



# **Section 6**

## **Report of Synod Council**

### **Synod Council Directory**

- Part A – Eastern Synod Council Recommendations Requiring Action**
- Part B - Amendments to Eastern Synod Bylaws**
- Part C - Our Eastern Synod Vision for Mission for 2016-2018**
- Appendix A - Chronological listings of Synod Council and Officer Motions**
- Appendix B - Compensation Schedule For Pastors, Diaconal Ministers, Pastoral Supply, and Interim Pastors**
- Appendix C - Eastern Synod Policy on E-Meetings**
- Appendix D - Procedure for Revising Terms of Call from Full Time to Part Time**
- Appendix E - Ministry Area Grant Policy**

## Section 6 Report of Eastern Synod Council

### Directory of Synod Council 2014-2016

#### Officers:

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

#### Synod Council:

##### *Term Ending Convention 2016*

Rev. Colin Cameron  
Margaret Christenson  
Brian Koivu  
Rev. Ann Krueger  
Rev. Roy Thakurdyal  
Bonnie Weppler

##### *Term Ending Convention 2018*

Rev. Dr. Dwight Biggs  
Valerie Getson  
Rev. Norine Gullons  
Rev. David Malina  
Jordan Smith  
David Wilk

#### Assistants to the Bishop:

Rev. Riitta Hepomaki  
Rev. Douglas Reble

#### Ministry Directors:

Rev. Joel Crouse (Youth and Young Adults)  
Rev. Katherine Altenberg (Public Policy and Service)  
Debbie Lou Ludolph (Worship)  
Cathy Calvin (Women)  
Rev. Mark Van House (Witness and Evangelism)  
Jeff Pym (Stewardship and Resource Development)

## Table of Contents for Section 6

|            |   |      |
|------------|---|------|
| Part A     | Eastern Synod Council Recommendations Requiring Action                                      | 6-3  |
| Part B     | Amendments to Eastern Synod Bylaws  | 6-4  |
| Part C     | Our Eastern Synod Vision for Mission for 2016-2018  | 6-5  |
| Appendix A | Chronological listings of Synod Council and Officer Motions                                 | 6-8  |
| Appendix B | Compensation Schedule For Pastors, Diaconal Ministers, Pastoral Supply, and Interim Pastors | 6-22 |
| Appendix C | Eastern Synod Policy on E-Meetings  | 6-32 |
| Appendix D | Procedure for Revising Terms of Call from Full Time to Part Time                            | 6-34 |
| Appendix E | Ministry Area Grant Policy  | 6-36 |

### **Notes:**

The items that require assembly action are placed at the front of this section. The listing of motions from Synod Council and Officer meetings are placed in Appendix A (these pages are adopted by the assembly as part of the Consent Agenda).

Information printed in other synodical reports is not repeated here. Informative reports from the Officers, Standing Committees, Waterloo Lutheran Seminary, the Evangelical Lutheran Foundation of Eastern Canada, the National Church and Ministry Directors were given during each Synod Council meeting, and their information is recorded in their respective biennial reports to the Assembly.

Synod budgets for 2016, 2017 and 2018 and reports of synod auditors are found in the report of the Treasurer of Synod. (See Section 8 - Financial Reports)

Other information may be found in the report of the Secretary of Synod (See Section 5).

## Part A

### Eastern Synod Council Recommendations Requiring Action

1. That the amendments for the bylaws for the Eastern Synod be adopted. (see Part B)
2. That the 2014 Biennium Reconciliation Initiative be given a two-year mandate extension (July 1, 2016 - June 30, 2018) so that the important work called for in the Initiative, namely, reconciliation and working towards right relations with Indigenous Peoples might continue and grow and increasingly demonstrate the commitment we made to our Indigenous sisters and brothers and especially to the Survivors of Residential Schools.
3. That the 2016 Revised Budget and 2017-2018 Proposed Budgets be adopted. (see Section 8)
4. That Our Eastern Synod Vision for Mission be renewed. (see Part C)
5. That the Eastern Synod commit to providing \$1,000,000 to Waterloo Lutheran Seminary's capital fundraising campaign for major renovations and upgrading of its existing facility, such funding to be provided from the Undesignated Gift and Bequest Fund. Installments of \$250,000 each shall be provided one, two, three and four years after the campaign is officially announced, with the final installment being contingent upon WLS repaying the \$250,000 interest free loan to the synod.

## Part B

### Amendments to Eastern Synod Bylaws

That the Eastern Synod Bylaws, Part V be amended by removing Section 4, and re-numbering the remaining sections.

~~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.~~

## Part C

### Our Eastern Synod Vision for Mission 2016-2018

#### 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, ministry areas, congregations, synodically recognized ministries 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.

Throughout our synod, this mission priority may include:

- a) endorsing and practicing our National Bishop's call to Spiritual Renewal. This call to deeper discipleship includes: Pray, Read, Worship, Study, Serve, Give and Tell;
- b) renewing worship through workshops, retreats, and the efforts of the Director of Worship Ministries;
- c) encouraging clergy and laity throughout our 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;
- d) sharing faith stories and promoting resources through the *In Mission for Others* initiative, our synod's publications and communication network, and the efforts of the Director of Witness and Evangelism Ministries;
- e) inviting generosity of spirit and offerings through events, publications and the work of the Director of Stewardship and Resource Development; and
- f) fostering genuine collegiality among clergy and laity.

##### 2. We will pursue 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 meet our neighbours, 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, and

foster a climate of invitation for all. We will also seek to take better care of the earth, and play a leading role in preserving all that God has made.

Throughout our synod, this mission priority may include:

- a) promoting right and renewed relationships between non-indigenous and indigenous peoples in Canada;
- b) becoming familiar with the issues of our day by engaging in the study and discussion of challenging questions;
- c) identifying and supporting initiatives which seek justice, tempered with mercy, through the work of the Director of Public Policy and Service Ministries as well as KAIROS;
- d) endorsing and supporting the work of Canadian Lutheran World Relief;
- e) continuing dialogue with our multi-faith neighbours;
- f) welcoming those whose sexual orientation may differ from our own;
- g) keeping a diversity of faces before us as we choose leaders;
- h) increasing our responsibility as good stewards of the earth's environment and resources including faithfulness to our joint Anglican-Lutheran commitment to promote responsible resource extraction and climate justice; and
- i) participating in the ELCIC Commemoration of the 500<sup>th</sup> Anniversary of the Lutheran Reformation in 2015-2017 under the theme of *Liberated by God's Grace* and including three sub-themes *Salvation - not for sale, Human beings - not for sale and Creation - not for sale.*

### 3. We will strive to be a Healthy Synod

We will have a clear sense of purpose and a strong sense of identity. We will be faithful stewards of gifts and assets entrusted to us. We will engage, cooperate with and support our national church. We will continue to assess and adjust our structures so that we remain suited to the tasks to which the Gospel calls us. We will be challenged by ongoing evaluation of our various ministries, mindful that God may lead us to end some of them and begin others.

Throughout our synod, this mission priority may include:

- a) living and working according to the Covenant Concerning the Life and Ministry of the Eastern Synod;
- b) 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;
- c) identifying, calling, mentoring and equipping ordained and lay leaders to meet the opportunities and challenges that are before us;
- d) evaluating the effectiveness of our leaders and committees and making changes which allow us to more fully participate in the mission to which God calls us;
- e) recruiting leaders with gifts and skills that match the needs of our church today and in the future;
- f) training both clergy and lay leaders for service in the ministry areas, congregations, synodically recognized ministries and specialized ministries through the leadership of Waterloo Lutheran Seminary and a variety of educational events; and
- g) proposing programs of continuing education for our rostered ministers.

#### 4. We will build Effective Partnerships

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

Throughout our synod, this mission priority may include:

- a) strengthening our working relationship among the Synod Council, Deans and Ministry Directors;
- b) improving communication within our synod through its publications, programs and communication network;
- c) continuing to work in partnership with women’s groups and networks in our synod through the work of the Director of Women’s Ministries;
- d) deepening our relationship with our companion synods, the Evangelical Lutheran Church in Guyana and the Evangelical Lutheran Church in Jordan and the Holy Land;
- e) continuing to explore possibilities for shared ministry with the Anglican Church of Canada, especially at the diocesan, regional and parish level;
- f) identifying and establishing partnerships which will help us to effectively use all of the resources that have been entrusted to us; and
- g) 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 A

### Synod Council / Officer Resolutions

This report includes actions as recorded in Synod Council and Officer Minutes.

ESC xx-xx are Eastern Synod Council motions.  
Un-numbered MSC's are Officer Motions.

Housekeeping items are not included in this report.

Sensitive issues relating to any Investigative Committees, Disciplinary Committees, Executive Sessions (closed), congregational conflict, etc., which may have required Synod Council action are not detailed in this composite summary.

#### Synod Council Meeting - June 29, 2014

ESC 14-39 MSC that a Call to Special Service be extended to Rev. Doug Reble to serve as Assistant to the Bishop for the term September 1, 2014 to August 31, 2018.

ESC 14-40 MSC that a Call to Special Service be extended to Rev. Riitta Hepomaki to serve as Assistant to the Bishop for the term September 1, 2014 to August 31, 2018.

#### Officers Meeting - September 23, 2014

MSC that the following persons be appointed as Trustees of Hope Lutheran Church, Saint John, NB: Dr. Katherine A. Frego, Walter Emrich, Helene Ovesen, Rev. Guenter Dahle.

MSC that a Call to Special Service be extended to Rev. Lori Pilatzke to serve as the appointed priest/pastor of St. David's Anglican/Lutheran Church, Orillia ON, effective September 15, 2014.

MSC that the synod be agreeable to extending the term of its existing LIFE investments to 2018 in support of Trinity Village Care Centre's mortgage held by the ELCIC LIFE fund.

MSC that the synod engage Morneau Shepell to update the valuation of the synod's liability associated with the retiree benefit plan as at January 1, 2014 for a fee of \$6,000 + HST as well as annual updates as of December 31st for each of the next three years at a cost of \$900 + HST per year.

MSC that the following be appointed as trustees of St. Olaf's Lutheran Church, Bear Lake, Ontario: Lynne Bulger, Mike Zemnick, Joan Douglas, Lorna Day, David Stewart, Lloyd Nelson; for a term ending September 15, 2016.

## Synod Council Meeting - November 13-15, 2014

ESC 14-41 MSC that the referrals as noted in the document “Motions from Assembly 2014” be ratified.

ESC 14-42 MSC that the updated Compensation Schedule for Pastors, Diaconal Ministers, Pastoral Supply, and Interim Pastors 2015-2016 be approved.

ESC 14-43 MSC that the revised wording and format of the “Maternity/Pregnancy and Parental Leave Policy” be approved, as amended.

AmendedSC that the words “clergy” and “pastor” be changed to “rostered ministers.”

ESC 14-44 MSC that Geoff Bellew, Glenn Smith, and Mike den Haan be appointed as directors of the Lutheran Homes Kitchener Waterloo board.

ESC 14-45 MSC that:

- the Synod Council establishes a collaborative partnership with the Strategic Initiative Proposal of LHKW such that Lutheran congregations receive the encouragement, prayer and leadership direction through the Bishop’s office;
- the synod council authorizes \$250,000 effective January 1, 2015, payable in two equal installments at the beginning of 2015 and 2016;
- the funding is drawn from Lutheran Home funds and Canadian Mission funds, on a basis of 50% from each source; and
- a reporting mechanism for collaborative leadership and governance be established, and includes members of the LHKW Board and designates of the Bishop.

ESC 14-46 MSC that pursuant upon receipt of a call, that Janaki Bandara 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, 2015.

ESC 14-47 MSC that pursuant upon receipt of a call, that JoAnne Lam 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, 2015.

ESC 14-48 MSC that Vicky Roth, Sophie Ruprecht, Isabel Hilgendag, Kelsey Nowlan, Holly Lohnes, Ben Bestvater, Josee Ernest, Katlin Kitching, Philip Vandersleen, Catherine Polvi, Linda Grainger (Synod Council Liaison), Ken Grahlman (Synod rep for PCYM of the ELCIC), Rev. Joel Crouse (Director of Youth and Young Adult Ministries) be appointed as members of the Youth and Young Adult Committee for 2015.

ESC 14-49 MSC that Kelsey Nowlan be appointed as an Eastern Synod youth delegate to the ELCIC National Convention in Edmonton, July 9-12, 2015.

ESC 14-50 MSC that the Edgewood redevelopment appeal be removed from the list of 2015 authorized appeals.

ESC 14-51 MSC mileage reimbursement rates be as follows:

- Synod Council, ministry area deans, committee members and other volunteers - \$0.40 per km (effective January 1, 2015);

- Ministry Directors - as per the Eastern Synod Compensation Schedule.

ESC 14-52 MSC that 10% of the final distribution received from the Wilhelmina Schulz Estate be designated for the ELCIC Praise Appeal.

ESC 14-53 MSC that:

- any two of the four officers be authorized to bind the Eastern Synod with respect to legal documents (e.g. contracts, agreements, deeds, releases on bequests, etc.);
- any two of the four officers be authorized to access the synod's bank safety deposit boxes;
- any one of the following be authorized to sign Eastern Synod charitable donation receipts: Assistant to the Treasurer, Treasurer or Bishop;
- any one of the following be authorized to process payroll transactions: Assistant to the Treasurer or Treasurer.

ESC 14-54 MSC that the following individuals be authorized as signing officers for cheques and other RBC banking transactions (except access to safety deposit boxes): one of Sue Heimpel or Keith Myra, plus one of Bishop Michael Pryse or Rev. Riitta Hepomaki or Rev. Doug Reble.

ESC 14-55 MSC that the synod contribute \$750 as a donation to the Canadian Council of Christian Charities Legal Defence Trust Fund.

ESC 14-56 MSC that the \$250,000 interest-free loan to Waterloo Lutheran Seminary be extended to December 31, 2019 subject to WLS continuing to provide annual updates of financial/enrolment actuals, forecasts and trends to synod council.

ESC 14-57 MSC that the constitutional amendment for Article VIII Section 5 for Trinity, London be approved:

The quorum for congregational meetings of voting members shall be established annually on January 1, based on 1/3rd of the "average worship attendance" of the three previous consecutive years (a, b, and c) as reported on the ELCIC annual parochial report, and is calculated as such:

$1/3 \times (\text{year a} + \text{year b} + \text{year c}) / 3$ , then rounded up to the next higher natural number.

Forty-five (45) voting members shall constitute a quorum. Each voting member shall be entitled to one (1) vote.

ESC 14-58 MSC that the constitution as submitted by St. Peter's, Alice, including the original wording of Article VII Section 3 and Article VII Section 4b as found in the 2010 Model Constitution, be approved.

ESC 14-59 MSC that the constitution as submitted by St. Paul's, Niagara Falls be approved, subject to receiving confirmation that due process was followed.

ESC 14-60 MSC that the following people be appointed for the term indicated to each respective committee:

Candidacy Committee:

Rev. Katherine Altenburg - 1st term ending December 31, 2018

Rev. Richard Brown - 2nd term ending December 31, 2018

Jennifer Clarke - 2nd term ending December 31, 2018

Rev. Philip Mathai - 1st term ending December 31, 2018

Rev. Christie Morrow-Wolfe - 2nd term ending December 31, 2018

Examining Committee:

Rev. Dr. Allen Jorgenson - 2nd term ending December 31, 2018

Norma Yau - 1st term ending December 31, 2018

Uli Kuebler - 1st term ending December 31, 2018

Mission Committee:

Lynn Slack - 2nd term ending December 31, 2018

Rev. Tanya Ramer - 1st term ending December 31, 2018

Rev. Stan Johnstone - 1st term ending December 31, 2018

Anne Drouillard - 1st term ending December 31, 2018

Professional Leadership Committee:

Karen McRae - 2nd term ending December 31, 2018

Ellen Wolfe - 1st term ending December 31, 2018

ESC 14-61 MSC that the position description for Ministry Area Dean be approved.

ESC 14-62 MSC that the Terms of Reference be approved for the Candidacy Committee, Examining Committee, Mission Committee, Professional Leadership Committee and the Youth and Young Adult Ministries Committee.

ESC 14-63 MSC that Rev. Jeff Smith be authorized to explore and negotiate a contract to hold Synod Assembly 2016 in Toronto at the International Plaza Hotel, June 23-26, 2016 (June 22 included for Synod Council meeting).

ESC 14-64 MSC that the Eastern Synod Policy on E-Meetings be adopted. (see Appendix C)

ESC 14-65 MSC that a non-stipendiary call to special service be extended to Rev. Debra Johnston to serve with the Sisterhood of St. John the Divine, for the year ending December 31, 2015.

## Officers Meeting - January 27, 2015

MSC that the call to special service issued to Rev. Thomas Zumbrock to serve as interim pastor to the congregations of Zion, Massey and Faith, Elliot Lake, be renewed for the term of January 1, 2015 to December 31, 2015.

MSC that the Rev. Katherine Altenberg be appointed to serve as the Eastern Synod's Ministry Director for Public Policy and Service Ministries for a term ending August 31, 2016; and that time be purchased from St. Matthews Ev. Lutheran Church, Kitchener at a level that would provide 10% time for service in this role.

MSC that Joel Crouse be authorized to sign initial purchase offers for the Lutherlyn Hoffman Beach property, provided that each offer has been approved by the officers.

MSC that the Waterloo North Ministry Area be re-named as the Two Rivers Ministry Area.

MSC that the following recommendations be adopted:

- 100% (\$197,500) of the ELFEC General Operations Grant be allocated to fund the 2014 operating budget;
- 100% of the 13th month payments be made to Waterloo Lutheran Seminary (\$32,000) and Youth and Young Adult Ministries (\$10,792);
- a grant of \$5,403 from the Convention Carryover Fund be requested from ELFEC.

MSC that the officers recommend to synod council that \$50,000 (10% of the initial distribution from the Emily Brown Estate) be designated to the ELCIC.

MSC that the Officers direct Rev. Joel Crouse to engage a commercial real estate appraisal of the Edgewood Camp and Conference Centre property.

MSC that the following revision be made to the Housing section in Part A of the Compensation Schedule for Pastors:

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 accommodations similar to a parsonage, including utilities, in that area.

- “the costs of renting accommodations similar” 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. ...

MSC to adopt the document “Procedure for Revising Terms of Call from Full time to Part Time” as revised. (see Appendix D)

## **Synod Council Meeting - April 23-25, 2015**

ESC 15-01 MSC that \$50,000 (10% of the initial distribution from the Emily Brown Estate) be designated to the ELCIC.

ESC 15-02 MSC that the Jackson letter be referred to Bishop Pryse for response.

ESC 15-03 MSC that the Officers’ email vote of March 24, 2015 be ratified as follows:  
That Edgewood Camp and Conference Centre be authorized to conduct a general fund raising appeal in 2015 among those congregations in its catchment area.

ESC 15-04 MSC that pursuant upon receipt and acceptance of a call, that Darlyne Rath 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, 2016.

ESC 15-05 MSC that pursuant upon receipt and acceptance of a call, that Mark Kalvaitis 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 February 28, 2017.

ESC 15-06 MSC that the Eastern Synod elect Kierra Dickau as one of four Eastern Synod youth delegates to National Convention in Edmonton (July 9-12, 2015).

ESC 15-07 MSC that the Eastern Synod Council support thirdspace\_ as the synodically authorized student ministry at Wilfrid Laurier University.

ESC 15-08 MSC that LCM-W funds remain available for commitments already made until August 31, 2015.

ESC 15-09 MSC that the following special appeals be authorized for 2016:

- Outdoor Ministry - for the three synod camps;
- St. Peter's, Kitchener - CTV Television Ministry Appeal;
- Youth and Young Adult Endowment Fund - ongoing appeal in support of Youth and Young Adult ministries;
- Waterloo Lutheran Seminary (Martin Luther University) - capital campaign in support of seminary building renovations. (*Subject to receiving more information about the synod's target amount.*)

ESC 15-10 MSC that the following policy be implemented:

For expenditures exceeding \$2,500, a minimum of three quotes must be obtained before authorizing a contract/purchase. This requirement may be waived in those situations where the synod has an established relationship with a preferred vendor. Although preference in awarding a contract will generally be given to the low cost provider, other factors including quality of the work/product, reputation of the vendor, expected completion date, etc. may also be considered.

ESC 15-11 MSC that Synod Council approve in principle the installation of solar panels on the synod office roof, funding to be provided by the Synod Office Building Capital Fund, and that the Officers be authorized to select and contract with the vendor, subject to the total cost not exceeding \$40,000 (net of HST rebate) and a payback period not exceeding ten years.

ESC 15-12 MSC that the proposed Ministry Area Grant Policy be approved. (see Appendix E)

ESC 15-13 MSC that Synod Council endorse the request from the Youth and Young Adult Ministry Committee and request ELFEC to consider transferring all remaining Lutheran Campus Ministry - Waterloo funds and assets as of August 31, 2015 to the YAYA Endowment Fund.

ESC 15-14 MSC that the 2015 budget be revised as presented.

ESC 15-15 MSC that the following be appointed to the WLS Board of Governors for a three year term: Rev. Steve Hoffard, Kevin Tuerr, Heather Main.

ESC 15-16 MSC that the following be appointed to the Candidacy Committee: Rev. Daniela Mertz, for first term ending December 31, 2018; Rev. John Goldsworthy, for a first term ending December 31, 2016.

ESC 15-17 MSC that the following be appointed to the Youth and Young Adult Ministry Committee for 2015 (a one year term): Kierra Dickau.

ESC 15-18 MSC that the following constitutions, constitutional amendments, and corporate bylaws and amendments be approved as outlined:

- St. Mark's, Kitchener - Corporate Bylaws
- Lutheran Church of Our Saviour, Owen Sound - Corporate Bylaws

- Grace, First South - Constitution: Article VII Section 6 (removing retirement age restriction of a pastor); Article IX Section 1 (adding clause “Only members in Good Standing may be elected to the Council.”)
- Christ, Waterloo - amendments to update to the Model Constitution (Preamble; Article I Section 2; Article III d; Article IV Section 1b, 1c, Section 2a, 2b, Section 3, Section 4, Section 5; Art V Section 2; Article VI Section 6; Article VII Section 6-2; Article VIII Section 6; Article IX Section 1, Section 5, Section 9, Section 10); and further amendments (Article IV Section 2b; Article VIII Section 5; Article IX Section 4; Article X Section 3, Section 4, Section 5, Section 6, Section 7b, 7h, 7k, 7n, 7o; Article XII Section 5).
- Augsburg, Brampton - Constitution
- Zion, Maple - Constitution (with exception of congregational meeting quorum)
- Lutheran Homes - Kitchener/Waterloo - Corporate Bylaw, Section 4f (“In a unique circumstance as determined by the Board’s discretion the Board may extend a term beyond the 6 years for up to 3 additional years. (Total of 9 years)”).

ESC 15-19 MSC that the Eastern Synod Council endorse the new name “Martin Luther University” for Waterloo Lutheran Seminary.

ESC 15-20 MSC that the Eastern Synod Council endorse the business plan for the proposed Martin Luther University.

ESC 15-21 MSC that a call to special service be extended to Rev. Gloria Ryder to serve as Chaplain at Trinity Village, Kitchener.

ESC 15-22 MSC that the Eastern Synod’s 2015 Praise Appeal goal this year be \$50,000, and the designated Praise Appeal Sunday be Sunday, November 15, 2015.

ESC 15-23 MSC that the remuneration 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 2015, retroactive to January 1, 2015.

ESC 15-24 MSC that a \$1,000 bonus be given to Rev. Joel Crouse in recognition of the additional work that he has done in the past year.

## **Officers Meeting - May 25, 2015**

MSC that the draft 2014 financial statements be adopted subject to finalizing the Lutheran Homes: Kitchener-Waterloo 2014 financials when these become available.

## **Officers Meeting - September 8, 2015**

MSC that the draft corporate bylaws for St. Mark’s Anglican Lutheran Church in Midland, Ontario be approved.

MSC that a task force be established to develop a recommendation for allocations from the Undesignated Gift/Bequest Fund and report to Synod Council's November, 2015 meeting.

MSC that the synod provide a grant to Grace, Oakville to a maximum of \$10,000 from the Congregational Assistance Fund, whereby the synod will provide one dollar for every two dollars raised by the congregation during its upcoming campaign for the operating fund and/or repayment of loans made from restricted funds.

MSC that the synod contract with Paid4Power to install solar panels on the synod office roof at a cost not to exceed \$40,000 (net of HST rebate).

MSC that the synod extend the existing mortgage with RC International for an additional three year term at the current 5% interest rate, repayable in full or in part with no penalty at any time during this term, and that the synod communicate that it is unlikely to consider any further extensions at the end of this three year period.

MSC that the date in ESC 15-13 be amended from August 31st, 2015 to September 30th, 2015.

MSC that the following rostered persons be granted On Leave from Call status, July 1, 2015 to June 30, 2016:

First Year

Rev. Peter Kuhnert  
Rev. Dan Phannenhour

Second Year

Rev. Sara Faulhafer

Third Year

Rev. Frank Bahr  
Rev. John Jacobs  
Rev. Karen Jenkins  
Rev. Alan Lai  
Rev. Vivian Roberts  
Rev. Krister Ulmanis  
Rev. Dean Willich

MSC that the following rostered persons be removed from the ELCIC Roster as of July 1, 2015:

Rev. Franklin Andrews  
Rev. Gilbert N'Senga

MSC that Rev. Kevin McLeod be granted an additional year On Leave from Call (Fourth Year) in recognition of his appointment to interim ministry at St. James, Cambridge.

MSC that the officers recommend that synod council designate \$50,000 (from the Emily Brown estate's second instalment) to the Reformation Challenge LWF Endowment Fund.

## Synod Council Meeting - November 5-7, 2015

ESC 15-25 MSC that \$50,000 (from the Emily Brown estate's second instalment) be designated to the Reformation Challenge LWF Endowment Fund.

ESC 15-26 MSC that \$50,000 (from the Emily Brown estate's third instalment) be designated to the Reformation Challenge LWF Endowment Fund.

ESC 15-27 MSC that a non-stipendiary call to special service be extended to Rev. Debra Johnston to serve with the Sisterhood of St. John the Divine, for the year ending December 31, 2016.

ESC 15-28 MSC that a call to special service be extended to Rev. Tim Dawkins to serve as Duty Chaplain at the Vanier Centre for Women in Milton, Ontario.

ESC 15-29 MSC that the Nominating Committee for the 2016 Synod Assembly consist of the Ministry Area Deans, the Ministry Directors, the Bishop and Synod Secretary.

ESC 15-30 MSC that the following be nominated to the Lutheran Homes Kitchener Waterloo Board of Directors: Karen Bjerland for a three year term; and William Hett and Jeffrey Wong for a one year term.

ESC 15-31 MSC that block funding for the three camps be evenly distributed in the amount of \$12,133.72 per camp for 2016 after subtracting the 13th month payment and property insurance costs of \$30,342.40.

ESC 15-32 MSC that the Officers of the Eastern Synod be authorized to execute a Landlord's Consent to Sublease Agreement for the director's residence at Edgewood.

ESC 15-33 MSC that pursuant upon receipt of a call, that Sylvia Swiatoschik 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 June 30, 2017.

ESC 15-34 MSC that pursuant upon receipt of a call, that Hilla Lahtinen 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 October 31, 2017.

ESC 15-35 MSC that pursuant upon receipt of a call, that Scott Knarr be approved for reception onto the roster of diaconal ministers in the Evangelical Lutheran Church in Canada and that this approval remains in effect until October 31, 2017.

ESC 15-36 MSC that the following fee schedule for Synod Assembly 2016 be approved as presented subject to final review by the synod treasurer:

- Delegate registration: \$475 (includes 1 banquet ticket)
- Visitor registration: \$175
- Accommodation stipend: \$247.91
- Parking stipend: \$42 (staying at hotel); \$56 (commuters)
- Meal stipend: \$160
- Bulletin of Reports: \$0 (download); \$25 (mail)
- (Additional) banquet ticket: \$65
- Projected per delegate costs: \$949.91

Notes:

- Registrations postmarked after May 1, 2016 will be charged an additional \$100.00.

- Cancellations after June 1, 2016 will be refunded the amount paid less \$100.00 for administration costs. (The registration fee is non-refundable for cancellations after Sunday, June 19, 2016.)

ESC 15-37 MSC that Ernst & Young LLP be appointed as synod auditors for 2015 and 2016 for a fee to be negotiated by the synod treasurer.

ESC 15-38 MSC that the synod contribute \$750 as its 2015 donation to the Canadian Council of Christian Charities Legal Defense Trust Fund.

ESC 15-39 MSC that the principle #5 be deleted from the “General Principles for Designated Giving” policy:

5. Request to solicit funds in a particular Conference(s) shall be approved subject to similar approval being granted by the respective Conference(s).

ESC 15-40 MSC that the Eastern Synod request the Evangelical Lutheran Foundation of Eastern Canada to consider renaming the “Luther Hostel Fund” to the “Rostered Ministry Education Fund” and to remove the internal restriction on this fund that restricts use of this fund to Luther Hostel, thereby permitting the fund to be used to support educational events for rostered leaders, including travel and other subsidies for clergy and diaconal minister attendees.

ESC 15-41 MSC that the Synod Council i) endorse the four recommendations in the Undesignated Gift & Bequest Fund Task Force Report, ii) gratefully thank the task force for their creative work, and iii) approve the following enabling actions:

- a. That the officers be authorized to implement a process resulting in the delivery of a strategic plan to Synod Council for approval at its 2016 fall meeting.
- b. That the synod treasurer present revised 2017-2018 budgets to the Synod Council’s 2016 fall meeting that incorporate outcomes from the strategic plan (recognizing that some changes may need to be phased).
- c. That the synod treasurer consult with Evangelical Lutheran Foundation of Eastern Canada to review investment policies and risk tolerance as well as the possibilities of increasing investment returns on some or all synodical funds that have been transferred to ELFEC.
- d. That the action on the third and fourth recommendation be delayed until the strategic plan has been developed.

ESC 15-42 MSC that the following be appointed to the Youth and young Adult Ministry committee for 2016: Emily Wuschnakowski, Kierra Dickau, Holly Lohnes, Katlin Kitching, Isabel Hilgendag, Kelsey Nowlan, Josee Ernest, Philip Vandersleen, Catherine Polvi, Vicky Roth, Sophie Ruprecht, Ben Bestvater.

ESC 15-43 MSC that Thomas Bishop be appointed to the Board of Governors of Waterloo Lutheran Seminary for a three year term.

ESC 15-44 MS that the terms of office of members of the Board of Governors of Waterloo Lutheran Seminary be extended from concluding on June 30 of each year to the date of the Annual Meeting each year.

MSC to table the motion.

ESC 15-45 MSC that the following constitutional amendment be approved:

- St. Paul's, Cambridge - Article VIII Section 4, with respect to the congregational meeting quorum (new: "twice the number of council members plus one").

## Officers Meeting - December 17, 2015

MSC that the terms for the following members of the WLS Board of Governors be confirmed as:

Rod Kruger, Term 2, ending WLS Annual Meeting 2017  
Mark McDonald, Term 2, ending WLS Annual Meeting 2017  
Thomas Mertz, Term 1, ending WLS Annual Meeting 2017  
James Phillips, Term 1, ending WLS Annual Meeting 2017  
Karen Redman, Term 1, ending WLS Annual Meeting 2016  
Gloria Ryder, Term 1, ending WLS Annual Meeting 2016  
Andrew Thompson, Term 1, ending WLS Annual Meeting 2016  
Chun Zhang, Term 1, ending WLS Annual Meeting 2016  
Steve Hoffard, Term 1, ending WLS Annual Meeting 2018  
Heather Main, Term 1, ending WLS Annual Meeting 2018  
Kevin Tuer, Term 1, ending WLS Annual Meeting 2018  
Thomas Bishop, Term 1, ending WLS Annual Meeting 2018

MSC that Ken Meinert be appointed to WLS Board of Governors for a 2nd term, ending at WLS Annual Meeting 2018.

MSC that the merger of Peace Lutheran Church Mississauga and Holy Spirit Anglican Church Mississauga be approved effective January 1, 2016.

MSC that the Rev. Susan Climo be issued a Call to Special Service to serve the newly formed congregation of Holy Spirit of Peace Anglican Lutheran Church effective January 1, 2016.

## Officers Meeting - January 27, 2016

MSC that the policy for "Nominations and Election of Synodical Delegates to ELCIC National Convention" be adopted.

MSC that a Call to Special Service be extended to Rev. Dr. Dwight Biggs to serve as Manager of Spiritual Care at Grey Bruce Health Services in Owen Sound, Ontario.

MSC that the following recommendations be adopted:

- that 100% (\$207,000) of the ELFEC General Operations Grant be allocated to fund the 2015 operating budget;
- that 100% of the 13th month payments be made to Waterloo Lutheran Seminary (\$32,000) and Youth and Young Adult Ministries (\$8,911.26);
- that the ELFEC grant request for the Candidacy Committee be reduced from budgeted amount of \$15,550 to \$10,550;
- that \$4,000 of unspent funds that were budgeted for office equipment purchase/maintenance be transferred to the Synod Office Equipment holding account for use in a future year;

- that the ELFEC grant request from the Undesignated Gift/Bequest Fund be reduced from the budgeted amount of \$198,600 to \$155,000.

MSC that the officers recommend to synod council for recommendation to Assembly 2016: that the Eastern Synod commit to providing \$1,000,000 to Waterloo Lutheran Seminary's capital fundraising campaign for major renovations and upgrading of its existing facility, such funding to be provided from the Undesignated Gift and Bequest Fund. Installments of \$250,000 each shall be provided one, two, three and four years after the campaign is officially announced, with the final installment being contingent upon WLS repaying the \$250,000 interest free loan to the synod.

MSC that the Officers recommend that synod council request ELFEC to consider removing the internal restriction on the Bishop's Parsonage Fund and transferring the balance of this fund to the Undesignated Gift and Bequest Fund.

MSC that the Officers be appointed as trustees of the Kirkland Lake property, and that Rev. Guenter Dahle is authorized to list the property for \$49,900.

## Synod Council Meeting - April 7-9, 2016

ESC 16-01 MSC that the synod council request ELFEC to consider removing the internal restriction on the Bishop's Parsonage Fund and transferring the balance of this fund to the Undesignated Gift and Bequest Fund.

ESC 16-02 MSC that a call to special service be extended to Rev. Glenn Widdis to serve as part time chaplain at St. Joseph's Villa in Dundas, Ontario.

ESC 16-03 MSC that pursuant upon receipt and acceptance of a call, that Rev. Moses Prashad 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, 2017.

ESC 16-04 MSC that the Compensation Schedule for Pastors, Diaconal Ministers, Pastoral Supply, and Interim Pastors for 2017 be approved. (see Appendix B)

ESC 16-05 MSC that the following be appointed as youth delegates to the 2016 synod assembly: Ben Bestvater, Josee Ernest, Vicky Roth, Sophie Ruprecht.

ESC 16-06 MSC that the Agenda for the 2016 Synod Assembly be approved.

ESC 16-07 MSC that the following special appeals be authorized for 2017:

- Outdoor Ministry Appeal - for the three synod camps;
- St. Peter's, Kitchener - CTV Television Ministry Appeal.

ESC 16-08 MSC that synod council request ELFEC to consider removing the internal restriction on the Dannecker Fund, thus enabling income from this fund to be granted to congregations to support internships, in addition to providing funding for seminary student bursaries that is currently permitted.

ESC 16-09 MSC that we approve the merger of St. Timothy's, Sudbury and St. Matthew's, Sudbury to become New Hope Lutheran Church, Sudbury.

ESC 16-10 MSC that the following constitutions, constitutional amendments, and corporate bylaws and amendments be approved as outlined:

- New Hope, Sudbury - Constitution of new parish
- Mount Zion, Waterloo - (Corporate) Bylaw 1 amendments Section 9.1 (12 to 9 councillors), Section 9.9 (terms of councillors), Section 5.3 and Bylaw 2 Section 1d (wrt real property decisions)
- St. Peter's, Kitchener - Constitution Article IX Section 1 (reducing Board size from 14 to 9, and term length from two years to three years)
- St. Matthew, Fredericton - amendments to update to the Model Constitution (Preamble; Article I Section 3; Article III d; Article IV Section 1b, 1c, Section 2a, 2b, Section 3, Section 4, Section 5; Article V Section 2; Article VI Section 6; Article VII Section 6-2; Article VIII Section 5; Article IX Section 1, Section 2, Section 5, Section 9); and further amendments Article IX Section 11 and Section 12, and Article XII Section 1a (wrt to notice of council meetings to include the means of facsimile, email or other electronic means, and that a meeting may take place by telephone or electronic means whereby all persons are able to participate fully).
- St. Paul's, Leamington - amendments to update to the Model Constitution (Preamble; Article I Section 3; Article III d; Article IV Section 1b, 1c, Section 2a, Section 3, Section 4, Section 5; Article V Section 2; Article VI Section 6; Article VII Section 6-2; Article VIII Section 5; Article IX Section 1, Section 2, Section 5, Section 9); and further amendments Article IV Section 2b (...for the purpose of securing loans only voting members who have attained the age of 18 shall be permitted to cast their vote), Article VIII Section 4 (The number of voting members that constitute a quorum shall be 40% of the average regular Sunday Worship attendance of the previous calendar year as submitted on the annual ELCIC parochial report), Article IX Section 1 (wrt to council size of 8-24 members for two year terms), and Section 10 (wrt to calling a special council meeting with not less than 8 days notice)
- Trinity, Ayton - amendments to update to the Model Constitution (Preamble; Article I Section 2, Section 3; Article III d; Article IV Section 1b, 1c, Section 2a, 2b, Section 3, Section 4, Section 5; Article V Section 2; Article VI Section 6; Article VII Section 6-2; Article VIII Section 5; Article IX Section 1, Section 2, Section 5, Section 9); and a further amendment to Article VIII Section 1 (wrt to the annual meeting date being decided by the council each year)
- Zion, Lunenburg - Bylaw Section 2 (wrt congregational council size of 7-12 members)

ESC 16-11 MSC to recommend that synod assembly amend Synod Bylaws, Part V by removing Section 4, and re-numbering the remaining sections.

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

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

ESC 16-12 MSC that the elections of rostered positions for synod council in 2016 be for a two year term ending in 2018; and that the elections of lay positions for synod council in 2016 be for a five year term ending in 2021.

ESC 16-13 MSC that the election for vice-chair in 2016 be for a two year term ending in 2018.

ESC 16-14 MSC that Uli Kuebler be appointed to the WLS Board of Governors for a three year term, effective September 2016.

ESC 16-15 MSC that the 2016 revised budget and the budgets for 2017 and 2018 be recommended to Assembly 2016 as presented.

ESC 16-16 MSC that the remuneration 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 2016, retroactive to January 1, 2016.

ESC 16-17 MSC to recommend that synod assembly that the 2014 Biennium Reconciliation Initiative be given a two-year mandate extension (July 1, 2016 - June 30, 2018) so that the important work called for in the Initiative, namely, reconciliation and working towards right relations with Indigenous Peoples might continue and grow and increasingly demonstrate the commitment we made to our Indigenous sisters and brothers and especially to the Survivors of Residential Schools.

ESC 16-18 MSC that the following people be adopted as recipients for the Eastern Synod Leadership Awards to be presented at Assembly 2016:

- For Lay service to the wider church - Pat Lovell;
- For Clergy service to the wider church - Rev. Jeff Smith;
- For Lay service to the wider community - Murray Haase;
- For Clergy service to the wider community - Rev. Dr. Peter Kuhnert.

ESC 16-19 MSC to recommend to Assembly 2016 that the Eastern Synod commit to providing \$1,000,000 to Waterloo Lutheran Seminary's capital fundraising campaign for major renovations and upgrading of its existing facility, such funding to be provided from the Undesignated Gift and Bequest Fund. Installments of \$250,000 each shall be provided one, two, three and four years after the campaign is officially announced, with the final installment being contingent upon WLS repaying the \$250,000 interest free loan to the synod.

ESC 16-20 MSC that a call to special service be extended to Rev. Dan Phannenhour to serve as chaplain with the Mission to Seafarers of Southern Ontario.

ESC 16-21 MSC to recommend that Synod Assembly 2016 renew Our Eastern Synod Vision for Mission for 2016-2018.

## **Officers Meeting - May 18, 2016**

MSC that the draft audited 2015 financial statements be adopted.

MSC that the audited 2015 financial statements be recommended for approval at synod assembly as part of the consent agenda.

## Appendix B

### Compensation Schedule For Pastors, Diaconal Ministers, Pastoral Supply, and Interim Pastors 2017-2018

Compensation for Rostered employees has several components which are described in this document. The following information outlines the expectations of the ELCIC for compensation in each of those areas and provides guidance for the committee or council.

#### PART 1

##### Salary and Clergy Residence

###### *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          |           |   |           |
|--|-----------|---|-----------|
| Years Ordained                                 | Year 2016 | Year 2017 (includes COLA <sup>1</sup> ) | Year 2018 |
| Newly Ordained                                 | 37,557    | 38,158                                  |           |
| 1st year after ordination <sup>2</sup>         | 38,220    | 38,832                                  |           |
| 2nd year after ordination                      | 38,883    | 39,505                                  |           |
| 3rd year after ordination                      | 39,546    | 40,179                                  |           |
| 4th year after ordination                      | 40,210    | 40,853                                  |           |
| 5th year after ordination                      | 40,873    | 41,527                                  |           |
| 6th year after ordination                      | 41,542    | 42,207                                  |           |
| 7th year after ordination                      | 42,198    | 42,873                                  |           |
| 8th year after ordination                      | 42,863    | 43,549                                  |           |
| 9th year after ordination                      | 43,527    | 44,223                                  |           |
| 10th year after ordination                     | 44,189    | 44,896                                  |           |
| 11th year after ordination                     | 44,853    | 45,571                                  |           |
| 12th year after ordination                     | 45,517    | 46,245                                  |           |
| 13th year after ordination                     | 46,179    | 46,918                                  |           |
| 14th year after ordination                     | 46,842    | 47,591                                  |           |
| 15th and all subsequent years after ordination | 47,506    | 48,266                                  |           |

<sup>1</sup> COLA for 2017 is set at 1.6%.

<sup>2</sup> “1st year after ordination” is defined as the first new calendar year following ordination and that subsequent years of ordination are also defined on a calendar year basis.

Pastors receiving more than the minimum should receive an increase at least equal to the COLA.

### ***Salary beyond base***

An amount in addition to the base salary figure should be considered to affirm the pastor's ministry.

To determine the appropriate amount of additional salary, it would be beneficial to dialogue in a small group represented by a cross-section of people in the congregation 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.

The final salary, including the base plus additional amounts, should be approved by the congregational council.

### ***Prorated expenses***

Salary and certain benefits are prorated to a pastor's call with a given congregation. Please check with GSI regarding enrollment and remittance requirements under the pension and benefits plan it sponsors. Should the pastor accept a call to another congregation, the calling congregation will reimburse any expenses paid on a prorated basis to the congregation which the pastor formerly served.

### ***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 accommodations similar to a parsonage, including utilities, in that area.

"The costs of renting accommodations similar" 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.

Housing allowance is prorated for those serving less than full time, but not less than 65%. However, when a pastor is called to more than one congregation, the housing allowance is apportioned between the congregations.

When the congregation provides a housing allowance, the actual amount the pastor may claim as a clergy residence deduction is determined by Canada Revenue Agency (CRA). To request an exemption from withholding income tax deductions on the housing allowance, the pastor must 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.

Congregations should pay housing allowance to pastors residing in a congregation-owned home and charge rent, in order for the salary to be fully insured under Group Benefits Plan sponsored by GSI.

An equity allowance shall be provided if the pastor lives in a congregation-owned house. Each year the congregation should provide a determined amount, which is not below \$1,782<sup>3</sup> as a housing equity allowance.

### ***Other Expenses***

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

### ***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 2017 and 2018 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**

One service: \$200 plus mileage plus pension contribution, if applicable. (Check with GSI to determine if the supply pastor is a member of the GSI Pension Plan.)

(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>>.)

Two services in the same congregation/parish: \$300 plus mileage plus pension contribution if applicable. (Check with GSI to determine if the supply pastor is a member of the GSI Pension Plan.)

---

<sup>3</sup> The housing equity figure has been updated to take into account a COLA of 1.6%.

## 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 elements (Salary and Housing, Professional Expenses, eligible 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 eligible 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 \$40.00 /hr, beginning the time that the pastor leaves his/her home. (This does not apply to Sunday supply, ref. no 1.)
- 3) Source deductions (income tax, CPP, and EI) and applicable deductions for plans sponsored by GSI must be made and a T4 issued.
- 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/tmbl/llwnc/rts-eng.html>.
- 5) Continuing education and book allowances and a pro-rated paid vacation (based on an average of the previous 12 months' earnings) will be given to those serving on a long-term (12 months or more) part-time interim basis.

## Worker's Compensation

Worker's compensation is not generally mandatory for congregations. However, if a congregation chooses to take out this coverage, it cannot be done selectively (i.e. either all employees are covered, or no employees are covered).

## PART 2

### Vacation and other days off

Vacation time is based on the calendar year (i.e. January to December) and cannot be accumulated or paid out unless it is approved in writing by the council prior to the year end of the year that the vacation was not taken. Unused vacation credits accumulated within the final year of employment will be paid out on termination of employment. Vacation entitlement as per the table includes Sundays.

| Years of Service as a Rostered Minister | Vacation |
|---|----------|
| Up to 10                                | 4 weeks  |
| 11 to 20                                | 5 weeks  |
| 21 +                                    | 6 weeks  |

Rostered employees are entitled to two days off per week, plus days in lieu of Statutory Holidays taken within a reasonable time of the actual holiday as mutually agreed with council.

### Leaves of Absence

- A. Sick Leave - Illness and Disability - a policy for sick days is detailed in Appendix One. Short Term and Long Disability is insured for members of the ELCIC Group Benefits Plan
- B. Bereavement & Compassionate Care Leave - with pay for death or critical illness of:
  - a. your spouse or child - 2 weeks
  - b. your or your spouse's parent, grandparent, sibling, or grandchild - 1 week

Council may allow additional days with pay. Please visit the Services Canada website for more information and your provincial labour website for unpaid leave entitlements.

- C. Parental Leave - a policy for salary replacement while on parental leave is detailed in Appendix Two.
- D. Sabbatical Leave - as per Synod Sabbatical Guidelines for Pastors Serving under Call.
- E. Statutory Leaves - for any other leaves, refer to your provincial labour laws.

*For all leaves, please refer to the ELCIC Group Services website to determine the requirements regarding pension and benefits during the leave.*

## **Pension Plan for Clergy and Lay Workers of the ELCIC 0533240**

All Rostered employees (meeting minimum eligibility) become members of the ELCIC Pension Plan and contributions are forwarded monthly to *ELCIC Group Services*. Contributions rates are applied to the annual salary plus housing allowance or the fair rental value (excluding utilities) for employees living a congregationally owned residence. Employees working less than full time or providing supply may still be required to contribute if eligibility has been previously met.

For details regarding the ELCIC Pension Plan, please visit the *ELCIC Group Services* website. Please call for any questions regarding eligibility or requirements for contributions for specific pastors.

## **Group Benefits Plan (Extended health, dental, life, disability, counselling etc.)**

All Rostered employees (meeting minimum eligibility) join the ELCIC Group Benefits Plan and premiums are paid by the employer monthly to *ELCIC Group Services*. Premiums on life and disability insurance are calculated on annual salary plus housing allowance (fair rental value for employees living a congregationally owned residence will not be insured). Benefits are not maintained for employees reduced to working permanently below the minimum criteria nor for those providing supply services. Premiums are paid by the employer.

For details regarding the coverages in the ELCIC Group Benefits Plan and premium rates which may vary annually, please visit the *ELCIC Group Services* website.

## **Continuing Education**

A Continuing Education Plan (“CEP”) has been established to accumulate funds for further education. The policy, which details required contributions and use of the funds, can be found on the *ELCIC Group Services website*.

The time required to undertake professional development shall be provided with pay up to two weeks annually and can be accumulated to a maximum of six weeks. If time is not used for professional development it cannot be paid out in lieu of time taken.

In addition to CEP contributions, an amount of \$500 per year shall be provided for learning resources such as book purchases, on line subscriptions, webinars or other materials.

### Options and Tax tips

- A. Allowance - the flat-rate amount is a taxable benefit and must be included on the T4. Income tax should be withheld; CPP and EI must be paid on this amount. If the employee intends to claim resources purchased with the allowance as work expenses on their personal income tax return, the employer must complete form T2200 and the employee must keep receipts as CRA may request them when assessing the return.  
OR
- B. Reimbursement - When the employee submits receipts to the employer and is reimbursed for resource purchases related to their employment responsibilities, no

taxable benefit assessed. (Note: Retention or disposal of the resources at termination of employment is not a factor)

OR

- C. The above noted amount (or some portion thereof) may be submitted to the employees CEP account for book purchases connected with courses or resources for alternate learning opportunities.

Note: Group Pension and Group Benefits are not paid on CEP contributions or education resource allowance/reimbursement.

### Travel Policy

Employees required to travel as part of their work shall be reimbursed for travel, meals and accommodations. Compensation options specific to an employee's vehicle are as follows:

- A. Vehicle Expenses KM Rate Paid - When the employee is required to use their own vehicle a per kilometer rate as set by CRA may be paid. The rate is specified for the first 5,000 km driven and then at a reduced rate on km driven thereafter for the balance of a calendar year. These amounts are updated annually and can be found on the CRA website.

OR

- B. Vehicle Allowance - When the employee is required to use their own vehicle the employer may provide a flat annual amount for the cost of using the vehicle. This is a taxable benefit to which income tax, CCP and EI deductions apply.

Note: Group Pension and Group Benefits are not paid on compensation for travel.

### Government Requirements

Federal: All statutory withholdings and remittances must be made as per Canada Revenue Agency requirements. Please visit their website for more information.

Provincial: Employers are responsible to understand labour laws of their province and comply accordingly with requirements for workers compensation, provincial medical premiums, etc.

Appendix One        - Sick Leave Policy  
Appendix Two        - Parental Leave Policy

## Appendix One - ELCIC Sick Leave Policy

This policy is provided for employees to better manage their health and wellness.

Paid sick days are provided when an employee is ill or injured, needs to attend to a close personal relation/family member or for time off for necessary or routine health care.

Full-time employees are entitled to have 18 sick days each year (pro-rated for employees joining part way through the year). Part-time employees earn sick days on a pro-rated basis related to their regular hours of work.

Sick days are paid to a maximum of two weeks (10 working days, which include working Sundays) per event at which time a claim must be made to the short term disability plan.

If the employee is not a member of the short term disability plan, sick days continue to be paid to the maximum accrued, subject to medical verification as determined by the employer/congregation.

Employees who have used fewer than ten sick days in the previous fiscal year are entitled to two personal days in the current fiscal year (which will count as sick days in the current fiscal year).

Unused sick days may be carried over for a maximum accumulation of 28 days. Any unused sick days or personal days will not be paid out at a fiscal yearend or on termination, including retirement or acceptance of a new call.

With respect to sick days used for illness or injury the employer/congregation can in its sole discretion require that an employee provide a physician's statement to verify the nature of the illness and the employee's prognosis, and to determine if any reasonable accommodation is required so the employee can return to work.

## Appendix Two - ELCIC Parental Leave Policy

This policy describes the supplemental income benefit for eligible plan members in the ELCIC.

### Definitions

|                  |  |
|------------------|--|
| Employer:        | an organization that has signed a subscription agreement for the ELCIC Group Benefits plan administered by ELCIC Group Services Inc. "GSI".    |
| Member:          | an eligible employee who is enrolled as a plan member in the ELCIC Group Benefits plan.  |
| Eligible Member: | a member who has applied for and is in receipt of employment insurance maternity and parental benefits.  |
| Salary Basis:    | Cash salary  |
| Leave:           | Maternity or pregnancy or parental leave as defined in the employment standards legislation in the jurisdiction of residence.                  |
| Benefit:         | Supplemental income of 30% of pre leave salary basis. During the 2 week waiting period the salary replacement will be 85% of pre leave salary. |

### **Policy**

Employers shall allow their employees Leave in accordance with the applicable employment standards legislation in their jurisdiction.

Eligible Members will receive the supplemental income Benefit upon reporting confirmation and details of receipt of employment insurance maternity and/or parental benefits.

Matters regarding the qualifying period, length of leave and required notice, shall be governed by the employment legislation in the jurisdiction applicable.

ELCIC Pension and Group Benefits administered by GSI will continue during Leave as per those respective policies.

Professional expenses for Rostered employees such as car, book and education allowances will be suspended during Leave.

An Eligible Member who receives supplemental income Benefits is expected to return to work for a period of at least 6 months after the end of the Leave.

### **General Provisions**

Leave granted under this policy will be counted as service for purposes of salary calculations, length of employment, seniority and other such rights, obligations and benefits as provided by the Provincial Standards.

Please note that the recitation of the Provincial Standards or any applicable federal legislation, such as the Employment Insurance provisions, are for convenience and information

only and anyone wishing to know more about these matters is encouraged to review the Provincial Standards and any applicable federal legislation to determine their rights and obligations.

If any part or parts of this policy contravene the Provincial Standards or any applicable federal legislation, the minimum standard required by applicable Provincial Standards or federal legislation shall apply.

### **Procedure**

The Employer must complete the applicable form and provide evidence of supplemental payments in respect of the Benefit. GSI will reimburse the employer this amount.

## Appendix C

### Eastern Synod Policy on E-Meetings

#### Protocol:

1. Synod Council or its Officers may hold an official meeting via email (E-meeting) for the purpose of conducting business on behalf of this synod.
2. E-meetings shall not be initiated unless each individual involved has access to a computer which would allow full participation.
3. All participants should have a secure, personal email account.
4. No E-meeting shall exclude any member of Synod Council or any Officer unless that individual has excused him/herself from the E-meeting.
5. An E-meeting shall have no more than one (1) agenda item. If additional issues need to be addressed, a separate meeting for each issue shall be called.
6. The agenda item shall appear in the subject line of each email exchanged during the meeting.
7. E-meetings are appropriate when the issue is not controversial and does not require extensive background and explanation.
8. In order to reach a decision, a motion shall be made and seconded. Discussion of the motion shall follow. When the vote is called by the chair, each individual shall record their vote for or against or their decision to abstain from voting.
9. Each E-meeting shall have a beginning date and time as well as an end date and time. This will be established at the beginning of the E-meeting. The E-meeting may conclude before the established end date and time or may be extended to another specific date and time by the Chair, or at the request of any two participants.
10. Minutes of the E-meeting shall be approved at the next Synod Council meeting.

#### The Chair shall:

1. Initiate each E-meeting, acting alone or at the request of any two members of Synod Council;
2. Identify each E-meeting by agenda name and include beginning and ending dates and times;
3. Ensure that email addresses of all participants are current and that all emails related to the E-Meeting are addressed to all participants; and
4. Announce the outcome of the motion dealt with at the E-meeting within five (5) business days of the end of the E-meeting.

#### The Chair may:

1. Negotiate an alternative to initiating an E-meeting when one is requested but may not refuse a request from any two members of Synod Council; and
2. Involve guest participation of a non-council member (i.e. legal counsel, etc.). The chair shall determine the beginning and end of such participation and shall declare the same to all participants.

**E-Meeting Participants shall:**

1. Indicate his/her availability to participate in the E-meeting prior to the published beginning date and time.
2. If available, participate in every E-meeting.
3. Reply to all participants during the discussion.
4. Vote on the motion or indicate his/her decision to abstain from voting.

## Appendix D

### Procedure for Revising Terms of Call from Full Time to Part Time

If a congregation perceives they face local conditions which challenge sustaining a full-time rostered ministry, the Bishop's office is to be advised. (Refer to Synod Constitution Article VI Section 6; Model Constitution Article V Section 6.)

The Congregational Council and Rostered Minister with assistance of the Bishop's office will work together to design a process for the congregation to identify resources, barriers and needs for the congregation's mission and ministry. Resources and information are available through the Bishop's office.

Revising a call from full time to part time is a process including the following steps:

1. Subject to maintaining the appropriate level of confidentiality, engage and encourage parishioners to participate in the review process. Ensure the process is transparent with timely and well-publicized notices about the review including rationale, process steps, meeting dates and the importance of full participation.
2. Investigate statutory and common law requirements for severance in consultation with the Bishop.
3. Explore all viable options such as congregational stewardship emphasis, shared ministry with another congregation or institution, relocation to a more affordable facility, etc.
4. Write a report of the review and a proposed action plan including all options that were considered in order to maintain a purposeful ministry. Send your report to the Bishop's office for review and counsel.
5. As a result of the completed ministry review, a Congregational Council presents a full report with all options considered and a recommended action plan to the congregation for consideration and feedback.
6. The Congregational Council responds to the feedback given by the congregation. Should the Congregational Council, after hearing the congregation, decide to reduce the Rostered Minister's working hours, it will:
  - a. Make a recommendation to change the term of call from full-time to part time. Recommendation should consist of a revised job description, an adjusted compensation package, and reasonable advance notice to the Rostered Minister of the change.
  - b. Send the revised job description, the adjusted compensation package and proposed reasonable advance notice to the Rostered Minister of the change to the Bishop's office for review and counsel.

- c. Send the revised job description, the adjusted compensation package and proposed reasonable advance notice of the change to the Rostered Minister for review and comment and, preferably, consent (after consultation with the Bishop's office).
- d. Present revised job description and adjusted compensation package to the congregation prior to the congregational meeting.
- e. Call a Special Congregational meeting to vote on the recommendation.

**The motion requires a 2/3 majority to pass.**

7. If the motion passes and the congregation decides to move to a part time call, reasonable notice has to be given to the Rostered Minister, which should be at least 6 months prior to the last day of fulltime employment.

## Appendix E

### Ministry Area Grant Policy

1. The annual amount budgeted for ministry area grants will be administered from a single, centralized account at synod office as opposed to being divided and allocated in advance to each specific ministry area.

Granting of funds beyond the annual budgeted amount may be considered.

As per synodical policies, funds remaining at the end of the year will not be carried over to the following year unless previously approved by synod council.

2. Funding requests to be considered will advance the mission, outreach or capabilities of the church within the ministry area rather than initiatives that are primarily focused within a specific congregation or two.

In addition, a small amount of funding is available to help defray general administrative expenses in exceptional circumstances (e.g. travel reimbursement costs for ministry area leadership team meetings in those ministry areas with wide-spread geographies).

3. Requests for funding shall be submitted by the Dean, for approval by the Bishop, prior to commencement of the proposed initiative and shall include:

- a brief description of the proposed initiative and its intended purpose - outcomes should be achievable and measurable,
- key dates (including start/end date),
- anticipated budget,
- the amount of the request grant and the date when payment is required,
- the name of the congregation administering the financial aspects of the program,
- an indication of how remaining costs (if any) will be covered.

4. Cheques will be made payable to the congregation administering the financial aspects of the initiative, not to specific individuals.

5. Dean and Ministry Area Leadership Teams are expected to report back to the Bishop on the outcome of initiatives that were approved for funding and share outcomes in other ways, as appropriate (e.g. sharing with other Ministry Area Leadership Teams, article in the Eastern Synod Lutheran, etc.)