

**Evangelical Lutheran Church in Canada
Minutes of the National Church Council Meeting
March 6-8, 2014
Hampton Inn Winnipeg Airport, 730 Berry St., Winnipeg, MB**

Present:

Officers: National Bishop Susan Johnson
Sheila Hamilton, Vice-President Murray Walter, Secretary
Ken Day, Treasurer

Council: Vanessa Bergeron
Rev. Chris Bishopp
Jeff Buhse
Marie-Laure Collet
Bruce Cook
Rev. Dr. Cameron Harder
Cindy Hoppe
Cynthia Haines Turner
Allyn Langager
Pat Lovell
Rev. Kathy Martin
Rev. Heather Spencer
Rev. Jeffrey Smith
Jeanie Stann
Rev. Brian Wilker-Frey
Judy Wry

Synod Bishops: Bishop Cindy Halmarson, SK Synod
Bishop Larry Kochendorfer, ABT Synod
Bishop Greg Mohr, BC Synod
Bishop Michael Pryse, Eastern Synod
Bishop Elaine Sauer, MNO Synod

Staff: Rev. Paul Gehrs, Assistant to the Bishop, Justice and Leadership
Rev. André Lavergne, Assistant to the Bishop, Ecumenical and Interfaith
Rev. Lyle McKenzie, Assistant to the Bishop, Worship
Trina Gallop Blank, Director of Communications and Stewardship
Gloria McNabb, Director of Finance and Administration
Desiree Mendoza, Meetings and Communications Assistant

Regrets: Rev. Marc Jerry

THURSDAY, MARCH 6, 2014, 7:00 P.M .

Opening Worship led by meeting chaplain, Cynthia Haines Turner.

Vice-President Sheila Hamilton called the meeting to order.

M/S That NCC adopt the amended agenda. **CARRIED.**

Declaration of Conflicts of Interest – No conflicts declared.

M/S That NCC approve the September 5-7, 2013 meeting minutes. **CARRIED.**

M/S That NCC approve the September 25 & October 8, 2013 e-vote meeting minutes.
CARRIED.

CC-2014-01 That NCC approve the agreement between the ELCIC and the Church of Sweden Abroad. **CARRIED.**

CC-2014-02 That NCC appoint Judy Wry to the Governance Committee. **CARRIED.**

Report of the National Bishop

Bishop Susan Johnson shared an oral report including her experience at CLWR's Global Encounter trip to the Holy Land.

CC-2014-03 That NCC approve in principle holding a Joint Assembly with the Anglican Church of Canada in 2019. **CARRIED.**

CC-2014-04 That NCC approve in principle holding a joint meeting with the Council of General Synod (COGS) on November 13-15, 2015. **CARRIED.**

Introduction of *Show Us Your ELCIC* Campaign to NCC

Presented by Trina Gallop Blank, Director for Communications and Stewardship

CC-2014-05 That NCC approve the amendment to the *Candidacy Manual* by updating the Lutheran Theological Seminary (LTS) Approved Theological Courses for Diaconal Candidates (*Candidacy Manual*, Appendix 5) as per the information received from LTS. **CARRIED.**

Approved Theological Courses for Diaconal Candidates, Candidacy Manual, Appendix 5 (Appendix A)

CC-2014-06 That NCC approve the amendment in the *Candidacy Manual* to end the practice of requesting the submission of photos as part of the application for candidacy by removing the words "Please attach a recent photo of yourself" from

- Form I (Application for Registration for Rostered Ministry Candidates), and
- Form XX (Application for Registration for Synodically Authorized Lay Ministry of the Word) **CARRIED.**

CC-2014-07 That NCC –

- Endorse in principle the list of Outcomes for Ordained Ministry, as identified under "Expectations & Assessment by Synod," from the Future of Theological Education Task Force Report
- Ask PCLM to investigate how to measure these outcomes, including consulting with human resources expertise.
- Ask PCLM to prepare a set of questions for use by candidacy committees that will assess progress and completion of these outcomes.
- Ask PCLM to prepare a parallel outcomes document for diaconal ministry.

CARRIED.

Proposed Outcomes for Ordained Ministry (Appendix B)

CC-2014-08 That NCC declare a “Day of Prayer for Vocations to Rostered Ministry” on Sunday, May 11th, 2014 and on the fourth Sunday of Easter in each succeeding year.
CARRIED.

CC-2014-09 That NCC designate Easter 7 as the Sunday we designate annually for prayers for peace in the Holy Land in congregations across ELCIC. **CARRIED.**

CC-2014-10 That NCC approve the changes to the CECF Management Handbook as recommended by the CECF Advisory Board. **CARRIED.**

Recommended Changes to the CECF Management Handbook (Appendix C)

M/S That NCC approve the transfer of \$1 million from the capital fund into the church extension national initiatives fund in the CECF internally restricted net assets.
DEFERRED.

Check-in

Members of NCC spent time sharing events in their lives.

TRC Blessing

Rev. Paul Gehrs did an introduction on the work of the Truth and Reconciliation Commission (TRC) to NCC. Bishop Susan Johnson will be presenting an expression of reconciliation on behalf of the ELCIC at the upcoming TRC event in Edmonton, March 27-30. Chaplain Cynthia Haines Turner led NCC in blessing the gifts of reconciliation, a copy of the 2011 National Convention Action on Right Relationships with Indigenous Peoples and a hand-crafted piece of pottery commissioned by the ELCIC.

Closing Worship for the Day

Chaplain Cynthia Haines Turner led the group in Closing Prayer.

FRIDAY, MARCH 7, 2014, 9:00 A.M.

Opening Worship led by meeting chaplain, Cynthia Haines Turner.

Vice-President Sheila Hamilton called the meeting to order.

Report of the ELCIC Officers

Secretary Murray Walter presented the report.

Reports of the Synod Bishops

Synod Bishops were asked to give supplemental comments to their written reports.

COGS Report

Cynthia Haines Turner presented the Conference of General Synod (COGS) Report.

Conference of Bishops Report

Bishop Cindy Halmarson presented the Conference of Bishops Report.

Work Plan Update

National Bishop Susan Johnson presented the updated work plan for implementing the strategic plan.

Discussion on Call to Spiritual Renewal for a Community

National Bishop Susan Johnson clarified the focus of work on Spiritual Renewal for a community. NCC directed the resources should be created for both the worshipping community and the wider community (neighbourhood).

Bible Study

Bible study was led by Rev. Jeff Smith.

LWF Gender Justice Policy

NCC requested that time be set aside to discuss the LWF Gender Justice Policy at the September NCC meeting.

ELCIC Commemoration of 500th Anniversary of the Lutheran Reformation

Discussion of the Proposed ELCIC Draft Plan for the 500th Reformation Anniversary

That NCC adopt the following:

- To set aside the years 2015-2017 for the commemoration of the 500th anniversary of the Lutheran Reformation within the ELCIC;
- To adopt the goals of the LWF for this commemoration (Strengthening the communion among the member churches as it lives and works together for a just, peaceful and reconciled world; Explore the meaning of Lutheran identity; and Strengthen the ecumenical commitment);
- To adopt the theme and subthemes of the LWF for this commemoration (Theme: Liberated by God's Grace; subthemes: Salvation – Not for Sale, Human Beings – Not for Sale, Creation – Not for Sale);
- To ask that all National and Synodical gatherings planned for 2015-2017 consider adopting themes related to the 500th anniversary themes and subthemes (i.e. National Convention, Synod Conventions, CLAY, National Worship Conference, study conferences, etc.);
- To hold the major national celebration of the 500th anniversary at the 2017 National Convention;
- To encourage use of the worship materials being prepared by the LWF on Reformation Sunday 2017 and/or worship services on October 31, 2017;

- To work with our full communion partner wherever possible throughout the commemoration of the 500th anniversary;
- To work with ecumenical partners wherever possible throughout the commemoration of the 500th anniversary;
- To encourage use and study of “From Conflict to Communion: Lutheran-Catholic Common Commemoration of the Reformation in 2017” particularly in Lutheran-Catholic joint study groups;
- To request the National Office to develop a communication plan and resources for use across the church for the commemoration of the 500th anniversary as amended.

2015 National Convention

CC-2014-11 That the Fifteenth Biennial National Convention of ELCIC will be held in Edmonton, Alberta from July 9 to 12, 2015 with the plenary sessions occurring at the Shaw Conference Centre in downtown Edmonton. **CARRIED.**

CC-2014-12 That NCC approve the following registration fees for the 2015 National Convention:

Rostered or Lay Delegates	\$1,350
Youth Delegates	\$ 675
Visitors (no meals)	\$ 100
Day visitors (no meals)	\$ 35
Bulletin of Reports (printed copy)	\$ 40
Exhibitor Display Fee	\$ 250

CARRIED.

CC-2014-13 That the theme of the 2015 National Convention be “Liberated by God’s Grace.” **CARRIED.**

The convention theme is based on Ephesians 2:8-9. NCC further recommends that the 2017 convention theme be based on Galatians 5:1.

Correspondence—

Letter from Stewart Adams

NCC reviewed the letter of Stewart Adams from Birch Hills Evangelical Lutheran Church, Birch Hills, SK requesting for a refund of a portion of their payment to the 2013 ELCIC National Convention in Ottawa.

M/S That a simple refund be offered minus the amount of the travel / airfare.

DEFEATED.

CC-2014-14 That a correspondence be written by Bishop Susan Johnson in response to Stewart Adams’ letter. **CARRIED.**

Letter from ABT Synod

M/S That the session be moved **into an in-camera session. CARRIED.**

M/S That the session be moved **out of an in-camera session. CARRIED.**

Officers Consultation Review Part 1

Vice-President Sheila Hamilton led a discussion process to review the report of the Officers Consultation.

Spiritual Renewal

National Bishop Susan Johnson led NCC in a faith-sharing exercise.

Finance Committee Report

National Bishop Susan Johnson declared a conflict of interest and removed herself from the meeting.

CC-2014-15 That NCC include a policy in Section 10 – Separation of Services of the National Office Personnel Policy Handbook for an “Incumbent Bishop Defeated in Bid for Re-election” as follows:

The following policy will apply to an incumbent Bishop who is defeated while standing in a bid for re- election at convention:

- A National Bishop who is defeated while standing in a bid for re-election (“Incumbent”) will continue as National Bishop until the newly elected Bishop (“New Bishop”) takes office (“Commencement Date”), usually about 2 months after the election.
- If the Incumbent is defeated in a bid for re-election, he or she:

(a) shall continue to receive salary and eligible benefits (excluding car allowance and paid parking) until the earlier of:

- (i) the expiration of 3 months for each 4 year term served by the Incumbent as Bishop, to a maximum of 6 months; or
- (ii) the Incumbent starts new employment; or
- (iii) retires from the active roster of the ELCIC; and

(b) shall be entitled to be reimbursed by ELCIC for career transition services, to a maximum amount of \$5,000, upon receipt by ELCIC of evidence of payment of those expenses by the Incumbent within 6 months of the Commencement Date; and

(c) shall be entitled to receive a moving allowance, if applicable, as provided for in the Bishop moving policy.

The foregoing represents the entire rights of the Incumbent to payment by ELCIC in respect of the end of his or her term(s) as Bishop. **CARRIED.**

CC-2014-16 That NCC approve the establishment of an internally-restricted fund to accumulate funds for the purpose of providing for the provisions in the ELCIC Personnel Policies for an incumbent Bishop defeated while standing in a bid for re-election. This fund would be established for the 2013 fiscal year. **CARRIED.**

National Bishop Susan Johnson rejoined the meeting.

CC-2014-17 That motion CC-1993-17 be rescinded as it will be replaced by the new policy proposed on hiring of relatives for the Personnel Policy Handbook. **CARRIED.**

CC-2014-18 That NCC include a policy in Section 2 – Recruitment and Selection of the National Office Personnel Policy Handbook for “Hiring of Relatives” as follows:

The intent of this policy is to avoid creating or continuing an employment situation where there is the potential for favouritism and/or conflict of interest. The ELCIC supports hiring on the basis of merit and does not discourage nor prohibit the employment of more than one member of a family. However, the ELCIC will not knowingly employ relatives in a supervisory relationship in which one relative has direct or indirect influence over another relative’s employment through decisions, recommendations or judgments related to such matters as appointment, assessment of performance, salary, career growth and discipline.

This policy applies to all employees of the ELCIC including those persons who are remunerated through contracts.

For the purpose of this policy, relatives are defined as:

- Spouses, including common law spouses and same sex partners;
- Children including step-children;
- Parents including step-parents and legal guardians;
- Siblings and children of siblings including step siblings and step children of siblings;
- Grandparents;
- In-laws (employee’s siblings’ spouses, employee’s children’s spouses and the employee’s spouses’ siblings and parents);
- Aunts and Uncles;
- Nieces and Nephews, and
- Any family member who lives with the employee on a permanent basis.

The definition of common law spouse and same sex partner are as defined in the Human Rights Code.

Due to the potential for perceived or actual conflicts of interest, the following restrictions apply:

- No employee shall participate in or influence the outcome of the appointment, hiring, promotion, supervision, discipline or evaluation of a relative.

- No person shall be hired, transferred or promoted to a position under any supervisory responsibility of a relative.

If a situation arises where the restrictions outlined above should occur, the ELCIC will strive to accommodate the employees in question, through transfer or other action, to the point of undue hardship.

As the intent of this policy is to protect both the ELCIC and the individual employee, each employee has a responsibility to inform his/her supervisor, or the Director of Finance & Administration, of any actual or perceived conflict of interest.

An employee who fails to disclose a conflict of interest to his/her supervisor or to the Director of Finance & Administration shall be subject to appropriate disciplinary action that may include suspension or termination. **CARRIED.**

CC-2014-19 That NCC approve the removal of the paragraph on the ELW from Section 1 – Overview of Affiliated Groups of the National Office Personnel Policy Handbook as follows:

1.02 Overview of Affiliated Groups

Following is a brief overview of the two three groups at the national level. It should be noted that the policies of this handbook apply only to the ELCIC National Office.

ELCIC National Office - The ELCIC national office has the responsibility for various program and administrative functions as outlined in the document “National and Synodical Responsibilities” adopted from the 1995 Convention Resolution NC95-11. See Appendix A for a copy of this document.

ELCIC Group Services Inc. (GSI) - The Evangelical Lutheran Church in Canada through ELCIC Group Services Inc., a separately incorporated body, manages and supervises the administration of pension and benefit plans and their portfolios for ordained ministers and lay employees of this church, its synods, congregations, agencies, institutions and other recognized organizations.

~~Evangelical Lutheran Women Inc. of the ELCIC (ELW) – The Evangelical Lutheran Women (ELW) is a separately incorporated community of women of the ELCIC. The purpose of ELW is to proclaim the Gospel of Jesus Christ through its own program and through the program of the ELCIC. ELW publishes a number of print resources including a quarterly magazine, Esprit. **CARRIED.**~~

CC-2014-20 That NCC approve the revised 2014 operating budget with revenues projected at \$2,230,500, expenses projected at \$2,255,800 and a deficit of \$25,300 to be covered by unrestricted net assets. **CARRIED.**

Operating Budget, Revised 2014 National Office Budgets (Appendix D)

CC-2014-21 That NCC approve the revised 2014 CECF budget with revenues projected at \$493,700, expenses projected at \$506,500 and a deficit of \$12,800 to be covered by restricted CECF net assets. **CARRIED.**

CECF Budget, Revised 2014 National Office Budgets (Appendix D)

CC-2014-22 That NCC approve the revised 2014 LIFE budget with revenues projected at \$219,900, expenses projected at \$188,100 and a surplus of \$31,100. **CARRIED.**

LIFE Budget, Revised 2014 National Office Budgets (Appendix D)

CC-2014-23 That motion CC-1999-58 be rescinded and replaced with the following policy on contracts:

Policy on Contracts

That contracts over \$5,000 shall be tendered. Three quotes are to be obtained and the purchase decision is based on the result of considering the alternatives and selecting the best value alternative. Personnel must not have any financial or personal interest, direct or indirect, in any transaction made with any authorized vendor. **CARRIED.**

CC-2014-24 That motion CC-2003-82 be rescinded and replaced by the following policy for expenditures from reserve funds:

Policy for Expenditures from Reserve Funds

The reserves are funds that have been internally restricted by NCC motions for specific areas of spending. In the annual budgets, the person charged with managing a particular reserve should indicate if there are expenditures that will be funded by reserve funds. The approval for the expenditure would then be done with the overall approval of the budgets.

If there is a wish to fund expenditures from a reserve account between budgets, the program manager in charge of the account must request authorization and approval from the Officers of ELCIC.

Definition of “Reserve Funds”: funds that have previously been set aside in net assets by National Church Council passing a motion to internally restrict funds for a specific purpose. These funds were set aside at the time of merger or as the need arises for various programs or self-supporting activities and events of the ELCIC. **CARRIED.**

CC-2014-25 That NCC establish a policy regarding internally restricted (reserves) net assets as follows:

The overall purpose of restricting net assets is to provide for the longer term future needs of the national church. These funds may be set aside as internally restricted for specific operating, capital or debt repayment purposes. The spending of internally restricted net assets in the annual budget supports the purposes for which the net assets were restricted. Internally restricted net asset accounts (reserves) are established and dissolved by NCC motion upon the recommendation of the Finance Committee. **CARRIED.**

CC-2014-26 That NCC approve that the internally restricted reserve fund for *Canada Lutheran* be confirmed as a reserve fund to hold the accumulated surplus over time as of the fiscal year 2013. **CARRIED.**

CC-2014-27 That NCC approve that the internally restricted reserve fund for future capital expenditures be confirmed as a reserve fund as of the fiscal year 2013. **CARRIED.**

CC-2014-28 That NCC establish an internally restricted reserve for Global Mission Program support as of the fiscal year 2013, and that the funds from the reserves for Global Mission Major Medical and Global Mission Events are transferred into the Global Mission Program reserve. **CARRIED.**

CC-2014-29 That NCC approve the closure of the internally restricted reserves for National Canadian Mission Discretionary, Learning Events and Women in Ministry as of the fiscal year 2013, and that the funds from the three reserves are transferred into unrestricted net assets. **CARRIED.**

CC-2014-30 That NCC establish an internally restricted reserve for Diaconal Ministry Program support as of the fiscal year 2013, and that the funds from deferred revenues from the Deaconess Community and Diaconal Ministry be transferred into this reserve. **CARRIED.**

CC-2014-31 That NCC establish an internally restricted reserve for Theological Education and Leadership Program support as of the fiscal year 2013, and that the funds from deferred revenues from the Theological Education, Leadership and Lutheran Life projects be transferred into this reserve. **CARRIED.**

CC-2014-32 That NCC establish an internally restricted reserve in the LIFE fund for Special Projects as of the fiscal year 2013 to receive undesignated bequests for the purpose of future strategic or innovative ministries of the national church. NCC motion CC-1998-118 indicates that 10% of undesignated bequests is forwarded to the LWF Endowment and 25% is allocated to the ELCIC General Endowment. The remaining 65% of undesignated bequests will flow into the LIFE fund “Special Projects” internally restricted reserve and allocations from this reserve will take place as part of the annual budgeting process. **CARRIED.**

Closing Worship for the Day

Chaplain Cynthia Haines Turner led the group in Closing Prayer.

SATURDAY, MARCH 8, 2014, 9:00 A.M.

Opening Worship led by meeting chaplain, Cynthia Haines Turner.

Bishop Susan Johnson called the meeting to order.

Reports—

Audit Committee

Cindy Hoppe reported that the audit committee will meet on April 24, 2014 to review the December 31, 2013 audited statements.

Director for Finance and Administration

Gloria McNabb presented the report to NCC. It was also mentioned that ELCIC-GSI would now be responsible in handling the payroll section of the treasurer's booklet. Inquiries on payroll and benefits can be addressed to ELCIC-GSI.

Constitution Committee

Murray Walter, ELCIC secretary presented the Constitution Committee Report to NCC. Draft administrative bylaws will be presented in the next NCC meeting in September.

Faith, Order and Doctrine Committee

Bishop Susan Johnson reported on behalf of the committee. Draft of study document to be distributed at synod conventions and available online.

Governance Committee Report

Vice-President Sheila Hamilton presented the Governance Committee Report to NCC.

Officers Consultation Review Part II

NCC agreed that the Officers will work to develop a plan for discussion at the September NCC meeting and that NCC will be solicited for input before the summer.

Unfinished Business

M/S That NCC lift from the table the motion, "That NCC approve the transfer of \$1 million from the capital fund into the church extension national initiatives fund in the CECF internally restricted net assets. **CARRIED.**

CC-2014-33 That NCC approve the transfer of \$1 million from the capital fund into the church extension national initiatives fund in the CECF internally restricted net assets.

CARRIED.

Letter from ABT Synod

CC-2014-34 That NCC establish a Task Force to undertake a consultation with the National Church, synods, congregations, ELCA, CLWR and ACC on ELCIC Global Mission Vision, policies and organization. The consultation shall include a comprehensive review of current programs, partnerships (national and synodical) and commitments. The Task Force shall bring recommendations to NCC at its March 2016 meeting. The Task Force shall be appointed by the National Bishop and shall be comprised of one member from each synod nominated by the synodical bishop; one ACC member; and two National Church members. **CARRIED.**

CC-2014-35 That NCC recognize that the Synod of Alberta and The Territories will continue to administer “En Misión Con El Salvador” until June 30, 2016. **CARRIED.**

JALC Letter to COGS

Bishop Larry Kochendorfer presented the letter of JALC to COGS to NCC for information.

New Business

Discussion on potential talking points between synods and congregations to help forge better communication and understanding of the work and role of the National Church.

Bishop Susan will provide the list of talking points to NCC.

NEXT MEETING:

September 4-6, 2014 -Chaplain – Rev. Marc Jerry

Bible Study – Bishop Susan Johnson

March 5-7, 2015

Closing worship – Chaplain Cynthia Haines Turner

Meeting adjourned.

APPROVED THEOLOGICAL COURSES FOR DIACONAL CANDIDATES

The motion taken by the Working Group on Leadership and Ministry reads:

Motion WGLM-99-2 that the basic Foundational course work in Theological Education for Diaconal Ministry shall include a minimum of one year of studies at the Bachelor level or 30 credit hours. At least one course must be completed in each of the following areas:

- Biblical Studies - Old Testament
- Biblical Studies - New Testament
- Lutheran Theology and Confessional Writings
- Church History
- Ethics
- Theology of Diaconal Ministry

Additional courses should include Practical Theology appropriate to the specialization of the candidates. All theological credits must be earned through courses taken at an accredited college or seminary of this church or through a course of study approved by CTEL based on guidelines developed by the Working Group for Leadership in Ministry of the ELCIC. Candidates are encouraged to consider the Master of Theological Studies offered at Lutheran Theological Seminary and Waterloo Lutheran Seminary.

The following courses are currently approved. Courses offered at non-ELCIC schools are subject to periodic review.

A. BACHELOR'S LEVEL WORK

1. Lutheran Theological Seminary

3 BA level courses (applicable to the Diaconal Certificate) online for Diaconal Candidates:

DIAC 121 *The Augsburg Confession (meets requirement for a course in the Lutheran Theology and Confessional Writing area)*

DIAC 241 *The History of the Lutheran Church in Canada (meets requirements for a course in the area of Church History)*

DIAC 112 *Reformation History (meets requirements for a course in the area of Church History)*

2. Augustana University College

Biblical Studies - Old Testament

REL 112/212 Introduction to the Hebrew Bible in Translation

REL 216 The Hebrew Prophets

Biblical Studies - New Testament

REL 122/222 Introduction to the New Testament
REL 107 Jesus of Nazareth in Biblical Scholarship
REL 221/321 Johannine Literature
REL 223 Synoptic Gospels
REL 226 Pauline Epistles

Lutheran Theology - Confessional Writing

REL 235/335 The Reformation Era
REL 246/346 The Augustana
REL 247/347 Theology of Luther

Church History

no courses

Ethics

REL 257 Modern Ethics

3. Luther College (University of Regina)

Biblical Studies - Old Testament

HUM 202 Biblical Literature-Hebrew Bible
HUM 204 Biblical Literature-Old Testament Prophets

Biblical Studies - New Testament

HUM 203 Biblical Literature-New Testament
HUM 205 Biblical Literature-New Testament-Epistles
RLST 200 Jesus of Nazareth
RLST 310 Johannine Thought: Gospel and the Letters of John

Lutheran Theology and Confessional Writings

RLST 244 Issues in Reformation Thought

Church History

RLST 250 Religion in Canada

Ethics

4. Concordia University College (Edmonton)

Parish Worker degree program
Religious Studies
H-280 The Lutheran Church in Canada
Church History

5. North American Baptist College (Edmonton)

Religion 102 Old Testament Literature
Christian Ethics

B. MASTER'S LEVEL WORK

1. Lutheran Theological Seminary (LTS)

Curriculum

The faculty holds that the foregoing objectives of the Master of Theological Studies program are to be met through student fulfillment of the following curricular components:

1. An accumulated average of not less than 65% over the two years of study in eighteen courses, including an integrative component (comprehensive exams or a thesis)
2. Satisfactory completion of a selection of courses consisting of the required curriculum and a suitable combination of courses in the area of the student's special interests, under the following limitations:

MTS REQUIRED CURRICULUM (54 course credits required)

Biblical (9 credits minimum, with at least 3 credits in an OT course and 3 credits in a NT course)

1. BL 231 Pentateuch: OR BL 228 Isaiah & the Prophets
2. BL 276 OR BL 277 OR BL 278 The Gospels, OR BL 272 Galatians OR BL 275 Romans
3. One Additional Biblical Course.

Church History and Historical Theology (9 credits minimum)

1. HA/HL 111 The Story of Christianity, Part 1: Early and Medieval
2. HA/HL 112 The Story of Christianity, Part 2: Reformation and Modern
3. SL 120 Lutheran Confessions (if student is pursuing a Lutheran vocation) OR an approved course in the student's religious tradition).

Systematic Theology and Ethics (9 credits minimum)

1. SL 210 Theology I
2. SL 211 Theology II (OR advanced systematic theology elective, approved by the Academic Dean)
3. SL/PL 155 Globalization/Ethics.

Pastoral Theology; (3 credits minimum) from one of the following courses:

1. PL 115 Introduction to Liturgy
 2. PL 215 Homiletics
 3. PL 230 Pastoral Care and Counselling
 4. PL 260 Introduction to Christian Education I OR PL 261 Christian Education II
- OR
- a. A Faculty-advised pastoral theology elective.

Major and Minor Areas of Study

A major field shall consist of no less than six courses (18 credits), inclusive of the required courses in each department, in one of the following areas:

1. Biblical
2. Systematic Theology
3. History and Historical Theology

A minor field shall consist of no less than four courses (12 credits) (inclusive of the required courses in each department) in an area other than the major.

A Comprehensive Exam (worth 3 credits) OR a thesis (worth 6 credits).

Free Electives

The remaining courses needed to make up the total of eighteen are considered free electives.

2. Waterloo Lutheran Theological Seminary (WLS)

Course of study for the Master of Theological Studies in diaconal preparation and the certificate of Diaconal Studies

Term I: Fall

- 500A-20 Literature and History of the Old Testament: Foundations
- 500C-20 Literature and History of the New Testament: Foundations
- 540A-30 Introduction to Christian Doctrine I
- 561D-40 Introduction to Worship (Liturgics) (Including field work)

Term II: Winter

- 500B-02 Literature and History of the Old Testament: Development
- 500D-02 Literature and History of the New Testament: Development
- 540B-03 Introduction to Christian Doctrine II
- 560B-06 Contextual Ministry II (Including field work)

Term III: Spring

- 1 Quarter Clinical/Supervised Pastoral Education

Term IV: Fall

- 520A-30 Church History—The Reformation
- 621E-30 Study of the Lutheran Confessions
- 680A-20 Comprehensive Seminar I (Thesis)
- 1 course Elective

Term V: Winter

- 520B-03 Church History—Modern
- 680B-03 Comprehensive Seminar II (Thesis)
- 640B-03 Christian Ethics
- 1 Course Pastoral Care Elective

Persons who possess an undergraduate degree from an accredited academic institution and successfully complete the above program will receive an MTS degree. Though not required for the degree, an additional elective course can be taken in each of terms I, II, IV, and V if

desired. Normally M.Div. students take five courses a term. Waterloo Lutheran Seminary operates on a 3 term (semester)/year system.

Persons who do not possess an undergraduate degree and successfully complete the above program (except for Comprehensive Seminar I and II, and the quarter of Clinical/Supervised Pastoral Education) will receive a Certificate of Diaconal Studies.

All persons pursuing either an MTS in Diaconal Preparation or a Certificate of Diaconal Studies must be endorsed by their church and their Diaconal Community.

C. THEOLOGY OF DIACONAL MINISTRY

1. Deaconess Community of the ELCA/ELCIC:
“Diaconal Ministry: Discernment, History and Formation” (J-term course).
<http://www.elca.org/Growing-In-Faith/Vocation/Rostered-Leadership/Deaconess-Community.aspx>

Each year, the Deaconess Community and a rotating seminary offer a course designed for those interested in learning more about the history of "diakonia".

The course covers the history of diakonia through the centuries, its present expressions, and its future possibilities. The course allows students time to examine and discern their own call to ministry, as well as provide opportunity for individual and communal spiritual formation. Students will explore the development of spiritual disciplines essential to all Christians, particularly to rostered leaders. It offers a full seminary credit particularly in Church History.

2. Lutheran Deaconess Association:
“Theology of Diaconal Ministry” (on-line course, through Valparaiso University)
www.thelda.org

THEO 451/551. Theology of Diaconal Ministry. Cr. 3. A study of the historical and theological foundations of diaconal ministry. Attention is given to the role of the diaconate in the church, the development of diaconal community, and the nurture of a spirituality of service. Prerequisite: junior or senior standing.

diaconal/fr
April 1999
(Updated March 2014)

Proposed Outcomes for Ordained Ministry

February 14, 2014

The Association of Theological Schools (ATS) uses four outcome areas.

- 1.0 Religious Heritage
- 2.0 Cultural Context
- 3.0 Personal and Spiritual Formation
- 4.0 Capacity for Ministerial and Public Leadership

As accredited ATS schools, Lutheran Theological Seminary (LTS) in Saskatoon, SK, and Waterloo Lutheran Seminary (WLS) in Waterloo, ON, use these outcome areas as part of the accreditation process.

The outcomes below were developed by the Future of Theological Education Task Force as part of the report submitted to NCC in March, 2013.

1.0 Religious Heritage

1.1 Scripture

- Loving the text as life giving and as a way of helping understand life.
- Able to use a gospel lens to interpret scripture.

1.2 Doctrinal and Theological Tradition

- Understand and articulate the significance of theological study for the exercise of pastoral leadership.
- Can articulate major doctrines of Lutheran faith and Lutheran biblical understanding.
- Able to articulate a Lutheran theology of Mission.
- Able to articulate a theology of worship.
- Able to articulate a theology of Word, Sacrament, and Service.
- Demonstrate an integration of doctrine and practice.

1.3 Lutheran History

- Able to articulate how Lutheran history and tradition informs mission.
- Understand the current structure and function of the ELCIC (national, synod, area, congregation) as well as sense of ecumenical

1.4 Christian History and Interfaith Traditions

- Understands the diversity of the Christian tradition, historically and globally.
- Able to articulate how the broader Christian tradition informs mission.
- Able to articulate a theology of ecumenical and interfaith relationships.

2.0 Cultural Context

2.1 Contemporary Culture and Social Issues and their significance for ministry

- Able to draw on insights from the arts and humanities, the natural sciences, and the social sciences. (anthropological realities: psychology, sociology, developmental)
- Able to communicate analysis and insights, and to articulate implications for ministry.
- Able to use a variety of tools for mission and communication.

- Able to help others reflect on their own context and experience.

2.2 Global & Multi-cultural church

- Articulate how theology contributes to a global Christian and Inter-faith community through witness and dialogue.
- Able to be transcultural, countercultural, multicultural, intercultural and contextual.
- Able to transfer learnings appropriately from one context to another.
- Equipped to engage with a diversity of faith traditions.
- Open to learn from people of other faiths and grounded in one's own.

3.0 Personal and Spiritual Formation

3.1 Personal Faith

- Committed to the on-going formation of faith.
- Demonstrate practice of personal spiritual discipline.
- Committed to the body of Christ for the sake of the world.
- Formation develops the character. Formation assesses the graces and charisms that shape not only what is done but how and why.

3.2 Emotional Maturity

- Sees people as God's people and not "their" people.
- Ability to take responsibility for own actions, admit mistakes, and take appropriate corrective measures.
- Clear identity allows for true evangelical flexibility; rooted well in the sources of faith (Scripture, tradition, local tradition, personal piety and witness).
- Respect for boundaries.

3.3 Public Witness

- Understanding and expression of life of individual/leader as a call to discipleship.
- Understanding and expression of life of community as a call to discipleship.
- Able to share personal faith with others.

3.4 Pastoral Leadership

- Fully understands ordained ministry as a vocation.
- Able to articulate their sense of call that reflects both personal conviction and corporate confirmation. Christian vocation within the congregation is accountable to the congregation
- Accountable to the wider church and its traditions.
- Committed to working with, and empowering, others. Committed to inviting into discipleship and empowering discipleship in the community.
- The ability to express vocation in daily life; called to serve faith community and broader community.

4.0 Capacity for Ministerial and Public Leadership

4.1 Worship

- Ability to involve others in worship leadership
- Lead worship leadership that proclaims the gospel, supports people on life's journey, forms community of faith and offers spiritual renewal.

4.2 Preaching

- Don't split soul from body.

- See new action in daily life.
- Christ-centred preaching.
- Earthly reality centered preaching.

4.3 Spiritual Care

- Ability and willingness to do regular parish visiting.
- Can appropriately connect their own faith experience to that of others.
- Able to pray with others.
- Able to hear private confessions.
- Theological Interpretation
- Able to lead others in theological reflection.

4.4 Leadership for Mission

- Articulate a vision for mission, and a plan to engage in ministry.
- Practical competences for the promotion of justice.
- Express welcome: translate the Gospel into lived, believed, questioned, revisited faith enacted in everyday life. Keep this conversation central and centered in Christ in all phases of the ministry.
- Capacity to use various forms of communication: spoken, written, lead discussion, social media, power-point, art and music.

4.5 Leadership

- Able to lead people in the discovery of their gifts and their calling.
- Competency in basic parish administration: Governance, How to run a meeting, Able read and understand a financial statement, Discipline of evaluation , Contracting , Understand Liability Record keeping
- Ability to stay in relationship in the midst of conflict and change.
- Guidance, companionship
- Capacity for ecumenical and interfaith partnership.
- Communicating, coordinating, cooperating and collaborating
- Directing, coaching, supervising and delegating

4.6 Teaching

- Able to equip and to stir up the gifts of others for mission
- Able to teach basic discipleship: pray, read, worship, study, serve, give and tell. Able to nurture others in the spiritual practices
- Able to communicate theological and contextual insights.

4.7 Professional and Ministerial Ethics

- Able to maintain confidentiality.
- Understanding of core church policies, including protection polices and reporting expectations.
- Understanding and respect for boundaries.
- Accountability to wider church.

4.8 Connection to the world

- Orientation to love for God's world; *in mission for others*.

CECF Management Handbook - Amendments

The CECF Advisory Board at its February 19 & 20, 2013 meeting recommended that the following changes be made to the CECF Management Handbook. Note: additions to the handbook are highlighted in bold text and deletions marked with a strikethrough.

MOTION - That the NCC approves the changes to the CECF Management Handbook as recommended by the CECF Advisory Board.

Change No. 1

At the March 2013 NCC Meeting, NCC passed a series of recommendations from the CECF Advisory Board on section I. Interest Rates. The National Secretary indicated at the time that we should confirm that the change reflected in I.1 is in compliance with the Bank Act of Canada. A review has been done and the wording needs to be amended to read “semi-annually” instead of “semi-monthly”.

B. CAPITAL FUND

II. OPERATING POLICIES

I. Interest Rates

1. Interest rates for an initial Capital Fund loan shall be established by the Board on an annual basis, calculated **semi-annually** ~~semi-monthly~~ not in advance for years one (1) to five (5) respectively for a five-year term amortized over twenty-five years. The percentage increase will be one percent over the previous year for the first five years of the initial mortgage.

Change No. 2

B. CAPITAL FUND

II. OPERATING POLICIES

A. General Statements

5. All requests for purchase of property, church building programs, loans and mortgages **to the CECF Advisory Board** shall be recommended **in writing** by authorized personnel as determined by each synod and endorsed by the committee responsible for Canadian Mission in each synod **using the forms provided in the Canadian Mission Synod Consultants Handbook. The written request shall include the CECF Request for Real Estate Acquisition, the Financial Analysis and Trends, and the Church Building Proposal forms along with the required supporting attachments.**

Change No. 3

C. CHURCH EXTENSION FUND

I. OPERATING PRINCIPLES

1. The Advisory Board shall manage the Church Extension Fund under procedures approved by the National Church Council.
2. The Church Extension Fund consists of net investment income earned on the Church Extension and Capital Fund cash balances that are invested according to the investment policy of the ELCIC. The net investment income earned will vary from year to year depending upon the amount of the cash balance.
3. The Advisory Board shall allocate approximately 90% of the earned interest by April 30th of the following year to the synods through committees with responsibility for Canadian Mission.
4. The formula for allocation shall be based **on 50% split equally among the synods and 50% allocated** on

the baptized membership of synods using the most recent statistical year-end report.

5. These funds which are allocated to each synod shall be restricted for “Canadian Mission” initiatives at the synodical level.

Change No. 4

C. CHURCH EXTENSION FUND

II. OPERATING POLICIES

B. Guidelines for Synod Committees

1. Funds received by synod committees shall be kept in a separate fund for accounting purposes and any interest accrued to be credited to that account for future development.
2. If a synod’s allocation for any particular year is not completely used, it may be carried over. **The synod mission committee shall maintain a three year rolling plan for any carried over funds.**

Church Extension and Capital Fund (CECF) Advisory Board - Recommendation

The CECF Advisory Board at its February 19 & 20, 2013 meeting recommended that \$1 million be transferred from the capital fund into the church extension national initiatives fund in the internally restricted net assets (reserves). The recommendation is made to satisfy mission needs while maintaining the \$14 capital fund cap. A current example of the use of the funds in excess of the \$14 million cap is the funding of the Creative Mission Initiatives over a three year period (2013 to 2015).

MOTION – That NCC approves the transfer of \$1 million from the capital fund into the church extension national initiatives fund in the CECF internally restricted net assets.

The CECF Management Handbook preamble indicates that the capital portion of the CECF fund be capped at \$14 million for capital purposes based on the assumption that this amount is sufficient to meet the foreseeable capital requirements of the fund. The balance in excess of this amount, plus the interest and investment income will be allocated according to the policies and procedures of this fund.

The following table shows the current internally restricted net assets of the CECF fund as of December 31, 2013 and the recommended allocation by the CECF Advisory Board.

	Current	Recommended
<u>Church Extension</u>		
National Initiatives	\$32,357.13	\$1,032,357.13
<u>Capital Fund</u>		
Land Held for Future Development	\$1,182,880.43	\$1,182,880.43
Equity to Support Mortgage Financing	\$14,345,639.68	\$13,345,639.68
	15,528,520.11	14,528,520.11
Total CECF Net Assets	\$15,560,877.24	\$15,560,877.24

APPENDIX E REVISED 2014 NATIONAL OFFICE BUDGETS

Evangelical Lutheran Church in Canada
PROPOSED REVISED 2014 OPERATING BUDGET

DESCRIPTION	2011	2012		2013	2014	2014	2014
	Actual	Revised Budget	Actual	Budget	Budget	Revised Budget	Changes
REVENUES							
Benevolence from Synods	881,363	849,800	845,977	818,000	793,000	793,000	\$0
Investment & Other Income	130,327	129,450	121,664	122,700	116,000	116,000	\$0
ELCIC Praise Appeal	50,359	50,000	166,070	55,000	60,000	60,000	\$0
Directed Income	612,486	734,500	532,667	575,200	500,500	556,500	\$56,000
Self Supported Activities	684,554	734,750	655,642	832,500	694,700	705,000	\$10,300
Total Revenues	2,359,088	2,498,500	2,322,020	2,403,400	2,164,200	2,230,500	\$66,300
EXPENSES							
Salaries							
Salaries & Benefits	585,904	620,500	600,035	586,700	602,800	623,000	\$20,200
Administration							
Rent	62,113	64,500	63,300	67,500	60,700	57,400	-\$3,300
Office Expenses	30,595	31,700	29,205	26,750	26,850	23,950	-\$2,900
Insurance	9,897	10,400	10,159	10,450	10,450	10,450	\$0
Amortization	18,060	17,000	17,380	11,200	10,400	10,400	\$0
Information Technology	48,724	57,500	48,695	55,400	55,400	54,000	-\$1,400
	169,389	181,100	168,739	171,300	163,800	156,200	-\$7,600
Governance							
National Church Council	78,596	83,200	81,065	89,100	88,400	88,400	\$0
Conference of Bishops	5,168	2,400	3,021	5,900	2,400	3,000	\$600
Professional Fees	39,362	50,100	42,637	48,000	46,000	36,900	-\$9,100
	123,126	135,700	126,723	143,000	136,800	128,300	-\$8,500
Programs							
Global Mission	232,071	166,800	151,439	18,000	12,000	10,000	-\$2,000
Special Projects	20,588	58,000	19,561	23,000	15,000	47,800	\$32,800
Worship	14,728	27,600	16,293	24,600	25,100	25,300	\$200
Compassionate Justice	85,104	182,000	83,909	183,500	136,500	149,700	\$13,200
Communications	21,322	35,600	23,185	33,200	33,200	37,700	\$4,500
Stewardship	28,234	21,000	25,180	22,000	22,000	22,000	\$0
Leadership	9,336	10,500	6,583	9,800	9,800	8,800	-\$1,000
Youth	7,490	11,500	4,504	11,300	10,500	10,500	\$0
Ecumenical	22,980	35,200	10,903	46,700	35,200	41,200	\$6,000
	441,853	548,200	341,558	372,100	299,300	353,000	\$53,700
Support to Partners							
Global Mission Churches	112,388	73,700	76,423	87,000	87,000	87,000	\$0
Colleges & Schools	17,000	10,250	10,250	2,500	2,500	2,500	\$0
KAIROS	75,000	90,000	91,800	90,000	77,000	80,000	\$3,000
Justice Partners	5,478	8,000	8,000	6,500	6,500	9,000	\$2,500
Seminaries	33,800	35,000	32,450	35,000	35,000	35,000	\$0
Lutheran World Federation	50,000	50,000	50,000	50,000	50,000	50,000	\$0
World Council of Churches	10,000	10,000	10,000	10,000	10,000	10,000	\$0
Canadian Council of Churches	16,800	16,800	16,800	16,800	16,800	16,800	\$0
	320,466	293,750	295,723	297,800	284,800	290,300	\$5,500
Self Supported Activities							
Canada Lutheran	256,749	263,400	239,178	269,700	269,700	269,700	\$0
Convention	417,871	15,000	34,983	511,800	15,000	15,000	\$0
Youth Gathering & Project	40,561	377,100	265,455	36,000	340,000	340,000	\$0
Worship Conference	3,580	50,000	21,097	5,000	40,000	50,300	\$10,300
Diaconal Formation Event	850	15,000	10,656	0	20,000	20,000	\$0
Cora Martinson Memorial Fund	10,454	14,250	5,541	10,000	10,000	10,000	\$0
	730,064	734,750	576,909	832,500	694,700	705,000	\$10,300
Total Expenses	2,370,802	2,514,000	2,109,687	2,403,400	2,182,200	2,255,800	\$73,600
NET INCOME (LOSS)	-11,713	-15,500	212,333	0	-18,000	-25,300	-\$7,300

Operating Fund Budget					2014 Changes
Analysis of Expenditures from Benevolence and Undesignated Revenues					
Description	2012 Revised Budget	2013 Budget	2014 Budget	2014 Revised Budget	
Benevolence & Other Income	\$1,029,250	\$995,700	\$969,000	\$969,000	\$0
Expenditures					
Salaries	\$620,500	\$586,700	\$602,800	\$623,000	\$20,200
Administration	\$74,500	\$42,150	\$34,600	\$33,800	-\$800
Governance	\$135,700	\$143,000	\$136,800	\$128,300	-\$8,500
Programs	\$115,500	\$107,250	\$90,200	\$86,600	-\$3,600
Support to Partners	\$98,550	\$116,600	\$122,600	\$122,600	\$0
Sub Total	\$1,044,750	\$995,700	\$987,000	\$994,300	\$7,300
Unrestricted Net Income (Loss)	-\$15,500	\$0	-\$18,000	-\$25,300	-\$7,300
Total	\$1,029,250	\$995,700	\$969,000	\$969,000	\$0

Evangelical Lutheran Church in Canada
PROPOSED REVISED 2014 CECF FUND BUDGET

DESCRIPTION	2011	2012		2013	2014	2014	2014 Changes
	Actual	Revised Budget	Actual	Budget	Budget	Revised Budget	
Revenues							
Mortgage Interest Income	223,451	231,600	205,557	214,800	183,600	183,600	0
Investment Income	277,282	175,900	222,547	245,200	265,800	290,600	24,800
Canadian Mission Consultation Fees	2,500	2,500	3,346	3,000	3,000	3,500	500
Gain on Sale of Property	0	0	722,590	0	0	0	0
Mineral Rights	21,426	15,000	17,019	16,000	16,000	16,000	0
Total	524,658	425,000	1,171,059	479,000	468,400	493,700	25,300
Expenses							
Mortgage Interest Rebates	155,201	148,500	142,686	130,000	104,500	104,500	0
Interest Rebates to Synods	249,706	158,300	185,002	220,700	239,200	261,500	22,300
New Mission Initiatives	0	0	0	66,700	66,700	66,700	0
Administration	45,000	45,000	45,000	45,000	45,000	45,000	0
Real Estate Consultant	4,638	7,500	9,015	8,000	8,000	6,000	-2,000
CECF & Canadian Mission Meetings	14,887	15,000	11,368	13,000	13,000	16,000	3,000
Ecumenical Shared Ministries	0	2,000	0	2,000	2,000	2,000	0
National Initiatives	0	1,500	0	1,500	1,500	1,500	0
Database Programming	0	2,000	1,252	2,000	2,000	2,000	0
Mineral Rights Expenses	720	750	720	750	750	750	0
Printing, Couriers & Mailing	39	300	23	400	400	400	0
Corporation Filing Fee	55	50	55	50	50	150	100
Total	470,245	380,900	395,121	490,100	483,100	506,500	23,400
Net Income (Loss)	54,413	44,100	775,939	(11,100)	(14,700)	(12,800)	1,900

**Evangelical Lutheran Church in Canada
PROPOSED REVISED 2014 LIFE FUND BUDGET**

DESCRIPTION	2011	2012		2013	2014	2014	2014
	Actual	Revised Budget	Actual	Budget	Budget	Revised Budget	Changes
Revenues							
Investment Income	133,490	88,100	78,535	85,000	82,500	77,900	(4,600)
Mortgage Interest Income	54,125	51,600	42,744	45,300	43,000	43,000	0
ELCIC Women of Faith Fund	16,177	37,150	38,812	38,400	38,400	39,100	700
LIFE Fund Reserves *	30,934	24,900	24,816	79,800	59,800	59,200	(600)
Total	234,725	201,750	184,906	248,500	223,700	219,200	(4,500)
Expenses							
Interest Expense	41,232	43,400	38,880	39,000	39,000	34,900	(4,100)
Stewardship	7,500	7,500	7,500	7,500	7,500	7,500	0
Administration	45,000	45,000	45,000	45,000	45,000	45,000	0
ELCIC Women of Faith Fund	16,177	37,150	38,812	38,400	38,400	39,100	700
Program Grants *	5,918	0	0	60,000	40,000	40,000	0
Annuity Contracts *	12,115	12,200	12,116	12,200	12,200	11,600	(600)
Global Mission Partner Churches *	12,900	12,700	12,700	7,600	7,600	7,600	0
Computer Programming	83	1,000	248	1,000	1,000	1,000	0
Memberships	600	600	600	600	600	800	200
Printing & Mailing	286	250	461	550	250	600	300
Total	141,812	159,800	156,316	211,850	191,550	188,100	(3,500)
Net Income (Loss)	92,914	41,950	28,590	36,650	32,150	31,100	(1,000)