves from the territory of the Eastern Synod, his/her coverage will terminate three months following the date of the move. Premium will be required to the end of the termination month.  
If an Early Retiree moves back to the territory of the Eastern Synod, their coverage ~~cannot~~ will be reinstated effective the date of the move. ~~If the Early Retiree is a pastor, they must also be on the Eastern Synod roster before benefits are reinstated.~~ Premium will be required starting the first of the following month. [11-10]
- C.5 ESC 10-42 MSC that the following constitutional documents be approved:
- St. Matthew’s, Kitchener (Bylaw 1, Paragraph 3 – revision of number of directors in order to be compliant with the Ontario Public Guardian and Trustee [not including the pastors as directors]);
  - Lutheran Church of Our Saviour, Owen Sound (Letters Patent);

- Transfiguration, Hamilton (Article VIII Section 4 – changing quorum from 25 to “twice the number of members on Council plus one”);
  - Faith, Brantford (Article VIII, Section 1 – annual meeting date, Section 5 – proxy voting not allowed; Article IX, Section 1 – range of council members (6-12), council members must be voting members, Section 9 – special meeting of council being called with 3 days notice by phone, email, verbal announcement);
  - Waterloo Lutheran Seminary (Constitution, Article III, Section 1 – designating the membership as 14 people including the Bishop);
  - St. Peter’s, Cambridge (revisions according to 2010 ELCIC Model Constitution). [11-10]
- C.6 ESC 10-54 MSC that the Conference Deans and a women’s ministry contact person be appointed as the Nominating Committee for a term ending August 31, 2012. [11-10]
- C.7 ESC 11-09 MSC that the base salary figures for 2012 (which include a 2.3% cost of living adjustment) in the Compensation Schedule be approved. [03-11]
- C.8 ESC 11-16 MSC that the constitutional amendments and documents for the following congregations be approved as outlined:
- St. Peter’s, Alice: constitutional revisions to be in compliance with the ELCIC Model Constitution.
  - St. Paul’s, Magnetawan: constitutional revisions to be in compliance with the ELCIC Model Constitution.
  - Bethany, Woodstock: bylaw re: borrowing of money and issuing of securities;
  - Mt Olivet, Upper LaHave: Article VIII, Section 4 (reduction of quorum).
  - Grace, Rankin: constitutional revisions to be in compliance with the ELCIC Model Constitution.
  - St. Timothy’s, Copper Cliff: constitutional revisions to be in compliance with the ELCIC Model Constitution.
  - St. Timothy’s, Pembroke: Article IX Section 1 (18 minimum age for councillors); Article IX Section 2 (Pastor having voice but no vote on council); bylaws: Cemetery.
  - Zion, Pembroke: Article XII (moving bylaws out of constitution); Bylaws as separate documents: General, Cemetery, Privacy.
  - St. Peter’s, Milverton: constitutional revisions to be in compliance with the ELCIC Model Constitution; Article VII, Section 6iv (recognizing the parish could also align or close in addition to divide); Article VIII, Section 4 (reduction of quorum); Article IX, Section 1 (replacing number of councillors from range of 6-24 to the specific number of 7); Bylaw 1 (dates of annual and budget meetings); grammatical corrections.
  - St. Paul’s, Morrisburg: Article IX, Sec 1 (reduction of councillors from 9 to 6); Article X, Section 6 (financial officers shall be bonded).
  - St. Mark’s, Kingston - Letters Patent. [03-11]
- C.9 ESC 11-19 MSC that the synod be responsible for any pre-approved (by Officers) incremental expenses that are incurred as a result of the Bishop’s spouse periodically accompanying the Bishop on synodical business. [03-11]
- C.10 ESC 11-21 MSC that the policy for guidelines and use of the Synod logo be adopted. [03-11]
- C.11 MSC that the following e-mail motion be ratified:

- That we engage Morneau Shepell Limited to prepare an accounting valuation of the synod's liability associated with the retiree benefit plan as at January 1st, 2010 and projected results to December 31st, 2011 at a total cost of \$7,000 plus HST according to the terms of the engagement letter. [10-11]
- C.12 ESC 11-32 MSC that no action be taken on motion ES 10-21 that was referred by Assembly 2010 to Synod Council (“that the directed offerings of one Sunday be set aside each year within the Eastern Synod to support the Bishop’s Discretionary Fund for pastors and diaconal ministers in significant financial difficulty”); there is no indication of additional need over and above the funding that is currently available. [11-11]
- C.13 ESC 11-34 MSC that the constitutional amendments and documents for the following congregations be approved as outlined:
- Martin Luther, Ottawa, Article I Section 2 (clarifying status as being an Ontario corporation); Article VII Section 6, 2) (“the retirement of a pastor”); Article VIII Section 3 (notice of congregational meeting must include being mailed to all voting members);
  - Toronto Conference, Bylaw, Item 7 (removal of “ELW” replacing with “guests of interest”);
  - Atlantic Conference, Bylaw, Item 2 (quorum as one third of Conference congregations);
  - St. James, North Easthope (now known as Perth East), Letters Patent;
- And upon receipt of second reading, to approve:
- Agricola, Toronto, (Model 2010 revision upgrades; Article IV Section 2b (definition of active members) and Section 2c (definition of voting members); Article IX Section 3 (eligibility items to be elected to council); Bylaw 4 (spending limit of council to be maximum of \$10,000); Bylaw 5 (establishing an executive committee); Bylaw 6 (annual meeting from February to March). [11-11]
- C.14 ESC 12-09 MSC that the policy document “Guidelines for Social Media” be approved. [03-12]
- C.15 ESC 12-10 MSC that the Compensation Schedule for 2013-2014 be forwarded for adoption by Synod Assembly 2012. [03-12]
- C.16 ESC 12-16 MSC that the constitutional amendments and bylaws for the following congregations and Conference be approved as outlined:
- Reformation, Kitchener - Article IX Section 1 – “At its annual meeting the congregation shall elect a Congregational Council of not less than seven (7) to nine (9) members for, etc.” ;
  - St. Luke's, Rhodes Corner - Article VIII Section 4 - reduction of quorum from 21 to 17;
  - Zion, St. Agatha - moving congregational bylaws from Article XII Section 5 and 6 to a new Bylaw document;
  - St. Ansgar, London – Article IV, Section 5 - regarding the care of inactive members and the maintenance of Members in good standing;
  - St. James, Elmira - Article I, Section 3 - not-for-profit statement;
  - Our Saviour's, Owen Sound - insertion of mission statement;
  - Toronto Conference - bylaw items 3, 5, 6 with respect to the election of Dean and the nominating process;
  - St. Timothy's, Pembroke - bylaws (not incorporated), Section 1 with respect to Standing Committees, specifically the Audit Committee. [03-12]
- C.17 MSC that the following changes be made to the Eastern Synod Retiree Benefits Plan:

- If a(n) (Early) Retiree or Surviving Spouse moves from the territory of the Eastern Synod, his/her coverage will terminate in the month ~~three months~~ following the date of the move.
  - If an (Early) Retiree or Surviving Spouse moves back to the territory of the Eastern Synod, their coverage cannot be reinstated. [05-12]
- C.18 MSC that the email vote of May 16, 2012 be ratified to forward the proposed Constitution and Bylaws of the proposed Atlantic Great Lakes Synod for first reading at Assembly 2012. [05-12]
- C.19 ESC 12-26 MSC that action on the name change of the Eastern Synod to the Atlantic Great Lakes Synod be tabled indefinitely. [07-12]
- C.20 ESC 12-25 MSC that the synod council of the Eastern Synod of the Evangelical Lutheran Church in Canada be authorized to take any and all necessary action to implement changes as per the constitution and bylaws presented. [07-12]

### **Part D – Congregations**

- D.1 ESC 10-36 MSC that acknowledging the goodwill of Assembly participants in responding to the Midland tornado emergency, and the financial support that the Town of Midland and its community agencies have already received, and the local witness that tornado victims have been assisted (primarily through provincial aid), that the Assembly's donations be redirected for any future CLWR support of domestic emergency initiatives. [11-10]
- D.2 ESC 10-47 MSC that on March 1, 2009, the following parishes are dissolved: the Normanby Parish (St. James and St. Paul's); and, the Mildmay/Neustadt Parish (St. Matthew's, Mildmay and St. Paul's, Neustadt). [11-10]
- D.3 ESC 10-48 MSC that on March 1, 2009, the Neustadt/Normanby/Mildmay Co-operative Ministry is established (consists of St. Paul's, Neustadt, St. Peter's, Neustadt, St. Paul's, Normanby, St. James, Normanby and St. Matthew's, Mildmay). [11-10]
- D.4 ESC 10-49 MSC that on March 31, 2010, St. Peter's, Neustadt withdraws from the Neustadt/Normanby/Mildmay Co-operative Ministry (it continues to function independently). [11-10]
- D.5 ESC 10-50 MSC that on October 1, 2010, St. James, Normanby dissolves. [11-10]
- D.6 ESC 10-51 MSC that on January 17, 2010, the Niagara Falls Lutheran Ministries parish partnership (Good Shepherd and St. Paul's) dissolves (congregations continue to function independently). [11-10]
- D.7 ESC 11-03 MSC that the Neustadt, Mildmay and Normanby Cooperative is now known as "The South Grey Bruce Lutheran Parish" as of March 15th, 2011. [03-11]
- D.8 ESC 11-04 MSC that St. Matthew's, Sudbury and St. Timothy's, Copper Cliff be recognized as a two point parish for the purposes of shared ministry for a four year term. [03-11]

- D.9 ESC 11-14 MSC that a grant of \$500 from the Wheat Ridge fund be awarded to Good Shepherd, Brockville to help subsidize its Commonwealth Breakfast Club ministry. [03-11]
- D.10 ESC 11-17 MSC that should it ever be proven or determined that the Synod has a right, title and interest in and unto the Immoveable Property, the Synod hereby transfers by gratuitous act, unto the Congregation or any subsequent registered owner of the Immoveable Property, all its right, title and interest in and unto the Immoveable Property, whereof quit in full. (Re: St. John's Estonian, Montreal) [03-11]
- D.11 MSC that the Officers approve the disbanding of Meadowvale Lutheran Church, Mississauga as of Sunday, April 24, 2011. [10-11]
- D.12 ESC 11-23 MSC that a Shared Pastoral Ministry Agreement for a three year term be recognized between Peace Latvian Evangelical Lutheran Church in Ottawa and Trinity Latvian Evangelical Lutheran Church in Montreal. [11-11]
- D.13 MSC to direct Rev. Guenter Dahle to negotiate the sale of the Bear Lake property, by first pursuing the sale with Bear Lake local people before considering selling on the open market. [01-12]
- D.14 ESC 12-12 MSC that a grant of \$500 from the Wheat Ridge fund be awarded to St. Mark's Lutheran and Calvary Memorial United churches in Kitchener in support of Community Ministry. [03-12]
- D.15 MSC that the following email motions be ratified:
- That Redeemer Lutheran Church, Conquerall Bank, Nova Scotia be disbanded effective immediately; and the trustees (Synod Officers) to convey ownership of the property to the Northfield and District Lutheran Parish. [05-12]
  - That the trustees include the Synod Officers for the Toronto Chinese Lutheran Church (former Christ, Agincourt at 2850 Midland Ave., Scarborough ON M1S 1S4). All other terms of the agreement will remain exactly the same as in the 2005 document. Trustees are now listed as: Bishop Michael Pryse, Ms. Linda Grainger, Rev. Wendell Grahlman, Mr. Keith Myra. [05-12]

### ***Part E – Synodically Related Ministries***

- E.1 ESC 10-40 MSC that a grant of \$20,000 be given to help offset the costs of a new bridge going onto Camp Mush-A-Mush property from the Property & Loan Fund. [11-10]
- E.2 ESC 10-43 MSC that the Eastern Synod receive the properties described as: Lot 4 Plan 507 City of Waterloo being municipally known as 177 Albert Street, Waterloo, Ontario; and Part Lots 6 and 7 Plan 321 as in 182128 London/ London Township being municipally known as 1144 Richmond Street, London, Ontario (the "Properties"), from Lutheran Campus Foundation of Ontario. [11-10]
- E.3 ESC 10-44 MSC that the Eastern Synod contract with Royal LePage real estate agent Marilyn Wilson in Ottawa as acting agent for the Hoffman's Beach property. [11-10]
- E.4 ESC 11-05 MSC that the actions of Reverend Joel Crouse in granting consent on behalf of the Eastern Synod of the ELCIC to the conveyance more particularly described in the Quit Claim Deed attached hereto as "Schedule A" are hereby ratified and approved. [03-11]

- E.5 ESC 11-06 MSC that the critical path as laid out for Lutheran Campus Foundation of Ontario be approved. *[03-11]*
- E.6 ESC 11-13 MSC that the following special appeals be authorized for 2012:
- Lutheran Campus Ministry – Student Recognition Sunday (September 2012)
  - The Eastern Synod Lutheran – envelope appeal (approximately September 2012)
  - Outdoor Ministry – Eastern Synod Lutheran envelope (approximately May, 2012)
  - Canadian Missions (Partners in Mission Program)
  - St. Peter’s, Kitchener – CTV Television Ministry Appeal, subject to approval from the applicable Conferences
  - Edgewood Camp and Conference Centre Redevelopment – for the Kitchener-Waterloo, London, Hamilton-Niagara, Toronto and Georgian Bay Conferences, subject to approval from the applicable Conferences. *[03-11]*
- E.7 MSC that the draft 2010 financial statements be adopted subject to finalizing the Lutheran Homes: Kitchener-Waterloo 2010 financials in Note 7 when these become available. *[05-11]*
- E.8 MSC that the following e-mail motion be ratified:
- That the synod request a \$35,000 grant from the Evangelical Lutheran Foundation of Eastern Canada (ELFEC) on behalf of the Lutheran Campus Foundation of Ontario (LCFO) and that as requested by LCFO, ELFEC be directed to send the grant directly to Waterloo Lutheran Seminary. *[10-11]*
- E.9 ESC 11-22 MSC that a Memorandum of Understanding between the Eastern Synod and the ELFEC be adopted. *[11-11]*
- E.10 ESC 11-24 MSC that Synod Council begin a process to define guidelines which acknowledge and provide recognition of faith communities that do not meet all the current criteria of congregational ministry. *[11-11]*
- E.11 ESC 11-25 MSC that in light of the sale of Peace, Lower Sackville, Nova Scotia, Synod Council designate the proceeds of that sale which were originally given in Mission Program Support to that congregation (\$173,900) for a special fund to promote missional initiatives in the Atlantic Conference. Guidelines for those funds would be that:
1. such funds would be assessed only for projects jointly developed with the Synod Missions Committee, and
  2. such support is to promote the long-term sustainability of Lutheran ministry within the Atlantic Conference, and
  3. all such funds not used within a ten year time horizon (2022) shall revert to the general Missions account. *[11-11]*
- E.12 ESC 11-36 MSC that Synod Council endorse in principle the mission plan and development plan of Waterloo Lutheran Seminary, and that the Synod establish and recognize the seminary as an alternative worshipping community. *[11-11]*
- E.13 ESC 11-37 MSC that May 6, 2012 be designated “God’s Backyard Sunday” to help highlight the ministry opportunities at all three camps throughout the Synod. *[11-11]*
- E.14 MSC that \$700 of unspent funds from the Professional Leadership Committee be carried over to be used in a future year for institutional chaplaincy networking.



*Note: No carry over for Synod Office Equipment or Synod Office Capital funds. [01-12]*

- E.15 MSC that the synod's 2012 \$25,000 grant to the Edgewood Redevelopment Appeal be funded from the Property and Loan Fund. *[01-12]*
- E.16 ESC 12-01 MSC that the revised Vision for Mission 2012-2014 is recommended for adoption. *[03-12]*
- E.17 ESC 12-02 MSC that the London Luther House (1144 Richmond St, London ON) be sold with a closing date no earlier than June 30, 2012 and that the proceeds of the sale be designated to an area of ministry truthful to the original intent of the Lutheran Campus Foundation of Ontario. *[03-12]*
- E.18 ESC 12-03 MSC that all Lutheran Campus Foundation of Ontario finances designated to the London Cell of the LCFO be transferred from LCFO to the Youth and Young Adult London Campus Ministry Property account 2256-3000. *[03-12]*
- E.19 ESC 12-04 MSC that the monies from the London Campus Ministry Luther House Fund held by the Eastern Synod (approx. \$23593.00) be transferred to the Youth and Young Adult London Campus Ministry Property account 2256-3000. *[03-12]*
- E.20 ESC 12-05 MSC that the Eastern Synod Council recommend the dissolution of the Lutheran Campus Foundation of Ontario. *[03-12]*
- E.21 ESC 12-07 MSC that authorization be given to the Director of Youth and Young Adult Ministries to initiate the process with Kendall and Associates concerning the Edgewood Camp and Conference Centre property discrepancy and to determine the value of following through on the process based on information as it arises. *[03-12]*
- E.22 ESC 12-11 MSC that the following special appeals be authorized for 2013:
1. Lutheran Campus Ministry – Student Recognition Sunday (September 2013)
  2. The Eastern Synod Lutheran – envelope appeal (approximately September 2013)
  3. Outdoor Ministry – Eastern Synod Lutheran envelope (approximately May, 2013)
  4. Canadian Missions (Partners in Mission Program)
  5. St. Peter's, Kitchener – CTV Television Ministry Appeal, subject to approval from the applicable Conferences
  6. Edgewood Camp and Conference Centre Redevelopment – for the Kitchener-Waterloo, London, Hamilton-Niagara, Toronto and Georgian Bay Conferences, subject to approval from the applicable Conferences. *[03-12]*
- E.23 ESC 12-21 MSC that May 27, 2012 be marked as the synod's ELCIC Praise Appeal Sunday for congregations to collect special offerings to raise a goal of \$100,000 for the work of the wider church. *[03-12]*
- E.24 MSC that the following email motion be ratified:
- That the synod advance an \$800 deposit to Seneca College for a 2013 women's event with the expectation that this will be repaid from future income that will be received for women's ministry. *[05-12]*

- E.25 MSC that the email vote of April 20, 2012 be ratified to forward the Draft Synod Covenant to Synod Assembly 2012 for sharing and feedback so that a final document may be approved at the fall 2012 Synod Council meeting. [05-12]

### **Part F – Rostered Leaders**

- F.1 MSC that a call to special service be extended to Rev. Deb Johnston to serve as a non-stipendiary ordained member of the Sisterhood of St. John the Divine in Toronto, for a term of one year ending December 31, 2011. [09-10]
- F.2 MSC that a call to special service be extended to Rev. Scott Schellenberger to serve as chaplain for Chartwell Retirement Homes Inc. at locations in Kitchener, Waterloo, Cambridge and Guelph. [09-10]
- F.3 ESC 10-45 MSC that a call to special service be issued to the Rev. Mavis Fung, who has been called (part-time) to serve the Mandarin Ministry at the Rhenish Church, Toronto, effective February 1, 2011 for a three-year term call. [11-10]
- F.4 ESC 10-52 MSC that a Call to Special Service be extended to Deaconess Pam Harrington to serve as diaconal minister at St. David’s Anglican Lutheran Church for a two year term, ending December 31, 2012. [11-10]
- F.5 ESC 10-53 MSC that a Call to Special Service be extended to Rev. David Hammer to serve as an intentional interim pastor for a two year term, ending December 31, 2012. [11-10]
- F.6 MSC that a call to special service be extended to Rev. Dr. Henriette Donner as Professor of Religious Studies, York University, and in Interim Ministry, St. Peter’s, Kitchener, for a term ending December 31, 2012. [02-11]
- F.7 ESC 11-02 MSC that the call to special service for Rev. Elina Salonen be altered to include her work at KW Counselling Services. [03-11]
- F.8 ESC 11-07 MSC that pursuant upon receipt of a call, that Adam Snook be approved for ordination as a pastor in the Evangelical Lutheran Church in Canada and that this approval remains in effect until December 31, 2012. [03-11]
- F.9 ESC 11-08 MSC that pursuant upon receipt of a call, that Richard Schwass be approved for ordination as a pastor in the Evangelical Lutheran Church in Canada and that this approval remains in effect until December 31, 2012. [03-11]
- F.10 MSC that the following e-mail motion be ratified:
- That a call to Synodical Interim Ministry be issued to Rasma Caune for a two year term effective July 1, 2011. [10-11]
- F.11 MSC that the following e-mail motion be ratified:  
That the status of On Leave from Call for the period of July 1, 2011 to June 30, 2012 be granted to the following persons:  
First Year  
Karen Kuhnert – Awaiting Call  
Carey Meadows-Helmer – Awaiting Call

Michael Mills – Awaiting Call  
Lori Pilatzke – Awaiting Call  
Astrid Schlueter – Awaiting Call  
Helen Toman – Awaiting Call

Second Year

Sheryl Martinez – Awaiting Call  
Thomas Zumbrock – Awaiting Call

Fourth Year

Kayko Driedger Hesslein – Study [10-11]

- F.12 MSC that a call to special service be renewed for Rev. Debra Johnston to serve as a non-stipendiary ordained member of the Sisterhood of St. John the Divine in Toronto, for a term of one year ending December 31, 2012. [10-11]
- F.13 ESC 11-26 MSC that pursuant upon Immigration Canada requirements and upon receipt of a call, that Goddy Hodanu be approved for reception onto the roster of ordained ministers in the Evangelical Lutheran Church in Canada and that this approval remains in effect until December 31, 2012. [11-11]
- F.14 ESC 11-27 MSC pursuant upon successful completion of his Seminary requirements and upon receipt of a call, that Bruce Thompson be approved for ordination in the Evangelical Lutheran Church in Canada and that this approval remains in effect until December 31, 2012. [11-11]
- F.15 ESC 12-08 MSC that pursuant upon receipt of a call, Steve Hoffard be approved for ordination as a pastor in the Evangelical Lutheran Church in Canada and that this approval remains in effect until December 31, 2013. [03-12]
- F.16 ESC 12-22 that Rev. Peeter Vanker be removed from the Roster of Ordained Ministers of the ELCIC. [03-12]
- F.17 ESC 12-23 that Rev. Zakaria Mandara be removed from the Roster of Ordained Ministers of the ELCIC. [03-12]
- F.18 ESC 12-24 MSC that a call to special service be extended to Rev. Eric Schultz as the Full-time Chaplain, Spiritual Care at Southlake Regional Healthcare Centre in Newmarket, Ontario beginning April 15, 2012. [03-12]
- F.19 MSC that pursuant upon receipt of a call, Ralph Weigold be approved for ordination as a pastor in the Evangelical Lutheran Church in Canada and that this approval remains in effect until December 31, 2013. [05-12]

**Part G – People in Service**

- G.1 MSC that in accordance with synod policy, Dorothy Frook's twelve years of service as Vice-Chairperson of the synod be recognized with a gift of \$1,000. [09-10]
- G.2 ESC 10-41 MSC that the membership of the Waterloo Lutheran Seminary Board of Governors consist of the following for an interim period, ending June 30, 2011:  
Marianne Thornton (not eligible for re-appointment after June 30, 2011)

Bishop Mark MacDonald (3 years, to end June 30, 2014)  
Rev. Stephen Kristenson (3 years, to end June 30, 2014)  
Rev. Julio Romero (3 years, to end June 30, 2014)  
Rev. Kevin Baglole (2 years, to end June 30, 2013)  
David Pierson (2 years, to end June 30, 2013)  
Rev. Tanya Ramer (2 years, to end June 30, 2013)  
Rev. Kimberlynn McNabb (1 year, to end June 30, 2012)  
Vicky Huehn (1 year, to end June 30, 2012)  
Rev. Heather Spencer (1 year, to end June 30, 2012)  
Marge Watters Knebel (1 year, to end June 30, 2012)  
Bishop Michael Pryse, ex-officio. [11-10]

- G.3 ESC 10-46 MSC that Rev. Richard Brown and Rev. Christie Morrow be appointed to the Candidacy Committee for a term ending December 31, 2013. [11-10]
- G.4 ESC 10-55 MSC that Rev. Roy Thakurdyal be appointed to serve as a synod councillor for the completion of a term ending August 31, 2012. [11-10]
- G.5 MSC that the following persons be appointed to Standing Committees:
- Rev. Judi Harris for a second term on the Candidacy Committee, for the term ending December 31, 2014;
  - Rev. Beth Wagschal and Rev. Allen Jorgenson for a first term on the Examining Committee, for the term ending December 31, 2014;
  - Rev. Keith Crouse, Rev. James Garey, and Bill Gastmeier, for a second term on the Mission Committee, for the term ending December 31, 2014. [02-11]
- G.6 MSC that Darryl Huras be appointed to fill Franklin Fammes' present term on the Waterloo Lutheran Seminary Board of Governors which is scheduled to end June 30, 2012. Darryl would then be elected by the WLS Board to Serve as Treasurer. [02-11]
- G.7 ESC 11-10 MSC that Jennifer Clarke be appointed to the Candidacy Committee for a term of 3 years to December 31, 2014. [03-11]
- G.8 ESC 11-11 MSC that Paula Kankaanpaa be appointed to the Mission Committee for a term of 3 years to December 31, 2014. [03-11]
- G.9 ESC 11-12 MSC that Stephanie Brubacher be appointed to the Examining Committee for a term of 3 years to December 31, 2014. [03-11]
- G.10 ESC 11-28 MSC that Rod Kruger be appointed to WLS Board of Governors to complete a term position ending June 30, 2014. [11-11]
- G.11 ESC 11-29 MSC that Jordan Smith be nominated to Bishop Susan Johnson to serve on the ELCIC Program Committee for Youth as the Eastern Synod representative. [11-11]
- G.12 ESC 11-30 MSC that John Vandersleen, Sophie Ruprecht, Jackie Lather, Erica Mueller and Victoria Roth be appointed to "the Youth and Young Adult Committee" for a term of one year to end Dec 31, 2012. [11-11]

- G.13 ESC 12-06 MSC that Ben Bestvater, from the Toronto Conference, be appointed as member to Youth and Young Adult Ministries Committee. [03-12]
- G.14 ESC 12-20 MSC that the following people be adopted as recipients for the Eastern Synod Leadership Awards to be presented at Assembly 2012:
- For Lay service to the wider church – Tim Schaner;
  - For Clergy service to the wider church – Rev. Stephen Kristenson;
  - For Lay service to the wider community – Patti Eix;
  - For Clergy service to the wider community – Rev. Lloyd Wiseman. [03-12]
- G.15 MSC that the following people be appointed as youth delegates to Synod Assembly:
- Catherine Polvi (Atlantic Conference)
  - Ben Bestvater (Toronto Conference)
  - Sophie Ruprecht (Ottawa-St. Lawrence Conference)
  - Sara Watson (KW Conference)
  - Jackie Lather (London Conference) [05-12]
- G.16 MSC that Rev. Heather Spencer and Dr. Rudolph Michaeli be appointed to the Candidacy Committee, for terms ending December 31, 2014. [05-12]
- G.17 MSC that Geoff Bellew and Jane Buckrell be appointed to the Board of Lutheran Homes – Kitchener Waterloo, for terms ending December 31, 2014. [05-12]
- G.18 MSC that Anna Baumann be appointed as a youth delegate to Synod Assembly (Northern Conference). [05-12]
- G.19 MSC that:
- Rev. Mark Van House be appointed as the Ministry Director for Witness and Evangelism Ministries;
  - Cathy Calvin be appointed as the Ministry Director for Women’s Ministries. [05-12]

### ***Part H – Synod Office Administration and Personnel***

- H.1 MSC that authorization as the synodical signing officers for cheques be as follows: two signatures are required, one of Bishop Michael Pryse or Rev. Dr. Mark Harris, and one of Keith Myra or Lynn Becker. [09-10]
- H.2 MSC that a maximum of \$2,000 from the Synod Office Capital Fund be authorized for repairs to the synod office air conditioning system. [09-10]
- H.3 ESC 11-18 MSC that the salaries as presented for the Bishop, Assistants to the Bishop, the half time Ministry Director and synod office staff, and honoraria for the Synod Treasurer and Secretary and the remaining Ministry Directors be adopted for 2011, retroactive to January 1, 2011. [03-11]
- H.4 ESC 11-20 MSC that the Bishop and Assistants to the Bishop be allocated an additional week of vacation in 2011 and subsequent years over and above the minimum prescribed in the Compensation Schedule (except for the 5<sup>th</sup>, 10<sup>th</sup> and 15<sup>th</sup> year of ordination). [03-11]
- H.5 MSC that the following e-mail motions be ratified:
- That synod use KW Cornerstone Paving as the contractor for the paving of the parking lot.

- That we purchase the Kyocera TA-420i from Document Imaging Partners. [10-11]
- H.6 ESC 11-31 MSC that adjustments to 2011 salaries, retroactive to November 14, 2011, be approved for the support/administrative staff of synod office. [11-11]
- H.7 ESC 11-33 MSC that subject to final approval by the Officers, the Bishop be authorized to replace the synod's 2004 Chrysler Sebring with a new vehicle (comparable model), funding to be provided from the Property and Loan Fund. [11-11]
- H.8 MSC that the following e-mail motions be ratified:
- That as authorized by synod council (ESC 11-33), the Officers approve the terms of the purchase agreement for a new car to be used by Bishop Pryse.
  - That \$2,786.30 for the synod office's energy efficient lighting retrofit be funded from the Synod Office Capital Fund. [01-12]
- H.9 MSC that a maximum of \$7,500 be authorized from the Synod Office Equipment Fund to upgrade computer hardware. [01-12]
- H.10 MSC that an expenditure of \$7,841 be approved for upgrading of office computers. [02-12]
- H.11 ESC 12-14 MSC that the synod reimburse costs incurred by synod council and committee members for paper, ink, etc. at a rate of 5 cents per page. [03-12]
- H.12 ESC 12-18 MSC that the salaries as presented for the Bishop, Assistants to the Bishop, the half time Ministry Director and synod office staff, and honoraria for the Synod Treasurer and Secretary and the remaining Ministry Directors be adopted for 2012, retroactive to January 1, 2012. [03-12]
- H.13 MSC that effective July 1, 2012, the two signatures required as the synodical signing officers for cheques will be from two of the following three categories: 1) one of Bishop Michael Pryse or Rev. Riitta Hepomaki; 2) one of Keith Myra or Lynn Becker; 3) Rev. Wendell Grahlman. [05-12]

### ***Part I – Financial and Investments***

- I.1 MSC that the proceeds from St. Mark's, Middle LaHave be distributed as follows:
- \$52,984.28 to the Property and Loan Fund;
  - \$32,867.25 to the Congregational Assistance Fund;
  - \$17,246.00 to reimburse grants to Mt. Olivet & St. Luke's that were advanced from Canadian Mission funding. [09-10]
- I.2 MSC that the synod provide a \$10,000 loan for a three year term at 3.0% annual interest to Pastor Riitta Hepomaki to assist the Hepomaki family in making required renovations to their new home. [09-10]
- I.3 MSC that 100% (approximately \$222,000) of ELFEC General Operations Grant be allocated to fund the 2010 operating budget. [02-11]
- I.4 MSC that the 2010 remittance to ELCIC benevolence be topped up by \$10,623 to meet 100% of the committed amount. [02-11]

- I.5 MSC that 13th month payments be made to Waterloo Lutheran Seminary (\$29,240) and Youth and Young Adult Ministries (\$11,177). [02-11]
- I.6 MSC that the following underspent budget lines be carried over for use in a future year:  
a) \$700 from Professional Leadership for institutional chaplaincy networking;  
b) \$19,650 surplus from Assembly 2010;  
c) \$2,347 surplus from Luther Hostel.  
Note: No carry over for Synod Office Equipment or Synod Office Capital funds. [02-11]
- I.7 MSC that fixed asset additions in excess of \$2,500 be capitalized and that additions of \$2,500 or less be expensed in the year acquired. [02-11]
- I.8 MSC that the synod's 2011 \$25,000 grant to the Edgewood Redevelopment Appeal be funded from the Undesignated Gift and Bequest Fund. [02-11]
- I.9 ESC 11-15 MSC that the revisions for the 2011 budget be adopted. [03-11]
- I.10 MSC that 100% (\$153,330) of the ELFEC General Operations Grant be allocated to fund the 2011 operating budget. [01-12]
- I.11 MSC that the 2011 remittance to ELCIC benevolence be topped up by \$14,318 to meet 100% of the committed amount. [01-12]
- I.12 MSC that 13th month payments be made to Waterloo Lutheran Seminary (\$29,240) and Youth and Young Adult Ministries (\$10,792). [01-12]
- I.13 MSC that the following un-budgeted transfers from special purpose funds be authorized to offset the operating fund deficit:  
a) \$7,000 from the Property and Loan Fund (c.f. budget of \$12,200)  
b) \$41,736 from the Lutheran Planned Giving Fund  
c) \$2,087 from the Convention Carryover Fund [01-12]
- I.14 MSC that the Property and Loan Fund be renamed to the "Remembering for the Future Fund" to better reflect its origins and intended purpose. [01-12]
- I.15 MSC that the Eastern Synod request ELFEC to rename, consolidate and/or close several funds to maintain consistency with the synod's records and that all transactions related to the closing of funds no longer required be retroactive to January 1, 2012 to avoid Q1 income calculations. [02-12]
- I.16 ESC 12-13 MSC that the synod forgive fifty percent of the original \$500,000 interest free loan to WLS through a gift from the Remembering for the Future Fund and consider extending the term of the remaining portion of the loan on an interest free basis for an additional five years, conditional on receiving a request demonstrating how the ministry of the WLS will be moved forward. [03-12]
- I.17 ESC 12-19 MSC that the revised budget and the budget for 2013 and 2014 be adopted as presented. [03-12]

- I.18 MSC that the synod forgive the loans owed by Westside Lutheran Church, Barrie, Ontario, and that the proceeds of the Neff estate be committed to reducing the principal of the mortgage for Westside, Barrie upon a matching dollar for dollar basis. [05-12]
- I.19 MSC that the draft 2011 financial statements be adopted subject to finalizing the Lutheran Homes: Kitchener-Waterloo 2011 financials in Note 8 when these become available. [05-12]

### ***Part J – Assembly 2012***

- J.1 MSC that a remuneration for the Convention Manager of \$2,000 be included in the convention budget. [03-11]
- J.2 ESC 11-01 MSC that Assembly 2012 be held at Doubletree by Hilton Hotel in Toronto, Ontario, Thursday July 4-8. [03-11]
- J.3 ESC 11-35 MSC that:
- the 2012 Eastern Synod Assembly be held July 5 – 8, at Wilfrid Laurier University, Waterloo, ON.
  - the registration fee, including a banquet ticket, be \$495.00.
  - the registration fee for retired pastors, not serving as interim, be increased to \$100.00. (This amount includes a banquet ticket and is an increase of \$50.00).
  - the visitor fee remain at \$150.00. [11-11]
- J.4 MSC that a \$100 late registration fee for Assembly 2012 charged for registrations/payments received after April 20, 2012. [01-12]
- J.5 MSC that the offerings received at the Assembly 2012 worship services be designated as follows:
- a) Opening Service - Canadian Lutheran World Relief
  - b) Ordination Service - Waterloo Lutheran Seminary
  - c) Closing Service - Eastern Synod and the ELCIC [01-12]
- J.6 ESC 12-17 MSC that the draft agenda as presented for Synod Assembly 2012 be adopted. [03-12]



## Appendix A

### Eastern Synod Council Recommendations Requiring Action

1. That Second Reading Constitutional Amendments be adopted. (Item 1 pg. 6-18, text reported in Appendix B, Part I)
2. That the Compensation Schedule for 2013 and 2014 be adopted. (Item C.15, pg. 6-15, text reported in Appendix C)
3. That the revised Vision for Mission 2012-2014 be adopted. (Item E.16, pg. 6-9, text reported in Appendix D)
4. That first reading of the proposed constitution for the Atlantic Great Lakes synod be approved. (Item C.18, pg. 6-6, text reported in Appendix E)
5. That the proposed bylaws for the Atlantic Great Lakes synod be adopted. (Item C.18, pg. 6-6, text reported in Appendix F)
6. That action on the name change of the Eastern Synod to the Atlantic Great Lakes Synod be tabled indefinitely. *Note: this action is being taken with the proviso that the synodical name may or may not be changed at the discretion of the synod meeting in convention.* (Item C.19, pg. 6-6)
7. That the synod council of the Eastern Synod of the Evangelical Lutheran Church in Canada be authorized to take any and all necessary action to implement changes as per the constitution and bylaws presented. (Item C.20, pg. 6-6)
8. That the 2012 Revised Budget and 2013-2014 Proposed Budgets be adopted. (Item I.17, pg. 6-15)
9. That the Draft Synod Covenant be shared, and feedback solicited, at Synod Assembly 2012, so that a final document may be approved at the fall 2012 Synod Council meeting. (Item E-25, pg. 6-10, text reported in Appendix G)

## Appendix B

### Constitutional Revisions

#### Part I - Constitutional Amendments - Second Readings

- a) That the following amendment to the Constitution Article XV, Section 2 be recommended for second reading at Assembly 2012:

Section 2.

- a. The board of governors of Waterloo Lutheran Seminary, Waterloo, Ontario, shall be appointed by the Synod Council, and shall consist of fourteen members, half of whom shall be clergy including the Bishop of the Eastern Synod, and half of whom shall be laypersons. ~~seven ordained ministers and eight lay persons elected by synod in convention for a term of three years. The bishop of synod shall be ex-officio a member of the board.~~

- ~~b. Three persons of the board of governors shall be nominated to the board by the national church council. Such appointments shall be for terms of three years, spaced that, as nearly as possible, one third of the total membership of the board shall come up for reappointment each year. Those appointed by the national church council shall be ratified by an affirmative vote of election by the synod in convention.~~

~~If the vote on the election of any one of these nominees is negative, an alternative nomination shall be made by the national church council. The synod council shall be empowered to complete such election if it is unfinished at the adjournment of the convention.~~

- c. The board may, ~~in consultation with the national church council,~~ propose to the synod **council** an increase **or decrease** in the number of its members, such increase **or decrease** to include an equal number of ordained ministers and lay persons. Any proposal for increase **or decrease** in the number of members of the board must have the approval of the synod **council**.

- d. The term of office for each member of the board shall be three years except in the following cases:

- i. Where a member is appointed to fill a vacancy, such appointment shall be by the synod council and shall be for the remainder of the term of the predecessor;
- ii. In the case of the first of any new ~~elections~~ **appointments** in connection with increasing the number of the said board, the terms of office shall be for one, two or three years, so spaced that as nearly as possible one third of the total membership of the board shall come up for ~~election~~ **appointment** each year.

- e. Members of the board shall be eligible to serve not more than two consecutive terms.

And appropriate re-lettering: c., d. and e. become b., c. and d.

#### Part II - Constitutional Amendments - First Readings

None.

#### Part III - Bylaw Amendments

None.

## Appendix C

### COMPENSATION SCHEDULE

FOR

PASTORS, DIACONAL MINISTERS, AND PASTORAL SUPPLY

**2013 - 2014**

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#### ASSUMPTIONS BEHIND THE SCHEDULE

1. The Compensation Schedule will take seriously year-over-year cost-of-living adjustments (COLA) as determined by Statistics Canada for January of the previous year. <<http://www40.statcan.ca/l01/cst01/cpis01a-eng.htm>>

*For example: the COLA for 2013 compensation uses the COLA published in January of 2012, which was 2.5%.*

2. In 2010, we stated: "The Compensation Schedule for 2011-2012 will provide year-over-year increases which, by the end of the year 2014, will have raised the minimum, base salaries in the Eastern Synod to have reached the average, minimum, base salaries of the other synods of the ELCIC." To accomplish this, "a \$900 catch-up fee will be added to the year-over-year salaries for the next 4 years."

When we began this process of catching up, an Eastern Synod pastor with one year of experience and an MDiv degree received 87% of the average salary of the 4 other synods for a pastor with one year of experience and an MDiv degree. In 2012, an Eastern Synod pastor with one year of experience and an MDiv degree received 91% of the average salary of the 4 other synods for a pastor with one year of experience and an MDiv degree. Although we have indeed made progress in raising base salaries in the Eastern Synod to the average, minimum base salaries of the 4 other synods, our catching up will not be accomplished by 2014. We will continue to include a catch-up fee until parity has been reached.

*For example: in 2012, the minimum base salary for a pastor with an MDiv degree and one year of experience was as follows: BC Synod - \$37,152; Alberta Synod - \$36,080; Saskatchewan Synod - \$35,440; Manitoba Synod - \$34,115; Eastern Synod - \$32,342.*

**SCHEDULE FOR PASTORS**

The total compensation for a pastor is a combination of three different components: salary and housing, professional expenses, and benefits.

**A. Salary and Housing**

**1. Minimum base salary**

When computing a pastor’s salary, the mutual ministry committee or congregational council begins by reviewing the minimum salary schedule as set by the Eastern Synod of the Evangelical Lutheran Church in Canada. Note that the years in ordained ministry are based on the pastor’s years serving under call, not just the anniversary of ordination.

Pastor's Minimum Base Salary Schedule			
<i>YEARS ORDAINED</i>	<b>YEAR 2012</b> \$900 + COLA	<b>YEAR 2013</b> \$900 + COLA <sup>1</sup>	<b>YEAR 2014</b> \$900 + COLA <sup>2</sup>
Newly Ordained	31,720	33,436	
1st year after ordination <sup>3</sup>	32,342	34,073	
2nd year after ordination	32,964	34,711	
3rd year after ordination	33,587	35,349	
4th year after ordination	34,209	35,987	
5th year after ordination	34,831	36,624	
6th year after ordination	35,453	37,262	
7th year after ordination	36,075	37,899	
8th year after ordination	36,698	38,538	
9th year after ordination	37,320	39,176	
10th year after ordination	37,942	39,813	
11th year after ordination	38,564	40,451	
12th year after ordination	39,187	41,089	
13th year after ordination	39,809	41,727	
14th year after ordination	40,431	42,364	
15th year after ordination	41,053	43,002	
<p>The minimum increase after 15 years of service is calculated as the total previous year’s salary plus \$900 (catch-up fee) plus COLA. Beyond this minimum figure, congregations may consider an additional amount (<i>salary beyond base</i>), reflecting a decision to affirm the pastor’s ministry.</p> <p><sup>1</sup> COLA for 2013 (as based on the COLA figures for January 2012) was set at 2.5%.</p> <p><sup>2</sup> COLA for 2014 will be based on the COLA figures for January 2013.</p> <p><sup>3</sup> “1st year after ordination” is defined as the first new fiscal year following ordination and that subsequent years of ordination are also defined on a fiscal year basis.</p>			

2. **Salary beyond base**

To the base salary figure should be added a figure, determined by the council, which reflects a decision to affirm the pastor's ministry.

The key ingredient to determining an appropriate figure is people in dialogue. It is best if these people represent a cross-section of the congregation and are a group committed to mutual ministry.

It is recommended that each congregation have a Mutual Ministry Committee. Resources for this committee are available from the Synod Office. Of particular value in this instance would be the resource *Time, Mission & Compensation*. A workshop on mutual ministry can be conducted by synod staff if requested by your mutual ministry committee or your congregational council.

When the salary beyond base figure is added to the base salary, the council has the total salary figure.

3. **Pro-rated expenses**

All salary and benefits are pro-rated to a pastor's call with a given congregation. Should the pastor accept a call to another congregation, the calling congregation will reimburse any expenses paid in full to the congregation which the pastor formerly served.

4. **Housing**

Adequate housing is provided as part of the compensation package either in the form of congregation-owned housing (parsonage) or a housing allowance. Synod policy states that this housing allowance should be equal to the costs of renting similar accommodations, including utilities, in that area.

- "the costs of renting similar accommodations" can best be determined through consultation with a local real estate agent.
- "utilities" is considered to include heat, electricity, water and sewage, and basic phone and internet service.

When the congregation provides a housing allowance, the actual amount the pastor may claim as a **tax free benefit** is determined by Canada Revenue Agency (CRA). To request an exemption from withholding income tax deductions on the housing allowance, the pastor should submit a Letter of Authority to CRA in September of the previous year, using the calculation from form T1223E part C to determine the exempt amount for the following year. CRA will confirm with the employing congregation via a Reduction of Income Tax Deduction at Source letter.

Each congregation is encouraged to offer the housing allowance in lieu of congregation-owned housing. Congregations where the pastor has served for ten or more years and still lives in congregation-owned housing, should consider re-evaluating their present housing arrangements.

An **equity allowance** should be provided if the pastor lives in a congregation-owned house. Each year the congregation should provide a determined amount, which is not

below \$1,680, <sup>i</sup> as a housing equity allowance. This amount shall be added to the total compensation for pension calculation.

## **B. Professional Expenses**

These items are considered congregational expenses to provide ministry and are not items to be included within the pastor's salary package.

### **1. Car Allowance**

For the years 2013 and 2014, the per/km travel reimbursement rate will be based on the Canada Revenue Agency's most current figure for "Automobile allowance rates". This figure can be found at:

<<http://www.cra-arc.gc.ca/tx/bsnss/tpcs/pyrll/bnfts/tmbl/llwnc/rts-eng.html>>.

*For example: for 2012 these rates were set at 53¢ per kilometre for the first 5,000 kilometres; and 47¢ per kilometre thereafter.*

Alternatively, congregations may provide an annual flat-rate car allowance, which is considered a taxable benefit.

### **2. Book Allowance**

A book allowance of \$500 per year shall be provided. This is a taxable benefit and is based on actual expenses.

### **3. Continuing Education Allowance**

Each parish shall contribute a minimum of \$600.00 yearly to the ELCIC Continuing Education Plan, and each pastor shall contribute at least \$300.00 yearly to the plan. A larger amount may be contributed on the basis of 1/3 being paid by the professional leader and 2/3 being paid by the parish/employer. The CEP of the ELCIC contains provisions for short and long-term study leaves.

Two paid weeks shall be allowed for continuing education, to a maximum of six weeks in any given year. The use of this time and these funds and/or the need for additional time shall be negotiated with the congregation. Pastors are not eligible to receive unused continuing education leave benefits upon termination of a call.

## **C. Benefits**

### **1. Pension Plan of the ELCIC <sup>ii</sup>**

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<sup>i</sup> **The housing equity figure** has been updated to take into account a COLA of 2.3% in 2012 and 2.5% in 2013.

<sup>ii</sup> **Pension Plan Explanation:** The pension plan is a Defined Contribution plan, where contributions are remitted monthly and accumulated with investment returns to retirement, at which time a member's accumulation is used to purchase a retirement income. The pension plan is administered by ELCIC Group Services Inc ("GSI"). Contribution rates are available on the GSI website.

All congregations, Synod offices, and other organizations of the ELCIC participate in the pension plan. Anglican dioceses employing ELCIC Rostered ministers also participate through a special agreement. Other organizations not affiliated directly with the ELCIC but employing ELCIC Rostered ministers may also participate through a special agreement if all parties desire.

- a) All congregations contribute 5%, on behalf of the employee (member), plus 6%, (of the total base salary plus housing allowance or, if a parsonage is provided, of the total base salary plus 30% of the total salary), on behalf of the unfunded pension liability.
- b) The pastor is required to pay 5% of the sum of his/her total salary plus housing allowance, or 5% of the sum of the total salary plus housing equity allowance plus 30% of the total salary, if a parsonage is provided.

**2. Health and Dental Benefits Plan of the ELCIC <sup>iii</sup>**

- a) The appropriate provincial health plan, if required, as well as the ELCIC health plan shall be required. The employer is responsible for 100% of the premiums for extended health (including travel health).
- b) The employer is responsible for a minimum of 50 % of the yearly premiums for the ELCIC Dental Plan.
- c) If coverage is waived, due to spousal coverage, the pastor shall not receive cash compensation in lieu of the premiums of these health benefits.

**3. Life, Disability, and Counselling <sup>iv</sup>**

The employer pays the annual premium for death, disability, and survivor income based on 3.25% of the pastor's total base salary plus housing allowance, or if a parsonage is

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<sup>iii</sup> **Group Benefits Plan Explanation:** The group benefits plan includes: extended health (including travel health), dental, life insurance (basic, dependent and optional), long term disability insurance ("LTD"), accidental death, disease and dismemberment insurance ("ADD&D"), and employee and family assistance plan (short term counseling). The group benefits plan is administered by GSI and underwritten by insurance companies. A detailed description of the benefits provided is available on the GSI website.

All congregations, Synod offices, and other organizations of the ELCIC subscribe to the group benefits plan. Anglican dioceses employing ELCIC Rostered ministers also subscribe through a special agreement. Other organizations not affiliated directly with the ELCIC but employing ELCIC Rostered ministers may also subscribe through a special agreement if all parties desire.

Employees of subscribing employers enroll when they satisfy the eligibility requirements.

Health and dental premiums are a fixed dollar amount differing by single or family status. The other benefits are combined into a single premium calculated as a per cent of the member's Salary (defined as cash salary plus housing) and paid by the employer. Rates are subject to change at the annual renewal with the carriers and GSI notifies all employers and members in advance of changes to the rates. All rates are available on the GSI website.

<sup>iv</sup> **Disability Benefits Explanation:** The Disability Policy provided by the National Church Council is available on the ELCIC website. This policy outlines the responsibilities of the congregation and the member when a disability occurs. If the member qualifies, the congregation continues salary up to nine weeks and all pension and benefit remittances continue as before. In weeks 10 to 26 the member must apply for Employment Insurance. The congregation is obligated to continue pension and benefit remittances while the member is receiving disability employment insurance, at the option of the member where costs are shared, and required for the portion where the congregation pays 100% of the premium (i.e. the life and LTD premium must be maintained in order for the member to apply for LTD benefits later). After the elimination period of 180 days, the member may qualify for LTD benefits. The application process for LTD should be started two months in advance by contacting the GSI office. A detailed table is included in the Treasurer's Handbook (GSI website) which lists what the requirements are for each portion of a disability leave and also for other types of leaves.

provided, 3.25 % of the sum of the total base salary plus housing equity allowance plus 30% of the total base salary.

4. ***Sabbatical Leave***

As per Eastern Synod Sabbatical Guidelines for Pastors Serving under Call.

5. ***Days Off***

Rostered ministers are entitled to two days off per week, plus days in lieu of Statutory Holidays taken within 14 days of the actual holiday.

6. ***Compassionate Leave***

Rostered ministers are entitled to Compassionate leave with pay for seven days plus necessary travel days for death or catastrophic illness of an immediate family member (spouse, parent, grandparent, sibling, child or grandchild) of the rostered minister or spouse. Congregational Council may allow additional days with or without pay.

7. ***Maternal and Parental Leave***

See GSI Guidelines: <<http://www.elcicgsi.ca/Employers/TIB.html>>.

8. ***Worker's Compensation***

Worker's compensation is **not** mandatory for pastors. However, if a congregation chooses to take out this coverage, it cannot be done selectively (i.e., either **all** employees are covered, or none are).

9. ***Vacation***

- a) A minimum of four full weeks annual vacation, for the 1st through 19th years, and five full weeks for the 20<sup>th</sup> year onward.
- b) For the 5<sup>th</sup>, 10<sup>th</sup>, and 15<sup>th</sup> years after ordination, the pastor shall receive an additional week of vacation for that year.

If the pastor does not take his/her vacation time, this cannot be accumulated unless it is officially approved by the congregational council prior to year-end in the year in which the vacation was not taken.

The vacation period shall be based on the fiscal year.

**D. Other Expenses**

1. ***Convention expenses***

a. *Synod Convention:*

Congregations or employing agencies will cover the expenses for rostered pastors to attend synod conventions.

b. *National Conventions:*

Congregations or employing agencies will cover the expenses for rostered pastors who are elected to serve as a clergy delegate to national conventions. When more than one pastor from the same congregation is elected as a delegate to the national



convention, payment for more than one clergy delegate is to be negotiated with the congregation.

2. ***Moving expenses***

When an official call is extended to a pastor, the pastor and congregation negotiate what professional moving service will be used. The moving contract should include minimum safeguards for the pastor's furniture and personal belongings against loss or damage.

**SCHEDULE FOR DIACONAL MINISTERS**

Recommended salaries for diaconal ministers employed by congregations and/or church agencies are determined as follows:

Salary schedule (as per pastor's base salary schedule) for 2013 and 2014 including years of experience.

Multiply 1.30 times the appropriate base salary. This then equals a salary figure which includes a value for housing.

For a person with a BA - 70% to 80% of the above figure.

For a person with an MA - 80% to 90% of the above figure.

Congregations should provide a housing equalization premium for diaconal ministers to equal the tax-free benefit of clergy housing allowance.

**SCHEDULE FOR PASTORAL SUPPLY**

1 service – \$145 <sup>v</sup> plus mileage plus pension contribution, if applicable. Check with GSI.

(The car allowance rate will use the Canada Revenue Agency's most current figure for "Automobile allowance rates." This figure can be found at:

<<http://www.cra-arc.gc.ca/tx/bsnss/tpcs/pyrll/bnfts/tmbl/llwnc/rts-eng.html>>.)

2 services in the same congregation – \$170 <sup>vi</sup> plus mileage plus pension contribution if applicable. Check with GSI.

2 services in the same parish – \$170 <sup>vii</sup> plus mileage plus pension contribution if applicable. Check with GSI. This will be divided between the two congregations, as they determine.

**SCHEDULE FOR PERMANENT PART-TIME PASTORS**

Congregations which are employing pastors on a permanent part-time basis are required to negotiate a compensation package which clearly includes consideration of those

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<sup>v</sup> **The pastoral supply figure** has been updated to take into account a COLA of 2.3% in 2012 and 2.5% in 2013.

<sup>vi</sup> **The pastoral supply figure** has been updated to take into account a COLA of 2.3% in 2012 and 2.5% in 2013.

<sup>vii</sup> **The pastoral supply figure** has been updated to take into account a COLA of 2.3% in 2012 and 2.5% in 2013.

elements (Salary and Housing, Professional Expenses, Benefits, and Other Expenses) which are considered in a full time call.

### SCHEDULE FOR INTERIM PASTORS

Congregations which are employing pastors on a full-time, interim basis will provide remuneration (salary, housing, and benefits) as per the *Schedule for Pastors*.

Congregations which are employing pastors on a part-time, interim basis will provide remuneration on the following terms:

- 1) **Sunday Supply** will be according to the *Schedule for Pastoral Supply*.
- 2) **The Hourly rate** will be \$31.50 <sup>viii</sup>/hr, beginning the time that the pastor leaves his/her home.
- 3) **Source deductions, Group Services Inc. deductions, taxes, CPP, and EI** will be deducted and a T-4 will be provided for the aforementioned remuneration.
- 4) **Mileage** will be according to the Canada Revenue Agency's most current figure for "Automobile allowance rates." This figure can be found at:  
<<http://www.cra-arc.gc.ca/tx/bsnss/tpcs/pyrll/bnfts/tmbllwnc/rts-eng.html>>.
- 5) **Continuing education and book allowances and a pro-rated paid vacation** (based on an average of the previous 12 months' earning) will be given to those serving on a long-term (12 months or more) part-time interim basis.

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<sup>viii</sup> **The hourly rate** has been updated to take into account a COLA of 2.3% in 2012 and 2.5% in 2013.

## Appendix D

### Vision for Mission in the Eastern Synod 2012-2014

#### A Church in Mission for Others

God calls the whole church through the Gospel to be engaged in mission in response to the needs of others, celebrating what God has done and continues to do through us. Relying on the gifts of the Spirit, we will develop ministries that will inspire and equip us to care for others through the mission work of the synod, conferences, congregations, and specialized ministries. As members of the Eastern Synod, we will help one another to embrace our vocations as ministers of the Gospel.

#### Mission Priorities

1. **We will practice Spirited Discipleship**

We will encourage one another to be joyful in worship, diligent in exploring God's Word, passionate in bearing witness to our faith, generous in sharing the gifts we have received, and wise in working with all our sisters and brothers in Christ. In our life together, we will be open to the creative and loving ways that God's Spirit works in and through us as members of the Eastern Synod.

In the synod, conference, and congregations this mission priority may include:

- a) renewing worship through workshops, retreats, and the efforts of the Director of Worship Ministries,
- b) encouraging clergy and laity throughout the synod to study the Bible and wrestle with questions of faith through program resources, educational events, and leadership from the faculty of Waterloo Lutheran Seminary,
- c) sharing faith stories and promoting resources through the In Mission for Others initiative, the synod's publications and communication network, and the efforts of the Director of Witness and Evangelism Ministries,
- d) inviting generosity of spirit and offerings through events, publications and the work of the Director of Stewardship and Resource Development, and
- e) fostering a sense of collegiality through a variety of events, retreats, conference meetings and gatherings for clergy and laity.

2. **We will welcome Diversity**

We will meet our neighbours and become more familiar with those living in our communities who may vary from us in age, ethnicity, gender, sexual orientation, socioeconomic class, and religious practices. We will foster a climate of invitation, welcome and hospitality within our synod, conferences and congregations. We will seek to reflect the diversity of Canadian society within our church, recognizing that others may challenge us with new ideas.

In the synod, conference, and congregations this mission priority may include:

- a) integrating children, youth and young adults into the life of our church through programs, gatherings, the camps, campus ministries, and the work of the Director for Youth and Young Adult Ministries,
- b) identifying and encouraging the use of resources that help us understand and appreciate the cultures and practices of others,
- c) entering into dialogue with our multi-faith neighbours,
- d) welcoming those whose sexual orientation may differ from our own, and
- e) keeping a diversity of faces before us as we choose leaders, and
- f) by promoting right and renewed relationships between non-indigenous and indigenous peoples in Canada.

**3. We will demonstrate Compassionate Justice**

We will be mindful of the biblical principles of justice and compassion, striving to work with and for people who live on the margins of society. We will also seek to take better care of the earth, and play a leading role in preserving all that God has made.

In the synod, conference, and congregations this mission priority may include:

- a) becoming familiar with the issues of our day by engaging in the study and discussion of challenging questions,
- b) identifying and supporting initiatives which seek justice tempered with mercy through the work of the Director of Public Policy and Service Ministries, and KAIROS,
- c) supporting the work of Canadian Lutheran World Relief, and
- d) identifying and promoting ways in which the church and individuals can exercise greater care of the earth's environment and resources.

**4. We will establish a Focused Framework**

We will develop effective and flexible structures which will be suited to the tasks to which the Gospel calls us. We will be challenged by on-going evaluation of our various ministries, mindful that God may lead us to end some of them and begin others. We will identify, call, mentor, and equip ordained and lay leaders to meet the challenges that are before us.

In the synod, conference, and congregations this mission priority may include:

- a) evaluating the effectiveness of our leaders and committees and making changes in our organization which allow us to more fully participate in the mission to which God calls us,
- b) recruiting leaders with gifts and skills that match the needs of our church today and in the future,

- c) training these leaders for service in the conferences, congregations and specialized ministries through the leadership of Waterloo Lutheran Seminary and a variety of educational events for both clergy and lay leaders,
- d) proposing specific programs of continuing education for our rostered ministers, and
- e) identifying and establishing partnerships which will help us to effectively use all of the resources that have been entrusted to us.

**5. We will develop Effective Partnerships**

We will strengthen our existing partnerships and develop new ones. This includes collaboration with congregations, conferences, other synods, and the Evangelical Lutheran Church in Canada, as well as ecumenical, multi-faith, and community organizations. We will frequently ask ourselves, “Do we have to do this alone?”

In the synod, conference, and congregations this mission priority may include:

- a) strengthening our working relationship among the Synod Council, Conference Deans and Ministry Directors,
- b) improving communication within the synod through its publications, programs and communication network,
- c) continuing to work in partnership with women’s groups and networks in the Eastern Synod,
- d) deepening our relationship with our companion synod, the Evangelical Lutheran Church in Guyana,
- e) continuing to explore possibilities for shared ministry with the Anglican Church of Canada, especially at the diocesan, regional and parish level, and
- f) seeking justice for all by working with ecumenical coalitions like KAIROS, inter-faith groups, multi-faith groups, as well as groups sharing similar goals and values.

## **Appendix E**

# **CONSTITUTION**

## **ATLANTIC GREAT LAKES SYNOD EVANGELICAL LUTHERAN CHURCH IN CANADA**

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<b>Article I</b>	<b>Name and Incorporation</b>
<b>Article II</b>	<b>Geographic Boundaries</b>
<b>Article III</b>	<b>Confession of Faith</b>
<b>Article IV</b>	<b>Mission</b>
<b>Article V</b>	<b>Membership</b>
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<b>Article VII</b>	<b>Synodically Recognized Ministries</b>
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<b>Article X</b>	<b>Full Communion Provisions</b>
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<b>Article XIII</b>	<b>Synod Council</b>
<b>Article XIV</b>	<b>Officers</b>
<b>Article XV</b>	<b>Office of the Bishop</b>
<b>Article XVI</b>	<b>Committees</b>
<b>Article XVII</b>	<b>Theological Institution</b>
<b>Article XVIII</b>	<b>Bylaws</b>
<b>Article XIX</b>	<b>Amendments</b>

## **ARTICLE I**

### ***Name and Incorporation***

Section 1. The name of the synod functioning under this constitution shall be Atlantic Great Lakes Synod of the Evangelical Lutheran Church in Canada. For purposes of this constitution and accompanying administrative bylaws, the Evangelical Lutheran Church in Canada is hereby referred to as “this church.”

Section 2. This synod shall be incorporated under the laws of Canada.

Section 3. The seal of the Atlantic Great Lakes Synod shall consist of a cross, encircled by the words “Atlantic Great Lakes Synod Evangelical Lutheran Church in Canada.” The bishop shall have custody of the seal.

## **ARTICLE II**

### ***Geographic Boundaries***

Section 1. The geographic boundaries of this synod shall be as described in the bylaws of this church.

## **ARTICLE III**

### ***Confession of Faith***

Section 1. This synod confesses the Triune God - Father, Son and Holy Spirit - as the one true God. It proclaims the Father as Creator and Preserver; His Son, Jesus Christ, as Redeemer and Lord; and the Holy Spirit as Regenerator and Sanctifier.

Section 2. This synod confesses that the gospel is the revelation of God's saving will and grace in Jesus Christ, which he imparts through Word and Sacrament. Through these means of grace the Holy Spirit creates believers and unites them with their Lord and with one another in the fellowship of the Holy Christian Church.

Section 3. This synod confesses the Scriptures of the Old and New Testament as the inspired Word of God, through which God still speaks, and as the only source of the church's doctrine and the authoritative standard for the faith and life of the church.

Section 4. This synod subscribes to the documents of the *Book of Concord of 1580* as witnesses to the way in which the Holy Scriptures have been correctly understood, explained and confessed for the sake of the gospel, namely:

- a. The Apostles', the Nicene, and the Athanasian Creeds as the chief confessions of the Christian faith;
- b. The unaltered *Augsburg Confession* as its basic formulation of Christian doctrine;
- c. *Luther's Small Catechism* as a clear summary of Christian doctrine;



- d. The *Apology of the Augsburg Confession*, *Luther's Large Catechism*, the *Smalcald Articles with the Treatise*, and the *Formula of Concord* as further witnesses to the unaltered *Augsburg Confession*.

## **ARTICLE IV**

### ***Mission***

Section 1. The mission of this church, as an expression of the universal Church and as an instrument of the Holy Spirit, is to share the gospel of Jesus Christ with people in Canada and around the world through proclamation of the Word and the celebration of the Sacraments and through service in Christ's name.

Section 2. As the regional expression of the Evangelical Lutheran Church in Canada and in faithfulness to the Lord of the Church, this synod shall facilitate and advance the mission of this church within its territory.

Section 3. This synod shall faithfully support the common work of this church and its international and ecumenical partners.

## **ARTICLE V**

### ***Membership***

Section 1. The membership of this synod consists of congregations and synodically recognized ministries that are recognized by this synod in the manner described in the bylaws of this church. Baptized individuals who are members of a congregation or synodically recognized ministry shall exercise their privileges and responsibilities through participation in the congregation or synodically recognized ministry in which they are members.

Section 2. This synod may revoke its recognition of any congregation or synodically recognized ministry in the manner described in the bylaws of this church.

## **ARTICLE VI**

### ***Congregations***

Section 1. Every congregation which is recognized by this synod shall have constitutional documents which, in the judgment of this synod council, are in harmony with the constitution and bylaws of this church and of this synod.

Section 2. Every congregation shall support faithfully with prayer, personal service and offerings the common work of this church and of this synod.

Section 3. Every congregation of this synod shall choose a delegate or delegates to represent it at conventions of this synod and at meetings of the area to which the congregation is assigned in accordance with procedures as defined in the bylaws of this synod.

Section 4. The alignment of congregations in parishes shall be subject to approval of Synod Council.

Section 5. Congregations shall have the right to petition this synod, according to procedures set forth in the bylaws.

Section 6. In case of strife and division in a congregation, the congregational council shall seek the advice of the bishop of this synod.

Section 7. When a pastor resigns, the congregational council shall receive the resignation, report it to the congregation and notify the bishop of this synod.

Section 8. A congregation desiring to withdraw from this church must comply with the procedures for withdrawal set out in the bylaws of this church.

Section 9. A congregation which has ceased to exist or whose membership has so diminished in numbers as to render it impossible or impractical for the congregation to function according to its constitution and bylaws shall, after consultation with any remaining members, be deemed by this synod to be defunct. This synod through the synod council shall appoint trustees, including where feasible former members of the congregation, who shall take charge and control of the property of said congregation to hold, manage and convey the same on behalf of this synod.

Section 10. A lay member of any congregation who is under discipline by his/her congregation may appeal to this synod in the manner described in the bylaws of this synod.

## **ARTICLE VII**

### ***Synodically Recognized Ministries***

Section 1. This synod shall maintain a roster of synodically recognized ministries.

Section 2. Synodically recognized ministries may choose a representative to conventions of this synod in accordance with procedures as defined in the bylaws.

Section 3. The approval of this church or a convention of this synod or of its council shall be required for the solicitation of funds from synodically recognized ministries for institutions, agencies and causes of this church.

Section 4. A lay member of any synodically recognized ministry who is under discipline by his/her synodically recognized ministry may appeal to this synod in the manner described in the bylaws of this synod.

## **ARTICLE VIII**

### ***Rostered Ministers - Ordained***

Section 1. This synod shall maintain a roster of ordained ministers.

Section 2. The standards of admission and continuance on the roster of ordained ministers shall be defined in the bylaws of this church.

Section 3. An ordained minister shall conduct himself/herself in accordance with the constitution, bylaws and policies of this synod and of this church.

## **ARTICLE IX**

### ***Rostered Ministers - Diaconal***

Section 1. This synod shall maintain a roster of diaconal ministers.

Section 2. The standards of admission and continuance on the roster of diaconal ministers of this church shall be defined in the bylaws of this church.

Section 3. A diaconal minister shall conduct himself/herself in accordance with the constitution, bylaws and policies of this synod and of this church.

## **ARTICLE X**

### ***Full Communion Provisions***

Section 1. Ordered ministers of churches with which this church has a full communion agreement, who are serving in this church under the provisions of that full communion agreement, shall have the same rights and privileges as the equivalent order of ministry in this church.

## **ARTICLE XI**

### ***Areas***

Section 1. This synod shall be organized into areas whose number and boundaries shall be determined by Synod Council.

Section 2. The role of the areas shall be defined in the bylaws of this synod.

## **ARTICLE XII**

### ***Conventions***

Section 1. The convention of this synod shall be its highest legislative authority.

Section 2. Conventions of this synod shall be held in accordance with the bylaws and policies of this synod.

## **ARTICLE XIII**

### ***Synod Council***

Section 1. Synod Council is the governing body of this synod and shall carry out all functions and responsibilities on behalf of this synod in accordance with the constitution, the bylaws and resolutions of this synod in convention.

Section 2. Synod Council shall consist of the officers of this synod, and members, all of whom shall be members in good standing of congregations or synodically recognized ministries of this synod, elected according to procedures defined in the bylaws of this synod.

## **ARTICLE XIV**

### ***Officers***

Section 1. The officers of this synod shall be a bishop, a vice-chairperson, a secretary and a treasurer. The bishop shall be on the roster of ordained ministers of this church. At least two of these officers shall be lay members of a congregation or synodically recognized ministry of this synod.

Section 2. The duties of the officers shall be defined in the bylaws of this synod.

Section 3. Officers, other than bishop, shall be elected by this synod in convention for a term of six (6) years, without term limitation, according to procedures established in the bylaws.

Section 4. The bishop shall serve as chairperson.

Section 5. Synod Council may appoint a replacement officer, with the exception of the office of the bishop, to fill a vacancy between conventions.

Section 6. The recall or dismissal of an officer of this synod shall follow the procedure set out in the bylaws of this church.

Section 7. Assistants to the officers, if and when such positions are created by this synod in convention, shall be appointed by the synod council on nomination by the officer concerned. Such persons may be recalled or dismissed on proper notice by the action of the synod council. They shall be ineligible for membership on the council.

## **ARTICLE XV**

### ***Office of the Bishop***

Section 1. The bishop, as the chief executive officer of this synod, has full authority, responsibility and accountability to discharge all duties and obligations of that office as mandated in the constitution, the bylaws and by resolution of Synod Council and convention.

Section 2. The bishop shall be *an ex officio* member of all committees of this synod.

Section 3. The authority to elect and call a bishop shall rest with this synod at a regular convention or a special convention called for this purpose.

Section 4. The bishop shall be elected from the roster of ordained ministers of this church and its full communion partners.

Section 5. The bishop shall be elected by this synod in convention for a term of six years, without term limitation, according to the procedures established in the bylaws of this synod.

## **ARTICLE XVI**

### ***Committees***

Section 1. Synod Council shall have authority to establish such committees deemed necessary for the mission of this synod.

Section 2. Terms of reference for, and membership on, any committee shall be defined in the bylaws of this synod or in a policy manual.

## **ARTICLE XVII**

### ***Theological Institution***

Section 1. This synod acknowledges its responsibility to maintain a theological seminary within the guidelines provided by this church, to strengthen this seminary spiritually and academically, and to provide for its financial support.

Section 2. The Board of Governors of Waterloo Lutheran Seminary, Waterloo, Ontario shall control and manage the seminary and determine its academic and administrative affairs.

Section 3. Terms of reference for, and membership on, the Board of Governors of Waterloo Lutheran Seminary shall be defined in the constitution of Waterloo Lutheran Seminary subject to synod council approval.

## **ARTICLE XVIII**

### ***Bylaws***

Section 1. This synod may adopt such bylaws, not in conflict with this constitution, as may be necessary. Such bylaws may be amended at any convention by a two-thirds vote of the delegates present and voting. At least one day shall elapse between first presentation and convention action unless unanimous consent to amend is given.

Section 2. Bylaws relating to convention procedure may be suspended by a two-thirds vote of the delegates present and voting.

## **ARTICLE XIX**

### ***Amendments***

Section 1. The Confession of Faith as stated in Article III shall be that of the Evangelical Lutheran Church in Canada.

Section 2. Amendments to this constitution shall be in writing and may be proposed by:

- a. The National Church Council;

- b. The Synod Council;
- c. A congregation of the synod, if such proposal was first approved at a duly called and conducted congregational meeting; or
- d. Ten convention delegates, representing at least four areas.

Section 3. All proposed amendments must be reported to the convention no later than the first full day of business. The synod council shall make a report and recommendation during that convention on all proposed amendments. Adoption of an amendment shall require passage at this and the next regular convention by a two-thirds vote of the delegates present and voting. Notice of the full text thereof shall be sent to the ordained ministers and diaconal ministers on the rosters, congregations and synodically recognized ministries of this synod at least one month prior to the second reading. Further amendment at the second reading shall require unanimous consent. Such amendments shall be effective upon ratification by National Church Council.

## **Appendix F**

# **BYLAWS of the ATLANTIC GREAT LAKES SYNOD EVANGELICAL LUTHERAN CHURCH IN CANADA**

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<b>Part II</b>	<b>Organizational Relationships</b>
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<b>Part IX</b>	<b>Theological Institutions</b>
<b>Part X</b>	<b>Financial Matters</b>

## **Part I**

### ***Offices***

Section 1. The registered head office of this synod shall be located in Kitchener.

Section 2. All executive offices shall be located where designated by synod council.

## **Part II**

### ***Organizational Relationships***

#### Section 1. Congregations

- a. This synod shall organize, recognize, receive, release and exclude congregations, and approve or disapprove of the relocation or the merger of congregations within its geographical boundaries.
- b. Congregations may petition this synod according to the procedures set forth in these bylaws. (Synod Bylaws Part V, Section 8)
- c. During a pastoral vacancy, an interim pastor shall be appointed by the bishop after consultation with the congregational council.
- d. A lay member of a congregation who wishes to appeal discipline imposed by his/her congregation on that member shall appeal in writing to the bishop within thirty (30) days after the disciplinary action has been taken. The appellant shall send copies of the appeal to the pastor and to the secretary of the congregation. The bishop shall appoint a special committee to investigate the appeal. The decision of the committee shall be reported to the appellant, the pastor and secretary of the congregation and to the bishop. The decision of the committee shall be final.

#### Section 2. Synodically Recognized Ministries

- a. Synodically Recognized Ministries are groups and organizations other than congregations who promote and implement the mission of this church.
- b. This synod may organize, recognize, receive, release and exclude synodically recognized ministries within its geographical boundaries.
- c. A lay member of a synodically recognized ministry who wishes to appeal discipline imposed by his/her synodically recognized ministry on that member shall appeal in writing to the bishop within thirty (30) days after the disciplinary action has been taken. The appellant shall send copies of the appeal to the synodically recognized ministry. The bishop shall appoint a special committee to investigate the appeal. The decision of the committee shall be reported to the appellant, the synodically recognized ministry and to the bishop. The decision of the committee shall be final.

#### Section 3. Areas



- a. Areas are groups of congregations that work together in mission led by an Area Leadership Team.

Section 4. Area Leadership Teams

- a. The bishop, in consultation with synod council, shall appoint an Area Leadership Team for each area.
- b. The role of the Area Leadership Team is to:
  - i. Assist congregations and ministries within the area to plan, promote and implement the mission of this church;
  - ii. Maintain contact with the Synod bishop;
  - iii. Serve as the Bishop's representative, as requested, at installations, assisting with the call process, and conducting exit interviews;
  - iv. Maintain contact with Synod Mission staff;
  - v. Work with congregational leaders to create mission strategies;
  - vi. Arrange for continuing education opportunities for rostered and lay leaders to support and encourage area mission strategies;
  - vii. Encourage networking and mutual support among rostered and lay leaders;
  - viii. Provide pastoral support to area rostered leaders as required.
- c. Area Leadership Teams shall report to the bishop annually and at other times as requested by the bishop.
- d. Area Leadership Team members shall be appointed for three year terms and are eligible for reappointment. In the event an Area Leadership Team member is unable or unwilling to serve the full term, the bishop may appoint a replacement to complete the term.
- e. The appointment of an Area Leadership Team member may be rescinded mid-term only upon resolution of synod council.

Section 5. Evangelical Lutheran Church in Canada

- a. This synod shall recognize all organizations recognized by the Evangelical Lutheran Church in Canada.

Section 6. Theological Institutions

- a. The ownership of the Waterloo Lutheran Seminary shall be vested in this synod.
- b. Synod Council shall appoint members to Waterloo Lutheran Seminary Board of Governors, Waterloo, Ontario, according to the terms determined by the seminary.

Section 7. Specialized Ministries

- a. This synod may affiliate with specialized ministries such as campus ministries, camps, Lutheran Social Services agencies and health care institutions.

- b. On request of an affiliated institution or agency, synod council may call and install a pastor or chaplain to such affiliated agency or institution.

## **Part III**

### ***Rostered Ministers - Ordained*** ***(Constitution ARTICLE VIII)***

Section 1. Ordination of approved candidates shall take place at a time and place designated by the bishop.

Section 2. This synod shall have a call process manual approved by synod council. A congregation wishing to extend a call shall follow the general procedures set out in the call process manual unless otherwise advised by the bishop due to unusual circumstances.

Section 3. Each ordained minister, except those who are retired, disabled, on leave from call, or suspended from pastoral ministry, shall be in possession of a proper call from a congregation, a synod or this church itself. Such a call may be for an indefinite or a specified length of time. Before issuing the call, the calling agency shall consult with the bishop of this synod.

Section 4. A minister shall inform the chair of the congregational council and the bishop immediately upon receipt of a call to another ministry, and shall inform the calling agency and the bishop of any decision made within thirty days unless an extension is granted by mutual consent of all the parties involved. A minister shall terminate an existing call within two months of accepting another call, unless an extension is granted by mutual consent of all the parties involved.

Section 5. When no term is specified, a regular call accepted by an ordained minister to a congregation shall constitute a relationship which may be terminated only for the following causes:

- a. Resignation of the minister;
- b. Disqualification of the minister as a result of discipline;
- c. Division, dissolution or realignment of the pastoral charge;
- d. Incapacity of the minister, either physical or mental;
- e. Continued neglect of ministry by the minister; or
- f. Inability to conduct the ministerial office satisfactorily in a congregation in view of local conditions, without reflection on the moral and spiritual character of the minister.

Where the conditions set out in Section 5 d, e, f, are alleged:

- g. The bishop may appoint an advisory committee of two ordained ministers and two lay members to investigate. Upon the request of the congregational council, or on receipt of a petition signed by at least one-third of the voting members of a congregation, the bishop shall appoint an advisory committee to investigate.

- h. With the concurrence of the congregational council, the bishop may suspend the minister from ministerial duties pending the outcome of the formal proceedings.
- i. The advisory committee shall secure medical testimony to confirm or refute an allegation of physical or mental disability. If incapacity is confirmed, the bishop may, on the advice of the committee and with the concurrence of the congregational council, declare the pastorate vacant. Should the minister be restored to health, the bishop shall take steps to enable the minister to resume ministry in the congregation last served or in another ministry.
- j. The advisory committee appointed to investigate an allegation of neglect of ministry or of local conditions that imperil the well-being of a congregation shall provide an opportunity for all concerned parties to be heard. At the conclusion of the investigation, the bishop shall bring the recommendations of the committee to the minister and the congregation for consideration and action. Such counsel shall be offered in Christian love and is not to be regarded as a disciplinary measure. If the situation cannot be resolved amicably, the minister may resign, or the congregation may terminate the call by a majority vote at a properly called congregational meeting.
- k. The foregoing procedure shall not be invoked when questions of doctrine or morality are involved. Such cases shall be treated as disciplinary matters.

Section 6. An ordained minister shall preach the Word, administer the Sacraments, and conduct public worship in harmony with the faith and practices of the church; shall baptize, confirm and marry in accordance with the teaching of the church and with the laws of the province; shall visit the sick and distressed and bury the dead; shall inculcate piety in individual and family life and provide pastoral leadership to all schools and auxiliary organizations of the congregation; shall install members of the congregational council and, with the council, administer discipline; shall seek out and encourage qualified persons to prepare for the ministry of the Gospel and strive to extend the Kingdom of God in the community, at home and abroad; and shall encourage the members to be generous in support of the ministry of the congregation, this synod and this church.

Section 7. A minister shall not preach or perform any ministerial act within the parish of another minister except at the latter's request or consent, or visit or perform ministerial acts in a time of a ministerial vacancy, except by invitation of the interim minister or congregational council.

Section 8. The minister shall ensure that the congregation keeps accurate records of membership, baptisms, confirmations, marriages, burials and communicants, and shall report such statistics annually to the secretary of this synod on the forms prescribed by the church. These records shall be certified as being correct by the congregational secretary on the same forms. The congregational records shall remain the property of the congregation.

Section 9. When members move, the minister shall commend them to the ministerial care of the parish in which their new home is located.

Section 10. All ordained ministers serving under call are expected to attend all conventions of this synod.

Section 11. An ordained minister of a church with which the ELCIC has a full communion agreement serving in this synod under the provisions of the full communion agreement shall have the same rights and privileges as an ordained minister of this synod.

## **Part IV**

### ***Rostered Ministers – Diaconal (Constitution ARTICLE IX)***

Section 1. Consecration of approved candidates shall take place at a time and place designated by the bishop.

Section 2. This synod shall have a call process manual approved by synod council. A congregation wishing to extend a call shall follow the general procedures set out in the call process manual unless otherwise advised by the bishop due to unusual circumstances.

Section 3. Each diaconal minister, except those who are retired, disabled, on leave from call, or suspended from pastoral ministry, shall be in possession of a proper call from a congregation, a synod or this church itself. Such a call may be for an indefinite or a specified length of time. Before issuing the call, the calling agency shall consult with the bishop of this synod.

Section 4. A diaconal minister under call shall inform the congregational council and the bishop immediately upon receipt of a call to another ministry, and shall inform the calling agency and the bishop of any decision made within thirty days unless an extension is granted by mutual consent of all the parties involved. A diaconal minister shall terminate an existing call within two months of accepting another call, unless an extension is granted by mutual consent of all the parties involved.

Section 5. When no term is specified, a regular call accepted by a diaconal minister to a congregation shall constitute a relationship which may be terminated only for the following causes:

- a. Resignation of the diaconal minister;
- b. Disqualification of the diaconal minister as a result of discipline;
- c. Division of the pastoral charge;
- d. Incapacity of the diaconal minister; either physical or mental;
- e. Continued neglect of ministry by the diaconal minister; or
- f. Inability to conduct the ministerial office satisfactorily in a congregation in view of location conditions, without reflection on the moral and spiritual character of the minister.

Where the conditions set out in Section 5 d, e, f, are alleged:

- g. The bishop may appoint an advisory committee of two rostered ministers and two lay members to investigate. Upon the request of the congregational council or on receipt of a petition signed by at least one-third of the voting members of a congregation, the bishop shall appoint an advisory committee to investigate.

- h. With the concurrence of the congregational council, the bishop may suspend the minister from ministerial duties pending the outcome of the formal proceedings.
- i. The advisory committee shall secure medical testimony to confirm or refute an allegation of physical or mental disability. If incapacity is confirmed, the bishop may, on the advice of the committee and with the concurrence of the congregational council, declare the position vacant. Should the minister be restored to health, the bishop shall take steps to enable the minister to resume ministry in the congregation last served or in another ministry.
- j. The advisory committee appointed to investigate an allegation of neglect of ministry or of local conditions that imperil the well-being of a congregation shall provide an opportunity for all concerned parties to be heard. At the conclusion of the investigation, the bishop shall bring the recommendations of the committee to the minister and the congregation for consideration and action. Such counsel shall be offered in Christian love and is not to be regarded as a disciplinary measure. If the situation cannot be resolved amicably, the diaconal minister may resign, or the congregation may terminate the call by a majority vote at a properly called congregational meeting.
- k. The foregoing procedure shall not be invoked when questions of doctrine or morality are involved. Such cases shall be treated as disciplinary matters.

Section 6. All diaconal ministers serving under call are expected to attend all conventions of this synod.

## **Part V**

### ***Conventions***

#### ***(Constitution ARTICLE XII)***

Section 1. The regular conventions of this synod shall be held triennially in the year preceding national conventions.

Section 2. The secretary shall publish the time and place of each regular convention at least three (3) months in advance. The secretary shall send out a bulletin of reports to all voting members at least thirty (30) days before each regular convention.

Section 3. The voting membership of conventions shall consist of:

- a. One lay delegate from each congregation and, from congregations having more than four hundred (400) baptized members, one lay delegate for each additional four hundred (400) baptized members. An alternate may act in the stead of a delegate who is unable to attend provided notice is given to the secretary five (5) days prior to the commencement of convention;
- b. Rostered ministers serving under call or appointment in this synod;
- c. Lay members serving under appointment in this synod;
- d. Lay members of synod council; and

- e. Six (6) youth delegates appointed by synod council.

Section 4. At least sixty (60) days prior to the opening day of the convention:

- a. Each congregation shall submit the name(s) and address(es) of its lay delegates to the synod secretary; and
- b. Each rostered minister serving under call or appointment shall submit his/her name and address to the synod secretary.

Section 5. One-third of the registered convention delegates shall constitute a quorum.

Section 6. Seat and voice at regular and special conventions shall be granted to:

- a. The Bishop of the Evangelical Lutheran Church in Canada and such other official representatives of this church as may be designated by National Church Council;
- b. Representatives chosen by synodically recognized ministries of this synod;
- c. Official guests, upon invitation of synod council.

Section 7. All arrangements for worship services or public meetings shall be made in consultation with the bishop.

Section 8. Congregations may petition this synod in convention by submitting the petition in writing to the secretary of this synod for inclusion in the bulletin of reports. If the petition is too late for inclusion in the bulletin of reports, the secretary shall deliver the petition to the Reference and Counsel Committee for presentation to the convention.

Section 9. During the first sitting of each regular convention, the bishop shall announce the members of the Committee of Reference and Counsel, the Committee on Nominations and any other committees that Synod Council may deem necessary. Duties of all convention committees will be described in a convention manual.

Section 10. Special Conventions for specified purposes shall be called by the bishop of this synod within ninety days of receiving in writing a request for such a convention from:

- a. Synod council by at least a two-thirds majority vote; or
- b. One-fifth of the congregations of this synod and one-fifth of the rostered ministers serving under call or appointment.

Section 11. The secretary shall give written notice of a special convention to each congregation, each rostered minister serving under call or appointment, and to each synodically recognized ministry, and shall publish the same at least thirty days prior to the opening date of the special convention.

Section 12. The voting members at a special convention shall consist of:

- a. Lay delegates who were seated in the preceding regular convention provided that they have not been disqualified by termination of membership in the congregation they represented. Vacancies in the lay delegates shall be filled by the congregations affected at a regular or specially called congregational meeting. Vacancies thus filled shall be reported to the secretary of the synod not less than five days before the special convention;

- b. Lay members of the current synod council;
- c. Rostered ministers serving under call or appointment in this synod at the time of the special convention; and
- d. Youth delegates who were seated in the preceding regular convention. Vacancies in youth delegates shall be filled by synod council.

### Section 13. Nominations and Elections

- a. The Committee on Nominations shall nominate two persons for each position to be filled by election except for the officers of the synod. Additional nominations may be made from the floor for all elections for which the nominations are made by the Committee on Nominations.
- b. The Committee on Nominations shall provide the following information for each nominee: address, occupation, area, church/community involvement and vision for the church.
- c. All elections shall be by ballot. In all elections, except for the officers of synod, a majority of the votes cast on any ballot shall elect. If an election does not occur on a first ballot for any position except that of the bishop and vice-chairperson, voting on the second ballot shall be limited to the two persons per position receiving the highest number of votes cast on the first ballot. In the case of a tie vote, the tie being substantiated by recount, another election shall be held with only the names of the candidates whose votes were equal on the ballot.
- d. The election of bishop and vice-chairperson of this synod shall proceed in this order without oral nominations. If the first ballot does not result in election, it shall be considered a nominating ballot.
- e. The nomination of the treasurer and secretary shall be made by synod council and elected by majority vote.
- f. Balloting for bishop and vice-chairperson shall proceed as follows:
  - i. On the first ballot for bishop and vice-chairperson, three-fourths of the votes cast shall elect. Thereafter, only such votes as are cast for persons who have received votes on the first or nominating ballot shall be valid;
  - ii. On the second ballot, two-thirds of the votes cast shall elect. If the second ballot does not result in an election, voting shall be limited to the four persons receiving the highest number of votes cast;
  - iii. On the third ballot, a majority of the votes cast shall elect. If the third ballot does not result in an election, voting shall be limited to the three persons receiving the highest number of votes cast;
  - iv. On the fourth ballot, a majority of the votes cast shall elect. If the fourth ballot does not result in an election, voting shall be limited to the two persons receiving the highest number of votes cast;
  - v. On the fifth ballot, a majority of the votes cast shall elect.

- g. The result of each ballot in every election shall be announced in detail to the convention.
- h. The terms of all elected persons, other than the bishop, shall commence immediately after synod convention. The term of the bishop shall commence on the first day of the third month following election.

Section 12. In order to provide representation to national church convention, this synod shall be entitled to thirty (30) lay delegates and twenty (20) rostered delegates serving under call or appointment and shall be elected as follows:

- a. Only lay and rostered delegates of this synod's convention shall be eligible for election.
- b. The thirty (30) lay and twenty (20) rostered delegates receiving the most votes shall be elected.

Section 13. The convention procedures shall be published in a convention manual approved by synod council.

## **Part VI**

### ***Synod Council***

#### ***(Constitution ARTICLE XIII)***

Section 1. The membership of synod council shall be the officers of the synod together with twelve (12) additional members consisting of an equal number of rostered ministers serving under call or appointment and lay persons. These additional persons representing a variety of separate regions shall be elected by the convention to serve for three (3) years. No elected member, other than the officers, shall be eligible to serve more than three (3) consecutive terms. However, a term of less than 18 months shall not be deemed to be a term of office for this purpose.

Section 2. Synod council shall:

- a. Plan, coordinate, supervise and evaluate the activities of this synod in carrying out its mission and ministry, including development of appropriate policies for synod council;
- b. Be the directors of the corporation and trustees for this synod;
- c. Issue letters of call to rostered ministers who are officers or staff officials of this synod, or who are called to special service, as required;
- d. Determine the time and place for each convention and prepare its proposed agenda and programs;
- e. Recommend annual budgets to the regular conventions;
- f. Report its actions to the regular conventions;
- g. Set the salaries of the bishop and staff of this synod;
- h. Fill vacancies until the next convention except as otherwise provided;



- i. Determine the fact of the incapacity of an officer of this synod according to the procedures in the bylaws of this church; (ELCIC Bylaws Part XI)
- j. Approve candidates for call, ordination and admission to the rosters of ordained and diaconal ministers;
- k. Appoint a committee on nominations;
- l. Appoint all committees for which there is no other provision;
- m. Carry out duties in good faith with a reasonable degree of diligence, care, and skill;
- n. Expect the same standard of conduct from lay and rostered members;
- o. Make and enforce its own policies, including the discipline of its members; and
- p. Perform such additional duties as prescribed in the constitution, the bylaws, or by resolutions of this synod in convention.

Section 3. Synod council shall hold at least two meetings annually.

Section 4. Special meetings of the synod council may be called by the bishop or vice-chairperson of this synod when circumstances warrant.

Section 5. A majority of the members of synod council shall constitute a quorum.

Section 6. Every member of synod council and officer and their heirs, executors and administrators and estate and effects, respectively, shall from time to time and at all times be indemnified and saved harmless out of the funds of this synod and this church from and against all costs, charges and expenses whatsoever that any such member or officer sustains or incurs or about any action, suit or proceeding that is brought, commenced or prosecuted against any of the aforementioned for or in respect of any act, deed, omission, matter or thing whatsoever made, done or permitted by them in or about the execution of the duties of their office; and all other costs, charges and expenses that any sustain or incur in or about or in relation to the elected position to synod council or office of this synod, except such costs, charges or expenses as are occasioned by their own wilful neglect or default.

## **Part VII**

### ***Duties of the Synod Officers***

Section 1. The bishop of this synod shall:

- a. Provide pastoral leadership and counsel to ordained and diaconal ministers, congregations, synodically recognized ministries and areas of this synod;
- b. Ordain approved candidates for ministry, consecrate approved candidates for diaconal ministry and provide for the installation into office;
- c. Oversee the call process as outlined in the Call Process Manual;
- d. Attest to all official documents of this synod as may be required;
- e. Appoint the synod archivist/necrologist to maintain historical records on behalf

of this synod;

- f. Convene and preside over conventions of this synod and meetings of synod council;
- g. Report to synod council and the synod convention all significant matters affecting the mission and ministry of this synod; and
- h. Perform other duties as prescribed in the constitutions and bylaws of this church and this synod, and the synod council governance and policy manuals. (ELCIC Constitution Article XIII, ELCIC Bylaws Part X, Section 1; Synod Constitution Article XV)

Section 2. The secretary shall:

- a. Oversee all secretarial and record keeping duties on behalf of this synod; and
- b. Perform additional duties as prescribed in the synod council governance and policy manuals.

Section 3. The treasurer shall:

- a. Oversee all financial affairs and accounts of this synod, including deeds, mortgages, contracts, trust funds, investments, etc.;
- b. Be bonded under the fidelity coverage provided by this synod; and
- c. Perform additional duties as prescribed in the synod council governance and policy manuals.

Section 4. The vice-chairperson shall:

- a. Convene the synod council to provide for the discharge of the bishop's duties in the event of the resignation, incapacity or death of the bishop, pending the election of a new bishop at the next regular or specially called synod convention; and
- b. Perform additional duties as prescribed in the synod council governance and policy manuals.

## **Part VIII**

### ***Standing Committees***

Section 1.

- a. Standing committees of this synod will have continued existence, formed to do their assigned work on an ongoing basis.
- b. No person shall be a member of more than one standing committee at the same time.
- c. Standing committees shall be accountable to synod council and shall report to council through the office of the Bishop.

## **Part IX**

### ***Theological Institutions***

#### ***(Constitution ARTICLE XVII)***

Section 1. The property of Waterloo Lutheran Seminary, both real and personal, shall be held by the board of governors in trust for and under the guidance of Atlantic Great Lakes Synod.

Section 2. Financial support for the seminary shall be determined by a process of consultation between the board of governors and synod council.

Section 3. The board of governors shall make a report to each regular convention of this synod.

## **Part X**

### ***Financial Matters***

Section 1. The fiscal year and the budget year of this synod shall be the calendar year.

Section 2. The annual budget and financial reports of this synod shall reflect the entire range of its activities. The income listed shall include support from all sources.

Section 3. Each budget shall approve an amount for contingency not to exceed 7% of the budget.

Section 4. There shall be an operating reserve, determined by the synod council, of no more than 15% of the following year's budget.

Section 5. Representatives of synod council shall meet with representatives appointed by National Church Council to agree upon the synod's commitment goal for support of the budget of this church during the next fiscal year. These representatives shall recommend for approval by Synod Council and National Church Council the amount of support to be transmitted through this synod to this church.

Section 6. Special appeals to congregations for the raising of funds shall require the consent of the convention or synod council.

Section 7. The financial accounts of this synod shall be submitted annually for audit to a professionally designated accountant named by synod council.

**Appendix G**

**Draft Covenant**  
**Concerning the Life and Ministry**  
**of the Atlantic Great Lakes Synod, ELCIC**

Preamble

The Evangelical Lutheran Church in Canada, its synods and congregations have been engaged since 2011 in a process of structural renewal. According to the plan proposed by the Structural Renewal Task Force, by 2014 the Eastern Synod will cease to exist and the Atlantic Great Lakes Synod will come into being in its place. During this same period our National Bishop, Susan Johnson, has called on members of our church to engage in a process of personal spiritual renewal.

This historic moment of regeneration in the life of our church provides a timely opportunity to renew the promises made when congregations first came together, more than 150 years ago, to create our synod.

The Synod and its congregations are committed to ministry together for the sake of God's mission in the world. Our common purpose is the work that marks us as "a church in mission for others" – namely the things we do together that we could not do on our own. This covenant makes clear the cooperative basis of our relationship. It affirms that we are a covenant people.

In this document we acknowledge and affirm our determination to remain accountable to one another in the ways stated, and to call each other to account when the reality does not live up to the promise.

***As the Bishop and Synod Council of the Eastern Synod, ELCIC, we solemnly promise that we will do the following.***

With respect to **Communication with congregations**, we will:

- Be honest in all of our dealings;
- Listen to what congregations are saying;
- Consult with congregational leaders before making recommendations or decisions on matters that affect synodical or congregational life;
- Keep congregations informed of news and developments that are relevant to them;
- Communicate synodical initiatives to congregations, and explain how they can help;
- Provide timely responses to requests for information from congregations;
- Be transparent in financial reporting to congregations and members;
- Use methods and technologies that maximize both efficiency and effectiveness.

With respect to **Mission and ministry**, we will:

- Act within approved budgets to provide staff, programs and resources for identified priorities;
- Provide leadership in situations which are beyond the capacity of congregations to address at a local or area level;
- Provide leadership, support and direction to congregations and pastors when congregations are in decline or dying;
- Ensure that our programs address current issues and remain relevant to current conditions;
- Provide training and support to ministry candidates and continuing education to rostered ministers;
- Provide training and support for lay leaders;
- Inspire, equip and assist congregations to engage in ministry beyond their local community.

With respect to **Ministry vacancies**, we will:

- Be honest and fair in assessing the needs of congregations and the capabilities of rostered ministers;
- Recommend interim pastors and assist congregations in finding an appropriate rostered minister when a vacancy occurs.

***As congregations of the Eastern Synod, ELCIC, we solemnly promise that we will do the following.***

With respect to **Communication with the Synod**, we will:

- Keep the bishop and synod staff informed of all relevant developments in the congregation;
- Be honest about our condition and circumstances;
- Remain respectful and loyal, even when we disagree;
- Respond to requests for information and reports in a timely, accurate and reliable manner;
- Meet deadlines for remittances and registrations;
- Keep our technology current so that we can use more efficient and effective methods when they are adopted by the Synod.

With respect to **Communication with our members**, we will:

- Educate and inform our members about the Synod and all expressions of the wider church;
- Share specific information with our members when requested to do so;
- Forward requests for information to the appropriate individual or group so they can respond on our behalf.

With respect to **Direction and leadership of the Synod**, we will:

- Listen to and act on direction from the Synod, particularly in times of financial difficulty, membership decline, leadership vacancy, or congregational conflict;
- Participate in programs offered by the Synod that benefit congregational ministry;
- Participate in collective, collaborative ministry that involves the wider faith community, and offer leadership when appropriate.

With respect to **Synodical governance**, we will:

- Send delegates to Synod Assembly and pay the congregation's share of their expenses;
- Ensure that delegates have opportunities to discuss agenda issues with the congregation both before and after Assembly;
- Empower delegates to participate in Assembly debates and, after consideration of all points of view, vote as their conscience dictates;
- Be governed by the decisions made at Synod Assemblies on matters affecting congregational life.

With respect to **Financial support of the Synod**, we will:

- Provide funding for the administrative structures and common ministry programs of the wider church;
- Ensure that our financial support is both generous and proportional to our capacity to give;
- Remit payments on a regular and timely basis;
- Increase our giving proportionately when increases to the synodical budget are approved by the Synod in Assembly.