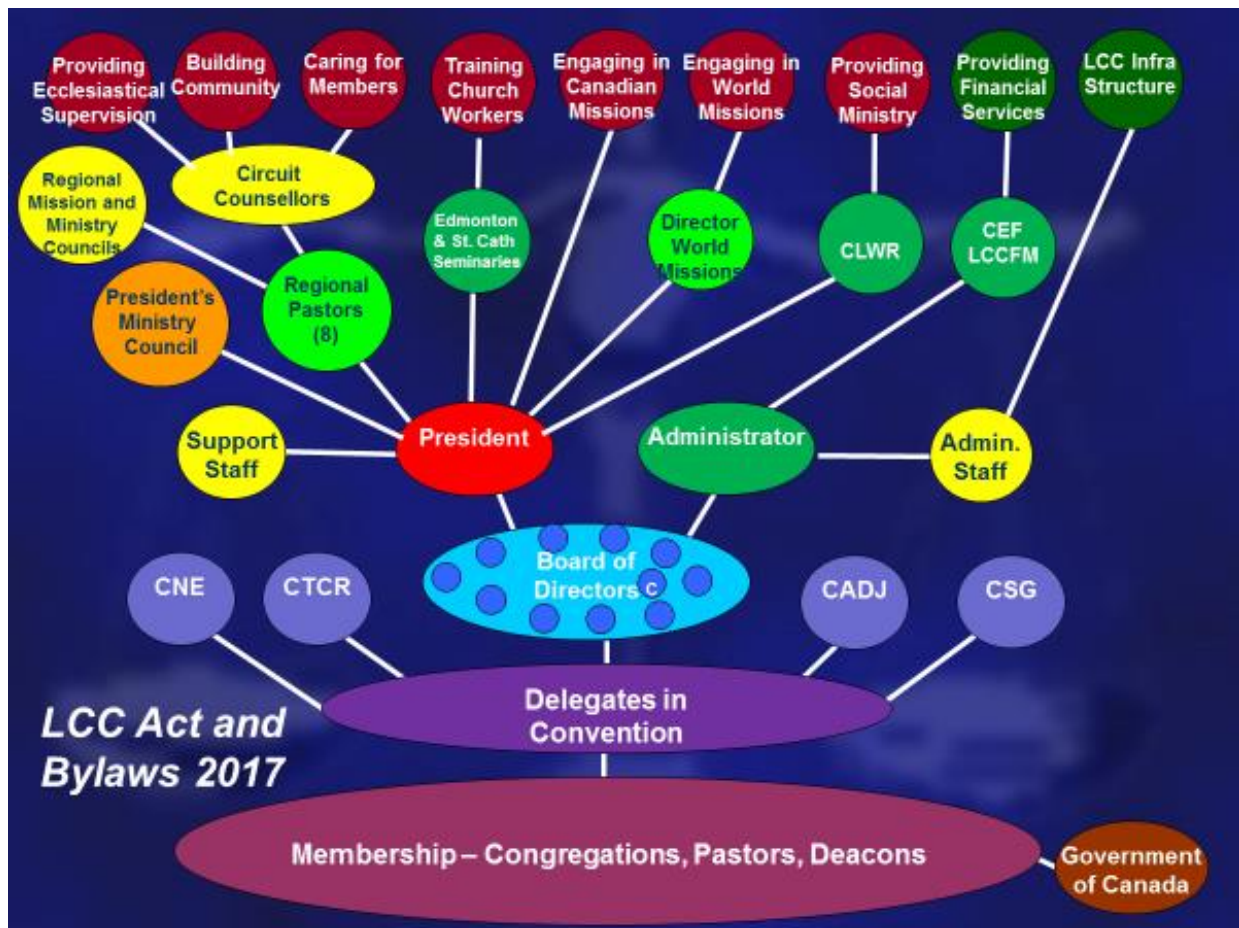


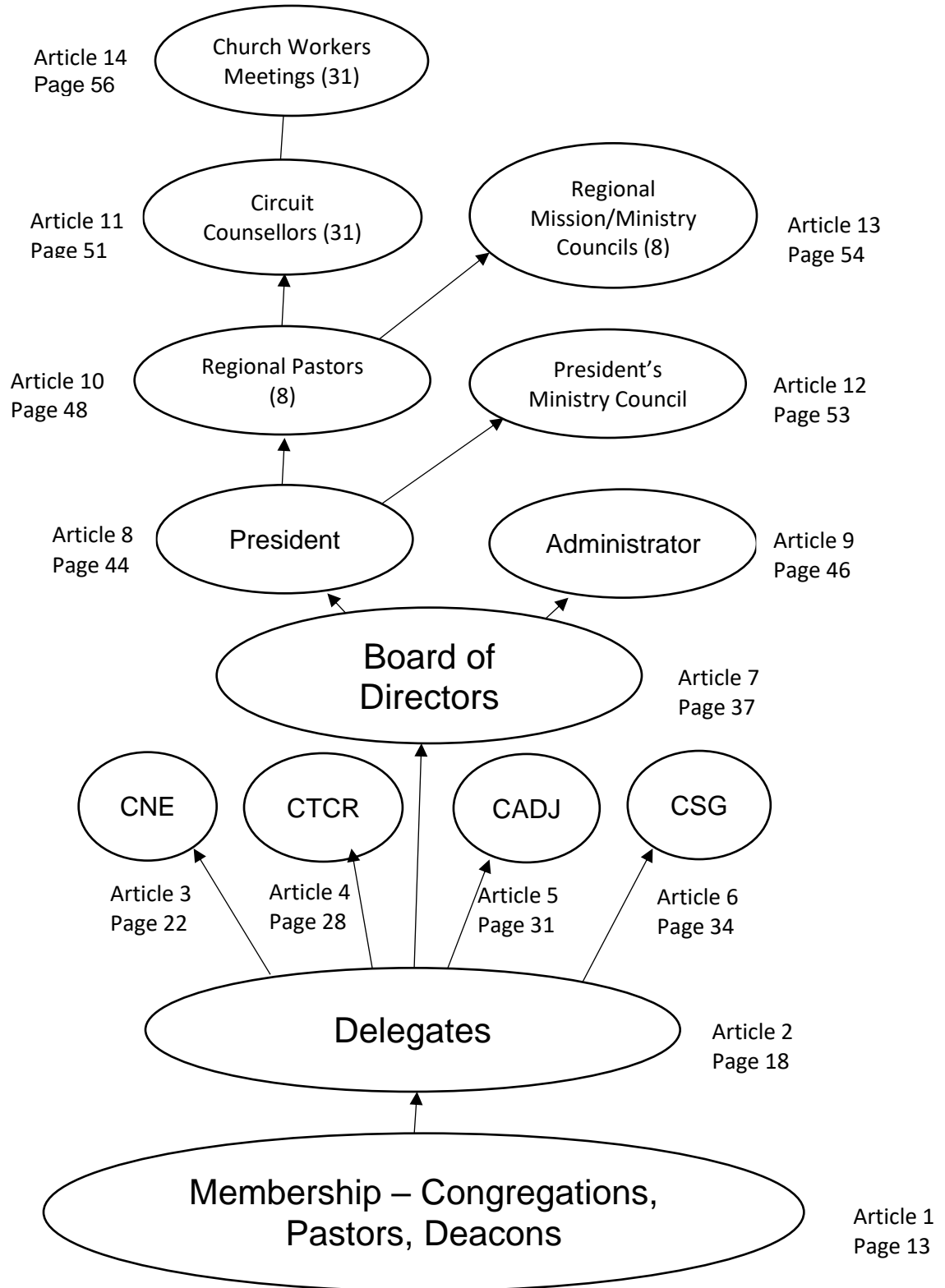
Lutheran Church-Canada Act and Bylaws

CONVOCATION DRAFT



April 4, 2017

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ELIZABETH II.

CHAP. 68

An Act to incorporate Lutheran Church-Canada.

[Assented to 4th June, 1959.]

WHEREAS a petition has been presented praying that it be enacted as hereinafter set forth, and it is expedient to grant the prayer of the petition: Therefore Her Majesty, by and with the advice and consent of the Senate and House of Commons of Canada, enacts as follows: B

1. Albert Schwermann, professor, of the city of Edmonton, in the province of Alberta, Arne Kristo, clergyman, of the city of Toronto, in the province of Ontario, Maynard Pollex, clergyman, of the city of Hamilton, in the province of Ontario, Clare Kuhnke, manager, of the city of Winnipeg, in the province of Manitoba, and David Appelt, librarian, of the city of Saskatoon, in the province of Saskatchewan, together with such other persons, synodical districts and congregations as become members of the religious body hereby incorporated, are incorporated under the name of Lutheran Church-Canada, hereinafter called “the Corporation”, for the purposes set out in this Act and for the purposes of administering the property, business and other temporal affairs of the Corporation.
2. The persons named in section 1 of this Act shall be the first directors of the Corporation.
3. (1) The head office of the Corporation shall be at the city of Edmonton, in the province of Alberta, or at such other place as may be decided by the Corporation.
(2) Notice in writing shall be given to the Secretary of State by the Corporation of any change of the head office and such notice shall be published forthwith in the *Canada Gazette*.
4. The objects of the Corporation shall be:
 - a. to promote, maintain, superintend and carry on in accordance with the faith, doctrines, constitution, acts and rulings of the Corporation any or all of the work of that body;
 - b. to advance and increase the diffusion of the faith of the Corporation in all lawful ways;
 - c. to organize, establish, maintain and carry on residences, missions, churches, places of worship, parsonages, orphanages, homes for the aged, rest homes and institutions and agencies for promoting, reaching, propagating and disseminating the Lutheran faith and doctrine and for training persons for the said purposes;
 - d. to promote, organize, establish, maintain and carry on social service, welfare and guidance institutions and agencies;
 - e. to promote education, instruction and culture, and to organize, establish, maintain and carry on schools, colleges, academies, seminaries, institutions of learning, recreational halls, centers and agencies, and industrial, technical and agricultural institutes and farms;
 - f. to promote charity and to care for the poor, and to organize, establish, maintain and carry on charitable institutions, hospitals, clinics, dispensaries and cemeteries;
 - g. to organize, establish, maintain and carry on libraries and houses and agencies for printing, publishing and disseminating literature, newspapers, periodicals and works of education, religion, art and science;
 - h. to promote the spiritual welfare of all the congregations and mission fields of the Corporation.

5. The Corporation may from time to time make by-laws, not contrary to law, for
 - a. the administration, management and control of property, business and other temporal affairs of the Corporation;
 - b. the appointment, functions, duties and remuneration of all officers, agents and servants of the Corporation;
 - c. the appointment or disposition of an executive committee or any special committees or boards from time to time created for the purposes of the Corporation, and defining the powers of such committees or boards;
 - d. the calling of regular or special meetings of the Corporation or of the executive committee or the board of directors;
 - e. fixing the necessary quorum and the procedure to be followed at all meetings referred to in the preceding paragraph;
 - f. determining the qualifications of members;
 - g. defining and applying the principles, doctrine and religious standards of the Corporation;
 - h. generally carrying out the objects and purposes of the Corporation.
6. Subject to and in accordance with the by-laws enacted by the Corporation under section 5 of this Act, an executive committee consisting of such persons as the Corporation may from time to time elect or appoint thereto shall manage all the temporal affairs of the Corporation.
7. The Corporation may do all such lawful acts and things as are incidental or as may be conducive to the attainment of its objects.
8. The Corporation may exercise all its powers by and through an executive committee or through such boards or committees as may from time to time be elected or appointed by the Corporation for the management of its affairs.
9. (1) The Corporation may purchase, take, have, hold, receive, possess, retain and enjoy property, real and personal, corporeal and incorporeal, and any or every estate or interest whatsoever, given, granted, devised or bequeathed to it, or appropriated, purchased or acquired by it in any manner or way whatsoever, to, for or in favour of the uses and purposes of the Corporation, or to, for or in favour of any religious, educational, eleemosynary or other institution established or intended to be established by, under the management of, or in connection with the uses or purposes of the Corporation.
(2) The Corporation may also hold such real property or estate therein as is bona fide mortgaged to it by way of security, or conveyed to it in satisfaction of debts or judgments recovered.
10. Subject always to the terms of any trust relating thereto, the Corporation may also sell, convey, exchange, alienate, mortgage, lease or demise any real property held by the Corporation, whether by way of investment for the uses and purposes of the Corporation or not; and may also, from time to time, invest all or any of its funds or moneys, and all or any funds or moneys vested in or acquired by it for the uses and purposes aforesaid, in and upon any security by way of mortgage, hypothec or charge upon real property; and for the purposes of such investment may take, receive and accept mortgages or assignments thereof, whether made and executed directly to the Corporation or to any corporation, body, company or person in trust for it; and may sell, grant, assign and transfer such mortgages or assignments either wholly or partly.
11. In regard to any real property which, by reason of its situation or otherwise, is subject to the legislative authority of the Parliament of Canada, a license in mortmain shall not be necessary for the exercise of the powers granted by this Act; but otherwise the exercise of the said powers shall in any province of Canada be subject to the laws of such province as to the acquisition and holding of lands by religious corporations, in so far as such laws apply to the Corporation.

12. In so far as authorization by the Parliament of Canada is necessary, any person or corporation, in whose name any property, real or personal, is held, in trust or otherwise, for the uses and purposes of the Corporation, or any such person or corporation to whom any such property devolves, may, subject always to the terms and conditions of any trust relating to such property, transfer such property or any part thereof to the Corporation.
13. Any deed or other instrument relating to real estate vested in the Corporation or to any interest in such real estate shall, if executed within the jurisdiction of the Parliament of Canada, be deemed to be duly executed if there is affixed thereto the seal of the Corporation and there is thereupon the signature of any officer of the Corporation duly authorized for such purposes.
14. The Corporation may make a gift of or lend any of its property, whether real or personal, for or to assist in the erection or maintenance of any building or buildings deemed necessary for any church, college, manse, school or hospital or for any other religious, charitable, educational, congregational or social purpose upon such terms and conditions as it may deem expedient.
15. (1) The Corporation may, from time to time, for the purposes of the Corporation
 - a. borrow money upon the credit of the Corporation;
 - b. limit or increase the amount to be borrowed;
 - c. make, draw, accept, endorse or become party to, promissory notes and bills of exchange and every such note or bill made, drawn, accepted or endorsed by the party thereto, authorized by the by-laws of the Corporation, and countersigned by the proper party thereto, authorized by the by-laws of the Corporation, shall be binding upon the corporation and shall be presumed to have been made, drawn, accepted or endorsed with proper authority until the contrary is shown, and it shall not be necessary in any case to have the seal of the Corporation affixed to any such note or bill;
 - d. mortgage, hypothecate or pledge any property of the Corporation, real or personal, to secure the repayment of any money borrowed for the purposes of the Corporation, or which it is obligated to pay or the payment of which is guaranteed by it;
 - e. issue bonds, debentures or other securities of the Corporation;
 - f. pledge or sell such bonds, debentures or other securities for such sums and at such prices as may be deemed expedient.(2) Nothing in the preceding subsection shall be construed to authorize the Corporation to issue any note or bill payable to the bearer thereof, or any promissory note intended to be circulated as money or as the note or bill of a bank, or to engage in the business of banking or insurance.
16. The Corporation may guarantee, with or without security, upon such terms as it may determine, any debts of, the performance of any obligations of and the repayment of any advances made to or for the purposes of, any Lutheran corporation, organization, association or society associated or affiliated with the Corporation.
17. The Corporation may invest its funds, or any portion thereof, either directly in the name of the Corporation or indirectly in the name of trustees, in the purchase of such securities as it may deem advisable, and may lend its funds or any portion thereof on any such securities.
18. The Corporation may exercise the rights and powers conferred upon it by this Act throughout Canada.

The Bylaws of Lutheran Church-Canada

Preamble

These Bylaws are based on the value that the members of Lutheran Church-Canada place on the following principles, which provide the foundation for Synod that we have incorporated as Lutheran Church-Canada.

1. We value, preach, teach, and confess the Holy Scriptures and the Lutheran Confessions as the foundation for our doctrine and practice.
2. We value sharing our faith in the grace of God in Christ by sharing the Gospel in word and in deed by assisting those afflicted by war, disasters, and poverty in Canada and the world.
3. We value integrity of doctrine and practice and the ecclesiastical supervision that enables us to maintain theological integrity and doctrinal unity among all our members.
4. We value walking together as a Synod, caring for one another, sharing resources, opportunities, and meeting needs in other regions of Synod as in our own.
5. We value supporting one another by putting the best construction on each other's actions and by forgiving one another when we miss the mark in our relationships.
6. We value the mutual accountability that we share in all the relationships described in these articles by which we build and maintain our trust in one another.
7. We value the relationships we have with other organizations – seminaries, auxiliaries, listed service and other organizations which complement or contribute to the mission or ministry of Synod.
8. We value the equal authority of clergy and laity in making decisions that strengthen our relationships and the mission and ministry that we share.
9. We value sound theological training and continuing education for our pastors and deacons.
10. We value the decentralization of power, providing freedom to members in each region to recognize and meet the diverse needs among our members, rather than the concentration of power among a few.
11. We value those whom we elect and appoint to minister to us as servant leaders and the structure and processes of those relationships as are described in these Bylaws.
12. We value fiscal responsibility and efficient administration that allows our Synod to make the most of limited resources in reaching our objectives in mission and ministry.

Article I Membership Structure and Processes

1.1 Membership Structure

1.1.1 Authority

1. The source of authority for the members of Lutheran Church-Canada to function as a legal corporate body is the Act of the Parliament of Canada to incorporate Lutheran Church-Canada (1959).
2. The primary source of authority within Lutheran Church-Canada is the voting membership of Lutheran Church-Canada.
3. The source of authority in matters of acquiring, maintaining, and terminating membership in Lutheran Church-Canada between Conventions is the Board of Directors.
4. There shall be two types of membership in Lutheran Church-Canada:
 - a. Congregational Members
Those congregations who are listed in the Lutheran Church-Canada Annual under Lutheran Church-Canada Congregations.
 - b. Individual Members
Those individuals who are listed in the Lutheran Church-Canada Annual under Lutheran Church-Canada Clergy and Lutheran Church-Canada Diaconate.
5. Members of congregations and all pastors and deacons may hold elected and appointed positions as prescribed in these Bylaws.

In order to qualify and remain qualified to be a member of Synod every member of Synod, shall accept without reservation:

- a. **the Scriptures of the Old and the New Testament as the written Word of God and the only rule and norm of faith and of practice;**
- b. **all the Symbolical Books of the Evangelical Lutheran Church as a true and unadulterated statement and exposition of the Word of God, to wit: the three Ecumenical Creeds (the Apostles' Creed, the Nicene Creed, the Athanasian Creed), the Unaltered Augsburg Confession, the Apology of the Augsburg Confession, the Smalcald Articles, the Large Catechism of Luther, the Small Catechism of Luther, and the Formula of Concord.**

Additional conditions for acquiring and maintaining membership in Synod are contained in Article 1.2 Membership Processes.

1.1.2 Limitations of Authority

Members of Synod may not individually or collectively violate the:

- a. Laws of God, Canada, and legal jurisdictions in which members reside and work
- b. Act of the Parliament of Canada (1959) incorporating Lutheran Church-Canada
- c. Bylaws of Synod

Membership of a congregation in Lutheran Church-Canada gives Lutheran Church-Canada no equity in the property of the congregation.

1.1.3 Responsibilities

The collective responsibilities of the members of Synod are expressed in the eight services of Synod, expressed in Schedule 2–Services and summarized here:

1. Providing Ecclesiastic Supervision

2. Building Community
3. Caring for Members
4. Training Church Workers
5. Engaging in Canadian Missions
6. Engaging in World Missions
7. Providing Social Ministry
8. Providing Financial Services

Additional responsibilities of the members of Synod are to

1. Maintain Bylaw, Article 1 – Membership Structure and Process
2. Elect delegates

1.1.4 Expectations of Responsibilities

1. **All members of Lutheran Church-Canada shall abide by these Bylaws and shall subscribe to the confessional position of Synod.**
2. **All members, as a condition of membership in Lutheran Church-Canada, shall accept that the President may exercise the ecclesiastical supervisory functions of the President as set out in the Bylaws from time to time.**
3. **Each congregation shall be incorporated or otherwise established as a separate identifiable entity, and shall adopt Bylaws and operate in a manner consistent with the provisions of the Bylaws.**
4. **Every pastor and deacon shall, in accordance with his vocation, his ability, and the means at his command, diligently and earnestly promote the purposes of Synod by word, deed, and adequate financial support.**
5. **Every congregation shall provide the means and opportunity for its members to support and to advance the mission of Synod.**
6. **These Bylaws, and all other rules and regulations of Lutheran Church-Canada apply to all members of Lutheran Church-Canada, i.e., to all congregations, pastors, and deacons. Lutheran Church-Canada expects communities of believers that have not yet been received into membership, but are served by pastors and deacons who hold membership in Lutheran Church-Canada to honour its rules and regulations.**
7. **Lutheran Church-Canada expects every congregation which is a member of Lutheran Church-Canada to respect the resolutions of a Convention, and to consider them of binding force if they are in accordance with the Word of God and if they appear expedient as far as the condition of the congregation is concerned. Synod, being voluntary and advisory, recognizes the right of the congregation to be the judge of the expediency of a resolution of Synod as applied to its local condition. However, in exercising such judgment, a congregation shall not act arbitrarily but in accordance with the principles of Christian love and charity.**
8. **While retaining the right of brotherly dissent, members of Lutheran Church-Canada are expected, as part of the life together within Synodical fellowship, to honour and to uphold the resolutions of a Convention. If such resolutions are of a doctrinal nature, dissent is to be expressed first within the fellowship of peers, then brought to the attention of the Commission on Theology and Church Relations before finding expression as an overture to the Convention calling for revision or rescission. While the conscience of the dissenter shall be respected, the consciences of others, as well as the collective will of Synod, shall also be respected.**

1.1.5 Accountability

1. Accountability between the membership of Synod and each congregational member and individual member is mutual.
2. Synod through its Board of Directors is accountable to each congregational member and individual member for maintaining accurate membership records and to notify each congregational member and individual member of information relevant to participation in Synod.
3. Synod through its Board of Directors shall make an Annual Report of the mission and ministry of Synod to each congregational member and individual member.
4. Each congregational member and individual member is accountable to the Board of Directors of Synod for complying with the limitations of authority and for fulfilling the expectations of responsibilities of membership.

1.2 Membership Processes

1.2.1 Conditions for Membership

1. **Membership in Lutheran Church-Canada is restricted to congregations, pastors and deacons who confess and accept the confessional basis of Article 1.**
2. **A congregation may be received into membership only after the Board of Directors has confirmed that the constituting documents of the congregation, which shall be submitted for examination, contains nothing contrary to the Scriptures or the Confessions.**
3. **Pastors and deacons, and candidates for the office of the public ministry or for the position of a deacon not coming from another Lutheran Church body with whom Synod is in altar and pulpit fellowship shall submit to a colloquy before being received into membership.**
4. **Conditions for congregations acquiring and holding membership in Lutheran Church-Canada are:**
 - a. **Acceptance of the confessional basis of Article 1.1.1**
 - b. **Renunciation of unionism and syncretism of every description, such as:**
 - I. **serving congregations of mixed confession, as such, by pastors,**
 - II. **taking part in the services and sacramental rites of heterodox congregations or of congregations of mixed confession, and**
 - III. **participating in heterodox tract and missionary activities.**
 - c. **Regular call of pastors and deacons and regular election of lay delegates by the congregations, as also the blamelessness of the life of such.**
 - d. **Exclusive use of doctrinally pure agenda, hymn books, and catechisms in church and school.**
 - e. **Service of congregations by pastors who are members of Lutheran Church-Canada.**

1.2.2 Pastors and Deacons Roster

1. The following rostering processes are documented in Schedule 3–Pastor and Deacon Roster:
 - a. Prerequisites for Ordination
 - b. Prerequisites for Consecration
 - c. Maintaining Membership Eligibility – Pastors and Deacons
 - d. Prerequisites for Emeritus Status

- e. Prerequisites for Candidate Status
- f. Restricted Status of a Pastor or Deacon
- g. Suspended Status
- h. Expulsion from Synod

1.2.3 Election of Voting Delegates

1. **Congregational members shall elect voting delegates, and their alternates, to the general Convention of Synod according to the regulations of Synod.** In the case of a parish, the parish, rather than each individual congregation, shall elect such delegates and alternates. **Voting delegates to a Convention shall consist of one pastor and one layperson from each congregation or parish. Voting delegates shall serve a four-year term, beginning with the Convention.**
2. A congregation or parish that is vacant may be represented by its vacancy pastor, if that pastor is not serving his own congregation, as the pastoral representative from that congregation or parish at a Convention.
3. **The names and addresses of all voting delegates and their alternates shall be forwarded by the Regional Pastor to the secretary of Synod on registration forms provided by the latter. This procedure shall constitute certification.**
4. **After the Convention the pastoral and lay delegates, or their alternates, shall function as resource persons in their congregation or parish and assist in the dissemination and implementation of Convention resolutions in their area.**

1.2.4 Advisory Delegates and Other Representatives

1. **The President, the Vice president, the Secretary, and the Administrator of Lutheran Church-Canada, and the Regional Pastors, shall be advisory representatives to the Convention.**
2. **Each elected and appointed commission of Synod shall be represented by its chair, another commission member, or by its principal staff person. Standing exceptions shall be the Board of Directors, the Commission on Structure and Governance, and the Commission on Theology and Church Relations who may be represented by as many of their membership as they deem necessary. Other exceptions shall have the approval of the Board of Directors prior to each Convention.**
3. **Each seminary which has signed a Memorandum of Understanding with Synod shall be represented at Conventions by one of its board members, its President, or by one faculty member who is an individual member of Synod.**
4. **A foreign mission area, as defined and established from time to time by the Board of Directors may be represented at a Convention by one advisory representative from within the mission area who is on furlough at the time of Convention and will return to the mission area represented. These representatives shall be elected by the missionaries in a given mission area in a manner prescribed by the Board of Directors and shared with the missionaries at least 15 months in advance of a Convention.**
5. Where at least one advisory pastor resides in a region, the advisory pastors and deacons in that region are entitled to elect one advisory pastoral delegate from that region in a manner prescribed by the Board of Directors. Additional advisory pastors are not elected in regions with a large number of advisory pastors.

Additionally, one advisory pastor at large shall be elected nationally by all advisory pastors for every fifty advisory pastors on the clergy roster of Synod. Fractional groupings are not significant.

6. Where at least one deacon resides in a region, the advisory pastors and deacons in that region are entitled to elect one advisory diaconal delegate from that region in a manner prescribed by the Board of Directors. Additional advisory diaconal delegates are not elected in regions with a large number of deacons. Additionally, one advisory deacon at large shall be elected nationally by all advisory deacons for every fifty deacons on the diaconal roster of Synod. Fractional groupings are not significant.
7. Each region may select one youth representative to convention. Youth representatives must be confirmed members of a Synod congregation who are 15-18 years old and are selected by the Regional Pastor based on nominations he receives of youth from his region.

1.2.5 Regions and Circuits

1. The congregations of Synod shall be assigned to geographical regions, not less than four (4) or more than twelve (12) in number, in which to seek to achieve the objectives of Synod.
2. The congregations of the regions shall be assigned to circuits, not less than three (3) or more than twelve (12) in number, in which to deliver the services of the regions.
3. The initial numbers and boundaries of regions and circuits will be determined at the Convention by special resolution. Subsequent changes shall be determined as set out in Article 7.2.17.

1.2.6 Funding of Synod and Recognized Organizations

1. Congregations and their individual members, including pastors and deacons, are encouraged to support the mission and ministry of Synod in a variety of ways.
2. Generally, individual members are encouraged to support the work of Synod by making contributions directly to their own congregation with or without designating them for the work of Synod. The congregations forward designated and undesignated contributions directly to Synod.
3. Synod also embraces a Synodical Family of many recognized seminaries, auxiliaries, and listed service organizations and other organizations which complement or contribute to the mission or ministry of Synod. The relationship that is documented in Memoranda of Understanding with each of these recognized organizations does not prevent such organizations from soliciting funds directly from members of Synod congregations. Members may encourage one another to support recognized organizations directly. These organizations will be asked to report to Synod the total amount contributed directly by members of Synod congregations without indicating the specific source.
4. Congregations and their individual members, may also choose to support special projects within their own circuit or region, including relief funds for local and regional disasters or poverty, or special mission endeavors within the circuit and regions with direct contributions or special fundraising efforts. Members are free to continue the practice of directly funding services that are also provided by the members of Synod formally through the Synodical budget. The Regional Mission and Ministry Council has the responsibility to record these direct contributions and report them to Synod in the same way that recognized organizations do.
5. This process allows members the freedom to deliver vital services by funding them in a variety of ways and still be a part of Synod providing the services that the members value. In this way the members know what the entire Synodical Family is accomplishing together.

1.2.7 Amendments to Article I

1. Article I may be amended by a Bylaw adopted by a **two thirds majority of all votes cast at a Convention, the written notice of which will be given to all congregational members not less than 30 days prior to the Convention enclosing the Bylaw or a summary specifying the general nature of such amendment.**
2. Schedules referred to in Article I require the same process for amendment as any provision of Article I.
3. **After adoption by the Convention such amendments shall be reported to the congregations in the official periodicals of Synod.**
4. **Proposed amendments to the Article I and Schedules referred to in Article I adopted by a Convention shall be submitted directly to each congregation that is a member of Synod on an official ballot, and the congregations shall by official action express their affirmative or negative vote and indicate the same to the secretary of Lutheran Church-Canada on this official ballot. The proposed amendment shall become effective at the expiration of six months from the date on which the amendment was adopted by a Convention, provided a two-thirds majority of the votes cast by congregations within that period shall have favored the amendment or on the date when a two-thirds majority of the votes cast by congregations within that period shall have favoured the amendment, whichever date comes first. At the end of the six-month period or when a two-thirds affirmative vote shall have been received by the secretary of Lutheran Church-Canada, the secretary shall announce the outcome of the voting by regions in the official periodicals of Synod.**

Article II Delegate Structure and Convention Processes

2.1 Delegate Structure

2.1.1 Authority

1. The source of authority of the voting delegates are the congregational members by election and of other representatives by appointment.
2. The delegates are authorized for a four-year term to:
 - a. represent the congregational members at Conventions, **the primary decision-making authority of Lutheran Church-Canada, subject to the provisions set out in these Bylaws,**
 - b. **amend Bylaws,**
 - c. **elect and remove the Board of Directors, the President or Vice-president,** and other individuals and groups documented in these Bylaws,
 - d. Transact business on behalf of the members of Synod,
 - e. **dispose of all or substantially all of the assets of Synod,**
 - f. receive reports from the Board of Directors, the Commissions, and other individuals and groups as documented in these Bylaws,
 - g. fulfill the responsibilities of the Delegates, including the processes in Article 2.2.
3. **Congregations may not require their delegates to vote in accordance with specific instructions.** Voting delegates have the authority to **vote according to their convictions.**
4. Advisory delegates are authorized to speak at Conventions of Synod. Youth representatives and other representatives may speak at Conventions with the approval of the Chair of the Convention.
5. The congregational members shall provide the financial resources required for the fulfillment of the Delegates' responsibilities.

2.1.2 Limitations of Authority

1. Delegates may not individually or collectively violate the:
 - a. Laws of God, Canada, and legal jurisdictions in which members reside and work
 - b. Act of the Parliament of Canada (1959) incorporating Lutheran Church-Canada
 - c. Bylaws of Synod
2. Delegates in Convention may not enact amendments to Article I and Schedules referenced in Article I without the approval of two-thirds of the congregations of Synod as documented in Article I of these Bylaws.
3. Advisory delegates and representatives may not vote at Conventions.

2.1.3 Responsibilities

1. Voting delegates:
 - a. elect individuals and groups as documented in these Bylaws,
 - b. amend these Bylaws,
 - c. transact such other business as may properly come before the Convention,
 - d. assist in the implementation of synodical resolutions in their congregations.**

2.1.4 Expectations of Responsibilities

1. Delegates are expected to **attempt to discover the sentiment of the members** of the congregational member they represent.
2. **All duly elected delegates and advisory members** are expected to **attend all sessions regularly until the close of the Convention.**
3. Delegates are expected to continue their service to the congregational member they represent for the full four-year term.

2.1.5 Accountability

1. Accountability between the congregational members and their respective delegates is mutual. The congregational members are accountable to their delegates for providing the authorization and resources required for them to fulfill their responsibilities.
2. **Delegates are accountable to the congregational member they represent. After each Convention they shall report the actions of the Convention to their congregational member.**

2.2 Delegate and Convention Processes

2.2.1 Regular and Special Conventions

1. **A regular Convention shall be called and held every four (4) years in the manner and at a time and place as determined by the Board of Directors. The presence of a majority of the voting delegates are necessary to constitute a quorum.**
2. **A special Convention may be convened as follows:**
 - a. if two-thirds of the delegates present at a Convention vote to call a special Convention, the Board of Directors shall call a special Convention,**
 - b. if two-thirds of the members of the Board of Directors request the calling of a special Convention, the Board of Directors shall call a special Convention,**
 - c. in cases of urgent necessity a special Convention may be called by the President with the consent of two-thirds of the Regional Pastors or by the unanimous consent of the Regional Pastors without the consent of the President,**

- d. all members of Lutheran Church-Canada shall be notified thirty days in advance and told for what purpose this special Convention is being convened.
- 3. The Convention shall afford an opportunity for worship, nurture, inspiration, fellowship, and the communication of vital information. It is the principal legislative assembly, which approves the amendment of the Bylaws, considers and takes action on reports and overtures, and handles appropriate appeals. It establishes general synodical positions and policies, provides overall direction of services and priorities, and evaluates all such positions, programs, policies, directions, and priorities to provide responsible services for and on behalf of its members.

2.2.2 Convention Representation

- 1. Conventions are composed of regularly elected delegates and of certain individual persons, as specified in these Bylaws, to wit:
 - a. delegates representing congregational members, entitled to vote;
non-voting representatives of the advisory members of Synod, entitled to attend and speak,
 - b. non-voting representatives of boards, commissions, and organizations which complement or contribute to the mission or ministry of Synod.
- 2. Advisory members of Synod are the following:
 - a. rostered pastors who are not elected as voting delegates by a congregational member,
 - b. pastors whose congregations have not been received as members of Lutheran Church-Canada,
 - c. rostered Pastors and Deacons who are faculty members at a seminary which has entered into a Memorandum of Understanding with Synod,
 - d. deacons,
 - e. Candidates for the office of the public ministry (CRM) or for the position of deacon.
- 3. Rights of Advisory Delegates and Representatives
 - a. advisory delegates and representatives to the Convention shall be entitled to speak and may express their opinion the same as voting delegates,
 - b. advisory delegates and representatives shall be eligible for membership on Convention committees unless otherwise specified.

2.2.3 Organization and Agenda

- 1. The Convention shall organize at its first session on the basis of its registration and the report of the Committee on Credentials. The President shall then make his Presidential address and submit his official report. The Administrator or the designated Convention Chair shall, at the first session and during the course of succeeding sessions of the Convention, announce the order of business for the day and following days. He shall conduct the sessions according to parliamentary law and make every effort so to arrange the schedule of business that the sessions do not exceed one week in duration. Daily minutes shall be prepared by the secretary's office for inclusion in Today's Business.

2.2.4 Reports and Overtures

1. **The principal business of a Convention shall be the consideration of reports and overtures.** The processes for the submissions of reports and overtures are documented in Schedule 4–Reports and Overtures.

2.2.5 Resolutions at Conventions

1. **All matters of doctrine and of conscience shall be decided only by the Word of God. All other matters shall be decided by a majority vote at a Convention. In case of a tie vote the President may cast the deciding vote.**

2.2.6 Elections

1. The following positions shall be filled by election at each Conventions, either by the voting delegates together or by voting in caucuses of regions or circuits. The processes for nomination, vetting and election to these positions shall be as documented in Article 3.2 Commission on Nominations and Elections Processes.
 - a. Board of Directors
 - b. President
 - c. Vice-President
 - d. Commission on Nominations and Election
 - e. Commission on Theology and Church Relations
 - f. Commission on Adjudication
 - g. Commission on Structure and Governance
 - h. Regional Pastors
 - i. Regional Mission and Ministry Council
 - j. Circuit Counsellors

2.2.7 Time and Place of Next Convention

1. **Before adjournment the Convention shall decide upon the time and place of the next Convention. If the Convention fails to do so, the Board of Directors shall do so. In case of necessity the Board may change the appointed time and place or both.**
2. **Prior to submitting an invitation, a host group shall determine the minimum requirements from the Administrator and shall then submit a proposal to the Board of Directors for evaluation and recommendation to a Convention.**

2.2.8 Church Fellowship Policy and Process

1. **When a church body applies for formal recognition of altar and pulpit fellowship with Synod, such recognition shall be proposed at a Convention only after the approval of the Commission on Theology and Church Relations.**
2. **When a synodical mission applies for formal recognition as a self-governing partner church, such recognition shall be proposed at a Convention by the Board of Directors with the approval of the Commission on Theology and Church Relations.**

2.2.9 Electronic Meetings

1. Any meeting of the Board of Directors, Board committees, commissions, President's Ministry Council, Regional Mission and Ministry Council, regional and circuit convocations, and all meetings of other standing and ad hoc committees of Synod may include attendance by electronic means by all or some of their respective members.

2. All persons participating in the meeting are able to hear or otherwise communicate with each other.
3. Notice of the fact that such meeting is being or may be held in whole or in part by telephone or electronic communication has been provided to each participant in accordance with the notice provisions for such meeting.
4. The Chair of the meeting shall have the responsibility to ensure that all individuals not physically present have proper access in order to participate by telephone or electronic communication.
5. All individuals participating by such means shall be deemed to be present at such meeting.
6. A meeting conducted in the manner described in this subsection will be valid and effectual.

2.2.10 Amendment of Bylaws

1. Except as provided in Article I, **these Bylaws may be repealed or amended by a Bylaw adopted by a two-thirds majority of the votes cast by the voting delegates at a Convention, written notice of which has been given to all congregational members not less than thirty (30) days before the Convention enclosing the Bylaw or a summary specifying the general nature of such Bylaw.**
2. Schedules other than the Schedules referred to in Article I require the same process for amendment as the Articles referred to above.
3. **Amended Bylaws shall take effect when adopted by a majority of at least two-thirds of the votes cast by the delegates at a Convention duly called and held for that purpose.**

Article III Commission on Nominations and Elections Structure and Processes

3.1 Commission on Nominations and Elections Structure

3.1.1 Authority

The source of authority for the Commission on Nominations and Elections (CNE) is the Convention by election.

1. The CNE shall consist of seven voting members. The Convention shall elect from a slate of candidates nominated and vetted by the Commission on Nominations and Elections. The Convention shall elect four rostered workers at least three of whom shall be pastors and one may be a deacon, and three lay people. Each region shall be represented by at least one voting member where possible.
2. Terms of office shall be four years in length, **commencing on** the first day of the first month **following the Convention.** Members may be elected for one additional four-year term.
3. The CNE is authorized to:
 - a. vet and nominate candidates for all positions which require election at a Convention, including candidates for its own Commission,
 - b. manage the election processes at the Convention,
 - c. carry out the other responsibilities of the CNE, including the processes documented in Article 3.2 CNE Processes,
 - d. **adopt procedures and methods which will insure efficiency and accuracy, including the use of mechanical, electronic, or other methods of casting, recording, or tabulating votes,**

- e. appoint a member to fill a vacancy which occurs on the CNE, who shall serve until the next Convention.
- 4. The Convention shall provide the CNE with the resources required for the fulfillment of its responsibilities.

3.1.2 Limitations of Authority

- 1. Members of the CNE may not individually or collectively violate the:
 - a. Laws of God, Canada, and legal jurisdictions in which members reside and work
 - b. Act of the Parliament of Canada (1959) incorporating Lutheran Church Canada
 - c. Bylaws of Synod
- 2. Additionally, the CNE may not
 - a. make changes to any individual or group structures and processes related to nominations and elections that are documented elsewhere in these Bylaws,
 - b. violate any of the requirements and limitations documented in 3.2 CNE Processes.

3.1.3 Responsibilities

- 1. The responsibilities of the CNE are to:
 - a. nominate candidates and manage the nomination process,
 - b. monitor the vetting processes for compliance with Article 3.2.3 – Vetting Processes,
 - c. **make the necessary arrangements for the elections, be responsible for the preparation and distribution of ballots, and supervise the elections, the tabulation of the votes,** and the notification of results.

3.1.4 Expectations of Responsibilities

- 1. The CNE is expected to:
 - a. complete the vetting and nomination processes in time for the election process required for Conventions,
 - b. manage the election processes at Conventions in compliance with Article 2.2.6 – Elections, and Schedule 6 – Elections,
 - c. work collaboratively with the Board of Directors, the President, and the Administrator.

3.1.5 Accountability

- 1. The accountability between the Convention and the CNE is mutual.
- 2. The Convention is accountable to the CNE for providing the resources required for the fulfillment of its responsibilities.
- 3. The CNE is accountable to the Convention for completing its work in time for the fulfillment of its responsibilities at each Convention.
- 4. The CNE shall provide a written report of its activities for inclusion in the Convention Workbook.

3.2 Commission on Nominations and Elections Processes

3.2.1 General Qualifications of Candidates for Elected and Appointed Positions

- 1. The following qualifications apply to candidates for all individual and/or group positions:
 - a. **except as otherwise provided in these Bylaws, all members** elected or appointed by the Convention and those elected and appointed by others with authority from the Convention **shall be communicant members of congregational members,**

- b. **no person shall be eligible** for election or appointment to the Board of Directors **if that person is employed by Synod or by** an organization which complements or contributes to the mission or ministry of Synod and with whom Synod has signed a Memorandum of Understanding,
- c. **each board or commission which has six or more members shall be elected or appointed so that there is at least one member on such board or commission from each region. Notwithstanding the foregoing, a member who changes regions during term of office will complete such term of office,**
- d. **all members of the Board of Directors and commissions shall be ineligible for re-election or reappointment to the same board or commission after serving a total of two successive four-year elected terms. They may become eligible again for election or appointment to the same board or commission after an interval of one or more years. One half or more of a term shall be regarded as a full term under limited tenure rules,**
- e. **any member of the Board of Directors or a commission who is ineligible for re-election or reappointment may be elected or appointed to another position.**
- f. **the limitation on the tenure of any individual shall not apply in cases which hereinafter are specifically excepted from such limitation,**
- g. **no one may hold more than one elective office, or ever hold two offices of which one is directly accountable to the other, or more than two offices, where one or both be appointive. Doubtful cases shall be decided by the CNE,**
- h. **all members of the Board of Directors and commissions shall assume office on the first day of September following the Convention. The induction of the officers, the Board of Directors, and commissions shall take place at the first regular meeting of the Board of Directors or commission after such individuals have assumed office.**

3.2.2 General Principles

- 1. Individuals shall be nominated, vetted and elected to the positions of:
 - a. Synod Board of Directors
 - b. President
 - c. Vice-president
 - d. Commission on Nominations and Election
 - e. Commission on Theology and Church Relations
 - f. Commission on Adjudication
 - g. Commission on Structure and Governance
 - h. Regional Pastors
 - i. Regional Mission and Ministry Council
 - j. Circuit Counsellors
- k. Individuals shall be nominated and vetted only to boards of the following organizations which complement or contribute to the mission or ministry of Synod and with whom Synod has signed a Memorandum of Understanding.
 - The Board of Regents of Concordia Lutheran Theological Seminary, St. Catharines, Ontario
 - The Board of Regents of Concordia Lutheran Seminary, Edmonton, Alberta
 - Board of Managers for Worker Benefits Plans
 - Board of Directors of Lutheran Church-Canada Financial Ministries

Elections of boards listed in k. above shall follow the election process documented in the Bylaws or Memorandum of Understanding of each respective organization.

2. The Board of Directors in consultation with the President and Vice-President shall maintain a description of the desirable expertise, qualifications and competencies required for each elected position which shall be provided to the CNE prior to the beginning of their service before each Convention.

3.2.3 Nomination Processes

1. **The CNE shall nominate candidates for all individual and group positions except the President or Vice-president.**
2. **Two candidates shall be nominated for each position.**
3. **The CNE shall inform itself as to the qualifications and competencies of each position to be filled and be thereby guided in its selection of nominees**
4. **Groups and individuals within and without Synod are urged to refrain from circularizing Synod or areas thereof relative to favouritism in nominations.**
5. No nominations may be made from the floor without the confirmation of the Commission on Nominations and Elections that the nominee has been vetted for an elected position with equal or higher qualifications and competency requirements. The CNE shall confirm the previous vetting of anyone nominated from the floor for any elected position. **Nominations from the floor shall be accepted if the conditions for candidacy including vetting are fulfilled.**
6. **Nominations for the Offices of President or Vice-president shall be made in the following manner:**
 - a. **each congregational member shall be entitled to nominate from the roster of Synod two pastors as candidates for each office,**
 - b. **the CNE shall mail via post or electronic means to each congregational member of Synod ballots for nominating these candidates,**
 - c. **each nominating ballot shall be signed by the president and the secretary of the congregational member and shall be sent to the CNE not later than four months prior to the opening date of the Convention,**
 - d. **the CNE may engage an external auditing firm to tabulate the nominations and shall report to the Convention by means of the convention workbook the names and tallies of all pastors who have received nominating votes for the office of President or Vice-president,**
 - e. **candidates for the office of President or Vice-president shall be the five pastors receiving the five highest number of votes in the respective nominating ballots of the congregations,**
 - f. **the CNE shall notify each candidate and shall secure his approval in writing for inclusion of his name on the convention ballot. Each candidate shall reply within ten (10) days as to his willingness to serve if elected,**
 - g. **in the event of the death, declination, or unavailability of any candidate, the nominee having the next highest number of votes shall become a candidate,**
 - h. **in the event of a tie for the fifth or final position among the candidates, all names involved in the tie shall be listed as candidates, provided that the candidate has been named on at least two (2) nominating ballots, and if no fifth candidate so qualifies, the fifth or final ballot position shall be eliminated,**

- i. **the CNE shall publish in the convention workbook brief biographies of the five candidates for President or Vice-president, giving adequate information on each candidate. This report shall contain such pertinent information as age, residence, number of years in Synod, present position, regional or synodical offices previously held, year of ordination, former pastorates, involvement in community, government, or inter-church affairs, and any other specific experience and qualification for the office.**
- 7. The CNE shall solicit from congregations, Regional Mission and Ministry Councils, Regional Pastors, President, Vice-president, Administrator, circuit counsellors, and other likely sources names of persons who are regarded as suitable candidates for election to the various elected positions of Synod and shall list briefly the requirements of various positions. Qualifications of each candidate suggested are to be submitted together with the names. The CNE shall begin such solicitation of names 12 months before the Convention and the Secretary of the CNE shall present the submissions to the Commission on Nominations and Elections at its first meeting. All suggested names and information for consideration shall be submitted to the CNE no later than eight months prior to the Convention.**
- 8. At least five months prior to the Convention, the Committee shall determine its complete list of candidates and alternates, obtain the consent of the persons it proposes to nominate, and transmit its final report to the secretary of Synod in ample time to provide for its publication in the official periodicals of Synod before the convention and also in the official convention workbook. This report shall contain pertinent information concerning each candidate, such as age, occupation or profession, regional affiliation, residence, specific experience and qualifications for the office in question.**
- 9. The Chair of the CNE shall submit the CNE's report in person to the Convention at one of its earliest sessions and immediately thereupon qualifying nominations may be made from the floor of the Convention.**

3.2.4 Vetting Processes

1. Vetting of candidates for all individual or group positions shall be the responsibility of persons other than those who submitted the nominations.
2. The vetting process shall include:
 - a. **A comparison of the candidate's qualifications and competencies with those required for the position,**
 - b. **the affirmation of peers who can confirm the candidate's qualifications and competencies,**
 - c. **demonstrated experience with the same or similar responsibilities as the position includes.**
3. Board of Directors
Candidates shall be vetted by the Commission on Structure and Governance.
4. President
Candidates shall be vetted by the delegates in the nominating and election processes.
5. Vice-president
Candidates shall be vetted by the delegates in the nominating and election processes.
6. Commission on Nominations and Elections
Candidates shall be vetted by the Commission on Structure and Governance.

7. Commission on Theology and Church Relations
Candidates shall be vetted by the President and President's Ministry Council
8. Commission on Adjudication
Candidates shall be vetted by the President and President's Ministry Council
9. Commission on Structure and Governance
Candidates shall be vetted by the Commission on Nominations and Elections.
10. Regional Pastors
Candidates shall be vetted by the President in consultation with the Regional Pastors.
11. Circuit Counsellors
Candidates shall be vetted by the Regional Pastor in consultation with the other pastors and deacons in the same circuit.
12. The CNE shall confirm the previous vetting of anyone nominated from the floor for any elected position. **Nominations from the floor shall be accepted if the conditions for candidacy including vetting are fulfilled.**

3.2.5 Election Processes

1. **An office shall be regarded as elective only if it is an office filled through election by a Convention, even though a vacancy in such an office may be filled by appointment.**
2. **The Convention Chair shall determine and announce a period of time during the Convention for the election of the members of all elective positions.**
3. **Each voting delegate shall be entitled to vote for one candidate for each position.**
4. **The names and the regional affiliations of the candidates in all elections, at least two for each position, shall be placed on the election ballot in alphabetical order and without any distinctive mark, except where regional representation is a preference or requirement.**
5. **The candidate receiving a majority of the votes cast shall be declared elected.**
6. **In the election of President or Vice-president, if no candidate receives a majority of the vote cast, the four candidates receiving the highest number of votes shall be retained on the ballot, and another vote shall be taken. Thereafter, the candidate receiving the smallest number of votes shall be eliminated on each subsequent ballot until one candidate receives a majority of the votes cast.**
7. **The Convention shall have the right to alter the slate at the proper time by amendment. The amendment procedure shall include merely a motion, a second, and a vote on the amendment, deliberately excluding verbal characterizations and discussion of the motion (except for the chair to ascertain that the requirements have been met as to the vetting, eligibility, consent, and the filing of the biographical form). After all such amendments have been voted on, the Convention shall ratify the slate of candidates prior to the election.**
8. **The entire Convention, that is, all voting delegates, shall vote on all candidates** for the President, Vice-president, one Deacon at large, and the elected members of the commissions.
9. Voting delegates from each region voting in regional caucuses shall elect one lay person and **one pastor serving a congregation, pastor emeritus**, or a chaplain to the Board of Directors.
10. Voting delegates from each region voting in regional caucuses shall elect one lay person and one rostered church worker to the Regional Mission and Ministry Council in each region.
11. Voting delegates from each circuit voting in circuit caucuses shall elect the circuit counsellor for each circuit.
12. The CNE shall enable the caucuses to conduct their elections simultaneously in one gathering by providing ballots specific to each region or circuit.

13. The order in which elections shall take place is as follows:
 - a. The President
 - b. Vice-president
 - c. The Board of Directors
 - d. One Deacon for the Board of Directors
 - e. The Commissions
 - f. Regional Pastors
 - g. Regional Mission and Ministry Council
 - h. Circuit Counsellors
14. **A majority of all votes cast shall be required for election of all members of the Board of Directors and commissions.**
15. **Except in the election of the President and the Vice-president, the following regulations shall apply: candidates receiving a majority on the first ballot shall be declared elected. When a second or succeeding ballot is required for a majority, the candidate receiving the fewest votes and all candidates receiving less than 15% of the votes cast shall be dropped from the ballot, unless fewer than two candidates receive 15% or more of the votes cast, in which case the three highest candidates shall constitute the ballot. In every election balloting shall continue until every position has been filled by majority vote.**
16. **The tally of the votes cast for each candidate shall be announced after each ballot in all elections.**
17. **The CNE shall report the official results of each election to the Convention and shall file a written report of the tabulation of votes of each election, certified by the chairman and at least one other member of the CNE, with the convention chairman and the secretary of Synod. All ballots in each election shall be preserved by the chairman of the CNE until the close of the Convention and shall then be destroyed.**

Article IV Commission on Theology and Church Relations (CTCR) Structure and Processes

4.1 Commission on Theology and Church Relations Structure

4.1.1 Authority

The source of authority for the Commission of Theology and Church Relations is the Convention by election and appointment.

1. **The Commission on Theology and Church Relations shall consist of seven voting members, to be selected as follows:**
2. **The Convention shall elect two rostered workers serving congregations, at least one of whom shall be a pastor, or pastors emeriti and two laypersons.**
 - a. **Concordia Lutheran Seminary, Edmonton, and Concordia Lutheran Theological Seminary, St. Catharines, faculties shall each appoint or elect one member of its faculty, who may be the president,**
 - b. **the President, in consultation with the Vice-president, shall appoint one additional member,**
 - c. **the President shall be an advisory member.**
3. **Terms of office shall be four years in length, commencing on the first day of September following the Convention. Members may be elected or appointed for one additional four-year term.**

4. The CTCR is authorized to fulfill the responsibilities documented here, including the processes documented in Article 4.2 – CTCR Processes.
5. The Convention shall provide the CTCR with the resources required for the fulfillment of its responsibilities.

4.1.2 Limitations of Authority

1. Members of the CTCR may not individually or collectively violate the:
 - a. Laws of God, Canada, and legal jurisdictions in which members reside and work
 - b. Act of the Parliament of Canada (1959) incorporating Lutheran Church-Canada
 - c. Bylaws of Synod
 - d. Holy Scriptures or the Confessions as documented in Article 1.1 – Membership Structure
2. The CTCR may advise but not impose its guidance upon the members of Synod, their elected delegates, the Board of Directors, the President or Administrator.

4.1.3 Responsibilities

1. The responsibilities of the CTCR, as documented in Article 4.2 CTCR Processes, are to:
 - a. **assist the president at his request in discharging his constitutional responsibilities,**
 - b. **provide guidance to Synod in matters of theology and church relations,**
 - c. **assist members of Synod in the area of fraternal organizations and cults,**
 - d. **assist Synod in doctrinal reviews.**

4.1.4 Expectations of Responsibilities

1. The CTCR is expected to:
 - a. convene meetings and provide advice and guidance in a timely manner when requested by Synod or the President, and
 - b. use the Holy Scriptures and the Confessions as documented in Article 1 as the basis of all its advice and guidance.

4.1.5 Accountability

1. The accountability between the Convention and the CTCR is mutual.
2. The Convention is accountable to the CTCR for providing the resources required for the fulfillment of its responsibilities.
3. The CTCR is accountable to the Convention for completing its work in time for the fulfillment of its responsibilities at each Convention and **for all their actions. Any decision of the CTCR may be appealed to the Convention.**
4. The CTCR shall provide a written report of its activities for inclusion in the Convention Manual.

4.2 CTCR Processes

4.2.1 Vacancies

1. The CTCR is authorized **to fill any vacancy of an elected individual which may occur in its membership subject to the approval of the President.**
2. **Vacancies in the CTCR caused by appointed individuals shall be filled by the appointing authority. The CTCR may submit suggestions to the appointing authority.**

4.2.2 Constitutional Responsibilities

1. The CTCR shall assist the president at his request in discharging his constitutional responsibilities, specifically:

- a. in fostering and preserving the unity of the faith within Synod,**
- b. in dealing with other church bodies,**
- c. in initiating and pursuing fellowship discussions with other church bodies.**

4.2.3 Theology and Church Relations

1. The CTCR shall provide guidance to Synod in matters of theology and church relations, specifically:

- a. in bringing matters of theology and church relations through special studies and documents to the membership of Synod and to conferences,**
- b. in addressing itself to and evaluating the existing fellowship relations for mutual admonition and encouragement,**
- c. in referring theological issues and questions to the proper individuals or groups of individuals for additional study,**
- d. in suggesting and outlining studies of contemporary issues, including also current social issues, as they affect the church and as the church may affect such social issues,**
- e. in fostering and providing for ongoing theological education through institutes, seminars, and other means,**
- f. in obtaining and studying theological treatises, conference papers, and similar documents and studies.**

4.2.4 Fraternal Organizations and Cults

1. The Commission shall assist members of Synod in the area of fraternal organizations and cults, specifically:

- a. in gathering and providing information, advice, and literature concerning all organizations, both objectionable and non-objectionable, about which pastors or congregations may make inquiry relative to ceremonies, tenets, programs, practices, or objectives,**
- b. in seeking to explain Synod's concerns to those organizations that have unchristian or antichristian features, with the goal of persuading them to discard their objectionable features,**
- c. in preparing and disseminating periodical reports concerning new organizations, changes within existing organizations and developments relative to organizations in general,**
- d. in serving as a resource centre for Synod for information on fraternal organizations and cults, in seeking to explain Synod's concern to such organizations, in publishing necessary study materials, and in assisting in carrying out the policy of Synod regarding fraternal organizations as set forth elsewhere in these Bylaws.**

2. The President shall follow the principles documented in Schedule 5—Fraternal Organizations and Cults in the process of ecclesiastical supervision regarding fraternal organizations and cults.

4.2.5 Doctrinal Review Process

1. **Doctrinal review is the exercise of Synod's responsibility for every doctrinal statement made in its material as defined in Schedule 6–Doctrinal Review Process.**
2. **The prime concern of doctrinal review is that the doctrine set forth be in accord with the Scriptures and the Lutheran Confessions.**
3. **The primary responsibility for doctrinal supervision and review lies with the President.**

4.2.6 Doctrinal Resolutions and Statements

1. The CTCR shall develop **doctrinal resolutions and statements which are in harmony with Scriptures and the Lutheran Confessions to clarify Synod's witness or to settle doctrinal controversy.** The process for that development is documented in Schedule 7–Doctrinal Resolutions and Statements.

Article V Commission on Adjudication Structure and Processes

5.1 Commission on Adjudication Structure

5.1.1 Authority

The source of authority for the Commission on Adjudication is the Convention by election and appointment.

1. The Commission on Adjudication shall consist of seven voting members, to be selected as follows:
 - a. the Convention shall elect four rostered workers at least three of whom shall be pastors from different regions. One may be a deacon,
 - b. three lay persons shall be appointed by the regional pastors of the regions not represented by an elected pastor or deacon. At least one of the appointed persons shall be a lawyer.
2. Terms of office shall be four years in length, **commencing on** the first day of September **following the Convention.** Members may be elected or appointed for one additional four-year term.
3. **The Commission shall elect from among its members a chairman, vice chairman, secretary.**
4. The Convention shall provide the CADJ with the resource required for the fulfillment of its responsibilities. **All members of the Commission on Adjudication shall receive appropriate training.**
5. **The Commission on Adjudication may refuse to hear or may defer hearing a case involving unresolved or outstanding matters of criminal or civil law, including civil matters pertaining to parties as employers or employees.**

5.1.2 Limitations of Authority

1. Members of the CADJ may not individually or collectively violate the:
 - a. Laws of God, Canada, and legal jurisdictions in which members reside and work
 - b. Act of the Parliament of Canada (1959) incorporating Lutheran Church-Canada
 - c. Bylaws of Synod

2. **With the exception of members of the faculties of the seminaries with whom Synod has signed a Memorandum of Understanding, no individual holding any position in Synod, in any of its regions, or in any other recognized organization shall be eligible to be a member of the Commission on Adjudication.**

5.1.3 Responsibilities

1. The responsibility of the CADJ is to adjudicate in cases that where Synod requests its involvement as documented in Article 5.2.4

5.1.4 Expectations of Responsibilities

1. The CADJ is expected to:
 - a. Convene meetings and provide adjudication in a timely manner when requested by a member of Synod or the President, and
 - b. Adjudicate in a spirit of impartiality and fairness to all parties.

5.1.5 Accountability

1. The accountability between the Convention and the CADJ is mutual.
2. The Convention is accountable to the CADJ for providing the resources required for the fulfillment of its responsibilities.
3. The CADJ is **accountable to the Convention for all its actions. Any decision of the CADJ may be appealed to the Convention.**
4. The CADJ shall provide a written report of its activities for inclusion in the Convention Manual.

5.2 Commission on Adjudication Processes

5.2.1 Vacancies

1. The CADJ is authorized **to fill any vacancy of an elected individual which may occur in its membership.**
2. **Vacancies in in CADJ caused by appointed individuals shall be filled by the appointing authority. The CADJ may submit suggestions to the appointing authority.**
3. **Any person filling a vacancy shall complete the unexpired term of office of the member of the Commission whose vacancy is being filled, but shall not participate in any case or proceeding in which the member was participating at the time the vacancy occurred.**

5.2.2 Reconciliation

1. **God was in Christ, reconciling the world to Himself. Through Jesus Christ, God has called the church to a ministry of reconciliation. He gives:**
 - a. **peace between himself and the sinful world,**
 - b. **peace between brothers and sisters in Christ,**
 - c. **Scriptural encouragements to Christians to strive to maintain unity of the Spirit in the bond of peace, the created gifts of reason and a conscience to help human beings have a sense of fairness, and the spiritual gifts of forgiveness and love to help Christians to be at peace, in so far as it in them lies, with each other and with all fellowmen.**
2. **The goal of the processes of reconciliation is that the members (i.e. the pastors, deacons, and congregations) of Synod and members of its member congregations receive and administer the Gospel of reconciliation in order that they might be in one accord in:**

- a. confessing and proclaiming the Gospel,
 - b. living together in God-pleasing fellowship characterized by justice and peace, and
 - c. glorifying God together with one heart and voice.
3. As members of Synod, the pastors, deacons, and congregations are, along with the members of its member congregations, “church,” where the Gospel is preached and received in faith and the sacraments are administered in accord with Christ’s institution. As pilgrims on this earth, all Christian people are “simultaneously saints and sinners,” ever entangled in sin even while, under grace, being proclaimed forgiven. Though struggling with pride, anger, and self-serving factionalism, they hear the call and encouragement-and they aspire-to live in a God-pleasing fellowship characterized by forbearance, justice and peace.
4. Considered as a “Synod,” Synod is “a voluntary ecclesiastical bond shared by congregations, pastors, and deacons walking together to carry out the ministry and mission given by Christ to his Church”. As such, it has the right to suspend and/or expel from its membership any member who persists in teaching contrary to the principles, doctrine and religious standards adopted by Synod, or who practices a manner of behaviour which is not in accord with the calling of the Gospel.

5.2.3 Adjudication

1. This Bylaw is comprised of two separate sections, which reflect a distinction between two types of disputes with which it may become necessary to deal.
- a. reconciliation refers to the ministry which aims to bring a return of peace in the relationship between two or more members of Synod who have, for some reason, become estranged. Matters to be dealt with under the ministry of reconciliation are actions which offend and bring about estrangement, whether done in the name of Christian freedom, or in ignorance, or due to incompetence. Thus, reconciliation may deal with a wide range of disputes, but matters which may lead to suspension of and possible expulsion from membership in Synod, are not typically dealt with under this ministry of reconciliation,
 - b. restoration refers to the ministry which aims to bring back to the true doctrine and right practice a member of Synod (pastor, deacon, or congregation) who has acted contrary to the confession laid down in Article 1.1 and to the conditions of membership laid down in Article 1.2 and/or who is persisting “in an offensive conduct”. These actions may entail suspension of and/or expulsion from membership in Synod.

5.2.4 Cases for Adjudication

1. The following cases qualify for adjudication by the Commission on Adjudication:
- a. procedural questions involved in excommunication cases,
 - b. cases including, but not limited to cases of:
 - Conduct or teaching contrary to the confession laid down in Article I of the Constitution, in which instance the process shall include admonition aimed at correcting the erring member, receiving his recantation of error (publicly if necessary), and assuring Synod that the individual is fit to continue to be a member of Synod,

- **Offensive conduct, in which instance the process shall include seeking to restore the sinner to the fellowship of the church through repentance, forgiveness, and (where necessary and possible) making appropriate amends, even though he or she may not be able to remain as a pastor or deacon of Synod, and**
 - **Discipline, which the President or a regional pastor may bring forward, against the persistently offensive conduct of a member of Synod who refuses to comply with a ruling of a reconciliation panel, in which a member of Synod (pastor or deacon) shall have been removed from an office of ministry which he holds in a congregation which is a member Synod, in which instance the pastor or deacon may bring the case to the Commission on Adjudication,**
 - c. **in which a person, whether or not a member of Synod, has been removed from the position which he holds in Synod or in a district or entity of Synod,**
 - d. **in which Synod itself, or a district or entity of Synod is a party, and**
 - e. **in which a person, whether or not a member of Synod, holding a position in either Synod or a region or recognized organization of Synod is a party.**
2. **Those cases in which there is an employer-employee relationship involved, the finding of the Commission shall be advisory to the parties involved.**

Article VI Commission on Structure and Governance

6.1 Commission on Structure and Governance - Structure

6.1.1 Authority

The source of authority for the Commission is the Convention during and between Conventions of Lutheran Church-Canada (Synod).

1. The Commission on Structure and Governance shall consist of seven voting members.
2. The Convention shall elect from a slate of candidates vetted and nominated by the Commission on Nominations and Elections. The members shall consist of three lay persons, including one lawyer, three rostered workers, one of whom may be a deacon, and the Secretary of Synod.
3. Terms of office shall be four years in length, **commencing on** the first day of September **following the Convention**. Members may be elected or appointed for one additional four-year term.
4. The Commission shall have the authority to fulfill the responsibilities of governance, including the processes listed in Article 6.2.
5. The Commission shall have the authority to monitor the Board of Directors' compliance with the following documents:
 - a. The Act of the Parliament of Canada
 - b. The Bylaws of Synod
 - c. Minutes of the Board of Directors and its committees
 - d. Memoranda of Understanding of which Synod is a signatory
 - e. Governance Manual
 - f. The Synod Strategic Plan

6.1.2 Limitations

1. The Commission may not individually or collectively violate:
 - a. The Laws of God, Canada, and legal jurisdictions in which members reside and work
 - b. The Act, these Bylaws, Governance Manual, Memoranda of Understanding or the Synod Strategic Plan.
2. Additionally, the Commission may not give governance direction to the Board of Directors, management direction to the President, the Administrator or their staffs, or strategic direction to any organization with whom Synod has signed a Memorandum of Understanding.

6.1.3 Responsibilities

1. The responsibilities of the Commission are to:
 - a. review the corporate structure of Synod and Synodical Family as documented in the Act, the Bylaws, the Board of Directors' Governance Manual, and the Memoranda of Understanding,
 - b. monitor the performance of the Board of Directors in its adherence to the structure and processes documented in these Bylaws, the Governance Manual, the Strategic Plan, and the Memoranda of Understanding.

6.1.4 Expectations of Responsibilities

1. **In the area of structure, the Commission is expected to:**
 - a. **conduct a continuing review of the organizational structure of Synod, including its regions and its circuits, and make proposals to succeeding Conventions for improvement,**
 - b. **act as a resource committee to convention floor committees on all proposals to alter Synodical structure.**
2. **In the area of process the Commission is expected to:**
 - a. **examine all reports and overtures to Synod asking for amendments to these Bylaws, or which in any manner affect the Act or these Bylaws, to determine their agreement in content and language with the Act and these Bylaws,**
 - b. **be represented at the meetings of the floor committees considering matters of process at the Convention,**
 - c. **revise Synod Bylaws immediately after each Convention to bring them into harmony with the resolutions or changes adopted by the Convention,**
 - d. **maintain a complete file of succeeding copies of the Act and Bylaws so that a comparison can be made between current regulations and those immediately preceding,**
 - e. **provide for an orientation program** for newly elected and appointed members of the Board of Directors and of the Commissions at or before the first meeting of each group.
3. In the area of monitoring the governance of the Board of Directors, the Commission is expected to:
 - a. appoint at least one member of the Commission to attend each meeting of the Board of Directors,
 - b. ensure an orientation to the structure and processes, including governance, to new members of the Board of Directors before their second meeting of the Board,

- c. act as a parliamentarian to the Board of Directors in matters of governance,
- d. advise the Board of Directors when it is in violation of any of the documents which the Commission has authority to monitor,
- e. advise the Board of Directors when any of the organizations who complement its mission and ministry are in violation of their respective Memorandum of Understanding.

6.1.5 Accountability

1. The accountability of the Convention and the Commission is mutual.
 - a. the Convention is accountable to the Commission for providing the authorization and resources required to fulfil its responsibilities,
the Commission is accountable to the Convention for all its actions, and any decision of such officers, boards, and commissions may be appealed to the Convention, and
 - b. the Commission is accountable to the Convention for fulfilling its responsibilities and for providing timely and accurate information to the Convention of its activities in that fulfilment.

6.2 Commission on Structure and Governance–Processes

6.2.1 Vacancies

1. **Unless otherwise specified in these Bylaws, the Commission shall be empowered to fill any vacancy of an elected or appointed individual which may occur in its membership.**
The appointed person may serve until the Convention at which the person being replaced would have completed the term of office.

6.2.2 Interpretation of Synod's Bylaws

1. The Commission shall **interpret Synod's Bylaws, and resolutions upon the written request of a member of Lutheran Church-Canada, official, the Board, or commission, or organization recognized by Synod. Such a request may be accompanied by a request for an appearance before the Commission. An opinion rendered by the Commission shall be binding on the question decided unless and until it is overruled by a Convention.**

6.2.3 Governance Monitoring

1. In carrying out its responsibility to monitor the governance of the Board of Directors, the Commission on Structure and Governance shall:
 - a. appoint one of its members to attend each meeting of the Board,
 - b. receive regular monitoring reports (or minutes) from each of the Board committees,
 - c. monitor changes to the Governance Manual for compliance with these Bylaws,
 - d. report governance or non-compliance issues in writing to the Board and the CSG,
 - e. monitor the Strategic Plan and the Memoranda of Understanding annually,
 - f. provide guidance to the Board on issues for improvement in governance.

6.2.4 Orientation and Training

1. In fulfilling its expectation of providing orientation to new members of the Board of Directors and the Commissions, the Commission on Structure and Governance shall appoint one or more of its members to:
 - a. work with the Governance Committee of the Board to ensure that each incoming member receives a copy of the Synod Act and Bylaws, the Governance Manual, the Strategic Plan and at least two examples of the Memoranda of Understanding,
 - b. ensure that each incoming member of the commissions receives a copy of the Synod Act and Bylaws,

- c. arrange to meet with each incoming member of the Board and the commissions in person or electronically to discuss the role of the Board or commission and to provide an orientation to the basic processes of governance and the work of commissions.

Article VII Board of Directors Structure and Process

7.1 Board of Directors Structure

7.1.1 Authority

The source of authority of the Board of Directors is the Convention by election.

1. The Board of Directors shall consist of two persons from each region-one pastor and one layperson and one deacon at large.
2. **The term of office of directors shall be four (4) years until their successor takes office, commencing on the first day of September after such election. Directors shall not serve more than two (2) consecutive four (4) year terms as directors.**
3. **During the intervals between Conventions, the Board shall possess and may exercise all of the powers of the Convention in such a manner as the Board may deem best in the interest of Synod in all cases in which specific direction shall not have been given by the Convention.**
4. The Board shall have the authority to fulfill the responsibilities of governance, including the processes list in Article 7.2-Board of Directors Processes.

7.1.2 Limitations of Authority

1. In exercising its authority, the Board may not cause or allow the violation of:
 - a. Laws of God, Canada, and legal jurisdictions in which members reside and work
 - b. Act of the Parliament of Canada (1959) incorporating Lutheran Church-Canada
 - c. Bylaws of Synod
 - d. Specific resolutions of the Convention.

7.1.3 Responsibilities

1. **The property and business of Synod shall be governed by the Board,** which shall:
 - a. define governance structures and processes in the Governance Manual,
 - b. lead strategic planning for Synod and coordinate strategic planning for the Synodical Family,
 - c. delegate management of services to the President and Administrator,
 - d. monitor management risk and measure strategic outcomes of services.

7.1.4 Expectations of Responsibilities

1. In fulfilling its responsibilities of governing the mission and ministry of Synod, the Board is expected to:
 - a. fulfil Convention requirements of the Board of Directors,
 - b. meet at least four times per year in person or electronically,
 - c. **see that all necessary books and records of Synod required by the Act, these Bylaws, or by any applicable statute or law are regularly and properly kept,**
 - d. support the Regions and Circuits in meeting the needs the regions and circuits identify,
 - e. monitor risks related to finance, behaviour and performance of the President and Administrator,
 - f. measure strategic outcomes (results) of each of the services,
 - g. facilitate a Planning Conference within six months prior to each Convention,

- h. develop an annual work plan and budget for Synod each year,
- i. facilitate an annual work plan and budget of the Synodical Family each year,
- j. treat the President and Administrator with Christ-like love, collaboration and servant leadership,
- k. Co-operate with the Commission on Structure and Governance in its responsibility to monitor the Board's governance of Synod's mission and ministry.

7.1.5 Accountability

- 1. Accountability in the relationship between the Convention and the Board is mutual.
- 2. The Convention is accountable to the Board for providing the authorization and resources required for the fulfillment of the Board's responsibilities.
- 3. The Board is accountable to the Convention for complying with the limitations of its authority and for fulfilling the expectations of its responsibilities.
- 4. All actions of the Board shall be reported to the next Convention and shall be subject to revision or alteration by the Convention, provided that no acts or rights of third parties shall be affected or invalidated by any such revision or alteration.**

7.2 Board of Directors Processes

7.2.1 Corporate Seal

- 1. The seal of Synod shall be in such form as shall be prescribed by the Board and shall bear the words "LUTHERAN CHURCH-CANADA".**

7.2.2 Head Office

- 1. The head office of Synod shall be located in the City of Winnipeg, in the Province of Manitoba, Canada, and at such a location as the Board may from time to time determine.**

7.2.3 Fiscal Year

- 1. Unless otherwise ordered by the Board the fiscal year end of Synod shall be the last day in January each year or as the Board may determine from time to time.**

7.2.4 Appointing Auditors

- 1. The delegates shall appoint an auditor at each Convention to audit the accounts of Synod for report to the delegates at the next Convention. The auditor shall hold office until the next Convention provided that the Board may fill any vacancy in the office of auditor. The remuneration of the auditor shall be fixed by the Board.**

7.2.5 Conflict of Interest

- 1. No officer, director, member of a commission, council, or committee shall use his position or the knowledge acquired from his service in such a manner that a conflict between his personal or business interests and the interest and general welfare of Lutheran Church-Canada arises.**
- 2. Officers or members of the Board of Directors, commissions, councils, or committees shall not enter into gainful business transactions, directly or indirectly, with any board, commission, council, or committee on which they serve.**

7.2.6 Memoranda of Understanding

1. The Board shall negotiate a Memorandum of Understanding (MoU) with Lutheran Financial Ministries, each seminary, auxiliary, listed service organization or other organizations which complement or contribute to the mission or ministry of Synod. The MoU shall document the structure and processes of the relationship in a manner similar to these Bylaws and shall be signed by representatives of both parties in the MoU. The Board may delegate the negotiation to the President, the Administrator or to the Commission on Structure and Governance.

7.2.7 Vice-President Responsibilities

1. The Board in consultation with the President shall assign responsibilities to the Office of the Vice-President, including but not limited to the following:
 - a. **a Vice-president shall, upon request of the President, represent the President and carry out the President's functions,**
 - b. **in the event the President is unwilling or unable to continue in office, or in the case of the deposition from office of the President, the Vice-President advances to the President's position, with full authority and responsibility, until the expiration of the President's term of office.**

7.2.8 Appointment of Officers

1. The President and the Vice-president shall be elected by the Convention.
2. **The Board may elect its own Chair, Vice-chair, and Secretary, and such officers as it deems necessary for the carrying out of its duties and responsibilities. They shall be appointed by the Board from among its members.**
3. **The Administrator shall be appointed by the Board and shall be an employee of Synod.**
4. The Board shall document the structure and processes of the positions of Chair, Vice-Chair, Secretary, and Administrator in its Governance Manual.
5. **No individual may hold more than one (1) of these offices at one time.**
6. **All officers shall be confirmed members of a congregational member.**
7. **The Board may fill any vacancy in the office of the Vice-President, Chair, Vice-chair, the Secretary or the Administrator by appointment of a qualified individual.**

7.2.9 Meetings and Quorum

1. **Meetings of the Board may be held at any time and place to be determined by the Board. Notice in written or electronic form shall be sent to each director at least fourteen (14) days prior to the meeting, provided that forty-eight (48) hours' notice of such meeting may be given, other than in written or electronic, to each director. There shall be at least four (4) meetings per year of the Board. No error or omission in giving notice of any meeting of the Board or any adjourned meeting of the Board shall invalidate such meeting or make void any proceedings taken thereat and any director may at any time waive notice of any such meeting and may ratify, approve and confirm any or all proceedings taken or had thereat.**
2. **A special meeting of the Board shall be held upon call by the President or upon written request of a majority of the directors.**
3. Meetings of the Board may be held electronically and any one or more directors may participate in a meeting electronically as documented in Article 2.2.9 – Electronic Meetings.
4. **A resolution in writing, signed by all the directors entitled to vote on that resolution at a meeting of the Board is as valid as if it had been passed at a meeting of the Board.**
5. **At any meeting, a majority of the directors shall constitute a quorum.**
6. **Each director is entitled to exercise one (1) vote on a resolution at a meeting of the Board.**

7.2.10 Committees of the Board

1. The Board shall establish the following committees whose primary responsibility shall be to monitor the leadership and management of the President and the Administrator on behalf of the Board.
2. **Such committees shall consist of not less than three (3) persons appointed by the Board.**
3. The committees shall include the following:
 - a. **Mission and Ministry Committee**
 - b. Governance Committee
 - c. **Personnel Committee**
 - d. **Financial Audit Committee**
4. **Each such committee shall elect its own chair who shall also be a member of the Board. Each committee may appoint its own recording secretary and establish its own procedures. Minutes of each committee meeting shall be kept by the secretary of the committee and shall be forwarded to the Board.**
5. The Board may establish other standing and ad hoc committees as it requires and shall document the structure and the processes of each committee in its Governance Manual.

7.2.11 Signatures and Certification of Documents

1. **Contracts, documents or any instruments in writing requiring the signature of Synod, shall be signed by any two (2) of the President, Vice-president, the secretary or the treasurer, and all contracts, documents and instruments in writing so signed shall be binding upon Synod without any further authorization or formality. The directors shall have power from time to time by resolution to appoint an officer or officers on behalf of Synod to sign specific contracts, documents and instruments in writing. The directors may give Synod's power of attorney to any registered dealer in securities for the purposes of the transferring of and dealing with any stocks, bonds, and other securities of Synod. The seal of Synod when required may be affixed to contracts, documents and instruments in writing signed as aforesaid or by any officer or officers appointed by resolution of the Board.**

7.2.12 Indemnification

1. **Every director and officer of Synod in exercising that person's powers and discharging that person's duties, shall act honestly and in good faith with a view to the best interests of Synod and exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances. Subject to the foregoing, no director or officer of Synod shall be liable for the acts, receipts, neglects or defaults of any other director or officer or employee, or for any loss, damage or expense happening to Synod through the insufficiency or deficiency of title to any property acquired for or on behalf of Synod, or for the insufficiency or deficiency of any security in or upon which any of the moneys of Synod shall be invested, or for any loss or damage arising from the bankruptcy, insolvency or tortuous acts of any person with whom any of the moneys, securities or effects of Synod shall be deposited, or for any loss occasioned by any error of judgement or oversight on that person's part, or for any other loss, damage or misfortune whatever which shall happen in the execution of the duties of that person's office or in relation thereto; provided that nothing herein shall relieve any director or officer of Synod from the duty to act in accordance with any legislation governing Synod or from liability for any breach of such legislation.**

2. Subject to the limitations contained in any applicable legislation governing Synod, **SYNOD shall indemnify a director or officer of Synod, a former director or officer, or a person who acts or acted at Synod's request as a director or officer of a body corporate of which Synod is or was a shareholder or creditor, and that person's heirs and legal representatives, against all costs, charges and expenses, including an amount paid to settle an action or satisfy a judgment, reasonably incurred by that person in respect of any civil, criminal or administrative action or proceeding to which that person is made a party by reason of being or having been a director or officer of Synod or such body corporate, if**
 - a. **such person acted honestly and in good faith with a view to the best interests of Synod; and**
 - b. **in the case of a criminal or administrative action or proceeding that is enforced by a monetary penalty, such person had reasonable grounds for believing that such person's conduct was lawful.**
3. **Synod shall also indemnify such person in such other circumstances as any legislation governing Synod may permit or require.**
4. **Synod may purchase and maintain insurance for the benefit of any such person against such liabilities and in such amounts as Synod may from time to time determine and as are permitted by any such legislation.**

7.2.13 President's Transition

1. **If the President is not re-elected before the official retirement age or does not stand for re-election, he shall continue to receive his full salary to the end of the calendar year while rendering transitional service. During this period Lutheran Church–Canada shall assist him, if requested, in his efforts at finding another opportunity for service in the church. In the event of resignation, he shall be continued at full salary for a minimum of three months. Any extension beyond this period shall be at the discretion of the Board of Directors.**

7.2.14 Strategic and Tactical Planning

1. The Board of Directors shall participate in the four-year **Synod** Strategic Plan in a manner documented in Schedule 8–Strategic Planning Process.
2. The Board shall take a leadership role in the annual process of developing a work plan and budget as documented in Schedule 9–Work Plan and Budget Process.

7.2.15 Extension Funds and Foundations

1. **Since Lutheran Church-Canada Financial Ministries serves all Synod, no new Foundations or Church Extension Funds shall be established by regions without prior approval of the Board of Directors of Lutheran Church-Canada.**

7.2.16 Dividing Congregations

1. **The dividing of one congregation into two or more, the establishing of a new mission or congregation adjacent to existing congregations or parishes, the amalgamation of existing congregations, or the establishment of a parish shall be regulated and effected in accordance with due Christian regard for the spiritual welfare of all concerned.**

7.2.17 Changing Boundaries of Regions and Circuits

1. Congregational members may move from one circuit or region to another. The initiation of such change may begin with the majority vote of the members of any congregational member.
2. The Board of Directors shall confirm changes in the boundaries of regions under the following conditions:
 - a. discussions and decisions of such changes shall first be approved by consensus or majority vote in meetings of Regional Mission and Ministry Councils in the regions affected,
 - b. the changes shall be ratified by the approval of two-thirds of the congregations in all of regions affected by the change,
 - c. the changes shall be approved by the President's Ministry Council, if there are no legal reasons preventing such changes and no violation of these Bylaws.
3. The Board of Directors shall confirm changes in the boundaries of circuits under the following conditions:
 - a. Discussions and decisions of such changes shall first be approved by consensus or majority vote by special convocations in the circuits affected,
 - b. The changes shall be ratified by consensus or majority vote in meetings of the Regional Mission and Ministry Councils in the region affected,
 - c. The changes shall be approved by the regional pastor in the region affected, if there are no legal reasons preventing such changes and no violation of these Bylaws.

7.2.18 Church Worker Committees

1. The Pastoral Colloquy Committee (PCC)

The Pastoral Colloquy Committee (PCC) shall consist of the Vice-president of Synod, or a regional pastor appointed by the President, and the Presidents of the theological seminaries at Edmonton and St. Catharines. The Vice-president or the appointed regional pastor shall be chair of the committee.

2. Diaconal Colloquy Committee (DCC)

The Diaconal Colloquy Committee shall consist of the Vice-president of Synod or a regional pastor appointed by the President and the Presidents of the theological seminaries at Edmonton and St. Catharines. The Vice-president or the appointed regional pastor shall be chair of the committee. The President shall also appoint a deacon to be an advisory member.

3. Pastors with Alternate Training Committee (PAT)

The Pastors with Alternate Training (PAT) program is the responsibility of the President's Ministry Council. The PAT Committee is composed of four members who serve two-year terms: the PAT Coordinator, a member appointed by the PMC, and one member appointed by the theological seminaries at Edmonton and St. Catharines. The President serves in an advisory capacity.

4. The Board of Directors shall document the structure and processes of these committees in the Governance Manual.

7.2.19 Suspension of the President's Term of Office

1. The Convention alone may terminate the President's term of office at a regular Convention or a special Convention called for that purpose.
2. Any consideration of the termination of the President's authority and responsibility shall take into consideration his Divine Call to this position, issued to him by Synod (representing all the congregations of Synod). Therefore, the decision to terminate his service shall be undertaken only on the basis of the infractions and errors required to terminate the Call of a parish pastor

(e.g. living an openly sinful and unrepentant life; unfaithfulness to his spouse; serious doctrinal error; inability to perform the requirements of the office; etc.).

3. When the conditions mentioned above apply, and following a period of investigation including testimony from the President, the Board may determine that it shall plan to address the President's term of office at the next regular Convention or to call a special Convention to address the issue.

In this circumstance, the Board of Directors, after consultation with the CTCR, may suspend the President from fulfilling the authority and responsibility of his office until the regular or special Convention. There shall be no change to the salary and benefits of the President during this period of suspension.

The Board shall issue official notice of its action to the members of Synod in writing and via the Synod website.

7.2.20 Governance Manual

1. With the authority of the Convention to represent the Convention between Conventions, the Board shall govern the process of directing and controlling the mission and ministry of Synod on behalf of the members of Synod.
2. The Board shall create and maintain a Governance Manual to document the structures of its committees and officers and the processes of each individual and group position in Synod not already documented in these Bylaws.
3. The Governance Manual may supplement these Bylaws, but nothing in the Governance Manual may violate the structures and processes documented in these Bylaws.
4. The Commission on Structure and Governance shall vet the Governance Manual and monitor changes as they are approved.
5. A copy of the current Governance Manual may be requested by any member of Synod who shall receive an electronic copy in a timely manner.
6. The Convention may also review the Governance Manual and has final authority to affirm or require change to its contents.

7.2.21 Convention Expenses

- 1. The primary sources of income which are to offset the operating costs of the Convention are the congregational levy, registration fees, exhibit space rentals, and other miscellaneous receipts.**
- 2. The amount of the levy per communicant member and the registration fees will be based on the convention budget submitted by the Administrator to the Board of Directors for approval, who shall notify the congregations of the amount of their assessments by September 1 of the year preceding the Convention.**
- 3. The congregations shall remit the amount of the congregational levy to the Administrator not later than the month of March before the Convention.**
- 4. The Administrator shall prescribe, install, and supervise convention accounting procedures, financial control, and budgetary classifications for operating income and costs of the Convention.**

7.2.22 Expenses of Delegates and of Representatives

- 1. All travel and convention expenses of synodical officials, delegates, and representatives shall be paid by Synod. The expenses of regional pastors shall be paid by Synod. The Administrator shall arrange for lodging and may also provide for joint meals while the**

Convention is in session. Rates for lodging and joint meals shall be established and published.

- 2. The Administrator shall indicate which convention committees shall meet before the Convention opens and shall provide pre-convention housing and meeting facilities for them. All direct expenses incurred by these pre-convention meetings shall be borne by Synod.**

Article VIII President Structure and Processes

8.1 President Structure

8.1.1 Authority

The source of authority of the President is the Convention by election. Once elected and between Conventions, the source of authority of the President is the Board of Directors.

- 1. The Board shall provide the President with the authority and resources required to carry out the responsibilities of the position, including the processes documented in Article 8.2.**
- 2. The President shall have the authority to **sign contracts and documents or instruments in writing in the name of Synod.****
3. The qualifications for this position include:
 - a. membership in good standing as a rostered member of the clergy of Synod,
 - b. adherence to the Scriptures and the Confessions as documented in Article 1.1,
 - c. collaborative leadership and management values,
 - d. active membership in a congregation of Synod,
 - e. experience commensurate with requirements of the position of President.

8.1.2 Limitations of Authority

1. The President may not violate the:
 - a. Scriptures and the Confessions as documented in Article 1.1
 - b. Laws of God, Canada, and legal jurisdictions of residence and work
 - c. Act of the Parliament of Canada (1959) incorporating Lutheran Church-Canada
 - d. Bylaws of Synod
 - e. Governance Manual of the Board of Directors

8.1.3 Responsibilities

- 1. The responsibilities of the president are to:**
 - a. Manage the service delivery of:
 - Providing Ecclesiastical Supervision
 - Building Community
 - Caring for Members
 - Training Church Workers
 - Engaging in Canadian Missions
 - Engaging in World Missions
 - Providing Social Ministry
 - b. provide pastoral leadership, oversight and support to the Regional Pastors,
 - c. provide leadership in the strategic planning process of LCC and the Synodical Family,

- d. represent Lutheran Church-Canada national and international meetings and gatherings of Lutherans and other multi-denominational gatherings,
- e. represent Lutheran Church-Canada as required at meetings and gatherings of any entities with which LCC has signed a Memorandum of Understanding,
- f. monitor compliance with the Memoranda of Understanding signed with recognized organizations.

8.1.4 Expectations of Responsibilities

1. The expectations of this position are to:

- a. **remain faithful to the Holy Scriptures and the Lutheran Confessions as contained in the Book of Concord of 1580,**
- b. guide all members of Synod to remain faithful to the Holy Scriptures and the Lutheran Confessions,
- c. exhibit personal behavior consistent with the high calling of the Office of the President,
- d. demonstrate theological integrity in all writing, preaching, and teaching within LCC,
- e. treat all members of the Board of Directors, the Administrator, the Regional Mission and Ministry Councils, volunteers and staff with Christ like love, collaboration, and servant leadership,
- f. be able and willing to travel nationally and internationally,
- g. attend all meetings of the Board of Directors of LCC,
- h. attend meetings of committees of the Board when requested,
- i. comply with annual work plans and budgets,
- j. ensure **that the resolutions of a Convention are carried out,**
- k. **convene meetings of the President's Ministry Council,**
- l. negotiate other expectations in the annual review process.

8.1.5 Accountability

- 1. The accountability between the Board of Directors and the President is mutual.
- 2. The Board of Directors is accountable to the President for providing the resources required for the fulfillment of the responsibilities and for providing an annual review of the relationship.
- 3. The President is accountable to the Board for performance, and for compliance with the limitations of authority and fulfillment of the negotiated expectations of the responsibilities of the position.
- 4. The President shall **report on his activities to each meeting of the Board and to each Convention.**

8.2 President Processes

8.2.1 Ecclesiastical Supervision

- 1. **The president shall have ecclesiastical supervision regarding doctrine expressed by:**
 - a. **all officers of Lutheran Church-Canada,**
 - b. **all such as are employed by Lutheran Church-Canada,**
 - c. **the congregational members and individual members,**
 - d. **all regional pastors, and**

- e. shall **have such additional** authority to **perform such additional duties as may be set out in these Bylaws or in a special resolution of a Convention, or as may be determined by the Board.**

8.2.2 Vetting Regional Pastors

1. The President shall vet nominated regional pastors for election to the position of regional pastor, following the vetting process monitored by the Commission on Nominations and Elections in Article 3.2.3 – Vetting Processes.

8.2.3 Strategic and Tactical Planning

1. The President shall participate in the four-year LCC Strategic Plan in a manner documented in Schedule 8–Strategic Planning Process.
2. The President shall take a leadership role in the annual process of developing a work plan and budget as documented in Schedule 9–Work Plan and Budget Process.

Article IX Administrator Structure and Processes

9.1 Administrator Structure

9.1.1 Authority

The source of authority of the Administrator is the Board of Directors by appointment.

1. The Board shall provide the Administrator with the authority and resources required to carry out the responsibilities of the position, including the processes documented in Article 9.2.
2. The Administrator **may appoint a local convention chairman and a local convention committee to assist the** Administrator.
3. The qualifications for this position include:
 - a. professional qualifications for financial management and accounting,
 - b. experience commensurate with the position of Administrator,
 - c. collaborative leadership and management values,
 - d. active membership in a congregation of LCC or a Christian congregation, full acceptance of the theology and practice of Lutheran Church-Canada.

9.1.2 Limitations of Authority

1. The Administrator may not violate the:
 - a. Laws of God, Canada, and legal jurisdictions of residence and work
 - b. Act of the Parliament of Canada (1959) incorporating Lutheran Church-Canada
 - c. Bylaws of Synod
 - d. Governance Manual of the Board of Directors
2. The Administrator may not give management direction to the President or any LCC Commission or Board Committee.

9.1.3 Responsibilities

1. The responsibilities of this position are to:
 - a. manage the Financial Services portfolio,
 - b. manage the infrastructure of LCC, including the financial accounting requirements of LCC,

- c. manage the process of planning, organization and logistics of regular and special Conventions,
- d. monitor the compliance of the Memoranda of Understanding of other financial, organizations with whom Synod has signed a Memorandum of Understanding
- e. create and maintain a database of rostered church workers and congregational members and their status,
- f. create and maintain a database of potential volunteers and their competencies,
- g. provide logistics support for the Commission on Nominations and Elections.

9.1.4 Expectations of Responsibilities

1. The expectations of responsibility of this position are to
 - a. **arrange for suitable orientation and guidance of delegates,**
 - b. **produce the Convention Workbook,**
 - c. **plan, make arrangements for, and** manage external contracts **of the Convention and other major synodical assemblies,**
 - d. publish the Minutes of the Convention, including election results within 30 days of the Convention,
 - e. worship regularly and participate actively in a congregation of Synod or a Christian congregation,
 - f. attend every meeting of the Board of Directors of Synod,
 - g. attend meetings of the President's Ministry Council as an advisor when requested,
 - h. maintain professional standards and licenses,
 - i. be willing to travel nationally and internationally,
 - j. treat Board Members, the President, the Vice-President, the President's Ministry Council, Regional Mission and Ministry Council, staff and volunteers with Christ like love, collaboration, and servant leadership,
 - k. comply with annual work plans and programs,
 - l. exhibit personal behavior consistent with the position of Administrator,
 - m) negotiate other expectations in the annual review process.

9.1.5 Accountability

1. The accountability between the Board of Directors and the Administrator is mutual.
2. The Board of Directors is accountable to the Administrator for providing the resources required for the fulfillment of the responsibilities and for providing an annual review of the relationship.
3. The Administrator is accountable to the Board for performance, and for compliance with the limitations of authority and fulfillment of the negotiated expectations of the responsibilities of the position.

9.2 Administrator Processes

9.2.1 Convention Logistics

1. **The Administrator shall plan, make arrangements for, and direct the externals of the Convention and other major synodical assemblies.**
2. The Administrator may appoint a Convention manager to assist with logistics related to the Convention.
3. **When necessary, the Administrator may appoint a local convention committee chairman and a local convention committee to assist the Administrator or convention manager.**

9.2.2 Strategic and Tactical Planning

1. The Administrator shall participate in the four-year LCC Strategic Plan in a manner documented in Schedule 8–Strategic Planning Process
2. The Administrator shall take a leadership role in the annual process of developing a work plan and budget as documented in Schedule 9–Work Plan and Budget Process.

Article X Regional Pastor Structure and Processes

10.1 Regional Pastor Structure

10.1.1 Authority

The source of authority of the regional pastor is the delegates from that region by election. Once elected, the source of authority is the President.

1. The President shall provide the regional pastor with the authority and resources required to represent the President in his region and to carry out the responsibilities of the position, including the processes documented in Article 11.2 – Regional Pastor Processes.
2. The qualifications for this position include:
 - a. membership in good standing on the LCC pastor roster,
 - b. demonstrated spiritual and pastoral leadership,
 - c. experience in organizational management,
 - d. basic understanding of financial management.

10.1.2 Limitations of Authority

1. The Regional Pastor may not violate the:
 - a. Laws of God, Canada, and legal jurisdictions of residence and work
 - b. Act of the Parliament of Canada (1959) incorporating Lutheran Church-Canada
 - c. Bylaws of Synod
 - d. Governance Manual of the Board of Directors
 - e. Management policies of the President' Ministry Council
2. The regional pastor may not give management direction to the President, the Administrator, or to any LCC Commission or Board Committee.

10.1.3 Responsibilities

1. The responsibilities of the regional pastor are to:
2. deliver the services of Providing Ecclesiastical Supervision, Building Community, and Caring for Members to the members of Synod in the Region that he serves,
3. identify needs and opportunities in the Region he serves for engaging in Canadian Missions and Providing Social Ministry,
4. serve as the leader of the Regional Mission and Ministry Council of the region,
5. communicate news and information regularly to the members of the Region,
6. support the work of the Circuit Counsellors,
7. appoint a Circuit Counsellor in the event of a vacancy.

10.1.4 Expectations of Responsibilities

1. The expectations of responsibilities of this position are to:
 - a. visit each Member of Synod in his Region at least once a year in addition to specific invitations he may receive from congregational members and individual members of Synod in that Region,
 - b. convene Regional Convocations when necessary,
 - c. support each Circuit Counsellor in his efforts to convene a Circuit Convocation when necessary,
 - d. attend all meetings of the Regional Mission and Ministry Council,
 - e. attend all meetings of the President's Ministry Council.
 - f. work collaboratively with the President, the Regional Mission and Ministry Council, Circuit Counsellors and the members of Synod in that Region,
 - g. negotiate other expectations in the annual review process.

10.1.5 Accountability

1. The accountability between the regional pastor and the President is mutual.
2. The President is accountable to the regional pastor for ensuring the resources required for the fulfillment of the responsibilities and for providing an annual review of the relationship.
3. The regional pastor is accountable to the President for performance and for compliance with the limitations of authority and fulfilment of the negotiated expectations of the responsibilities of the position.

10.2 Regional Pastor Processes

10.2.1 Regional Convocations

1. Regional convocations are an optional opportunity to gather a larger number of lay members of member congregations and rostered church workers of a region. The regional pastor may call a regional convocation at his discretion or at the request of the Regional Mission and Ministry Council.
2. The agenda of a regional convocation may include the following or other items:
 - a. significant issues that affect the entire region or Synod,
 - b. building community among the congregations, pastor, and deacons in the region,
 - c. Bible study and presentations of theological issues,
 - d. discussion of social issues that are relevant to the region.

10.2.2 Regional Mission and Ministry Council (RMMC)

1. The Regional Mission and Ministry Council is the primary support structure for the regional pastor in his responsibility to deliver the services of Synod to the congregations, pastors, and deacons in the region. The Administrator may also request support from the RMMC in the Administrator's responsibility to deliver financial services to members in the region. The President is an *ex officio* advisory member of the RMMC and may attend meetings at his discretion.
2. The Convention has authorized the RMMC to participate in the strategic planning process in these Bylaws. The regional pastor shall support the RMMC in that responsibility and ensure that the RMMC fulfills that responsibility.

3. The regional pastor shall also provide relevant synodical and regional information to the RMMC in a timely manner. He shall also seek information from the RMMC enabling his pastoral responsibilities within the region.
4. The regional pastor shall convene meetings of the RMMC and may chair the meetings or delegate the responsibilities of chair to others.
5. The RMMC shall seek to make decisions by consensus (see “consensus” in Definitions). A simple majority vote shall decide issues where consensus is not possible.
6. Minutes shall be kept, approved by the RMMC and distributed to all of its members. Copies of minutes shall be open to all members in the region, other Regional Mission and Ministry Councils, synodical officers and the Board of Directors.
7. The regional pastor may appoint a secretary from within the RMMC or a person who is not a member of the RMMC.

10.2.3 Pastoral and Diaconal Conferences

- 1. In each region of Synod there shall be an official conference for its pastors and for its deacons. Each official conference shall consist of all pastors and deacons on the Synodical roster and shall meet, if possible, in plenary sessions at least once each year and may meet more frequently in major sections (not more than four sections) whose geographical boundaries shall be established by President’s Ministry Council. Such major sectional meetings shall be regarded as sessions of the official conference.**
- 2. The plenary and the sectional meetings of both official conferences may adopt and submit overtures to synodical conventions.**
- 3. The official conferences of pastors and deacons shall be conducted for the spiritual and professional growth of their members. Matters pertaining to Christian doctrine and practice, to professional problems, to the proper conduct in office, to private study, to the welfare of the respective congregations and schools, to the work of the region and of Synod, or to any other professional matter shall at all times receive due and sympathetic attention. The members of the conferences shall aim to cultivate brotherly relationships, be mutually helpful in every way possible, and encourage, instruct, and admonish one another in a spirit of sincerity and Christian love. Professional conferences have no synodical administrative functions.**
- 4. Attendance at the official conferences shall be obligatory for pastors and deacons serving in congregations and parishes. All pastors and deacons on Synodical roster are expected to attend meetings of their official conference or present a valid excuse.**
- 5. Those whose office in Synod, region, or synodical institution imposes professional or service requirements on which full and regular conference attendance makes undue demands, shall nevertheless, in consultation with their supervisory boards, arrange for their own partial or occasional attendance and participation in their own official conferences.**

10.2.4 Strategic and Tactical Planning

1. The regional pastor shall participate in the four-year LCC Strategic Plan in a manner documented in Schedule 8–Strategic Planning Process
2. The regional pastor shall participate in the annual process of developing a work plan and budget as documented in Schedule 9–Work Plan and Budget Process.

Article XI Circuit Counsellor Structure and Process

11.1 Circuit Counsellor Structure

11.1.1 Authority

1. The source of authority of the circuit counsellor is the delegates from that circuit by election. Once elected, the source of authority is the regional pastor.
2. The regional pastor shall provide the circuit counsellor with the authority and resources required to represent the regional pastor in his circuit and to carry out the responsibilities of the position, including the processes documented in Article 11.2 – Circuit Counsellor Processes.
3. **The circuit counsellor is the principal officer of the circuit and serves in accordance with the duties assigned to this position in these Bylaws.**
4. The qualifications for this position include:
 - a. membership in good standing on the LCC church worker roster,
 - b. demonstrated spiritual and pastoral leadership,
 - c. experience in organizational management,
 - d. basic understanding of financial management.

11.1.2 Limitations of Authority

1. The circuit counsellor may not violate the:
 - a. Laws of God, Canada, and legal jurisdictions of residence and work
 - b. Act of the Parliament of Canada (1959) incorporating Lutheran Church-Canada
 - c. Bylaws of Synod
 - d. Governance Manual of the Board of Directors
 - e. Management policies of the President' Ministry Council
2. The circuit counsellor may not give management direction to the regional pastor or the Regional Mission and Ministry Council.

11.1.3 Responsibilities

1. The responsibilities of the circuit counsellor are to:
 - a. **prepare the agenda for the circuit convocations,**
 - b. **maintain liaison between the circuit and the respective region and Synod,**
 - c. identify and advise Regional Pastors of specific needs in his Circuit,
 - d. serve as a member of the Regional Mission and Ministry Council,
 - e. communicate news and information regularly to the members of his Circuit,
 - f. call on members of his Circuit as requested by the Regional Pastor or whenever it seems expedient for him to do so.

11.1.4 Expectations of Responsibilities

1. The expectations of responsibilities of this position are to:
 - a. convene Circuit Convocations when necessary, and
 - b. work collaboratively with the Regional Mission and Ministry Council, the Regional Pastor, and the members of his Circuit.

11.1.5 Accountability

1. The accountability between the circuit counsellor and the regional pastor is mutual.
2. The regional pastor is accountable to the circuit counsellor for ensuring the resources required for the fulfillment of the responsibilities and for providing an annual review of the relationship.
3. The circuit counsellor is accountable to the regional pastor for performance for compliance with the limitations of authority and fulfilment of the negotiated expectations of the responsibilities of the position.

11.2 Circuit Counsellor Processes

11.2.1 Circuit Convocations

1. **Circuit** counsellors shall arrange for a circuit convocation, which is a larger gathering of members from circuit congregations held when there is a need for such a gathering, as the circuit counsellor determines in consultation with his regional pastor.
2. **Each congregation shall be represented at the circuit convocation at least by its pastor and one member designated by the congregation, although** all members of congregations are urged to attend.
3. **Among the functions which the circuit convocation may perform are the following:**
 - a. to participate in the four-year strategic planning process **to develop and adopt plans for** providing ecclesiastical supervision, building community, caring for members, **mission outreach, and social ministry in the circuit area,** as documented in Schedule 8–Strategic Planning Process,
 - b. to participate in the annual work plan and budgeting process for the region and Synod **to devise and develop programs and services relevant to the needs of circuit congregations, lay leaders, deacons, and pastors,**
 - c. **to receive and respond as appropriate to advice, guidance, resolutions and programs as such may be addressed to it from other circuits, the respective regions, or Synod,**
 - d. **other purposes are to provide a setting in which congregational members may know of and celebrate the ministry pursued by each congregation, may review and discuss the work of the circuit convocation, and may receive information on various phases of the work pursued through the region and Synod,** doctrinal essays, stewardship education; mission outreach; evangelism training; Sunday school teacher training and support, ministry support, etc.

11.2.2 Strategic and Tactical Planning

1. The circuit counsellor shall participate in the four-year LCC Strategic Plan in a manner documented in Schedule 8–Strategic Planning Process
2. The circuit counsellor shall participate in the annual process of developing a work plan and budget as documented in Schedule 9–Work Plan and Budget Process.

Article XII President's Ministry Council Structure and Processes

12.1 President's Ministry Council (PMC) Structure

12.1.1 Authority

1. The source of authority of the President's Ministry Council is the President. The PMC shall consist of the President, the Vice-president, and the regional pastors elected in regional caucuses in Convention. The Administrator may serve as an advisory member at the discretion of the President.
2. The President shall provide the PMC with the authority and resources required to carry out the responsibilities of the position, including the processes documented in Article 12.2.
3. The qualifications for membership on the President's Ministry Council are the same as the qualifications of each member of the PMC.

12.1.2 Limitations of Authority

1. In exercising its authority, the President's Ministry Council may not cause or allow the violation of:
 - a. The Act of the Parliament of Canada (1959) incorporating LCC
 - b. The Bylaws of LCC
 - c. The laws of Canada, its provinces, and municipalities
 - d. Specific resolutions of the Convention
 - e. The Board Governance Manual
 - f. President's Limitations

12.1.3 Responsibilities

1. The responsibilities of the President's Ministry Council are to:
 - a. advise the President in matters of doctrine and practice that affect their Region and matters that affect more than one Region,
 - b. make decisions that affect more than one Region within the limitations of the authority delegated by the President,
 - c. convene an annual strategic planning retreat with lay representatives from each circuit,
 - d. coordinate the work of the Regional Mission and Ministry Councils in delivering LCC services,
 - e. monitor and manage the financial condition of Synod.

12.1.4 Expectations of Responsibilities

1. The President's Ministry Council is expected to:
 - a. maintain a co-ordinated delivery of LCC services in all regions,
 - b. produce an annual work plan and proposed budget that reflects the four-year horizon of the LCC Strategic Plan, and which has the support of all regions,
 - c. maintain a satisfactory level of service delivery within the limitations of the financial resources available.

12.1.5 Accountability

1. Accountability in the relationship between the President's Ministry Council and the President is mutual.

2. The President is accountable to the PMC for providing the authorization and resources required for the fulfillment of the PMC's responsibilities.

12.2 President's Ministry Council Processes

12.2.1 Strategic and Tactical Planning

1. The President's Ministry Council shall participate in the four-year LCC Strategic Plan in a manner documented in Schedule 8–Strategic Planning Process
2. The PMC shall take a leadership role in the annual process of developing a work plan and budget as documented in Schedule 9-Work Plan and Budget Process.

12.2.2 Assignment of Calls

- 1. The President's Ministry Council shall regularly receive the calls for pastoral and diaconal candidates which congregations, qualified associations, and synodical and district boards have submitted and shall assign such calls and appointments to the following: graduates from our synodical church work programs, interns, and vicars of and workers available from colloquy programs.**
- 2. The placement officers of the respective institutions shall be consulted before the assignments are made.**
- 3. The regional pastor of each region to which a candidate is to be assigned shall be consulted, and his suggestions and recommendations shall be part of the final recommendation to the plenary Board of Assignments.**

Article XIII Regional Mission and Ministry Council Structure and Processes

13.1 Regional Mission and Ministry Council Structure

13.1.1 Authority

1. The source of authority of the Regional Mission and Ministry Council is the regional pastor. The RMMC shall consist of the one rostered church worker and one layperson from each circuit of the region elected in regional caucuses in Convention. The circuit counsellor shall serve as an advisory member of the RMMC.
2. The regional pastor shall provide the RMMC with the authority and resources required to carry out the responsibilities of the position, including the processes documented in Article 13.2 – Regional Mission and Ministry Council Processes.
3. The qualifications for pastoral membership on the Regional Mission and Ministry Council are:
 - a. membership in good standing on the LCC church worker roster,
 - b. demonstrated spiritual and pastoral leadership,
 - c. experience in organizational management,
 - d. basic understanding of financial management.
4. The qualifications for lay membership on the Regional Mission and Ministry Council are:
 - e. active membership in a congregation,
 - f. experience in organizational management,
 - g. basic understanding of financial management.

13.1.2 Limitations of Authority

1. In exercising its authority, the Regional Mission and Ministry Council may not cause or allow the violation of:
 - a. Laws of God, Canada, and legal jurisdictions of residence and work
 - b. The Act of the Parliament of Canada (1959) incorporating LCC
 - c. The Bylaws of LCC
 - d. Specific resolutions of the Convention
 - e. The Strategic Plan
 - f. The Board Governance Manual

13.1.3 Responsibilities

1. The responsibilities of the Regional Mission and Ministry Council are to:
 - a. advise the Regional Pastor on matters of need for providing ecclesiastical supervision, building community, and caring for members in the strategic planning process to determine the allocation of resources within the Region,
 - b. provide a Convocation for members in each Region and/or Circuit to share concerns about needs that are not being met and other issues of concern and to provide opportunities for Biblical education, spiritual growth, and parish services seminars,
 - c. provide an important conduit for sharing information from Synod and other Regions with the congregations, pastors and deacons within the Region,
 - d. determine the allocation of financial resources allocated to each respective region.

13.1.4 Expectations of Responsibilities

1. The expectations of the Regional Mission and Ministry Council are to:
 - a. meet at least annually and at the request of the Regional Pastor.
 - b. be intentional about two-way sharing between the congregations and the Regional Pastor,
 - c. make Council decisions by consensus, not by voting,
 - d. attend as individual members the respective Circuit Convocations to enhance communications within the Region,
 - e. comply with the Strategic Plan of Synod in the priorities of the services in the Region.

13.1.5 Accountability

1. Accountability in the relationship between the Regional Mission and Ministry Council and the regional pastor is mutual.
2. The regional pastor is accountable to the RMMC for providing the authorization and resources required for the fulfillment of the RMMC's responsibilities.
3. The RMMC is accountable to the regional pastor for complying with the limitations of its authority and for fulfilling the expectations of its responsibilities.

13.2 Regional Mission and Ministry Council Processes

13.2.1 Strategic and Tactical Planning

1. The Regional Mission and Ministry Council shall participate in the four-year LCC Strategic Plan in a manner documented in Schedule 8–Strategic Planning Process
2. The RMMC shall have a role in the annual process of developing a work plan and budget as documented in Schedule 9–Annual Work Plan and Budget Process.

Article XIV Pastors' and Deacons' Circuit Meeting Structure and Processes

14.1 Pastors' and Deacons' Circuit Meetings Structure

14.1.1 Authority

1. The source of authority of the Pastors' and Deacons' Circuit Meetings is the Convention by virtue of membership on the roster of church workers. Memberships consist of all those pastors and deacons who are rostered church workers in the respective circuits.
2. The circuit counsellor shall serve as the convener and chair at meetings of the circuit meeting.
3. The meeting has the authority to speak on behalf of Synod in matters officially communicated to it from the regional pastor, Regional Mission and Ministry Council, the President or the President's Ministry Council or the Board of Directors.
4. The meeting may also share perceptions of the members of congregations in its own circuit with the Regional Mission and Ministry Council and the regional pastor.
5. The resources of time and financial resources shall be provided by the members themselves and/or the congregations in the case of church workers under call.
6. The qualifications for membership are the same as the qualifications for membership on the roster of church workers of LCC.

14.1.2 Limitations of Authority

1. In exercising its authority, the Pastors' and Deacons' Circuit Meetings may not violate:
 - a. Laws of God, Canada, and legal jurisdictions of residence and work
 - b. The Act of the Parliament of Canada (1959) incorporating LCC
 - c. The Bylaws of LCC
 - d. Specific resolutions of the Convention,
 - e. The Strategic Plan
 - f. The Board Governance Manual

14.1.3 Responsibilities

1. The responsibilities of the meeting are to:
 - a. support one another with prayer, sharing perceptions and pastoral support,
 - b. provide for professional development,
 - c. provide information, perceptions, and needs of the members in the circuit that will support the mission and ministry planning efforts in the region, and communicate that to the Regional Mission and Ministry Council and the regional pastor,
 - d. provide accurate information from the Regional Mission and Ministry Council and the regional pastor to one another and to the congregations in the circuit.

14.1.4 Expectations of Responsibilities

1. The expectations of the Pastors' and Deacons' Circuit Meeting is to:
 - a. meet on a monthly basis, with all pastors and deacons participating as able,
 - b. provide true and transparent input from themselves and the congregations regarding the needs and opportunities within the circuit and communicate that to the Regional Mission and Ministry Council and the regional pastor,

- c. provide clear and accurate information from the Board of Directors, the President, the Regional Mission and Ministry Council and the regional pastor to themselves and the congregations in the circuit,
- d. respect the leadership of the circuit counsellor in his work as convener and chair.

14.1.5 Accountability

1. The members of the meeting are accountable to one another and to the congregations in the circuit for representing them to the Regional Mission and Ministry Council and the regional pastor accurately and to the circuit counsellor for representing Synod and its representatives accurately.

14.2 Pastors' and Deacons' Circuit Meetings Processes

14.2.1 Strategic Planning Process

1. The Pastors' and Deacons' Circuit Meetings shall participate in the four-year LCC Strategic Plan in a manner documented in Schedule 8 – Strategic Planning Process
2. The Pastors' and Deacons' Circuit Meetings shall participate in the annual process of developing a work plan and budget as documented in Schedule 9–Work Plan and Budget Process.

Schedule 1-Definitions

Unless the context otherwise requires, the meaning of terms in these Bylaws is:

Accountability:	a neutral process of monitoring risk, measuring results, and making changes.
Act:	the <i>Act to Incorporate Lutheran Church-Canada 7-8 Eliz. II Chap. 68, S.C. 1959</i> ;
Authority:	a combination of the authorization, resources, and competencies (qualifications) required to fulfill delegated responsibilities.
Administrator:	the individual appointed to manage the infrastructure of Synod and to deliver the financial services of Synod to its members.
Auxiliary:	an independently incorporated recognized organization, national in scope, with members who are individual members of congregational members, and which complements or contributes to the mission and ministry of Synod.
Board of Directors (Board):	the Board of Directors of Lutheran Church–Canada.
Bylaws:	the document authorized by the Act that contains the definition of structure and process of individuals and groups named in the Titles of the Articles of the Bylaws.
Caucus:	unless otherwise clearly stated, means a regional group of delegates assembling at a convention to elect nominees to regional positions.
Church:	the body of believers among whom the Bible (the Word of God) is the ultimate source of authority in all matters of doctrine and practice, the Gospel is preached and received in faith, and the sacraments are administered in accord with Christ’s institution.
Circuit:	an association of congregations established in accordance with these Bylaws.
Commission:	a group of persons elected or appointed as prescribed in these Bylaws accountable to the Convention to assume the duties and to discharge the responsibilities assigned to them by the Convention.
Committee:	a group of persons appointed by and accountable to the Board of Directors to assume the duties and to discharge the responsibilities assigned to them.
Congregation:	a community of believers gathered around Word and Sacrament for worship and sharing of doctrine and confession as expressed in these Bylaws which community has been received as a member at a Convention.

Congregational

Member:	a congregation on the roster of Lutheran Church–Canada that is a voting member of Synod.
Consensus:	an official form of decision-making in which a board, commission or committee agrees on a decision or a course of action without a formal vote. Consensus may be unanimous, if every Board member agrees with the decision. Consensus also exists when some Board members agree with the decision while others prefer a different decision but express a willingness to support the decision of the majority or plurality. Consensus is not achieved when one or more Board members do not agree to support the decision of the majority or plurality. In this case the decision-making process shall default to a formal vote by those present.
Council:	a group of elected or appointed persons to whom are delegated management authority and responsibilities.
Convention:	the regular and special meetings of the elected delegates of the members of Synod.
Convocation:	a circuit or regional meeting of members of Synod.
Deacon:	a member received at a Convention to the position of deacon.
Delegate:	an individual elected by members in a congregation or parish to represent such members at a Convention
Director:	an individual elected at a Convention to the Board of Directors of Synod
Expectations of Responsibilities:	an expression of the goals (quantity), standards (quality), and the tasks (details) of the broad areas of responsibilities.
Governance:	the process by which the Board of Directors directs and controls the mission and ministry as authorized and documented in the Bylaws and mandated by the Convention.
Governance Manual:	the manual that the Board of Directors maintains to document the policies that the Convention authorizes the Board to create to govern the mission and ministry of Synod.
Limitations of Authority:	the boundaries of authority being delegated from the source of authority to the recipient that define the limits of freedom in the decision to act without further specific authorization.

Listed Service Organization (LSO):	an independently incorporated recognized organization, whose members may be individual members of congregational members of congregational members, and which complements or contributes to the mission and ministry of Synod.
Lutheran Church–Canada (LCC):	the corporation established by the <i>Act to Incorporate Lutheran Church-Canada 7-8 Eliz. II Chap. 68, S.C. 1959</i> ;
Management:	the process by which the President and Synodical Administrator and their staff provide the programs and resources that deliver the services to the congregations, pastors, and deacons of Synod.
May:	the individual, group, or entity is permitted or empowered to take an initiative.
Member:	a congregation, pastor, or deacon
Memorandum of Understanding (MoU):	a document which details the strategic relationship between Synod and any one or more organizations whose activities complement the mission and ministry of Synod. The document is signed by both parties and has legal standing.
Mission and Ministry:	an abbreviated reference to the services of Lutheran Church–Canada.
Overtures:	ideas, proposals or recommendations in the form of proposed resolutions requesting action on the part of the Convention.
Parish:	two or more congregations sharing one or more pastors.
Pastor:	a member received at a Convention to the office of the holy ministry in Lutheran Church-Canada as a pastor;
President:	the pastor elected by the Convention to serve as the spiritual leader of Synod, including the management of the ecclesiastical services to the members and other beneficiaries of Synod.
Programs and Resources:	the means developed by the Board and Synod leaders to deliver the services to the beneficiaries.
Recognized Organizations:	organizations with whom Synod has signed a Memorandum of Understanding.

Responsibilities:	a description of the broad areas of duties that are delegated from a source of authority to the recipient of authority.
Schedule:	a document attached to and part of the Bylaws that provides more detail of a structure or process referenced in the Bylaws.
Services:	the purposes for the existence of Synod in meeting the needs of the congregations, pastors and deacons which the members cannot provide themselves. They are intended to fulfill the objectives in the Bylaws, Article 1.1.3.
Shall:	the individual, group, or entity is obligated to take action.
Stewardship:	the management of the total resources God has given His people individually and collectively to carry out His mission and ministry.
Strategic Plan:	the document developed by the Board of Directors with the ecclesiastical and administrative leaders that contains the values, beneficiaries, services, vision, mission, places, priorities of the allocation of resources, goals, and critical success factors with a four-year horizon.
Synod:	Lutheran Church–Canada (LCC)
Synodical Family:	Lutheran Church–Canada and all Recognized Organizations.
Tactical Plan:	the annual work plan and budget that determines how the Strategic Plan is translated into the delivery of services to the beneficiaries together with the cost.
Task Force	means a group which has an ad hoc assignment to accomplish a specific task, has a definite expiration date, and does not necessarily consist of members of the appointing body.

Save as aforesaid, words and expressions defined in the Act have the same meanings when used herein; and words importing the singular number include the plural and vice versa; words importing gender include the masculine, feminine and neuter genders; and words importing persons include individuals, bodies corporate, partnerships, trusts and unincorporated organizations.

Schedule 2-Services
(Article 1.1 Membership Structure)

1. Providing Ecclesiastical Supervision

The first objective of the Lutheran Church-Canada is to conserve and promote the unity of the true faith (Ephesians 4:3-6; 1 Corinthians 1:10) and provide a united defence against schism, sectarianism (Romans 16:17) and heresy. In order to build up and strengthen its congregations, Synod shall provide a variety of resources and opportunities for growth in its members' knowledge of the holy, inerrant Word of God and the Lutheran Confessions so that they may recognize, promote, express, conserve and possess the ability to defend their confessional unity in the true faith (Galatians 3:28). Ecclesiastical supervision shall take place through the President, Regional Pastors, and Circuit Counsellors.

2. Building Community

The second objective of the Lutheran Church-Canada is to encourage congregations to strive for uniformity in church practice and to develop an appreciation for a variety of responsible practices and customs which are in harmony with our common confession and profession of faith. In so doing the Lutheran Church-Canada shall work through its official structure toward fellowship with other Christian church bodies (John 17:20-21) that is based on a common confession, proclamation, and practice of the Christian faith.

3. Caring for Members

The third objective of the Lutheran Church-Canada is to aid congregations to develop and implement processes of thorough Christian education and nurture in the Word of God, and to establish agencies of Christian education such as Lutheran pre-schools, kindergartens, elementary and high schools. Synod shall strive to provide evangelical counsel and care for pastors, deacons, and other professional church workers in the performance of their official duties. Synod shall also provide protection for its congregations, pastors, deacons and other professional church workers in the maintenance of their human rights under Canadian law.

4. Training Church Workers

The fourth objective of the Lutheran Church-Canada is to assist its members to recruit pastors, deacons and other professional church workers for the work of the Gospel. Synod shall also provide for the training of those pastors and deacons by means of "Memoranda of Understanding" entered into with Lutheran Seminaries and other post-secondary educational institutions with whom Synod is in doctrinal agreement and theological unity.

5. Engaging in Canadian Missions

The fifth objective of the Lutheran Church-Canada is to provide opportunities to strengthen congregations and individual congregational members (parishioners) in being able to give bold witness by word and deed to the love and saving work of God, the Father, the Son, and the Holy Spirit.

Through its Regional Mission and Ministry Councils, Regional Pastors, and Circuit Counsellors, Synod shall seek to educate and build up the parishioners and members of Lutheran Church-Canada and encourage them to share the life-giving Gospel of Jesus Christ with unbelievers across Canada wherever God has placed them (Matthew 28:19-20; Acts 1:8).

6. Engaging in World Missions

The sixth objective of the Lutheran Church-Canada is to share the Gospel of Jesus Christ to people in other countries and cultures around the world and encourage them to come together to form new Lutheran congregations and partner church bodies, and to assist them to establish strong Word and Sacrament ministries in their own native lands (Matthew 28:19-20).

7. Providing Social Ministry

The seventh objective of the Lutheran Church-Canada is to provide opportunities through which its parishioners and members are able to express in concrete, real ways, their Christian concern, love and compassion in meeting human needs and caring for their neighbours (Luke 10:25-37).

8. Providing Financial Services

The eighth objective of the Lutheran Church-Canada is to provide means for its parishioners and members to give offerings for the work of the church on local, regional, national and international levels. Synod also shall aid in providing for the on-going welfare of pastors, deacons and other professional church workers and their families in the event of illness, disability, retirement, special need, or death. The Lutheran Church-Canada shall assist its parishioners and members to provide on-going support for the church's mission work and ministry through major gifts and bequests to its Foundation and other members of Synodical family.

Schedule 3-Pastor and Deacon Roster (Article 1.2.2 Pastor and Deacon Roster)

Prerequisites for Ordination and Commissioning

- 1. A candidate for the office of the pastoral ministry in Lutheran Church-Canada may be ordained when the following prerequisites have been met:**
 - a. He shall have completed the prescribed courses of study and have received a diploma from Concordia Lutheran Seminary, Edmonton (CLS), or Concordia Lutheran Theological Seminary (CLTS), St. Catharines, or have fulfilled the requisites for colloquy according to these Bylaws or have completed all requisites for the Pastors with Alternate Training program (PAT).**
 - b. He shall have received endorsement by the proper faculty or the Colloquy Committee, or the President's Ministry Council (PMC) with regard to PAT candidates for the Pastoral Office and in every respect have been declared qualified by them for the office of the ministry of Word and Sacrament in the Church.**
 - c. He shall have indicated complete dedication to the ministry and the readiness to accept a call extended to him by the Board of Assignments.**

- d. He shall have received and accepted a call to a position the incumbent of which may be ordained according to the regulations of Synod.
 - e. He shall have received and accepted a call extended through the proper channels to assume full-time work in the church.
 - f. He shall have made application for membership in Synod and have submitted a request for ordination to the respective Regional Pastor or to the proper official of the board through which the call was extended.
2. **Graduates of the CLS, Edmonton, and CLTS, St. Catharines, seminaries who have fulfilled the prerequisites stated in 1. a.-f. above, and who wish to continue their professional studies shall be assigned and ordained upon their request under the following conditions:**
 - a. A call shall have been extended by a congregation or a proper board expressing preference for a particular candidate to be assigned to the function of pastor or other synodically approved office.
 - b. The Regional Pastor shall approve the call, and the candidate shall be assigned by the Board of Assignments.
 - c. The Regional Pastor shall approve the request for ordination and receive the candidate upon his application as a member of Synod.
 3. **Missionaries and itinerant preachers who are not called by and to a specific congregation shall be commissioned according to accepted Lutheran forms and shall be pledged to the Scriptures as the inspired and inerrant Word of God and to the Symbolical Books of the Lutheran Church as a true exposition of the Scriptures.**
 4. **The order for the ordination and commissioning or commissioning of a missionary called into a foreign field shall be issued upon the request of the Board of Directors by the regional pastor of the region in which the missionary resides. The order for the commissioning of missionaries for service within a region of Synod shall be issued by the regional pastor of that region.**

Prerequisites for Consecration

1. **A candidate for the position of deacon in Lutheran Church-Canada may be consecrated when the following prerequisites have been met:**
 - a. The candidate shall have completed the prescribed courses of study and have received a diploma from a synodically recognized program of higher education or have fulfilled the requisites for colloquy according to these Bylaws.
 - b. The candidate shall have received endorsement by the proper faculty or the Diaconal Colloquy Committee for the position of deacon and in every respect has been declared qualified by them for the position of deacon.
 - c. The candidate shall have indicated complete dedication to the diaconal ministry and the readiness to accept a call extended to him by the Board of Assignments.
 - d. The candidate shall have received and accepted a call to a position, the incumbent of which may be consecrated according to the regulations of Synod.
 - e. The candidate shall have received and accepted a call extended through the proper channels to assume full-time work in the church.

- f. **The candidate shall have made application for membership in Synod and have submitted a request for consecration to the respective Regional Pastor or to the proper official of the board through which the call was extended.**
2. **Graduates of Concordia University College of Alberta or a synodically approved institution of higher education who have fulfilled the prerequisites stated in A.1-4 and also wish to continue their professional studies shall be assigned and consecrated upon their request under the following conditions:**
 - a. **A call shall have been extended by a congregation or a proper board expressing preference for a particular candidate to be assigned to the function of deacon.**
 - b. **The Regional Pastor shall approve the call and the candidate shall be assigned by the Board of Assignments.**
3. **The Regional Pastor shall approve the request for consecration and receive the candidate upon his application as a member of Synod.**

Maintaining Membership Eligibility- Pastors and Deacons

1. **To be retained on the active roster, a pastor or deacon shall be performing the duties of one of the following offices:**
 - a. **A pastor called to serve a parish,**
 - b. **A deacon called to serve a parish,**
 - c. **An officer of Synod, elected by a Convention,**
 - d. **An executive or professional staff member appointed by Lutheran Church-Canada or by an organization with whom Lutheran Church-Canada shares a Memorandum of Understanding,**
 - e. **A missionary called or appointed by Lutheran Church-Canada,**
 - f. **An instructor, administrator, or other staff member on the faculty of an educational institution with which Lutheran Church-Canada shares a Memorandum of Understanding or of an educational institution recognized by Synod,**
 - g. **A military or institutional chaplain called by Lutheran Church-Canada or by a region,**
 - h. **An executive or professional staff member called or appointed by a church-related organization recognized by Synod.**

Prerequisites for Emeritus Status

1. **A pastor or deacon who has retired after reaching the age of 55 or for reasons of total and permanent disability shall be eligible for retention on the roster as emeritus. Any unusual case shall be decided by the President's Ministry Council.**

Prerequisites for Candidate Status

1. **A pastor or deacon who is eligible to perform the duties of the offices of ministry specified in these Bylaws but who is not currently performing those duties and who is not retired may be continued on the roster for a period not to exceed two consecutive years, subject to annual review by the Regional Pastor of the Region where the candidate is a member.**

For the extension of the candidate status beyond two consecutive years, the President's Ministry Council shall require an annual application from the candidate as well as an evaluation by his Regional Pastor. The Council shall determine by written ballot whether or not the request shall be honoured, in each instance, for an additional year.

- 2. Among criteria for determining whether candidate status should be granted or continued are: the health of the applicant, the extent of his current involvement on a part-time and assisting basis in the ministry of Word and Sacrament, a demonstrated willingness to consider a call or appointment to a position recognized by Synod, a demonstrated history and current ability of being able to perform the duties of an active pastor or deacon serving a congregation or other position recognized by Synod.**

Restricted Status of a Pastor or Deacon

- 1. Although the Bylaws deal with the life of pastors and deacons who are members of Lutheran Church-Canada and provides for dealing with ungodly life of pastors and deacons, this does not suggest that Lutheran Church-Canada, has the duty or even an opportunity to observe the activities in the life of a pastor or deacon, or has the means or authority to regulate, restrict, or control those activities. The only remedy available to Lutheran Church-Canada in response to improper activities in the life of such member is, where appropriate under the Constitution or these Bylaws and following the procedures set forth in these Bylaws, to take such action as may lead to the restriction, suspension, or termination of that membership and the attendant rights and privileges.**
- 2. A pastor or deacon may have his or her status restricted to the extent deemed necessary and appropriate by the Regional Pastor who has ecclesiastical supervision of the member. The Regional Pastor may take this action if information with respect to such member provides a substantial basis to conclude that such a member**
 - a. may have engaged in conduct which could lead to expulsion from Synod,**
 - b. is incapable of performing the duties of the office or position because of a physical, mental, or emotional disability, or**
 - c. neglects or refuses to perform the duties of the office or position.**
- 3. A pastor or deacon on restricted status is ineligible to:**
 - a. perform functions of ministry except in the position of service, if any, held at the inception of restricted status and anything beyond the current position of service only if approved by the Regional Pastor, and**
 - b. accept a call to any other position of service in Synod.**
- 4. A pastor or deacon shall be notified in writing as to the specific reasons for having been placed on restricted status. Such restricted status shall continue for a period of one year or a lesser period if the matter is satisfactorily resolved.**
- 5. Restricted status shall normally be limited to one year. To extend the restricted status beyond this period, the Regional Pastor shall secure the approval of the President's Ministry Council. Such approval shall be secured annually until the Regional Pastor removes this status. In such cases, the Regional Pastor shall thereafter notify the pastor or deacon on restricted status in writing as to the reasons for such continuance of restricted status. A pastor or deacon who is placed on restricted status shall have the right to appeal the placement on, or continuance of, restricted status by filing a Petition for Removal of Restricted Status with the President's Ministry Council. A pastor or deacon on restricted status may petition for removal therefrom no more than once in a 12-month period.**

Such Petition for Removal of Restricted Status shall be addressed solely to the President's Ministry Council through the office of the President. The President's Ministry Council shall rule on such petition within three months from the date of the receipt.

- 6. While a pastor or deacon is on restricted status, the Regional Pastor shall minister to that member and his immediate family, either directly or through others, concern himself with the spiritual well-being of that member, and continue efforts to resolve those matters which led to the imposition of restricted status.**
- 7. The records maintained by the respective Regional Pastor shall reflect the restricted status. In addition, the Regional Pastor shall notify in writing the President and all other Regional Pastors of such restricted status. The Regional Pastor shall also notify the congregation or other organizations being served by the member with restricted status to take appropriate action so that the rights of both the member and congregation or other organization are preserved.**

Suspended Status

- 1. If information with respect to a pastor or deacon who is a member of Lutheran Church-Canada is made known to or becomes known by the Regional Pastor in which the person then holds his membership, and the Regional Pastor, after a reasonable investigation, believes that there may be a basis, given the nature of the circumstances, for suspending the membership of the person, the Regional Pastor in which the person then holds his membership may suspend that person's membership until the matter is satisfactorily resolved or the applicable reconciliation and adjudication procedures, as set forth in these Bylaws, can be completed.**
- 2. When formal proceedings have been commenced against a member of Synod (individual or congregation), which may lead to expulsion the member shall be placed on suspended status. If such member was on restricted status at the commencement of formal proceedings, the restricted status shall become suspended status.**
- 3. Suspended status shall continue until membership is duly terminated or until the suspension has been removed. While on suspended status, the member shall continue to hold all rights under these Bylaws subject to the limitations set forth herein.**
- 4. When a member is placed on suspended status, the Regional Pastor who has ecclesiastical supervision of the member shall:**
 - a. reflect the suspended status in the records maintained by him,**
 - b. notify, in writing, the President and all Regional Pastors of the affected member's suspended status,**
 - c. notify the congregation or other organization being served by the member of the suspended status to take appropriate action so that the rights of both the member and congregation or other organizations are preserved.**
- 5. While a member is on suspended status, the Regional Pastor shall minister to that member either directly or through others, concern himself with the spiritual well-being of such member, and continue efforts to resolve those matters which led to imposition of the suspended status.**
- 6. If the member on suspended status is a Regional Pastor, the duties assigned to the Regional Pastor shall be performed by the interim Regional Pastor.**

7. **The suspension of a member shall remain in effect until a decision is reached by the Commission on Adjudication. During the period of suspension, a member shall not be relieved of his rights under these Bylaws, but shall be relieved of his duties as a member of Synod (e.g., delegate to Convention, membership on the Board, councils, commissions and committees) and of the duties and responsibilities of his position with Synod or with an organization with whom Synod has signed a Memorandum of Understanding, and he shall be ineligible for service in Synod. Suspension, however, shall not, of itself, act to relieve a member of duties and responsibilities of his position with a congregation which is a member of Synod, but the Regional Pastor shall notify the congregation of the suspension so that the congregation may take action as it deems fit. All records of Lutheran Church-Canada shall reflect this fact.**

Expulsion from Synod

1. **Members of Synod who act contrary to the confession, or to the conditions of membership or persist in an offensive conduct, shall, after previous futile admonition, be expelled from Synod. Expulsion shall be executed only after following such restricted and suspended procedures as are set forth in the these Bylaws.**
2. **If the member of Synod expelled is a pastor or deacon serving a congregation which is a member of Synod, such congregation shall rescind his call and deal with him in accordance with the Word of God and these Bylaws, notwithstanding an appeal. If the congregation fails to do so, the respective Regional Pastor shall negotiate with the congregation. If all negotiations and admonitions of the Regional Pastor fail, such congregation shall forfeit its membership in Synod.**
3. **No congregation, pastor or deacon shall be entitled to any share of the property of Synod upon termination of that former member's membership.**

Schedule 4-Reports and Overtures (Article 2.2.4 – Reports and Overtures)

1. **Reports are (1) statements of work performed or contemplated by those who are charged with conducting the business of Synod between Conventions, (2) communications to a Convention with respect to studies which may have been made for Synod to further its work, or (3) other types of communications to Synod.**
2. **Reports to a Convention may be submitted only by the Board of Directors, the President, the Vice-President, the Secretary, the Administrator, a commission of Synod, rostered church workers meeting in circuit meeting, and other individuals or duly constituted groups of individuals who may be required or permitted by these Bylaws, by action of a prior Convention, or by the Board of Directors, the President or Administrator to report to a Convention. A report shall not include an overture unless the report is submitted by someone authorized to submit overtures.**
3. **Overtures are recommendations in the form of proposed resolutions requesting action on the part of the Convention. Overtures to a Convention may be submitted only by a member congregation of Synod, the faculty of a seminary which has entered into a Memorandum of Understanding with Synod, a commission of Synod, a committee or task**

force established by a prior Convention, a Regional Mission and Ministry Council, or the President's Ministry Council.

4. **Reports and overtures shall be submitted in triplicate to the Administrator not later than 16 weeks prior to the opening date of the Convention. No report or overture received subsequent to that date shall be accepted for Convention consideration unless a committee consisting of the President, the Administrator, and the Secretary adjudge it to be a matter of overriding importance and urgency which is not adequately covered by documents already before the Convention.**
5. **Overtures with reference to a case in which a member has been suspended or expelled and which is at present in the process of or subject to adjudication, as well as overtures which, upon advice of legal counsel, may subject Synod or the corporate officers of Synod to civil liability, shall not be accepted for Convention consideration.**
6. **A convention workbook containing reports, overtures, and other information shall be published under the editorship of the Secretary subject to approval of the President. The President shall also decide which of the matters accepted for presentation to and consideration by the Convention shall be published in the convention workbook.**
7. **A copy of the convention workbook shall be sent not later than 10 weeks prior to the opening date of the Convention to each pastor and deacon on the official rosters of Synod, to each lay delegate and alternate, to each lay member of synodical commissions, and to all such lay deacons and lay ministers as are designated by their Regional Pastor.**
8. **All reports and overtures accepted by the President in accordance with the foregoing paragraphs shall be referred by him to floor committees appointed by him in the name of the Convention from among the voting delegates, advisory delegates, and advisory representatives. Pastors, deacons (to the extent possible), and laymen shall be represented on all committees. The President shall notify committee members of their appointment and of the time and place of their first meeting no later than 12 weeks before the start of the Convention. The committee rosters shall be published in the official periodicals of Synod, at least one of which shall appear no less than 10 weeks before the convention. Floor committees shall each have responsibilities related to the services and administration of Synod.**
9. **After due consideration of the matters referred to it, each floor committee is to report its findings and recommendations to the Convention. If the President deems it advisable, he may convene any committees prior to the opening of the Convention. The first issue of *Today's Business* shall be issued containing tentative resolutions. This issue of *Today's Business* shall be sent to all registered delegates of the Convention and to each congregation of Synod.**
10. **Any member of Lutheran Church-Canada and any lay delegate to the Convention wishing to express comments on reports and overtures appearing in the convention workbook may submit these in triplicate at least seven weeks prior to the Convention to the Secretary of Synod, who shall transmit them to the appropriate floor committee for consideration. Responses to the tentative resolutions contained in the first issue of *Today's Business* shall be submitted in triplicate to the chair of the appropriate floor committee at least one week prior to the Convention. All floor committees shall meet at the convention site at a time prior to the opening of the Convention to review such responses and reconsider their tentative resolutions accordingly. These meetings of the floor committees prior to the opening of the Convention may be attended by any voting or advisory delegate who may speak to any particular Overture/Resolution with the permission of the floor committee Chairperson.**

- 11. Overtures and recommendations involving capital outlay or current expenditures shall be accompanied, to the extent feasible, by cost projections and the basis thereof; furthermore, each proposed resolution involving expenditures, prior to its consideration on the floor of the Convention, shall be presented to the floor committee on financial matters, which, in consultation with the accounting department, shall attach to the recommended resolution accompanying information on estimated cost thereof on an annual basis or on a project basis, as the case may be.**
- 12. Overtures under consideration by a floor committee may be edited and changed for the purposes of clarification, may be rejected by the committee, but may not be substantially changed with the result that a Resolution opposite to the Overture is presented to the Convention.**

**Schedule 5-Fraternal Organizations and Cults
(Article 4.2.4 – Fraternal Organizations and Cults)**

- 1. Synod has declared itself firmly opposed to all societies, lodges, and organizations of an unchristian or antichristian character.**
- 2. The Commission on Theology and Church Relations shall assist the pastors, deacons, and the congregations of Synod in fulfilling their commitment to witness publicly and privately to the one and only Gospel set forth in the Holy Scriptures.**
- 3. Pastors, deacons, and laymen alike shall avoid membership or participation in any organization that in its objectives, ceremonies, or practices is inimical to the Gospel of Jesus Christ or the faith and life of the Christian church.**
- 4. It is the solemn, sacred, and God given duty of every pastor properly to instruct his people concerning the sinfulness of organizations that**
 - a. explicitly or implicitly deny the holy Trinity, the deity of Christ, or the vicarious atonement;**
 - b. promise spiritual light apart from that revealed in the Holy Scripture;**
 - c. attach spiritual or eternal rewards to the works or virtues of men; and/or**
 - d. embrace ideologies or principles that clearly violate an express teaching of the Holy Scriptures concerning the relationships of men to one another.**
- 5. The responsibility of diligent and conscientious pastoral care requires that pastors of Synod do not administer Holy Communion nor admit to communicant membership members of such organizations, who after thorough instruction, refuse to sever their affiliation with organizations, since Holy Communion expresses an exclusive spiritual relationship of the communicant to his Lord and to his brethren (Matt. 10:32; 1 Cor. 10:16 17; 1 Cor. 11:25). Earnest continuous efforts should be put forth to bring individuals to a clear-cut decision regarding their contradictory confessions, in order that they become or remain communicant members of the congregation, as the case may be.**
- 6. The responsibility of conscientious pastoral care recognizes that a pastor will occasionally encounter an exceptional case in which he is called to administer Holy Communion to a person who is outwardly connected with such an organization. Such exceptional cases ordinarily involve an individual who:**
 - 1. has accepted the pastoral care of the congregation and is being instructed by its pastor in an effort to lead him to see the inconsistency of his contradictory confession and witness, and**
 - 2. has renounced to the pastor and/or church council the unchristian or antichristian character of the organization of which he is a member.**

3. In such exceptional cases the pastor should consult with his brethren in the ministry or with officials of Synod, as the case may require. He should, furthermore, beware of procrastination and the giving of offense to members of either the congregation or sister congregations.
7. Synod instructs its officials to exercise vigilant care and urges all pastors, deacons, and congregations to carry out these provisions and faithfully eradicate all compromise or negation of the Gospel through members' identification with objectionable organizations. It shall be the duty of every member, pastor, and especially officers of Synod to admonish those pastors, deacons, and congregations that fail to offer counter-testimony and take decisive action in matters pertaining to this subject. Refusal to heed brotherly admonition shall lead to suspension and eventual expulsion from Synod.

**Schedule 6-Doctrinal Review Process
(Article 4.2.5 – Doctrinal Review Process)**

Definition

1. Doctrinal review is the exercise of Synod's responsibility for every doctrinal statement made in its material as defined in Section B.
2. The prime concern of doctrinal review is that the doctrine set forth be in accord with the Scriptures and the Lutheran Confessions.
3. The primary responsibility for doctrinal supervision and review lies with the president.

Material Subject to Doctrinal Review

1. All official periodicals and journals of Synod as well as any material with doctrinal content issued publicly by the Board of Directors, commissions, or other recognized organizations except as stipulated in these Bylaws shall be subject to doctrinal review.
2. The rights to produce study documents and exploratory material plainly designated as such and published by the Board of Directors, commissions, or other recognized organizations is recognized. When such material is to be issued publicly, it shall be subject to doctrinal review.
3. Each region is accountable to Synod through its respective regional pastor for the content of its published materials.
4. Each recognized seminary is accountable to Synod through its respective President and Board of Regents for the content of its professional journals and all of its published materials which are not the official publications of Synod. The members of the editorial board of such publications shall serve as doctrinal reviewers.
5. Auxiliary organizations recognized shall be held directly accountable for their material. However, in accord with his office the President may require doctrinal review.
6. Official reports of the Board of Directors, commissions, or other recognized organizations and committees of Synod prepared in response to directives from Synod shall not be subject to doctrinal review.

Personnel and Appointment

1. The Board of Directors, **commissions, or other** recognized organizations **shall advise the President of the number and desired competency of doctrinal reviewers needed by it and may suggest a list of qualified persons. The President shall appoint reviewers for each group according to its needs. They shall be broadly representative of the ministry of Synod.**
2. Reviewers shall be appointed for renewable three year terms. An appointment may be terminated prior to the completion of the appointed term if the reviewer is unable or unwilling to carry out the reviewing tasks assigned. In the event of such termination, the President shall appoint another reviewer to complete the unexpired term.

Duties of Doctrinal Reviewers

1. The reviewer shall make a careful evaluation of the doctrinal content of all items submitted to him.
2. The reviewer's primary concern is that items submitted to him be in agreement in their doctrinal content with the Scriptures and the Lutheran Confessions.
3. The reviewer shall also be concerned that the items submitted to him do not contain statements that are inadequate, misleading, ambiguous, or lacking in doctrinal clarity.
4. The reviewer shall further be concerned that resolutions of the Convention be honoured and upheld and that positions deviating from the doctrinal resolutions of the Convention be clearly identified as such.

Procedure for Doctrinal Review

1. The Board of Directors, **commissions, or other** recognized organizations **shall establish procedures that insure that its material as specified in Schedule 6–Doctrinal Review Process be sent for doctrinal review to one of the reviewers.**
2. Since time requirements vary according to the type of material being reviewed, the procedure in each case shall be worked out to the mutual satisfaction of the producing group and the publisher.
3. The identity of the authors and reviewers shall not be disclosed without the approval of the President. Consultation may at times be advisable, however, where clarification is necessary.
4. When the author is also a reviewer, his material shall be assigned to another reviewer.
5. The reviewer may request that specific material assigned to him also be reviewed by another reviewer.
6. Where changes appear to be necessary, the reviewer(s) shall submit a documented critique which shall be made available to the author, the sponsoring group, and the publisher.
7. The author shall consider the critique and make necessary revisions until there is agreement between author and reviewer.
8. Should any problem arise between the author, a reviewer, the publisher, or any other party involved, with respect to the material submitted for review, the sponsoring group shall endeavour to resolve it to the satisfaction of the reviewer. If it cannot do so, the problem shall be submitted to the Commission on Theology and Church Relations under the appeals procedure that follows.

Appeals Procedure for Materials Prior to Publication

- 1. An appeal may be initiated by an author, the sponsoring group, or an executive staff member of that group.**
- 2. When an appeal is initiated, the material in question is to be submitted to the chairman of the Commission on Theology and Church Relations.**
- 3. After receipt of an appeal, the chairman of the Commission on Theology and Church Relations shall inform all concerned and shall appoint three members of the Commission to serve as a review panel and shall designate one as its chairman. A panel member shall disqualify himself on the basis of any kind of personal involvement in the issue.**
- 4. To aid objectivity, the identity of the author and review panel shall ordinarily not be disclosed. However, consultation may at times be necessary for clarification.**
- 5. In making its recommendation the panel shall decide whether the item in question**
 - a. is suitable for publication or**
 - b. may be published after alteration or**
 - c. may be published as a study document or**
 - d. shall be denied publication.**
- 1. The decision of the panel shall be determined by a majority vote and shall be final so far as the Commission on Theology and Church Relations is concerned. A report together with the panel's minutes shall be submitted to the chairman of the Commission on Theology and Church Relations.**
- 2. The chairman of the Commission on Theology and Church Relations shall report the decision to the author, the original reviewers, the sponsoring group, and the President.**

Appeals Procedure for Materials Already Published

- 1. A challenge to the doctrinal review certification of a published item may be initiated by any member of Synod.**
- 2. A challenge to the doctrinal review certification of a published item should be submitted to the chairman of the Commission on Theology and Church Relations.**
- 3. In order for the Commission on Theology and Church Relations to consider a challenge, the challenger is obliged to provide specific references of how the published item is not in agreement with Scripture and the Confessions.**
- 4. After receipt of the challenge, the chairman of the Commission on Theology and Church Relations shall inform the President and the sponsoring group, and shall appoint three members of the Commission to serve as a review panel and shall designate one as its chairman.**
- 5. To aid in maintaining objectivity, the identity of the challenger and the identity of the panel will ordinarily not be disclosed.**
- 6. The panel shall after reviewing the published material declare:**
 - a. the doctrinal review certification of the published material is affirmed because the item is in agreement with Scripture and the Confessions; or,**
 - b. the doctrinal review certification of the published material is revoked because the item is not in agreement with Scripture and the Confessions.**
- 7. If the panel revokes the doctrinal review certification, it shall identify the part(s) of the item in need of clarification, amplification, and/or deletion in order to bring it into agreement with Scripture and the Confessions, and withdraw the publication until such agreement is reached.**

8. The panel will appoint one of its members to be the doctrinal reviewer for the recycling of the revised material to assure the item's agreement with Scripture and the Confessions if republished.

**Schedule 7-Doctrinal Resolutions and Statements
(Article 4.2.5 – Doctrinal Resolutions and Statements)**

1. Synod, in seeking to clarify its witness or to settle doctrinal controversy, shall have the right to adopt doctrinal resolutions and statements which are in harmony with Scriptures and the Lutheran Confessions.
2. Doctrinal resolutions may be adopted for the information, counsel, and guidance of the members. They shall reiterate the doctrinal position of Synod and shall ordinarily cite the pertinent passages of the Scriptures, the Lutheran Confessions, and any previously adopted official doctrinal statements or resolutions of Synod. Such resolutions come into being in the same manner as any other resolutions of a Convention and are to be honoured and upheld until such time as they are amended or repealed.
3. Doctrinal statements set forth in greater detail the doctrinal position of Synod especially in controverted matters. A proposed statement or a proposal for the development of such a statement shall be:
 - a. submitted by the Commission on Theology and Church Relations directly to those listed in 3.b. or submitted by a Convention, a district convention, a synodical faculty, or an official conference of pastors and deacons, to the Commission on Theology and Church Relations for evaluation, refinement, development, or recommendation, as the case may be;
 - b. submitted by the Commission, if it acts favourably, to the congregations, the colleges and seminaries, and the members who are pastors or deacons for study and suggestions for no more than one year (failure by the Commission on Theology and Church Relations to submit a proposed doctrinal statement within a year may be appealed to the Convention through a proper overture);
 - c. refined further by the Commission on the basis of suggestions received;
 - d. submitted by the Commission to a Convention for further consideration and possible adoption by majority vote; amendments shall require a two thirds affirmative vote of those present and voting;
 - e. resubmitted to the congregations for ratification in its final existing form;
 - f. ratified and operative if a two thirds majority of the members which are congregations which respond within six months registers an affirmative vote on a ballot supplied by Synodical secretary for that purpose. Failure to ratify makes the statement inoperative, and this fact shall be reported by the secretary to the members through an announcement in the official periodicals of Synod.
 - g. Such adopted and ratified doctrinal statements shall be regarded as the doctrinal position of Synod and shall be "accepted and used as helpful expositions and explanations" (FC SD Rule and Norm, 10). They shall be honoured and upheld until such time as they are amended or repealed.
 - h. An overture to amend such an adopted ratified doctrinal statement shall follow the same procedure as listed in paragraph 3. a to f. above.

- i. An overture to repeal such an adopted and ratified doctrinal statement shall require a majority vote of a Convention in answer to an overture properly submitted and be subject to the procedure of congregational approval set forth in paragraph c.6. above.
 - j. In the interim, those who submit overtures to amend or to repeal shall, while retaining their right to dissent, continue to honour and uphold publicly the statement as the doctrinal position of Synod, notwithstanding further study and action by Synod.
4. Dissent from doctrinal resolutions and statements shall be governed by Article 4.2.4 – Synod’s Expectations of its Members.

Schedule 8-Strategic Planning Process (Articles 7.2, 8.2, 9.2, 10.2, 11.2, 12.2 13.2, 14.2)

1. The Synod strategic planning process occurs in a four-year cycle during the year immediately preceding the Convention. It results in a Strategic Plan of ten components that form the basis of the Tactical Plan (the work plan and annual budget) for each region and Synod. The ten components of the Strategic Plan are:
 - a. Strategic context – historical and current
 - b. Values
 - c. Beneficiaries
 - d. Services
 - e. Geographical places
 - f. Vision
 - g. Mission
 - h. Priorities in the allocation of resources.
 - i. Strategic direction and goals
 - j. Critical Success Factors
2. This process is highly collaborative to ensure that the strategic plans meet the needs of all members of Synod and allow the circuits and regions to control the services that are delivered in the respective circuits and regions and to ensure that the circuits and regions have a meaningful influence in the services that are delivered beyond the respective circuits and regions, particularly Training Church Workers, Engaging in Missions, and Providing Social Ministry.
3. **The members of the Board of Directors, the President’s Ministry Council, and the Administrator shall attend a Strategic Planning Conference under the chairmanship of the President. All principal staff persons shall function in an advisory capacity.**
At least one or both of the Board Chair and CEO of each recognized organization with which Synod has signed a Memorandum of Understanding shall attend at the expense of their organization.
4. **The Planning Conference shall:**
 - a. Celebrate together what God has done through Synodical Family and pray for guidance and the resources to meet opportunities for mission and ministry.
 - b. Receive reports from the regional pastors, President, Administrator, Director of World Missions and a representative of each recognized organization regarding future needs and opportunities and the projected income and expense for the next four years.
 - c. Honour the Memorandum of Understandings with respect to the freedoms and obligations that Synod and the recognized organizations have negotiated for the strategic plans of the recognized organizations.

- d. Approve services, beneficiaries, geographical locations, and the priorities in the allocation of financial resources for the next four years, resources to the regions, synodical departments, and recognized organizations within the mandate of the Strategic Plan.
5. The Role of the Members of Synod
The primary Role of the congregations, pastors, and deacons is to support the process with prayer and with participation in requests for information and opinions, discussions, and in fulfilling whatever part of the processes the member is elected or appointed to accomplish.
6. The Role of the Pastors' and Deacons' Circuit Meetings
The pastors and deacons represent the broadest base of understanding of the needs and opportunities of Synod. In Pastors' and Deacons' Circuit Meetings, they may discuss a common presentation of the strategic planning process. They may seek input through discussions within their respective congregations.
7. The Role of the Circuit Counsellor and Circuit Congregations
The circuit counsellor is the primary link between the congregations and the Regional Mission and Ministry Council. Using a standard reporting format, the circuit counsellors shall convey the concerns and aspirations of the Pastors and Deacons. He shall also convene a Circuit Convocation in the year of the strategic planning cycle to receive the insights from members of the respective congregations.
8. The Role of the Regional Mission and Ministry Council
The RMMC shall review the needs and opportunities brought to their attention by the circuit counsellors. Based on a reasonable rate of increase of financial resources for the next four years, the RMMC will submit the priorities for services needed by the region and will include a reasonable cost estimate for these services.
9. The Role of the Regional Pastor
The regional pastor is the primary link between the Regional Mission and Ministry Council and the President's Ministry Council. The regional pastors, using a common format of information, shall bring the prioritized needs and opportunities for synodical services to the President's Ministry Council along with a reasonable cost estimates.
10. The Role of the President's Ministry Council
The President's Ministry Council shall convene a gathering of its own members and invite the Administrator and one lay member chosen by each of the Regional Mission and Ministry Councils to represent the lay perspective of the regions. The PMC shall then prepare the needs and opportunities that can reasonably be provided with the resources anticipated during the next four years. They shall forward that information to the Administrator including reasonable cost estimates.
11. The Role of the Recognized Organizations
Each recognized organization shall provide its current Strategic Plan together with financial statements showing income and expense for the previous four years and projections for income and expense for the next four years. Those financial statements shall include actual and projected income from Synod congregations and their members.
12. The Role of the President
The President shall convene and host the Strategic Planning Conference to be held in Winnipeg or another suitable location chosen by the President's Ministry Council. He shall chair the Conference and ensure that the information that will create the next Synod Strategic Plan is adequately presented and discussed.
13. The Role of the Administrator
The Administrator is the primary co-ordinator and source of financial information related to the allocation of resources among the services and beneficiaries. He shall

- a. Determine which information is required in consultation with the Board, the President, and the President's Ministry Council.
 - b. Co-ordinate the entire process including negotiating the schedule and dates for each component of the process.
 - c. Manage the logistics of communication between the various individuals and groups involved.
 - d. Produce the documents that will be required, including the finished Synod Strategic Plan.
 - e. Manage the production of materials and correspondence required during the process.
14. The Role of the Board of the Directors
- The Board of Directors shall give final approval to the Strategic Plan that results from the process, having been assured that every region has been fairly represented and that the Strategic Plan is fiscally responsible with realistic income projections, and that the Board is in compliance all expectations of the Convention and all limitations of the Board's authority. The Board of Directors is ultimately accountable to the Convention for:
- a. Completing the strategic planning process in a collaborative manner,
 - b. Ensuring that the annual work plans and budget comply with the Strategic Plan,
 - c. Measuring the degree to which the Mission of Synod is accomplished each year.

Schedule 9- Work Plan and Budget Process (Articles 7.2, 8.2, 9.2, 10.2, 11.2, 12.2 13.2, 14.2)

The foundation for the Annual Work Plan and Budget is the Strategic Plan that is developed by the regions in collaboration with one another and with the Board of Directors. This process takes place every four years in the year of the Convention. Specifically, the Strategic Plan provides plans for the allocation of financial resources. Expressed as a percentage of the total resources available, the allocation is further expressed in the three critical components of the Mission of Synod:

- 1. Services
 - a. Providing Ecclesiastical Supervision
 - b. Building Community
 - c. Caring for Members
 - d. Training Church Workers
 - e. Engaging in Domestic Missions
 - f. Engaging in World Missions
 - g. Providing Social Ministry
 - h. Providing Financial Services
- 2. Beneficiaries
 - a. Congregations
 - b. Pastors
 - c. Deacons
 - d. Non-Christians
 - e. Victims of war, disasters, and poverty
- 3. Geographical places
 - a. Each region
 - b. Canada beyond regions
 - c. Beyond Canada

4. Role of the Board of Directors
 - a. Using the Strategic Plan, the Board informs the President, Administrator, and the President's Ministry Council of the priorities that will apply to annual work plans and budgets for each of the next four years.
 - b. The Board continues to monitor this tactical planning process to ensure that the PMC and the Regional Mission and Ministry Councils comply with these allocations.

When the process is completed, the Board shall approve the annual work plan and budget, if and when the Board agrees that all regional plans are in compliance with the Strategic Plan, the income projections are realistic, and the budget costs balance with projected financial resources.
5. Role of the President's Ministry Council
 - a. The President's Ministry Council shall convene an annual Work Plan and Budget Conference to which the PMC shall invite the Administrator, the Director of World Missions and one lay member chosen by each of the Regional Mission and Ministry Councils to represent the lay perspective of the regions.
 - b. The regional pastors and invited lay representatives, the Director of World Missions, shall bring their proposed work plans and budgets. The PMC shall also receive proposed plans and budgets from the recognized organizations that will require subsidy from Synod.
 - c. The Conference will seek consensus in how to allocate the projected resources among the conference participants, using the Strategic Plan, past allocation experience, and future needs as a guide. If consensus is not possible, the voting members of the PMC shall decide by simple majority vote.

Note: During the year when Synodical Family revises the Strategic Plan, the PMC's Strategic Planning Conference and the Work Plan and Budget Conference shall coincide.

6. The Role of the Regional Mission and Ministry Council
 - a. The Regional Mission and Ministry Council shall receive the information from the PMC regarding the total projected resources available to the respective regions. Using the allocation of resources from the Strategic Plan as a guide, the RMMC shall create a Work Plan and Budget for the following year in which they are free to choose:
 - How Providing Ecclesiastical Supervision will take place,
 - What program resources will be required for Building Community,
 - What programs and resource will be required for Caring for Members,
 - Where to initiate or to continue Engaging in Domestic Missions, including subsidy to existing congregations and parishes
 - Where to meet the need for Providing Social Ministry within the region.