



# The Eastern Synod Lutheran Leaders' Edition

May 2019



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## A Church in Mission for Others

- \* We will practice Spirited Discipleship.
- \* We will pursue Compassionate Justice.
- \* We will strive to be a Healthy Synod.
- \* We will build Effective Partnerships.

### From Riitta's Desk

While summer keeps us waiting, let's have a look at what is new in the Eastern Synod.

In this edition we introduce a couple of new policies, both national and synodical; a new Mutual Ministry Guide and Keith Myra, Synod Treasurer, answers questions about insurance policies. In addition, you will find a two page summary of the last Synod Council meeting held in April, as well

as the list of Eastern Synod delegates to the July National Convention in Regina. Please, keep our delegates and the whole convention in your prayers.

I'd like to take this opportunity to remind you of the importance of updating your contact information. Please, send us email addresses and phone numbers for your congregational council chairperson, treasurer,

and church office in case they differ from our data base.

The next Leaders' Edition will drop into your inbox in September. The previous issues are posted on our [website](#).

Wishing you and your congregation a blessed summer.

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### ELFEC Introduces New Fund for Congregations

Jeff Pym, Executive Director

ELFEC has just made it easier for congregations like yours to access professional investment management for money you have set aside for the future. Our new **Small-Cap Managed Fund** allows you to invest amounts as small as \$25,000 while retaining ownership of your assets. Now there's an alternative to bank accounts and GICs when it comes to investing congregational funds.

For a decade, churches have been able to open an ELFEC Managed Fund with a minimum of \$50,000, and more than 30 congregations have done so. The Small-Cap Fund, with most of the same features as its older sibling, gives you the opportunity to apply your social and environmental values without sacrificing investment returns. And if your investments grow to exceed \$50,000, you can migrate to the Managed Fund easily and without penalty.

Click on [this link](#) to view a chart that compares features of the two funds.

For more information, contact Krista Kuehnbaum at [kkuehnbaum@elfec.ca](mailto:kkuehnbaum@elfec.ca) or 1-888-308-9461.



## Rules We Live by Constitutions and Bylaws:

by Wendell Caron Grahlman

### Congregational Council Policies - Update

Since the last edition of Leaders' Edition, two new policy templates have been created and made ready for use by Congregational Councils.

These two policies are referenced in the new 2017 version of the Model Constitution and Bylaws for Congregations.

Part II Section 3 states: There shall be a right of appeal to the congregation according to [a policy approved by the Congregational Council](#) and shall include consultation with the bishop of the synod.

Part VII Section 13 states: The Congregational Council may conduct a vote of the Congregational Council via email. Protocol for conducting these votes shall be outlined in [a policy approved by the Congregational Council](#). Results of the vote shall be recorded in the minutes of the next Congregational Council meeting.

Both policy templates are on the Eastern Synod web site: [Part II Section 3 Right of Appeal](#)

#### [Part VII Section 13 Email Votes](#)

Each template is in the form of an editable Word document, and should be tailored and adapted for use by the Congregational Council (by at least removing the existing synod logo, watermark and approval status and replacing them with appropriate marks of the congregation).

If you need further assistance or have questions, please email me at [wgrahlman@elcic.ca](mailto:wgrahlman@elcic.ca) for more information.

### Mutual Ministry Guide

A new [Mutual Ministry Guide](#) has been prepared by the ELCIC. The purpose of this guide is:

1. To help congregations and leaders to nurture good and healthy mutual relationships.
2. To provide guidelines to facilitate intentional and regular evaluations of congregational ministries, the staff and rostered ministers.
3. To seek together opportunities for growth and renewal.

For more information, please [click here](#).

### Guidelines for Retired Rostered Ministers

The National Church Council approved the updated Guidelines for Retired Rostered Ministers. The document can be find [here](#):

## Dear Synod Treasurer,

by Keith Myra



Keith Myra  
Treasurer  
of the Synod

**Question:** *We rent various rooms in our church to individuals and external organizations. Will our congregation's insurance policy cover us in the event of an accident or other event in which someone is injured or if damage is done to our building?*

**Response:** Many congregations find that making their facilities available to others provides an opportunity not only to extend their mission and outreach to the community, but also to generate additional income. For background information relating to permissible fees, HST implications and policy considerations you may wish to review my article "[Rental of Church Facilities](#)" on the Eastern Synod website. Although your congregation's insurance policy will usually cover those activities that fall under the direct control of your congregation (e.g. worship, council, Sunday School, congregational

committees, women's groups, youth groups, Bible studies, congregational dinners, etc.), it is unlikely that your policy includes coverage for those activities that take place on your premises that are beyond your congregation's control. A few examples of these types of activities include: birthday, wedding and anniversary celebrations held by individuals; meetings run by groups such as community organizations, registered charities and for-profit businesses; and other public events. As such, it is highly recommended that external parties using your facilities provide a certificate of liability insurance naming your congregation as an Additional Insured as proof that they are covered for activities that will be carried out on your congregation's property.

This applies regardless of whether the user is paying a fee to rent the facility or not.

What happens if the renter doesn't have their own liability insurance and an incident occurs?

Although it is impossible to provide a definitive answer to this question (the answer depends on specifics relating to each situation), the consequences of a successful lawsuit resulting from the

incident have the potential to be quite severe. Individual(s) using your facilities may be held personally liable and be required to pay some or all of the damages from their personal insurance coverage and/or from their personal assets. In a worst case scenario, this could lead to the renter(s) declaring personal bankruptcy. Unbeknownst to them, requiring individuals to provide their own insurance coverage could be doing these people a favour! Your congregation could also be held liable, resulting in potential increases to your insurance premiums in future years (or in more extreme cases, the cancellation of your congregation's insurance policy).

It should be noted that even if the renter has obtained their own insurance coverage, in a worst case scenario the incident could still appear as a claim on the congregation's record and/or the congregation could be held liable for a portion of any damages.

How does a renter obtain insurance coverage?

Some groups using your building may already have their own liability insurance policy. In other situations, it may be possible for individuals or groups renting

your building to obtain a certificate of insurance for special event coverage by contacting their general insurance company (or broker). For those that are unable to obtain coverage through their own insurer, upon request your congregation's insurer may be able to provide them with special event coverage for a fee. You will need to contact your insurer to find out for sure.

Is the additional cost to the renter and added administration worth the benefit?

As with all insurance purchasing decisions, the risks that are being mitigated need to be weighed against cost and other implications. Although there may be a relatively low likelihood that an actual incident will occur at some point in the future, the cost associated with not having sufficient coverage in place could range from relatively insignificant to extremely high, potentially reaching into millions of dollars. As congregational leaders, it is important to ensure that God's assets are adequately protected!

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If you have a question related to regulations or other congregational financial issues, feel free to email me ([kmyra@elcic.ca](mailto:kmyra@elcic.ca)). In addition to responding to you individually, I will publish (anonymously) the most common questions/answers in future issues of Leaders' Edition.

## Talking Points from the Eastern Synod Council meeting April 4-6, 2019



The Eastern Synod Council met at synod office for its spring meeting (including the annual meeting of ELFEC).

### Outcomes from the meeting included:

- using the Synod's property redevelopment services, \$200,000 from Canadian Mission funds will be made available to fund loans to congregations involved in redeveloping their property/buildings to extend their mission to the community;
- a funded experiment for Ministry Areas (via the Central Toronto Area) with resources and leadership in transformational change;
- the St. Peter's, Kitchener - CTV Television Ministry Appeal is authorized for 2020;
- the Synod's 2019 budget was revised;
- the dissolution of the parish relationship of St. John's, Augsburg and St. John's, Bonnechere;
- approval of constitutions and bylaws (based on new Model) for: Augsburg Brampton, St. Mark's Chesley, St. James Elmira, Grace First South, Zion Maple, Christ Maynooth, Grace Oakville, St. John's Peta-

wawa, First Port Colborne, St. Stephen's Raglan, Zion Schwartz, Epiphany Toronto, Trillium Waterloo; and constitutional amendments for All Saints Guelph, St. Peter's New Denmark, Trinity Windsor;

- template policies for Email Voting by a Congregational Council, and Guidelines for a Member's Right of Appeal to a Council Disciplinary Decision.

### Bishop Pryse's report to the Council included:

- the Racial Justice Advisory Committee has formed and begun work;
- new Deans have been appointed in four Areas, and a new Ministry Director appointed for Worship;
- area visits for 2018-2019 have been completed (some of these visits included gatherings with Area lay leaders).

### Eastern Synod Strategic Plan:

- Bishop Pryse reminds us of three specific foci of the Strategic Plan: 1) new forms of ministry, 2) encouraging congregations at "crossroads" to act decisively regarding their future, and 3) supporting deans and minis-

try areas. Keep in mind there are over 100 goals within the Strategic Plan vision! Some have been accomplished and a number of others are still progressing.

- Another Strategic Plan goal has to do with succession planning, specific in part to synodical leaders. In alignment with our succession planning priority, a new job position has been created at the synod office, a manager for finance and administration; it is tentatively anticipated for the position to be filled by year end.

### From the Synod Treasurer:

- regular benevolence received for 2018 (\$1,393,315) is 2.9% less than the previous year, and the lowest amount ever received in the 33 year history of the Synod;
- both income and expenditures for the Synod's operations in 2018 were less than budgeted still resulting in a deficit of \$74,417;
- in accordance with action taken by delegates at Assembly 2016, the third of four annual instalments of \$250,000 each was transferred to Martin Luther University College for its Reform Capital Campaign.

## Talking Points cont.

Rev. André Lavergne, Assistant to the Bishop, Ecumenical and Interfaith Relations, spoke to the council on behalf of National Bishop Susan Johnson. André highlighted a number of national church relationships who work in various aspects of the larger church's ministries. He commented on each of the Four Strategic Priorities and some of the agenda items that will occur at National Convention.

Rev. Dr. Mark Harris, Principal/Dean of Martin Luther University College provided an update and general news. He noted the changes in post-secondary education that affect the operations of schools, including theological education, and commented on enrolment, transitions in faculty, the MDiv program, and the Dubrick Summer Institute.

The partnership which the Eastern Synod had with Lutheran Homes – Kitchener Waterloo regarding congregational redevelopment work ended January 31, 2019. The Synod is now transforming this ministry into three streams:

- Property Redevelopment - Congregations with opportunities to extend their mission and sustainability by unlocking the economic value tied up in their buildings and property through property redevelopment;
- Structural Transformation - Congregations that may be able to renew themselves through a shared ministry arrangement or a merger/amalgamation with another Lutheran or an Anglican congregation; and
- End of Life Care - Congregations with no options except to close and sell their property.

The Council met with the Board of Directors for the annual meeting of ELFEC, with its business including the Report from directors, Financial statements and the report of the auditor; the appointment of an auditor for the 2019 fiscal year; and the election of new directors (Rev. JoAnne Lam and Peter Brivins).

Fifty-four people will be representing the Eastern Synod as delegates to this summer's National Convention.

Reports were received from the standing committees: Candidacy and Youth & Young Adults (YAYA).

Next meeting: November 14-16, 2019, at the Eastern Synod Office, Kitchener, Ontario.

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## Eastern Synod Delegates to the National Convention

### Youth Delegates:

Megan Famme  
Julia Wirth  
Ben Cameron

### Lay Delegates:

Karen Field  
Judy von Wahl  
Mark Wettlaufer  
Dorothy Froom  
Susan Seifert  
Lorre Calder  
Jan Hansen  
Brian Janzen  
Laurie Knott  
Ron Roeder  
Denise Dennis  
Johanna Coombs  
Edward Evans  
Ingrid Sladeczek  
Suzanne McClennan  
Nancy Cook  
Brenda Grebinski  
Jim Krats  
Marilyn Raaflaub  
Carol Fairbrother  
Randy Zimmerling  
Susan Dupuis  
Lawrence Lupton

Fred Nolting  
Janelle Lightbourne  
Gigi Todd  
Gail Bennie  
Peggy Read  
Uli Kuebler

### Rostered Delegates

Kimberlynn McNabb  
Adam Snook  
Katherine Gohm  
Pam Harrington  
Richard Kwiatkowski  
Ann Krueger  
James Slack  
Jennifer Hoover  
Brad Mittleholtz  
Martin Malina  
JoAnne Lam  
Steve Hoffard  
Laura Sauder  
Mike Lees  
Daniela Mertz  
Scott Knarr  
Hans Borch  
Karen Kuhnert  
Joanna Miller  
Anne Anderson  
Annette Smith  
David Tin



17th  
**ELCIC National  
Convention**

July 11-13, 2019  
Regina, Saskatchewan  
*University of Regina*

### **Final Reminder to File your 2018 Charity Information Return!**

One of CRA's most important requirements for registered charities is that each charity complete and file its annual Registered Charity Information Return (T3010) within six months following the charity's fiscal year-end. If your congregation is similar to most congregations and has a December 31st fiscal year-end, this means that your T3010 for 2018 must be received by CRA no later than June 30<sup>th</sup>, 2019. Congregations failing to file by the deadline risk fines, possible loss or suspension of their tax-receiving privileges, or in more extreme situations, revocation of their charitable registration status. Have you checked with your congregational chairperson or treasurer to determine the status of your 2018 return? For more information pertaining to the T3010, refer to the article on page 3 in the [June 2015 issue of Leaders' Edition](#). Note that due to recent changes, the reference in this article about reporting political activities is no longer applicable.

### **Final Reminder - New Requirement for Donation Receipts.**

Please note that the following requirement is now in effect for all donation receipts issued after March 31<sup>st</sup>, 2019. If you haven't done so previously, please change your receipts immediately. As previously communicated, Canada Revenue Agency requires that a number of specified items, including CRA's name and website address, be included on donation receipts that are issued by a registered charity to its donors. As a result of CRA's recent website move to the [canada.ca](http://canada.ca) website, official donation receipts must be updated with CRA's new website address: [canada.ca/charities-giving](http://canada.ca/charities-giving).

For details on other information that must appear on each donation receipt refer to CRA's website page: [Sample Official Donation Receipts](#).

### **Synod Office Fax Number Discontinued**

In our ongoing efforts to reduce costs, we have made the decision to discontinue our fax line (519-743-4291). Over the last few years the use of our fax number has diminished greatly. Most things are now sent via email. As such, we felt the expense of the line was no longer justified.

# Benevolence gifts at work: Equipping leaders Strengthening congregations

Thank you for your support!  
On behalf of the Synod Council:



We learned from Jody Orr, a leader with extensive experience inside and outside the church



Rev Adam Snook



Margaret Christenson



Rev Janaki Bandara

## THE EASTERN SYNOD OF THE ELCIC

IN MISSION FOR OTHERS



Sixty congregational leaders gathered to learn how to find and apply for grants from local, provincial and national foundations as well as government agencies .

This first workshop was held February 2, 2019 in Oakville, Ontario.

The workshop was organized by Jeff Pym, Director of Stewardship and Resource Development/Planned Giving and was sponsored by the Synod. A second event is already in the planning stages for another area.

Grant applications are another opportunity for collaboration with community partners. Turning necessity ("we can't do this on our own") into opportunity ("everyone benefits from collaboration")