

**EVANGELICAL LUTHERAN CHURCH IN CANADA  
MINUTES OF NATIONAL CHURCH COUNCIL**

**SEPTEMBER 9-11, 2010  
LAUREATE'S LANDING, WINNIPEG MB**

**PRESENT:**

Officers: National Bishop, Susan Johnson  
Sheila Hamilton, Vice-President Donald Storch, Secretary  
Ken Hartviksen, Treasurer

Council: Tom Brook  
Marie-Laure Collet  
Maaike Froelich  
Rev Nolan Gingrich  
Heidi Hesselink  
Cynthia Haines Turner (ACC)  
Cindy Hoppe  
Rev Mark Koenker  
Rev Dr Peter Mikelic  
Teddy Pope  
Rev Doug Reble  
Rev Trish Schmermund  
Carl Sorensen  
Jeanie Stann  
Barb Stolee

Synod Bishops: Bishop Cindy Halmarson, SK Synod  
Bishop Ron Mayan, 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,  
Rev Carla Blakley, Assistant to the Bishop, Global Mission  
Rev Lyle McKenzie, Assistant to the Bishop, Worship  
Rev André Lavergne, Assistant to the Bishop, Ecumenical and Interfaith  
Gloria McNabb, Director of Finance and Administration  
Trina Gallop, Director of Communications and Stewardship  
Faye Schultz, Executive Assistant to the Office of the Bishop

ACC GS Officers: The Most Rev Fred Hiltz  
The Ven Dr Sidney Black  
Michèle George  
The Ven Harry Huskins  
The Ven Dr Michael Pollesel  
The Hon Ronald Stevenson

ELCA Rep: Else Thompson, Executive Director Human Resources

Regrets: Rev Roger Haugen, Rev Claudine Carlson

**Thursday, September 9, 2010**

Constitution, Finance, Governance, Audit Committees, and the Conference of Bishops met prior to NCC.

Opening worship took place at 7:00 pm with meeting chaplain, Rev Trish Schmermund preaching and National Bishop Susan Johnson presiding.

Welcome and introductions by Vice-President, Sheila Hamilton.

MS That NCC approve the amended agenda.

**Carried**

**CC-2010-35** That NCC approve the March 11-13, 2010 National Church Council minutes as amended.

**Carried.**

**CC-2010-36** That NCC record the minutes of e-vote #2 of June 22, 2010, which read That NCC appoint Rev. Marlys Moen to the ELCIC Structural Renewal Task Force.

**Carried.**

Report of the National Bishop

**CC-2010-37** That NCC approve that the funds (\$6,005.25) in the Olson Scholarship Fund be moved to the ELCIC Continuing Education Plan long-term study fund.

**Carried.**

**CC-2010-38** That NCC approve that the ELCIC Candidacy Manual be amended to recognize 3<sup>rd</sup> or 4<sup>th</sup> year internship as an acceptable practice, by adding the words, “Where a seminary and its relating synods agree, fourth year internships are an acceptable practice for meeting ELCIC standards for internship.”

**Carried.**

MS That NCC approve the “Consent to Release Confidential Information Form” be added to the “Registration Materials for a Candidacy Applicant.” (Form I)

**CC-2010-39** Moved to refer the motion to PCLM. The form to be amended by adding the words, **until the candidacy process is complete, or the candidate withdraws.** PCLM to amend, finalize the form, and bring to the March 2011 NCC meeting.

**Carried.**

**CC-2010-40** That NCC approve that the ELCIC Candidacy Manual clearly state that “the level of police/criminal registry check required is for Individuals who are working with Vulnerable Persons, including children.” This wording will be added on pages A7, B10, D2, and D9.

**Carried.**

Dwelling in the Word-Carl Sorensen

**Friday, September 10, 2010**

Opening prayer and meditation by meeting chaplain, Rev Trish Schmermund.

First Session on Priority Setting

Council, guests, and staff were divided into four groups and assigned a strategic priority to analyze. Each group reported on their work.

Synod Bishop Report given by BC Synod Bishop, Greg Mohr.

Dwelling in the Word-SK Synod Bishop Cindy Halmarson.

Second Session on Priority Setting

Partnerships with which we have a financial commitment were reviewed.

Synod Bishop Report given by ABT Synod Bishop, Ron Mayan.

### Third Session on Priority Setting

National Treasurer, Ken Hartviksen reviewed the Church Extension and Capital Fund and Lutheran Investment Fund and Endowment programs. Bishop Greg Mohr outlined some of the challenges and new opportunities in the area of Canadian Mission.

Synod Bishop Report given by SK Synod Bishop, Cindy Halmarson.

### Policy Review Task Force Report

**CC-2010-41** That NCC approve the responsibility for review and changes to the policies of the ELCIC as per ELCIC Policy Review Task Force Report, (Tab 11), and request report back at the September, 2011 NCC meeting.

**Carried.**

The members of NCC applauded and thanked the members of the Policy Review Task Force for their work.

**CC-2010-42** That NCC rescind motion **CC-1990-150** That church themes be adopted for four years providing they reflect the established direction of the Future Planning Event. Themes should be chosen which can be expanded for each year of the four-year period. The themes should be approved a full year prior to implementation.

**Carried.**

### Governance Monitoring Schedule

The Governance manual section which relates to the evaluation of the decision-making process of NCC every biennium will be carried out by conducting a survey on survey monkey provided by the Vice President and reported at the June, 2011 NCC meeting. The same process will be followed for the Officers/Council relationship and for the Standing Committees.

An evaluation review of ELCIC National Bishop, Susan Johnson has been completed. The full results were shared with the National Bishop. Vice-President Sheila Hamilton shared some of the overarching themes with the council.

**CC-2010-43** That NCC affirm the leadership and ministry of Bishop Susan Johnson and commend her for her service to this Church. Applause, unanimous approval.

**Carried.**

Synod Bishop Report given by MNO Synod Bishop, Elaine Sauer.

Review continued on the evaluation of external partnerships. Criteria were set for the ELCIC National Staff to review partnerships.

**CC-2010-44** That NCC direct the National Bishop to use the following criteria when assessing the commitments made to partnerships and report back at the March 2011 meeting.

- Are there some relationships that are above scrutiny?
- How does a partnership help us to advance the five pillars?
- Ecumenical (Lund) Principle-We do not do alone what we can do together.

-Efficiency Principle-we do not do often what we can do once. (duplication of effort, efficient use of funds)

-Efficiency Principle-value for dollar

-Does the organization regularly review their mandate and is it relevant to the contemporary reality?

-Do we the ELCIC with dollars and people make a difference to the organization?

**Carried.**

That NCC resume in open session.

**Carried.**

#### Fourth Session on Priority Setting

NCC spent time discussing and selecting the top ten and bottom ten priorities.

Synod Bishop Report given by Eastern Synod Bishop, Michael Pryse.

Dwelling in the Word-Ken Hartviksen.

#### **Saturday, September 11, 2010**

Opening Prayer-Rev Trish Schmermund.

#### Committee Reports

Audit Committee Report

**CC-2010-45** That NCC approve the 2009 audited financial statements.

**Carried.**

**CC-2010-46** That NCC approve the firm of Ernst and Young as the ELCIC auditors for 2010.

**Carried.**

**CC-2010-47** That NCC approve the audit fees of \$30,000.00 for the 2010 financial year.

**Carried.**

#### Constitution Committee Report

Corporate Bylaws

**CC-2010-48** That NCC approve the amendments to the ELCIC Corporate Bylaws by replacing the word “ordained” with the word “rostered” in Bylaw 6, sections 2 through 6,

#### NATIONAL CHURCH COUNCIL

6. The National Church Council shall be comprised of the following individuals elected as members of the National Church Council (directors) at a convention in accordance with these bylaws:
  - The bishop, the vice-president, the secretary and the treasurer;
  - One ~~ordained~~ **rostered** minister on the roster of the British Columbia Synod and one lay person who is a member of a congregation which is assigned to the British Columbia Synod;
  - One ~~ordained~~ **rostered** minister on the roster of the Manitoba/Northwestern Ontario Synod and one lay person who is a member of a congregation which is assigned to the Manitoba/Northwestern Ontario Synod;

- One ~~ordained~~ **rostered** minister on the roster of the Alberta and the Territories Synod and two lay persons who are members of a congregation which is assigned to the Albert and the Territories Synod;
- One ~~ordained~~ **rostered** minister on the roster of the Saskatchewan Synod and two lay persons who are members of a congregation which is assigned to the Saskatchewan Synod; and
- Three ~~ordained~~ **rostered** ministers on the roster of the Eastern Synod and three lay persons who are members of a congregation which is assigned to the Eastern Synod.
- There shall be one additional member appointed by the Council of General Synod (COGS) of the Anglican Church of Canada for a term to be determined by COGS.

A person shall not be qualified for election as a director if that person is less than eighteen (18) years of age; is not a baptized member, has been found by a court in Canada or elsewhere to be of unsound mind; or has the status of a bankrupt.

and Bylaw 16 in the second paragraph,

#### PENSION PLAN AND GROUPS BENEFITS PLAN

16. A pension plan and group benefits plan shall be maintained through a wholly own subsidiary of the church. The Board of Directors of such subsidiary shall be appointed by the National Church Council and such Board of Directors shall manage and supervise the administration of the pension plan and group benefits plan and their portfolios.

The Board of Directors of such subsidiary shall consist of ten individuals. At least three such individuals shall be ~~ordained~~ **rostered** ministers and at least three such individuals shall be lay persons selected by a Convention for such appointment. The term of appointment shall be four (4) years with one half of the members of the Board of Directors of the subsidiary being appointed following each biennial Convention.

In addition to reporting to the National Church Council, the Board of Directors of the subsidiary shall report on its activities to the Convention. The Board of Directors of such subsidiary shall also obtain the view of the National Church Council from time to time on proposed amendments to any pension plan or group benefits plan managed and supervised by it and shall, whenever practical, obtain the view of a Convention to any proposed amendment to such plans.

and changing the wording of number 28 to read “its own roster of ordained ministers, and its own roster of diaconal ministers and its own Bishop.”

28. Each synod shall be incorporated and shall operate in accordance with a constitution which has been ratified by the National Church Council, shall have its own roster of ordained ministers, **and its own roster of diaconal ministers** and its own bishop, shall organize itself into conferences, and shall discharge those responsibilities and otherwise operate in accordance with these bylaws, the Constitution and the Administrative Bylaws.

**Carried.**

**CC-2010-49** That NCC approve the addition of an additional bullet to ELCIC Corporate Bylaw 6, National Church Council, **“There shall be one additional member appointed by the Council of General Synod (CoGS) of the Anglican Church of Canada for a term to be determined by CoGS.”**

**Carried.**

**CC-2010-50** That NCC approve an addition to ELCIC Corporate Bylaws 29, by adding a **Section (e) “the members of the Youth Assembly, consist of four youth from the Eastern Synod, two youth from the Manitoba/Northwestern Ontario Synod, two youth from each of the Saskatchewan Synod, The Synod of Alberta and the Territories, and from the British Columbia Synod. Youth shall be baptized members between the ages of 16-23 inclusive on the first full day of the convention.”**  
**Carried.**

ELCIC Administrative Bylaws

**CC-2010-51** That NCC approve and recommend for adoption to the 2011 National Convention an amendment to the ELCIC Administrative Bylaw Part III, Section 10:

~~Section 10. — An ordained minister desiring to be on leave from call shall make application to the bishop of the synod, who shall bring the request to the synod council for action. The synod council may grant the application for a period of up to three years, subject to an annual review, at which time the status of "on leave from call" may be cancelled by the synod council. Before cancelling the status of "on leave from call" the synod council shall give an individual 90 days written notice of intention to consider such cancellation. The action of the synod council may be appealed to the Court of Adjudication within 45 days of receiving notification of the action of the synod council. The decision of the Court of Adjudication shall be final. An ordained minister who has been granted status "on leave from call" may apply for an extension of such leave for an additional five years based upon parental or study leave. When the time granted for "on leave from call" has expired, the synod council shall remove the ordained minister from the roster of ministers.~~

**Section 10. An ordained minister desiring to remain on the roster without call shall make application to the bishop of the synod, who shall bring the request to the synod council for action. The synod council may grant the application for a period of up to three years. An application for an extension of “on leave from call” status for an additional five years may be granted by the synod council for the purpose of parental leave or study leave.**

**The status of “on leave from call” shall be subject to an annual review by the synod council and may be cancelled by the synod council as a result of this review. Before cancelling the status of “on leave from call” the synod council shall give the ordained minister 90 days written notice of the intent to cancel. The action of the synod council may be appealed to the Court of Adjudication within 45 days of receiving notification of the intent of the synod council to cancel the “on leave from call” status. The decision of the Court of Adjudication shall be final.**

**At the end of the approved “on leave from call” period, the synod council shall remove the ordained minister from the roster of ministers. This action of the synod council is not subject to appeal.**

**Carried.**

**CC-2010-52** That NCC approve and recommend for adoption to the 2011 National Convention an amendment to the ELCIC Administrative Bylaw Part IV, Section 9

~~Section 9. — A diaconal minister desiring to be on leave from call shall make application to the bishop of the synod or other calling authority, who shall bring the request to the synod council or council of other calling authority for action. The synod council or other calling authority~~

may grant the application for a period of up to three years, subject to an annual review, at which time the status of "on leave from call" may be cancelled by the synod council or other calling authority. Before cancelling the status of "on leave from call" the synod council or other calling authority shall give an individual 90 days written notice of intention to consider such cancellation. The action of the synod council or other calling authority may be appealed to the Court of Adjudication within 45 days of receiving notification of the action of the synod council or other calling authority. The decision of the Court of Adjudication shall be final. A diaconal minister who has been granted status "on leave from call" may apply for an extension of such leave for an additional five years based upon parental or study leave. When the time granted for "on leave from call" has expired, the synod council shall remove the diaconal minister from the roster of ministers.

**Section 9. A diaconal minister desiring to remain on the roster without call shall make application to the bishop of the synod, who shall bring the request to the synod council for action. The synod council may grant the application for a period of up to three years. An application for an extension of "on leave from call" status for an additional five years may be granted by the synod council for the purpose of parental leave or study leave.**

**The status of "on leave from call" shall be subject to an annual review by the synod council and may be cancelled by the synod council as a result of this review. Before cancelling the status of "on leave from call" the synod council shall give the diaconal minister 90 days written notice of the intent to cancel. The action of the synod council may be appealed to the Court of Adjudication within 45 days of receiving notification of the intent of the synod council to cancel the "on leave from call" status. The decision of the Court of Adjudication shall be final.**

**At the end of the approved "on leave from call" period, the synod council shall remove the diaconal minister from the roster of ministers. This action of the synod council is not subject to appeal.**

**Carried.**

ELCIC Constitution

**CC-2010-53** That NCC approve and recommend for adoption to the 2011 National Convention changes to the ELCIC Constitution, Article IV, Mission of the Church, Section 2,

#### **ARTICLE IV Mission of the Church**

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

Section 2. In seeking to achieve its mission, this church shall:

a. Receive, establish and maintain congregations in which the gospel is rightly preached and the Sacraments rightly administered;

~~b. Admit persons to the roster of ministers by ordination or transfer and be responsible for their nurture, support and discipline;~~

~~c. Admit persons to the roster of ministers by consecration or transfer and be responsible for their nurture, support and discipline;~~

**b) Admit persons to the roster of ministers by ordination, or transfer, or consecration, and be responsible for their nurture, support and discipline.”**

**Carried.**

**CC-2010-54** That NCC approve and recommend for adoption to the 2011 National Convention changes to the ELCIC Constitution, Article VI-Congregations, Section 1,

## **ARTICLE VI Congregations**

Section 1. A congregation of this church, **which is the corporate existence recognized by this church,** is a worshipping, learning, witnessing and serving community of persons baptized in the Name of the Triune God among whom the Word is proclaimed and the Sacraments are administered according to the gospel, ~~the corporate existence of which is recognized by this church.~~

**Carried.**

**CC-2010-55** That NCC approve and recommend for adoption to the 2011 National Convention changes to the ELCIC Constitution, Article X, Synods,

## **ARTICLE X Synods**

Section 1. The church shall be organized regionally into synods whose number and boundaries are to be determined by this church in its administrative bylaws.

Section 2. Each synod shall be incorporated in keeping with the terms of appropriate documents ratified ~~by this church in convention or~~ by the National Church Council. Amendments thereto shall be subject to ratification **by the National Church Council.**

Section 3. Each synod shall have a constitution ratified ~~by this church in convention or~~ by the National Church Council. Amendments thereto shall be subject to like ratification **by the National Church Council.**

**Carried.**

**CC-2010-56** That NCC approve and recommend for adoption to the 2011 National Convention changes to the ELCIC Constitution, Article X, Synods, Section 6, (e)

e. Co-operate with the National Church ~~Council~~ and the synods in implementing its programs.

**Carried.**

**CC-2010-57** That NCC approve and recommend for adoption to the 2011 National Convention changes to the ELCIC Constitution, Article X, Synods, Section 10, by removing the section as these details are covered in Administrative Bylaws Part XII, Conference of Bishops.

~~Section 10. The bishops of the synods and the bishop of this church shall meet at least once a year for spiritual renewal and the discussion of programs, plans and problems affecting the synods and this church. Except where otherwise provided in this constitution and its administrative bylaws, the function of such a meeting shall be consultative and advisory.~~

**Carried.**



**CC-2010-58** That NCC approve and recommend for adoption to the 2011 National Convention changes to the Constitution Article XI, Conventions, move the following wording to the **Administrative Bylaws**, **inserting into Part VI beginning after section 4, and renumber the subsequent sections:**

## **ARTICLE XI**

## **Conventions**

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

~~Section 2. — A convention of this church shall be held biennially at a time and place determined by the National Church Council.~~

~~Section 3. — Special conventions shall be called for specified purposes by the bishop of this church to be held within ninety days of receiving a request in writing from two thirds of the members of the National Church Council or from two thirds of the synods.~~

~~Section 4. — The secretary shall publish the time and place of each regular convention at least six months in advance. The secretary shall give written notice of a special convention to each congregation and each rostered minister serving under call, and shall publish the same at least thirty days prior to the opening date of the convention.~~

~~Section 5. — The voting membership of conventions shall consist of:~~

~~a. — Two hundred rostered ministers elected by the conferences as allocated by the National Church Council on the basis of baptized membership; and~~

~~b. — A lay delegate may be elected by each parish\* not already represented by a rostered minister. An additional lay delegate may be elected by every parish with more than eight hundred baptized members. Any parish with less than eight hundred members represented by a rostered minister for two consecutive conventions may not be represented by a rostered minister at the following convention.~~

~~c. — Twelve youth selected by the synods as members of the youth assembly.~~

~~Section 6. — The voting membership at a special convention shall consist of the delegates seated in the preceding regular convention provided they have not been disqualified by termination of membership in the parish they represented. Vacancies in delegations shall be filled by conferences and parishes as necessary.~~

~~Section 7. — A quorum shall consist of twenty per cent of the eligible voting members provided that such members are from at least two thirds of the synods.~~

Administrative Bylaws

## **PART VI CONVENTIONS**

(Constitution, ARTICLE XI)

Section 1. Invitations from synods wishing to host a convention of this church shall be submitted to the National Church Council at least four years prior to the convention.

Section 2. The time and place for the next regular convention shall be announced at each convention by the National Church Council.

Section 3. The secretary shall send out a bulletin of reports to all delegates-elect at least forty-five days before each regular convention.

- Section 4. Arrangements for conventions of this church shall be made by the National Church Council in conjunction with a committee appointed by the host synod for that purpose.
- Section 5. **A convention of this church shall be held biennially at a time and place determined by the National Church Council.**
- Section 6. **Special conventions shall be called for specified purposes by the bishop of this church to be held within ninety days of receiving a request in writing from two-thirds of the members of the National Church Council or from two-thirds of the synods.**
- Section 7. **The secretary shall publish the time and place of each regular convention at least six months in advance. The secretary shall give written notice of a special convention to each congregation and each rostered minister serving under call, and shall publish the same at least thirty days prior to the opening date of the convention.**
- Section 8. **The voting membership of conventions shall consist of:**
- a. **Two hundred rostered ministers elected by the conferences as allocated by the National Church Council on the basis of baptized membership; and**
  - b. **A lay delegate may be elected by each parish\* not already represented by a rostered minister. An additional lay delegate may be elected by every parish with more than eight hundred baptized members. Any parish with less than eight hundred members represented by a rostered minister for two consecutive conventions may not be represented by a rostered minister at the following convention.**
  - c. **Twelve youth selected by the synods as members of the youth assembly.**

**\*A parish is defined as consisting of those baptized persons served by a common pastoral ministry in one or more congregations.**

- Section 9. **The voting membership at a special convention shall consist of the delegates seated in the preceding regular convention provided they have not been disqualified by termination of membership in the parish they represented. Vacancies in delegations shall be filled by conferences and parishes as necessary.**
- Section 10. **A quorum shall consist of twenty per cent of the eligible voting members provided that such members are from at least two-thirds of the synods.**

**Carried.**

**CC-2010-59** That NCC approve and recommend for adoption to the 2011 National Convention changes to the ELCIC Constitution, Article XII-National Church Council, Section 1, move the following wording to the **Administrative Bylaws, inserting into Part IX creating new section 2 and renumber subsequent sections:**

## **ARTICLE XII National Church Council**

- Section 1.** There shall be a National Church Council comprised of the officers of this church, who shall serve as the officers of the council; and additional members from the synods allocated on the basis of proportional representation according to baptized membership; and other representatives from full communion **partner** agreements. ~~Each synod shall be represented by~~

~~at least one lay person and one rostered minister, and the total number of lay persons shall equal or exceed the total number of rostered ministers. The distribution of additional members shall be specified in the administrative bylaws. The additional members shall be elected by the convention and shall be eligible to serve no more than two consecutive four-year terms. Synod bishops shall be present as advisory members. Terms of elected members shall be such that half of the members shall be elected at each convention. Vacancies shall be filled by the National Church Council until the next regular convention. A member of the National Church Council who is a rostered minister who has been suspended from the office of rostered ministry or removed from the roster by a synod council, may be removed from membership on the National Church Council by a majority or a least two thirds of the members of the National Church Council at a meeting duly called and held for such purpose.~~

## Administrative Bylaws

### Part IX

### National Church Council

**Section 2:** Each synod shall be represented by at least one lay person and one rostered minister, and the total number of lay persons shall equal or exceed the total number of rostered ministers. The distribution of additional members shall be specified in these bylaws. The additional members shall be elected by the convention and shall be eligible to serve no more than two consecutive four-year terms. Terms of these elected members shall be such that half of the members shall be elected at each convention. Vacancies shall be filled by the National Church Council until the next regular convention. A member of the National Church Council who is a rostered minister who has been suspended from the office of rostered ministry or removed from the roster by a synod council, may be removed from the membership on National Church Council by a majority of at least two-thirds of the members of the National Church Council at a meeting duly called and held for such purpose.

Carried.

**CC-2010-60** That NCC approve and recommend for adoption to the 2011 National Convention changes to the ELCIC Constitution, Article XIII, Officers, by moving sections 2 through 8 to Administrative Bylaws Part X Officers:

## ARTICLE XIII

## OFFICERS

~~Section 2. The officers shall be elected by the convention for a term of four years according to procedures established in the administrative bylaws. All officers shall serve until their successors assume office.~~

~~Section 3. Should a vacancy occur *ad interim* in any of the offices with the exception of the office of bishop, the National Church Council is empowered to fill the same until the next regular convention or to call a special convention to fill the vacancy. Each election by a convention shall be for a full term of office.~~

~~Section 4. The terms of the officers shall begin on the first day of the third full month following election.~~

~~Section 5. The bishop of this church shall:~~

- ~~a. Serve as its leader and counsellor;~~
- ~~b. Seek to preserve its peace and order;~~
- ~~c. Call, convene and preside over its conventions and the meetings of the National Church Council;~~
- ~~d. Speak publicly and witness for the gospel on behalf of this church;~~
- ~~e. Oversee the officers and executive staff;~~
- ~~f. Co-ordinate the work of its committees, and serve in an *ex officio* capacity;~~
- ~~g. Represent this church at meetings of the auxiliaries and recognized independent organizations;~~

- ~~h. Convene meetings of the bishops of the synods;~~
- ~~i. Serve as the primary representative of this church in all inter-church associations and councils in which it holds membership; and~~
- ~~j. Perform the additional duties prescribed in the constitution, administrative bylaws and resolutions of this church.~~

~~Section 6. The vice president shall:~~

- ~~a. Preside at the general convention and at meetings of the National Church Council upon the request of the bishop;~~
- ~~b. In the event of the death, resignation or incapacity of the bishop, convene the National Church Council to provide for the discharge of the bishop's duties pending the election of a new bishop at a regular or special convention; and~~
- ~~c. Perform the additional duties prescribed in the constitution, administrative bylaws and resolutions of this church.~~

~~Section 7. The secretary shall:~~

- ~~a. Keep or cause to be kept the minutes of the conventions and prepare or cause to be prepared such minutes for publication;~~
- ~~b. Have charge of records, registers and archives;~~
- ~~c. Be the custodian of the seal of this church;~~
- ~~d. Attest all documents of this church as required; and~~
- ~~e. Perform the additional duties prescribed in the constitution, administrative bylaws and resolutions of this church.~~

~~Section 8. The treasurer shall:~~

- ~~a. Be the fiscal officer of this church;~~
- ~~b. Make full report of the financial affairs of this church to conventions and to the National Church Council; and~~
- ~~c. Perform the additional duties prescribed in the constitution, administrative bylaws and resolutions of this church.~~

## Administrative Bylaws

### **PART X**

### **OFFICERS**

**Section 1. The officers shall be elected by the convention for a term of four years according to procedures established in these bylaws. All officers shall serve until their successors assume office.**

**Section 2. Should a vacancy occur *ad interim* in any of the offices with the exception of the office of bishop, the National Church Council is empowered to fill the same until the next regular convention or to call a special convention to fill the vacancy. Each election by a convention shall be for a full term of office.**

**Section 3. The terms of the officers shall begin on the first day of the third full month following election.**

**Section 4. The Bishop of this church shall:**

- a. Serve as its leader and counsellor;**
- b. Seek to preserve its peace and order;**
- c. Call, convene and preside over its conventions and the meetings of the National Church Council;**
- d. Speak publicly and witness for the gospel on behalf of this church;**
- e. Oversee the officers and staff;**
- f. Co-ordinate the work of its committees, and serve in an *ex officio* capacity;**
- g. Represent this church at meetings of the auxiliaries and recognized independent organizations;**
- h. Convene meetings of the bishops of the synods;**

- i. Serve as the primary representative of this church in all inter-church associations and councils in which it holds membership;**
- j. Be responsible for coordinating administrative matters, clarifying areas of overlap;**
- k. Serve as a consultant in the nomination process for the election of chief executive officers of the institutions of this church;**
- l. Prepare a report on the state of this church for presentation at the conventions of this church and of its synods;**
- m. Make an annual report to the National Church Council, analyzing the programs of this church and aiding the council in setting priorities and emphases in the work of this church;**
- n. Represent this church at conventions of the synods or appoint a member of the National Church Council to be a representative;**
- o. Engage, with the approval of the National Church Council, such staff as is necessary to discharge the responsibilities assigned to the bishop; and**
- p. Perform the additional duties prescribed in the constitution, administrative bylaws and resolutions of this church.**

**Section 5. The Vice-President shall:**

- a. Preside at the general convention and at meetings of the National Church Council upon the request of the bishop;**
- b. In the event of the death, resignation or incapacity of the bishop, convene the National Church Council to provide for the discharge of the bishop's duties pending the election of a new bishop at a regular or special convention; and**
- c. Perform the additional duties prescribed in the constitution, administrative bylaws and resolutions of this church.**

**Section 6. The Secretary shall:**

- a. Keep or cause to be kept the minutes of the conventions and prepare or cause to be prepared such minutes for publication;**
- b. Have charge of records, registers and archives;**
- c. Be the custodian of the seal of this church;**
- d. Attest all documents of this church as required; and**
- e. Maintain the roster of congregations and the roster of ministers of this church;**
- f. Have custody of the archives of this church, including:**
  - i. Official documents and records of this church,**
  - ii. Proceedings of the conventions of this church and of its synods,**
  - iii. Biographical data of rostered ministers who have served this church,**
  - iv. Historical records of congregations and institutions,**
  - v. Official records of congregations and institutions which have ceased to function;**
- g. Gather and publish the statistics of this church;**
- h. Publish, as needed, the articles of incorporation and a current issue of the constitution and bylaws of this church for distribution to each ordained minister and to each congregation for their official records;**
- i. Give notice of each convention of this church upon order of the bishop, and prepare and distribute a *Bulletin of Reports*;**
- j. Be responsible for physical arrangements at regular and special conventions;**
- k. Maintain a record of delegates, advisory members and official visitors of the conventions;**
- l. Keep convention minutes and codify convention resolutions;**
- m. Register participants at regular and special conventions;**
- n. Compile and publish a report of each convention and transmit a copy to each delegate and each ordained minister of this church;**

- o. Issue certificates of election and notify those concerned of resolutions adopted by each convention;
- p. Respond to inquiries seeking information on policies approved or actions taken by the National Church Council and by the conventions of this church;
- q. Ensure that appropriate corporations are established for health care institutions or agencies owned by this church or its synods, and review and make recommendations regarding all proposed constitutional amendments; **and**
- r. **Perform the additional duties prescribed in the constitution, administrative bylaws and resolutions of this church.**

Section 7. The Treasurer

In addition to the duties stated in the constitution and elsewhere in the bylaws, the treasurer shall:

- a. Be responsible for the safekeeping of the securities, insurance policies, deeds, abstracts, mortgages and other legal instruments held by the National Church Council on behalf of this church and its boards; and
- b. Direct the work of the Department of Finance and Administration.
- c. **Be the fiscal officer of this church;**
- d. **Make full report of the financial affairs of this church to conventions and to the National Church Council; and**
- e. **Perform the additional duties prescribed in the constitution, administrative bylaws and resolutions of this church.**

Carried.

**CC-2010-61** That NCC approve and recommend for adoption to the 2011 National Convention changes to the ELCIC Constitution, Article XIV, Offices by removing the article entirely **and renumber the following sections:**

~~ARTICLE XIV~~ ~~Offices~~

~~Section 1. This church shall provide ongoing support services for this church through such offices as may be established in the administrative bylaws.~~

~~Section 2. In establishing an office in the administrative bylaws such provision shall set out the objectives of the office and the method by which such objectives are intended to be accomplished.~~

Carried.

**CC-2010-62** That NCC approve and recommend for adoption to the 2011 National Convention changes to the ELCIC Constitution, Article XV, Section 1, **by moving parts a. through g. to Administrative Bylaws Part XV Department of Finance and Administration, Section 1:**

**ARTICLE XV Department of Finance and Administration**

- Section 1. The National Church Council shall, through ~~its~~ **the** Department of Finance and Administration, have responsibility for the general oversight and control of the finance and business management of this church. ~~As such it shall:~~
- a. ~~Provide for this church the treasury and accounting functions, data processing, auditing service, legal counsel and personnel service, and arrange for the necessary office space and equipment;~~
  - b. ~~Administer the finances of this church;~~
  - e. ~~Ensure that there be sound and responsible fiscal management by its offices, committees and institutions;~~

- ~~d. Develop budgetary procedures and prepare annual budget recommendations;~~
- ~~e. Periodically review the receipts, expenditures and financial conditions of this church, and recommend to the church when adjustments are necessary to ensure that expenditures do not exceed the funds available in the current fiscal year;~~
- ~~f. Manage the investment programs for this church, excluding pension funds and benefit programs; and~~
- ~~g. Borrow funds and guarantee loans.~~

Administrative Bylaw

**PART XV DEPARTMENT OF FINANCE AND ADMINISTRATION**

Section 1. This department shall:

- a. Provide for this church the treasury and accounting functions, data processing, auditing service, legal counsel and personnel service, and arrange for the necessary office space and equipment;**
- b. Administer the finances of this church;**
- c. Ensure that there be sound and responsible fiscal management by its offices, committees and institutions;**
- d. Prepare annual budget recommendations;**
- e. Periodically review the receipts, expenditures and financial conditions of this church, and recommend to the church when adjustments are necessary to ensure that expenditures do not exceed the funds available in the current fiscal year;**
- f. Manage the investment programs for this church, excluding pension funds and benefit programs;**
- g. Develop and implement a budgetary process, which shall involve budget consultation between the synods and this church;**
- h. Be authorized to borrow funds for operating expenses not exceeding 7% of the total annual budget;**
- i. Establish personnel policies for this church;**
- j. Arrange insurance (other than health and life) programs for this church;**
- k. Provide for the bonding of all employees and officers of this church;**
- l. Administer, except as otherwise provided for, all property owned by this church; and**
- m. Manage the Church Extension and Capital Fund according to policies approved by the National Church Council.**

Section 2. This department, through the persons authorized by the National Church Council, shall execute the necessary papers for the acquisition and sale of property.

**Carried.**

ELCIC Administrative Bylaws

**CC-2010-63** That NCC approve and recommend for adoption to the 2011 National Convention changes to the ELCIC Administrative Bylaws, Part XVII, Evangelical Lutheran Women, Section 1 by removing the entire Part and renumber the following Part.

~~**PART XVII, EVANGELICAL LUTHERAN WOMEN**~~  
 (~~Constitution, ARTICLE XVII.1~~)

~~Section 1. The Evangelical Lutheran Women of the Evangelical Lutheran Church in Canada Inc. Shall:~~

- ~~a. Be an official women's organization of this church;~~
- ~~b. Be a composite of congregational organizations, which proclaim the gospel of Jesus~~

- ~~Christ through its own program and of this church;~~  
~~e. Have authority, in conformity with the personnel policies of this church, to employ an executive staff person and additional staff as needed to carry out its purpose;~~  
~~d. Be responsible for its own financial affairs;~~  
~~e. Be an integral part of this church.~~

**Carried.**

MS That NCC approve changes to the ELCIC Administrative Bylaws, Article XVIII, Court of Adjudication, Section 5, Due notice of the time and place of meetings of the court shall be given by its secretary to all persons involved in the case and shall be published ~~in the official church paper.~~

**CC-2010-64** To refer the motion " changes to the ELCIC Administrative Bylaws, Article XVIII, Court of Adjudication, Section 5, Due notice of the time and place of meetings of the court shall be given by its secretary to all persons involved in the case and shall be published ~~in the official church paper.~~" back to the Constitution Committee.

**Carried**

National Treasurer's Report

**CC-2010-65** That NCC request that the 2011 Synod Mission Consultation include discussion of:

1. Focus of CECF funds-consider funding of new programs as well as new buildings (mortgagable assets)
2. Consider options/flexibilities in funding strategies , and
3. Develop alternate models of mission development

and request a report back to September 2011 NCC meeting.

**Carried.**

**CC-2010-66** That NCC request the CECF Advisory Committee and the NCC Finance Committee develop strategies to:

1. Mitigate risks associated with the LIFE and CECF programs
2. Improve information flow among all levels (National Church, synod mission consultants, and congregations) in the process of loan granting and monitoring, and
3. Consider the potential role conflict of Synodical Mission Consultants also being those that decide upon loan applications.

and report back to the March 2011 NCC meeting.

**Carried.**

**CC-2010-67** That NCC direct the Finance Committee to bring a recommendation considering the value of continuing the sale of Investment Certificates to its September 2011 meeting.

**Carried.**

Dwelling in the Word-Rev Paul Gehrs, Assistant to the National Bishop, Justice and Leadership.



## Governance Committee Report

### Governance Manual

**CC-2010-68** That NCC approve new wording to ELCIC Governance Manual GP 1.6 regarding minutes.

#### GP-1.6 Regular and Extraordinary Council Meetings

The National Church Council shall normally meet twice a year in March and September. The dates, venue and duration of the Council meetings shall be determined at the first meeting after the National Convention. Changes to dates, venue and duration may be made by majority vote at any time before the meeting being changed.

The National Bishop, in consultation with the Council chair, may call additional meetings. An additional meeting must be called if requested by a majority of Council members in writing. There shall be a minimum of 48 hours between the notice of meeting and the meeting itself.

When unusual circumstances require a decision of the Council and time is of the essence, the Council chair and the National Bishop may call a meeting of the Council using real-time electronic media (teleconference, video conference, internet, etc.), email or a mail vote. In cases where discussion is required or preferred, a real-time electronic media or email shall be used. In cases where information is relatively straight forward, decisions may be reached by mail vote.

**That any minutes of any committee meeting, when included in the material distributed for a council meeting either in the docket in advance of the Council meeting or at the Council meeting itself, be received for information by virtue of having been distributed.**

**Carried.**

#### Constitution Committee/Council Relationship

**CC-2010-69** That NCC request the Constitution Committee to prepare a proposed Constitution Committee/Council Relationship Description for inclusion in the ELCIC Governance Manual and be presented for consideration of Council at the March 2011 meeting.

**Carried.**

#### Report of the National Secretary

**CC-2010-70** That NCC appoint Rev Brian Krushel to the 2011 Nominations Committee for the 2011 National Convention.

**Carried.**

#### Report of the Conference of Bishops

#### Re-cap of Priority Setting

NCC will work together using survey monkey to identify core functions, then the remaining will be prioritized.

Reflections from Partners:      ACC CoGS Representative on NCC  
   ACC CoGS Officer Representative  
   ELCA Representative

Correspondence provided in the docket for information.

New Business

**CC-2010-71** That NCC appoint Brita Chell to serve on behalf of the ELCIC on the Joint Anglican Lutheran Commission for the term 2010-2013.

**Carried.**

Meeting dates:

March 31-April 3, 2011            NCC & COGS Meeting in the Toronto area  
Meeting Chaplain-Bishop Elaine Sauer  
Dwelling in the Word-Don Storch

July 13-17, 2011                National Convention, Saskatoon SK  
September 8-10, 2011        NCC Meeting

Closing Prayer-Rev Trish Schmermund.

Respectfully submitted,  
Faye Schultz  
Executive Assistant to the Office of the Bishop