



Canadian Association of
Lutheran Congregations

CALC

Office of the Ministry of Word & Sacrament
Guidelines for: Training, Call, Ordination, Roster
& Discipline

CALC is a Community of Independent congregations living together.
The Word of God has created us,
The Word of God sustains us,
The Word of God redeems us.
As believers we are servants of one another.
As believers we share the burdens of one another, as Jesus did on the cross.
With one voice we proclaim Jesus to the world

Canadian Association of Lutheran Congregations

Website: www.calc.ca e-mail: ed.skutshek@gracelutheranelowna.com Telephone: 250-801-3860

President's Office: C/O: Grace Lutheran Church: 1162 Hudson Road, West Kelowna, British Columbia V1Z 1J3 - (250) 769-5685

Table of Contents

The Guidelines

| | |
|---|----|
| Introduction/Purpose | 3 |
| 1. Roster of Pastors | 3 |
| 2. CALC Congregations are Free to Call Men and Women to the Pastoral Ministry | 3 |
| 3. The Office of the Ministry of Word and Sacrament is Divinely Instituted | 3 |
| 4. A Congregation’s Call is God’s Call | 4 |
| 5. Scriptural Qualifications of a Pastor..... | 4 |
| 6. Expectations of the Candidate | 5 |
| 7. Pastoral Gifts, Skills, Aptitudes and Abilities..... | 5 |
| 8. Basic Terms of a the Call to Pastoral Ministry..... | 7 |
| 9. Educational Qualifications | 8 |
| 10. The Shepherd’s Pathway to Pastoral Ministry..... | 9 |
| 11. Ordination..... | 13 |
| 12. Installation | 14 |
| 13. Call of a Parish Pastor | 14 |
| 14. Call of a Pastor Emeritus/Emerita | 16 |
| 15. Call of a Pastor in Extended Ministry..... | 17 |
| 16. Discipline..... | 20 |

The Attached Schedules

| | |
|---|----|
| Schedule 1: CALC’s Confession of Faith and Purpose | 22 |
| Schedule 2: CALC’s Model Letter of Call – Parish Pastor | 24 |
| Schedule 3: CALC’s Compensation Guidelines for Rostered Pastors..... | 29 |
| Schedule 4: Description of CALC’s Pastoral Ministry Certificate | 32 |
| Schedule 5: Description of CALC’s Master of Divinity Program..... | 34 |
| Schedule 6: Guidelines for Educational Enrichment for Pastors Trained by Another Denomination | 37 |
| Schedule 7: Model Letter of Call for Pastors Trained by Another Denomination | 41 |
| Schedule 8: Rite of Ordination..... | 50 |
| Schedule 9: Rite of Installation | 53 |
| Schedule 10: The Pastoral Review Panel | 55 |
| Schedule 11: Application for Entry Into The Shepherd’s Pathway | 57 |
| Schedule 12: Application for Entry Into Pastoral Ministry..... | 65 |
| Schedule 13: Application for Entry Into Extended Ministry..... | 71 |
| Schedule 14: Application For Designation As Pastor Emeritus..... | 80 |
| Schedule 15: Guidelines and Procedures for the Discipline of CALC’s Pastoral Ministers | 83 |

Introduction/Purpose.

This document, together with the supporting materials attached hereto, represents CALC's official statement concerning the Office of the Ministry of Word and Sacrament and CALC's role in the training, call, roster and discipline of Pastors.

1. Roster of Pastors.

The Roster: CALC's mandate includes maintaining a roster of pastors. CALC's pastors are rostered under one of three categories:

- a. **Parish Pastors** are pastors called by member congregations to the office of the ministry of Word and Sacrament on a fulltime, part-time or interim basis;
- b. **Pastors Emeriti** are retired pastors aged 62 or older called by CALC to perform pastoral functions from time to time; or
- c. **Pastors in Extended Ministry** are pastors whose call to ministry in a care home, prison, counselling center, mission, or hospital is endorsed by or facilitated through CALC.

Admission to the Roster of Pastors:

Pastors are admitted to CALC's Roster of Pastors as follows:

- a. **Incumbent Pastor of a Congregation Joining CALC.** Ordained pastors serving a congregation at the time said congregation joins CALC shall be admitted to the Roster of Pastors as of the date said congregation is admitted into membership in CALC.
- b. **Pastors Called by a Member Congregation.** Ordained Pastors called by a CALC congregation shall be admitted to the Roster of Pastors as of the date that the pastor assumes his/her duties under the letter of call issued by a CALC congregation.
- c. **Pastors in Extended Ministry.** Those called by CALC to an Extended Ministry, shall be admitted to CALC's Roster of Pastors immediately following their assumption of duties under the terms of their call.
- d. **Pastors Emeriti.** Ordained pastors who have applied for status of Pastors Emeriti shall be admitted to CALC's Roster of Pastors upon the National Council's approval of said application to be admitted as a Pastor Emeritus.
- e. **Candidates for Ordination.** Pastoral candidates ordained in response to a call by a CALC congregation shall be admitted to the Roster of Pastors upon ordination.

Continuance on the Roster of Pastors: Pastors admitted to CALC's Roster of Pastors shall remain on said roster until their names are removed by reason of their death, retirement, disability, resignation from their call, or the imposition of discipline (provided, that, the discipline imposed upon the pastor, included the removal of said pastor's name from CALC's Roster of Pastors).

Pastors Between Calls: The names of Parish Pastors, Pastors Emeriti and Pastors in Extended Ministry who resign from their call, or are terminated without the imposition of discipline, are removed from our Roster of Pastors effective the last day of pastor's service as a Parish Pastor, Pastor Emeritus, or Pastor in Extended Ministry. CALC suggests that eligible pastors between calls join CALC as an Individual Associate Member, thereby maintaining a relationship with CALC and its congregations. Congregations would be free to consider a pastor who is an Individual Associate Member for interim ministry and pulpit supply. A pastor who is an Individual Associate Member who is credentialed by CALC under a provincial marriage act may maintain that status until he/she accepts a call in another denomination or moves from said province.

2. CALC Congregations are Free to Call Men and Women to the Pastoral Ministry.

CALC's member congregations are free to call men and woman to the Office of the Ministry of Word and Sacrament who meet CALC's stated scriptural qualifications and state a clear intention to live and conduct themselves in a manner consistent with CALC's expectations for Pastoral Ministers. CALC's teaching on women's leadership in the church is found in the document entitled "Ordination of Women to the Office of Ministry of Word and Sacrament – Scriptural and Confessional Authority" which may be found online by following this link.

3. The Office of the Ministry of Word and Sacrament is Divinely Instituted.

We believe, trust and confess that God instituted the office of the ministry for the purpose of bringing the Word and the Sacraments to His people in order that they may come to saving faith (Matthew 28:19; 1 Corinthians 11:23-25; 2 Corinthians 5:18; Acts 20:28). It is only through these two means that the Holy Spirit works faith where and when He pleases in only

those who hear and do not reject the Gospel (John 5:52; Romans 10:17; 1 Thessalonians 1:5). *“It was he who gave some to be apostles, some to be prophets, some to be evangelists, and some to be pastors and teachers, to prepare God's people for works of service, so that the body of Christ may be built up.”* (Ephesians 4:11-12)

4. A Congregation's Call is God's Call.

We believe, trust and confess that the act of choosing, electing or appointing a man or a woman to the office of the Ministry of Word and Sacrament is referred to as “the divine call.” CALC's rite of ordination asks the ordinand to profess and affirm:

“Before almighty God, to whom you must give account, and in the presence of this congregation, I ask: Will you assume this office, believing that this congregation's call is God's call to the ministry of Word and Sacrament?”

The divine call is much more than an inner conviction or belief held by a man or woman that God wants him or her to be a pastor. The inner conviction does not make that man or woman a pastor; rather, it is the external election or call of the church that makes any man or woman a pastor. Without the mediation of a call by a congregation, a man or woman serving as a pastor would be engaged in self-appointed service to God and that can be a form of idolatry. Only the Apostles and the Prophets received an immediate call from God Himself. Pastors are neither Apostles nor Prophets; their call is mediated through the congregation. It is a congregation, acting in obedience to the will of God, who has the command from God to call qualified men and women to the Ministry of Word and Sacrament.

A call from a congregation to serve, as their pastor is a call from God like the call of Apostles and Prophets, the difference being that the pastoral call is mediated. God's call to public ministry cannot be accepted by the candidate out of a spirit of voluntarism, a sense of familial duty or obligation, a desire to achieve social justice, a desire for self-fulfillment, and/or a desire for intellectual attainment. The call of God binds the pastor to obedience to God's will. Because a congregation's call is God's call to an ordinand or pastor, the calling congregation is given the most solemn duty, and must approach any call to a pastor with humility, reverence and fear of the Lord.

5. Scriptural Qualifications for a Pastor.

In his letter to Titus (1:5-9) and to Timothy (3:1-7), St. Paul spoke of the qualifications of the elder (pastor) of the congregation.

An elder must be blameless, faithful to his wife, a man whose children believe and are not open to the charge of being wild and disobedient. Since an overseer manages God's household, he must be blameless—not overbearing, not quick-tempered, not given to drunkenness, not violent, not pursuing dishonest gain. Rather, he must be hospitable, one who loves what is good, who is self-controlled, upright, holy and disciplined. He must hold firmly to the trustworthy message as it has been taught, so that he can encourage others by sound doctrine and refute those who oppose it. (Titus 1:6-9)

If anyone aspires to the office of overseer, he desires a noble task. Therefore an overseer must be above reproach, the husband of one wife, sober-minded, self-controlled, respectable, hospitable, able to teach, not a drunkard, not violent but gentle, not quarrelsome, not a lover of money. He must manage his own household well, with all dignity keeping his children submissive, for if someone does not know how to manage his own household, how will he care for God's church? He must not be a recent convert, or he may become puffed up with conceit and fall into the condemnation of the devil. Moreover, he must be well thought of by outsiders, so that he may not fall into disgrace, into a snare of the devil. (1 Timothy 3:1-7)

To summarize: The pastor must be: a believer, a good spouse and the parent of good and believing children. The pastor must not be overbearing, quick-tempered, given to excesses in drinking and/or dishonest in business and personal life. The pastor should be hospitable, good, upright, self controlled and disciplined. The pastor must also have a good grasp of the scriptures and the fundamentals of faith so that, through the pastor's teaching, preaching and ministrations, the people of God are built up in their faith and those who oppose sound doctrine are soundly refuted.

Congregational Duty: The calling congregation's Congregational Council, or a Call Committee duly appointed by the calling congregation's Congregational Council, must interview and otherwise vet all candidates for call as pastor in order to discern whether a candidate meets the Scriptural qualifications set forth above. Throughout the call process, the Congregational Council, or Call Committee, may choose to seek the advice and counsel of the President of CALC and/or utilize CALC's available resources to assist them with the call process.

6. Expectations of the Candidate.

CALC and its congregations understand the call to the Ministry of Word and Sacrament or Pastoral Ministry to mean that:

- a. Pastors, called by God through the congregation, are accountable to the Word of God for the sake of the gospel of Jesus Christ.
- b. Pastors serve, teach and proclaim in accordance with the Holy Scriptures and the Creeds and Confessions of CALC's Statement of Faith and Statement of Purpose as set forth in Articles 3 and 5 of CALC's Constitution. Said confession of faith and statement of purpose are found in **Schedule 1** attached hereto and incorporated herein by this reference.
- c. Pastors are diligent in their study of the Holy Scriptures and in their use of the means of grace. They pray for God's people, nourish them with the Word and service and at times the Holy Sacraments, and lead them by their own example in faithful service and holy living.
- d. Pastors are called by God through the congregation as an expression of the church universal, the "Una Sancta" and are not self-chosen or self-appointed and do not select a ministry context independent of the church.
- e. Pastors are called by God through the congregation for a ministry of servanthood, and not for the exercise of domination or coercive power.
- f. The Pastoral Ministry is a privilege granted by God through the call of the congregation and is not a right of the individual.
- g. Pastors voluntarily place themselves under the legitimate authority and discipline of the congregation he or she serves and CALC, and assents to the polity of this Association of congregations.
- h. Pastors are expected to adhere to CALC's policy on marriage and human sexuality. In accordance with our confession of faith, we define marriage as being between one man and one woman.¹
- i. Pastors must possess the requisite gifts, skills and abilities in the following critically essential areas of Pastoral Ministry: preaching, teaching, worship leadership; pastoral care; evangelism and outreach; administration; morality; faith and the practice of pastoral. These gifts, skills and abilities are described in Section 7 below.

All Pastors in CALC should state a clear intention to live and conduct themselves in a manner consistent with these expectations.

Congregational Duty: The calling congregation's Congregational Council, or a Call Committee duly appointed by the calling congregation's Congregational Council, must interview and otherwise vet all candidates for call as pastor in order to discern whether a candidate will minister in the congregation in accordance with the expectations set forth above. Throughout the call process, the Congregational Council, or Call Committee, may choose to seek the advice and counsel of the President of CALC and/or utilize CALC's available resources to assist them with the call process. Thereafter, the congregational council and entire congregation is called to encourage their duly called Pastor to conduct his/her pastoral ministry in accordance with these expectations. If, God forbid, the pastor's ministry falls short of these expectations, the congregational council must exhort their pastor to repent and minister in accordance with these expectations. If, following the receipt of said exhortations, the pastor's ministry continues to fall short of these expectations, the Congregational Council may take further steps, including, consultation with CALC's President and/or discipline in accordance with the governing documents of the congregation or CALC.

7. Pastoral Gifts, Skills, Aptitudes and Abilities.

Pastors serving CALC congregations should be apt and proficient in the following critically essential areas of pastoral ministry: preaching, worship leadership, teaching, pastoral care, evangelism and outreach.

Preaching: The candidate should be an apt, engaging and inspiring preacher. His/her preaching should rightly distinguish between the Law and the Gospel in the subject text and reflect the theology of the cross. His/her proclamation should reflect adequate exegetical preparation and is delivered in an appropriate and effective way.

Teaching: The candidate should be an apt, engaging and inspiring teacher. He/she should be able to conduct adult and youth Bible study and Christian education classes, Confirmation classes. His/her teaching should be undergirded by the Theology of the Cross.

¹ Further teaching on marriage and human sexuality may be found in our publication entitled: "Statement on Marriage and Human Sexuality – Scriptural and Confessional Authority" which can be accessed as follows:
<http://www.calc.ca/Statement%20on%20Marriage%20and%20Human%20Sexuality.pdf>.

It is critical that pastors have a solid biblical foundation and can apply the truth of Scripture to life in teaching and preaching. God's Word is given to us to reveal truth, and a personal commitment to the study of the Bible is crucial for the pastor. As part of the Lutheran community we want to know that our pastors understand the Reformation and Lutheran theology as expressed in the Book of Concord.

It is important for pastors to have a good grasp of these principles: The five solas of the Reformation: Christ alone, faith alone, scripture alone, grace alone and the cross alone; The proper distinction between Law and Gospel in preaching, teaching and pastoral care; and the ability to consistently address issues of faith and life without confusion or contradiction.

Worship Leadership: The candidate should be an apt, engaging and inspiring worship leader. He/she should be able to conduct contemporary Lutheran and traditional Lutheran worship services. To "conduct worship" is to organize and carry out worship (specifically to take certain roles in worship and coordinate with others to facilitate worship). He/she should be thoroughly familiar with and able to conduct services of Holy Communion, Services of the Word, a Baptismal service, Service for Affirmation of Baptism (Confirmation); Services for Individual and Corporate Confession and Absolution, Lutheran wedding services, Lutheran funeral services, and the Service of the Word for Healing. He/she should be thoroughly familiar with the Church/Liturgical Year and how to conduct services during Advent, Christmas, Epiphany, Lent, Easter, Pentecost, the Sundays After Pentecost through to Christ the King Sunday.

Pastoral Care: The candidate should be an apt and gentle shepherd of the flock God has entrusted to him/her. Shepherding involves protection, tending to needs, strengthening the weak, encouragement, feeding the flock, making provision, shielding, refreshing, restoring, leading by example to move people on in their pursuit of holiness, comforting and guiding. Shepherding involves regularly visiting shut-ins and those hospitalized. Shepherding includes preparing families for the baptism of their children, preparing adults for baptism, and preparing couples for marriage. Shepherding also includes reassuring and comforting the dying with Jesus' words of comfort as they pass from this world to the next and comforting, consoling and encouraging those left behind. Shepherding also includes building and maintaining relationships with congregants by regularly visiting congregational members.

Evangelism Outreach: The candidate should be an apt and effective evangelist and spokesperson for the Church and his/her congregation. He/she should demonstrate an ability to coordinate the efforts of the members of a congregation for evangelism and outreach into the community surrounding your congregation and beyond.

Administration: The candidate should be an apt and effective administrator which includes keeping accurate membership records including baptisms, confirmations, marriages, burials and communicants. Administration also includes encouraging and empowering, through God's Word, every Christian as a spiritual priest to work for mutual edification, each in his or her own station and in accordance with the opportunity and gifts which God has bestowed upon him or her. Administration also includes the installation of members of church council in public worship; encouraging qualified persons to prepare for the pastoral ministry and encouraging the members to be generous in support of the ministry of the host congregation and the Church.

Morality: It is essential that pastors live lives worthy of the Gospel. Congregations cannot take for granted that pastors are above reproach. The congregation should perform the necessary checks into the candidate's history. It is reasonable to ask the questions, to do the research and to be thorough in doing so. When pastors fail in morality, the damage can be severe. It is also important to acknowledge that all are sinners in need of a Savior and all are called to practice forgiveness, love and acceptance. The question is how sin will be handled. It is the responsibility of the congregation to determine if a candidate should serve in a leadership role in the congregation.

Faith. It is appropriate for a congregation to discuss faith issues with a candidate. What a candidate believes will affect the working relationship between the congregation and the candidate. Asking questions concerning a candidate's faith in Jesus Christ can be very helpful in assessing the potential of the candidate and the congregation to work together.

Practice. This area addresses practical skills. Is the pastor faithful and reliable? Does the pastor follow through on what is promised? Is the candidate adept at listening effectively, organizing groups, speaking with clarity, showing respect and demonstrating good interpersonal skills.

Preaching and teaching are very much part of the practice of pastoral ministry. Is the candidate able to communicate effectively from the pulpit and/or in the classroom? Does the candidate demonstrate an interest in improving these areas? The congregation can examine these qualities in a live situation or have the candidate send a recording of a sermon or teaching session.

Another aspect of the practice of ministry is leadership. If the congregation expects leadership, then leadership ought to be

part of the discussion. Prior to the discussion, the congregation must determine the type of leader it seeks, for example: an administrator, a shepherd of souls, a facilitator who empowers others, a preacher, teacher, etc.

The candidate should be able to describe his/her work and study habits for an average day or an average week. The congregation might ask the candidate how he or she might divide time, between work and home.

The council and/or call committee is heartily encouraged and admonished to look up and discuss the following Scriptural references:

Theology: Ephesians 6:10-18, Hebrews 4:12, I Peter 1:22-23, II Timothy 4:3

Morality: Romans 6, Philippians 1:27, Colossians 1:9-14, I Timothy 3:1-10, Ephesians 4:25- 27.

Faith: Romans 10:8-10 & 17, I Corinthians 13:13, II Corinthians 8:7, Colossians 1:1-6, James 2:14-17.

Practice: II Corinthians 5:18, II Timothy 4:3-5, Ephesians 4:25-27, Matthew 5:33-37, Matthew 20:25-28, Mark 6:31, Philippians 2:1-11.

8. Basic Terms of the Call to Pastoral Ministry.

CALC pastors are called to:

- a. Preach the Word, administer the Sacraments and conduct public worship in harmony with the faith and doctrine of the Lutheran Church;
- b. Baptize, confirm and marry in accordance with the teaching of CALC and with the laws of the province of residence, visit the sick and distressed and bury the dead;
- c. Encourage faith active in love, in personal and family life and provide pastoral leadership to all schools and auxiliary organizations of the congregations;
- d. Comfort the mourning, to console the depressed, to bring the promise of redemption to those who seek redemption, to carry forth into the world the Word of the merciful God with its promise of salvation.
- e. Encourage and empower, through God's Word, every Christian as a royal priest to work for mutual edification, each in his or her own station and in accordance with the opportunity and gifts which God has given him or her, either individually, person to person, or in assemblies of the congregation.
- f. Install members of the Congregational Council.
- g. Seek out and encourage qualified persons to prepare for the ministry of the Gospel and strive to extend the Kingdom of God in the community, at home and abroad;
- h. Encourage the members to be generous in support of the ministry of the Congregation and the Church;
- i. Keep accurate membership records including baptisms, confirmations, marriages, burials and communicants. The parish records shall be kept in a written and/or electronic form, which shall remain the property of the congregation.
- j. Commend members who move to the pastoral care of the parish in which their new home is located.
- k. Be responsible for the pastoral care of our members and adherents, including regular visits.

Compensation.

Scripture mandates the qualifications for the man or woman called to serve in the pastoral ministry. Scripture defines the terms of the call of to pastoral ministry. Scripture also teaches that congregations are called to compensate pastors serving them for their service.

Let the elders who rule well be considered worthy of double honor, especially those who labor in preaching and teaching. For the Scripture says, "You shall not muzzle an ox when it treads out the grain," and, "The laborer deserves his wages." (1 Timothy 5:17-18)

"For it is written in the Law of Moses, "You shall not muzzle an ox when it treads out the grain." Is it for oxen that God is concerned? Does he not speak entirely for our sake? It was written for our sake, because the plowman should plow in hope and the thresher thresh in hope of sharing in the crop. If we have sown spiritual things among you, is it too much if we reap material things from you? If others share this rightful claim on you, do not we even more? Nevertheless, we have not made use of this right, but we endure anything rather than put an obstacle in the way of the gospel of Christ. Do you not know that those who are employed in the temple service get their food from the temple, and those who serve at the altar share in the sacrificial offerings?" (1 Corinthians 9:9-14)

"Let him who is taught the Word share all good things with him who teaches." (Galatians 6:6)

The freedom and autonomy of a CALC congregation in the call of a pastor encompasses the compensation a congregation pays their pastor. CALC's model congregational constitution states: *"In order that a pastor of this congregation may be devoted fully to the duties of the office, adequate compensation shall be provided, paid in semi-monthly or monthly installments. Expenses incident to attendance at conventions of this church and at meetings otherwise required by the pastor's office shall be defrayed by the congregation, except where other provisions are made."*

Compensation encompasses certain basics, including a base salary, plus housing (with the congregation providing either a parsonage or paying a housing allowance) and certain payroll items including Canada Pension and Employment Insurance. Congregations must consider whether employee benefits will be offered to their pastor including: (1) a pension plan which includes a deduction from the pastor's pay and matched by a contribution from the congregation; (2) life insurance; (3) disability insurance; and (4) health insurance (including extended medical, dental and vision coverage). Compensation also includes determining paid days off for statutory holidays, sick days, and for bereavement. These must be established. The call agreement is also subject to family (maternity) leave.

CALC has prepared a model call for a parish pastor in a CALC Congregation. The model letter of call is attached hereto as **Schedule 2** and incorporated herein by this reference. A schedule of suggested compensation for a pastor is attached hereto as **Schedule 3** and incorporated herein.

9. Educational Qualifications.

The Apostle Paul's exhortation to Titus and all elders on the church that came after him, was that Pastors must: (a) be able to teach (1 Timothy 3:2); and (b) hold firmly to the trustworthy message as it has been taught to them, so that he/she can encourage others by teaching sound doctrine and refuting those who oppose sound doctrine (Titus 1:9). CALC's governing documents require that a Pastor of a CALC congregation to preach, teach and administer the Means of Grace in accordance with Scripture, the Ecumenical Creeds and the Lutheran Confession. It is therefore, incumbent upon congregations to call only candidate's who possesses the academic training and/or professional and personal experience necessary to fulfill the terms of the call to pastoral ministry as set forth above; or is willing to engage in a course of study acceptable to CALC and the Congregation in order to attain the same.

Candidates Trained by a Lutheran Institution.

Master of Divinity Degree from a Lutheran Seminary. The ideal candidate for call to the office of the Ministry of Word and Sacrament in a CALC congregation would be a graduate of a recognized college or university with a bachelors degree and has earned a Master of Divinity degree from a Lutheran seminary. The Master of Divinity degree normally requires three academic years of study, carrying a fulltime course load, while in residence at the seminary, a twelve month supervised internship in a parish setting, and a minimum of two units of supervised Clinical Pastoral Education (CPE) in a hospital/institutional setting. Candidates who have earned a Master of Divinity degree and meet the personal qualifications for a pastor may be called by a CALC congregation.

Pastoral Ministry Certificate. The Institute of Lutheran Theology of Brookings, South Dakota, offers a Pastoral Ministry Certificate (PMC) a twelve (12) course program – plus a weekend Introductory course. Candidates who have earned a PMC and meet the personal qualifications for a pastor may be called and ordained by a CALC congregation. Additional information on the PMC is found in **Schedule 4** attached hereto.

Other Degrees. CALC congregations are free to call pastors with educational qualifications other than a Master of Divinity degree from a Lutheran Seminary, including, a Bachelor of Divinity degree; Master of Religious Studies, a Bachelors degree in pastoral or religious studies granted by a Lutheran university, or bachelors degree or a diploma conferred by a Lutheran Bible College. Candidates who have earned any of the degrees described above and meet the personal qualifications for a pastor and agree to the expectations for a pastor may be called by a CALC congregation.

Call of a Pastor Trained by Another Denomination.

Congregational Freedom.

CALC's Constitution grants our congregations great freedom and autonomy in calling a pastor. Our congregations are therefore free to call a pastor who was trained by and served in another Christian denomination. With such freedom comes great responsibility and requires the congregation to work in partnership and cooperation with CALC.

Partnership with CALC: CALC congregations covenant to partner with CALC in the training and discipline of an ordained clergy for the administration of the Means of Grace (the Word of God and the Sacraments). Pastor's trained by another denomination must in most cases receive additional training and mentorship in order to fulfill their obligations under a Letter of Call to a CALC congregation. The congregation must consult with CALC's President and Board of Elders as they

negotiate the terms of call to be issued to a Pastor trained in another denomination. The President and Board of Elders are able to help congregations assess the additional education and training a candidate may need to undertake ministry in a CALC congregation, assist the congregation in mentoring and training the candidate and provide oversight.

Congregational Responsibilities:

Vetting Candidates: The calling congregation's Congregational Council, or duly appointed Call Committee, must interview and otherwise vet all candidates for call as our pastor in order to discern whether a candidate meets the scriptural, personal and educational standards together with the gifts, skills and aptitudes established by CALC for call to parish ministry in a CALC congregation.

Maintaining Scriptural/Confessional Unity: What binds CALC congregations together is our common confession of faith. We accept all the canonical books of the Old and New Testaments as a whole and in all their parts as the divinely inspired, revealed, and inerrant Word of God, and joyfully submit to this as the only infallible authority in all matters of life and faith. We accept without reservation the three ecumenical creeds and the Lutheran Confessions found in the Book of Concord, not insofar as, but because they are the presentation and explanation of the pure doctrine of the Word of God and a summary of the faith of the evangelical Lutheran Church. Congregations calling a pastor from another denomination must be satisfied that their candidate will be able to preach, teach and minister the Sacraments in accordance with CALC's confessions of faith.

Guidelines:

CALC has developed guidelines to be used in assisting a candidate who was trained by and served in another denomination in the development as a Lutheran pastoral identity and serve a congregation in accordance with the Lutheran tradition. The guidelines are found in **Schedule 6** attached hereto and incorporated herein by this reference. A model letter of call is found in **Schedule 7** attached hereto and incorporated herein by this reference.

10. The Shepherd's Pathway to Pastoral Ministry.

CALC's mandate as a church body is to assist Member Congregations on the roster of this Association to train and discipline an ordained ministry for the administration of the Means of Grace. The Shepherd's Pathway to Pastoral Ministry ("Shepherd's Pathway") is the program, approved by our congregations, by which CALC's future pastors are trained. The Shepherd's Pathway is described below.

CANDIDACY

Candidacy is a process of discernment and reflection that encourages individuals to consider whether God is calling them to the pastoral ministry within CALC.

The Inner Call: CALC affirms that an individual's call from God to the pastoral ministry has an internal dimension. Candidates for the pastoral ministry become aware of their gifts and God's call in various ways. Some become aware in a critical moment in life. Some are urged by others in the church to consider their call. Some struggle for years with their call and their circumstances. When this internal call is sensed, the candidate, his/her spouse, pastor, home congregation and CALC engage in a cooperative process aimed at discerning whether the candidate is receiving a call from God to the Ministry of Word and Sacrament.

The Divine Call: We believe, trust and confess that the act of choosing, electing or appointing a man or a woman to the office of the Ministry of Word and Sacrament is referred to as "the divine call." The divine call is much more than an inner conviction or belief held by a man or woman that God wants him or her to be a pastor. The inner conviction does not make that man or woman a pastor; rather, it is the external election or call of the church that makes any man or woman a pastor. Without the mediation of a call by a congregation, a man or woman serving as a pastor would be engaged in self-appointed service to God and that can be a form of idolatry. Only the Apostles and the Prophets received an immediate call from God Himself. Pastors are neither Apostles nor Prophets; their call is mediated through the congregation. It is a congregation, acting in obedience to the will of God, who has the command from God to call qualified men and women to the Ministry of Word and Sacrament. A call to a public ministry of Word and Sacrament cannot be accepted by the candidate out of a spirit of voluntarism, a sense of familial duty or obligation, a desire to achieve social justice, a desire for self-fulfillment, and/or a desire for intellectual attainment. The call of God binds the pastor to obedience to God's will.

The Candidate: The ideal candidate for the pastoral ministry is a member of a CALC congregation who has formed a strong Lutheran identity. A candidate with a strong Lutheran identity has typically been raised in the Lutheran Church, that is, baptized as a child or infant, attended Sunday School, successfully completed a Confirmation program and thereafter has been an active member of a Lutheran congregation and has served as a congregational leader. A candidate is considered an active member if he/she regularly and consistently: attends worship; participates in Bible study and other opportunities for

Christian education; regularly participates in activities which promote maintenance of the congregation's property and/or fellowship among congregants; and participates in the mission and outreach activities of the congregation. Leadership in the congregation includes: taking an active role in worship (as liturgist, lector, Communion assistant, sacristan, preacher, and/or leadership role in the congregation's music ministry); serving on congregational council or a committee thereof; serving as a Sunday School teacher/superintendent or youth group leader; Bible study leader, serving as a volunteer coordinator; and/or taking a leadership role in the mission and outreach activities of a congregation.

A candidate who was raised in another Christian denomination who has been an active member of a Lutheran congregation for at least five (5) years and has taken a leadership role in said congregation, as those terms are defined above. Our congregations are free to consider a candidate does not come from a Lutheran background or has not been a member of a Lutheran congregation for five years. The congregation must carefully consider the following factors in assessing the aptness of a candidate for ministry in a Lutheran congregation: the candidate's faith journey, familial background, work experience, church membership, experience in church leadership, and educational training. Attention must be given to the development and formation of the candidate's Lutheran identity through a combination of theological training and mentorship by a seasoned Lutheran pastor.

FIRST STEP - DISCERNMENT OF THE SHEPHERD'S HEART

40 Day Discernment: The first step on the Shepherd's Pathway is the 40-Day Period of Discernment. The candidate and his/her pastor, spouse and members of his/her congregation participate in a series of 40 devotional readings and exercises. The devotional readings help the candidate to discern the qualities of, or the 'heart of,' a pastor. CALC's "40 Days of Discernment – Wrestling With God's Call to Become a Shepherd" can be accessed by following this link:

If, upon completion of the 40 Day Discernment process, the candidate, his/her spouse, pastor and congregation believe that he/she demonstrates the qualities of, or the "heart" of, a pastor, the next step involves the determination of the educational path to be taken by the candidate. CALC's President, Board of Elders and/or Pastoral Review Panel may be called upon in assisting the candidate in discerning the educational pathway taken by the candidate.

SECOND STEP - EDUCATIONAL PATHWAY

The candidate, mentoring pastor and CALC (through the President, Board of Elders, or Pastoral Review Panel appointed by the Board of Elders) will work together to discern the educational pathway to ministry to be followed on the Shepherd's Pathway. The candidate will embark on one of two educational pathways, either the traditional Master of Divinity track or the Pastoral Ministry Certificate track. To begin the process, the candidate completes an Application to Enter the Shepherd's Pathway attached hereto as **Schedule 11** and incorporated herein by reference.

CALC's Seminary. The Institute of Lutheran Theology (ILT) of Brookings, SD, USA, has been chosen by CALC and its congregations to train pastors serving in CALC congregations. ILT is a Lutheran seminary providing graduate, certificate, and lay level theological education through a fully integrated online campus. Faithful, fully-credentialed teachers lead students deeply into the Scriptures and the Christian tradition through a continual dialogue via live online video conferencing that replicates a traditional classroom. ILT's educational model permits a candidate to study for the ministry without having to move their family and/or quit their employment. For more detailed information on ILT and the educational programs offered by the seminary please click on the "Seminary" toggle button found in the navigation on CALC's Website.

Pathway 1: Master of Divinity Degree (M-Div). The Master of Divinity program prepares persons for the office of public ministry of Word and Sacrament in the church of Jesus Christ. It requires 90 course credits, equivalent to three years of full-time coursework. In addition, students in the M. Div. must complete the equivalent of a one-year full-time internship. A more detailed description of the program, including, descriptions for the courses offered in ILT's M-Div program is attached hereto as **Schedule 5**.

Pathway 2: Pastoral Ministry Certificate (PMC). This twelve-course program is designed to prepare leaders with no prior theological training to successfully provide pastoral leadership for a congregation. Coursework in the Pastoral Ministry Certificate Program provides a solid introduction to Biblical interpretation, Lutheran theology, church history, and ministerial practice. A more detailed description of the program, including, descriptions for the courses offered in ILT's PMC program is attached hereto as **Schedule 4**.

The Pastor-in-Training Program.

CALC Congregations are free to call a Pastor-in Training (PIT). A PIT is a candidate who is willing to engage in a course of study acceptable to CALC and the Congregation in order to attain theological education while serving in the congregation at the same time. The educational training component of the PIT program is provided by the Institute of Lutheran Theology (ILT), Brookings, South Dakota. This allows the candidate to study and serve at the same time within a congregational setting.

The call of a PIT is not an easy process. This arrangement should not be taken lightly. The call of a PIT requires a great deal of effort, commitment, and discipline on the part of the candidate, the calling congregation and calling congregation's church council. This call must therefore be entered into reverently, discreetly, advisedly, soberly, and in the fear and love of God. CALC should be involved in almost every step of the PIT program in the congregational setting. CALC has adopted guidelines for the call of a pastor-in-training. These guidelines are provided below

IDEAL SETTING

Small Congregation: The ideal setting for the call of a PIT is a small congregation with access to retired or active CALC pastor(s) who could be called upon to supervise and mentor the candidate. The demands of a smaller congregation are such that allows time for study, parish work and family life for the candidate. The candidate (under the supervision and mentorship of a seasoned pastor and the training received through ILT) and the congregation can grow together in faith, life and numbers.

Succession Planning: The PIT model could be used in a congregation where the existing pastor is contemplating retirement. The incumbent pastor has agreed to reduce his/her ministry incrementally over a three to five year period. The Pastor in Training would assume greater responsibility for congregational life each year until he/she would assume sole leadership of the congregation.

THE IDEAL CANDIDATE.

The ideal candidate for the PIT program is: a member of the calling congregation who has formed a strong Lutheran identity. A candidate with a strong Lutheran identity has typically been raised in the Lutheran Church, that is, baptized as a child or infant, attended Sunday School, successfully completed a Confirmation program and thereafter has been an active member of a Lutheran congregation and has served as a congregational leader. A candidate is considered an active member if he/she regularly and consistently: attends worship; participates in Bible study and other opportunities for Christian education; regularly participates in activities which promote maintenance of the congregation's property and/or fellowship among congregants; and participates in the mission and outreach activities of the congregation. Leadership in the congregation includes: taking an active role in worship (as liturgist, lector, Communion assistant, sacristan, preacher, and/or leadership role in the congregation's music ministry); serving on congregational council or a committee thereof; serving as a Sunday School teacher/superintendent or youth group leader; Bible study leader, serving as a volunteer coordinator; and/or taking a leadership role in the mission and outreach activities of a congregation.

OTHER CANDIDATES.

CALC congregations are free to consider a candidate who was raised in another Christian denomination who has been an active member of a Lutheran congregation for at least five (5) years and has taken a leadership role in said congregation, as those terms are defined above. Our congregations are free to consider a candidate does not come from a Lutheran background or has not been a member of a Lutheran congregation for five years. The congregation must carefully consider the following factors in assessing the aptness of a candidate for ministry in a Lutheran congregation: the candidate's faith journey, familial background, work experience, church membership, experience in church leadership, and educational training. Attention must be given to the development and formation of the candidate's Lutheran identity through a combination of theological training and mentorship by a seasoned Lutheran pastor.

Bi-vocational Ministry/Allocation of Time.

The PIT's ministry in a small congregation, or as part of a definite succession plan, is typically not a fulltime ministry. The PIT may have to hold a part-time job during the educational/training phase and potentially for the duration of the candidate's ministry in the congregation. The congregation and the PIT will have to structure the call so that the PIT is able to fulfill his/her obligations to his/her outside employer, make time for his/her family, devotional life, personal rest and refreshment, theological studies and pastoral ministry in the congregation. Even if the PIT is not required to hold an outside job, the PIT's letter of call must provide for the allocation time between family, personal time, study and ministry in the congregation.

Work-Study Program.

The candidate will be given an opportunity to actively engage in the simultaneous study for and the practice of pastoral ministry in a structured and supervised parish setting. He/she will given the opportunity to preach, teach, lead worship and provide pastoral care under the supervision of a seasoned pastor and a Lay Committee. The goal of the practical experience component of a candidate's theological education is to encourage, nurture, hone and develop his/her aptitude and proficiency in the following critically essential areas of pastoral ministry: preaching, worship leadership, teaching, pastoral care, evangelism and outreach, parish administration and the further development of their Lutheran identity.

Supervision/Evaluation.

The Pastor in Training should be actively supervised and mentored by a Supervising Pastor and a Lay Committee. The Supervising Pastor and the Lay Committee will assess the candidate's progress through written in-depth periodic evaluations. A midterm evaluation, assessing ministry for the first six months of ministry, should be completed before the end of said six month term. A yearend evaluation, assessing ministry for the first twelve months of ministry, should be completed before the end of said twelve month term. Thereafter, a midterm and yearend report must be submitted for each subsequent year of the term of the PIT call agreement. The Supervising Pastor should discuss his/her midterm and yearend evaluations with the candidate and both must sign each such evaluation prior to its submission to the church council and to CALC. The Lay Committee's midterm and yearend evaluations must be discussed with the candidate and must be signed by the candidate and the chair of the Lay Committee prior to submission of any evaluation to the church council and CALC. In order for the candidate to continue as PIT a positive evaluation must be given by the Supervising Pastor and the Lay Committee at the end of each twelve month term of the Pastor-in Training call. Written evaluation tools will be provided by CALC. The church council must also receive and approve the yearend reports of the Supervising Pastor and the Lay Committee. Evaluation forms to be used by the Supervising Pastor and the Lay Committee are attached hereto as Appendix 7 and 8. See also the discussion under Paragraph 1 of Section H for insights into supervision of the Candidate.

Appointment of a Supervising Pastor.

The calling congregation must appoint a Supervising Pastor for oversight and evaluation of the candidate's ministry and the provision of mentorship for the candidate. The purpose of the Supervising Pastor's oversight and mentorship is to help the candidate to integrate academic learning into day-to-day ministry, provide guidance in sermon preparation, worship leadership, the administration of Sacraments, time management and provide practical advice and counsel with respect to the provision of pastoral care and parish administration. The Supervisor will also be engaged in the general evaluation of the candidate's ministry, and personal and professional growth through periodic meetings (in person and over the telephone) and through written, in-depth periodic evaluations.

Appointment of a Lay Committee.

The calling congregation's church council must appoint a three to five member Lay Committee. One member of the Lay Committee should be a member of the church council. The other members of the Lay Committee should act as representatives of the larger congregational community. These other members should, to the greatest extent possible, reflect the makeup of the calling congregation. The Lay Committee's purpose is to provide the candidate with feedback, encouragement and guidance with respect to his/her worship leadership, preaching, teaching, pastoral care and other aspects of leadership in the congregation. The Lay Committee participates in evaluating the candidate's ministry and growth through feedback in scheduled monthly meetings with the candidate as well as by completing periodic written evaluations.

Appointment of Pastoral Review Panel.

Rather than appoint a Lay Committee, a congregation calling a pastor-in-training (PIT) may utilize the services of CALC's Pastoral Review Panel (PRP). The PRP provides the candidate with feedback, encouragement and guidance with respect to his/her worship leadership, preaching, teaching, pastoral care and other aspects of leadership in the congregation. The PRP can assess the candidate's progress in the PIT program and aptness in the critical areas of: preaching, teaching, worship leadership, administration, pastoral care and evangelism. The calling congregation should provide the permanent members of the PRP with an audio or video tape of one of the candidate's sermon each month. A video or audio recording of a Bible study class and/or confirmation class should be recorded each month these classes are offered. The PRP participates in evaluating the candidate's ministry and growth through feedback in scheduled bi-monthly meetings with the candidate as well as by completing periodic written evaluations. Evaluation form will be provided by CALC.

Appointment of a Pastor Mentor.

The candidate will select, and the calling congregation's church council will approve the candidate's selection, of a Pastor Mentor. The Mentor Pastor should be an experienced local CALC pastor who walks alongside the candidate, prays with, supports and encourages the candidate through as much of the candidate's program as is possible. The Pastor Mentor may also help the candidate to cope with the academic rigor of the PMC or M-Div program, holding him/her accountable to all components of the program and provide a good listening ear as you deal with the challenges which arise during the continuing education process.

Coursework that Must be Completed Prior to Taking on the Position of Pastor in Training.

The candidate may actively serve in the congregation following the completion of what are designated Foundational Courses.

Pastoral Ministry Certificate (PMC) Pathway: The candidate may be licensed to preach regularly, baptize, confirm and commune upon completing the following three Foundational Courses in the PMC pathway: (1) **HST 141:** Luther and His Catechisms (3 Certificate Credits); (2) **PT 121:** Proclaiming God's Word. (3 Certificate Credits); and (3) **BT 101:** Principles

of Biblical Interpretation. (3 Certificate Credits).

Master of Divinity (M-Div.) Pathway: The candidate may be licensed to preach regularly, baptize, confirm and commune upon completing the following three Foundational Courses of the M-Div pathway to: BT 304: Lutheran Biblical Interpretation (3 credits); HST 341: The Theology of Martin Luther (3 credits); and, (3) PT 321: Homiletics I (3 credits).

Transition in Leadership.

The congregational council of the calling congregation, in consultation with your Supervising Pastor, must provide for an orderly transition in primary pastoral leadership from the Supervising Pastor to the candidate. As the candidate completes more seminary courses and hones his/her critical pastoral skills, the congregational council will incrementally decrease the Supervising Pastor's general oversight over congregational life, pastoral duties and time spent on the candidate's supervision. The Lay Committee will continue to meet with the candidate monthly unless and until the congregational council sets other intervals for these meetings.

Please contact CALC's President prior to taking any steps in the implementation of this program. A separate Call Package has been prepared for the call of a Pastor-in-Training.

11. Ordination.

Ordination.

A call issued by a CALC congregation to a candidate authorizes his/her ordination to the office of the Minister of Word and Sacrament. According to The Book of Concord (Kolb & Wengert Edition, page 341), *"it is necessary for the church to retain the right to call, choose and ordain ministers. This is a gift bestowed exclusively on the church, and no human authority can take it away from the church."*

An ordination is nothing more than a rite or ceremony confirming a pastor's call by a CALC congregation. The ceremony includes a public declaration by the called pastor to approve and subscribe to CALC's constitution and Confession of Faith. The ordination normally takes place in the congregation issuing the call. The elders and other members of the congregation have the right and freedom to ordain their pastor in a rite led entirely by the congregational members. Pastors and other laypersons (including the council members of the calling congregation) may be invited to participate in the service, which should include the laying on of hands (Acts 6:6). The laying on of hands is not restricted to clergy.

Following a candidate's ordination, the candidate's name will be entered on CALC's roster of pastors. The candidate may thereafter represent the calling congregation as the congregation's pastor delegate and be nominated for election as a member of CALC's National Council.

CALC's Participation. The ordination of a candidate by laying on of hands authorizes the candidate to take on the office of ministry in the calling congregation, however, the candidate may thereafter take a call to another congregation. The rite of ordination is therefore into the church universal. The ordination of a candidate into the church universal may be embodied by CALC's participation in the ordination through the participation of our President or other member of National Council in the service of ordination.

Rite of Ordination. A rite of ordination approved for use in CALC congregations is attached hereto as **Schedule 8** and is incorporated herein by this reference.

Certificate of Ordination.

Following a candidate's ordination, a Certificate of Ordination shall forthwith be issued by the Canadian Association of Congregations attesting to the ordination of the candidate as follows:

"In the name of the Father, and of the Son and of the Holy Spirit. This is to certify that Name having received and accepted a call to serve Congregation Lutheran Church, as their pastor; and having acknowledged that he/she accepts the Confession of Faith and Purpose as found in Articles 3 and 5, respectively, of the Constitution of the Canadian Association of Lutheran Congregations (CALC), has been ordained as a minister of the Church of Christ in the OFFICE OF WORD AND SACRAMENT by the laying on of hands at location , on the day of , by , Ordinator, and has been received as member of the roster of pastors maintained by CALC. In Witness Whereof, we have this day hereunto set our hands." Said certificate shall be signed by the President and Secretary of CALC and the Ordinator (if not the President).

12. Installation.

When a CALC congregation calls a pastor, the pastor and congregation, nonetheless, would be expected to participate in a rite of installation, whereby the vows of ordination are affirmed. The rite of Installation includes a public declaration by the called pastor to approve and subscribe to CALC's constitution and Confession of Faith.

Rite of Installation. A rite of Installation approved for use in CALC congregations is attached hereto as **Schedule 9** and is incorporated herein by this reference.

CALC's Participation. The President of CALC or other member of CALC's National Council may be asked to participate in the Installation.

In the case of a congregation joining CALC along with their current pastor, the pastor and congregation, nonetheless, would be expected to participate in a rite of installation (affirmation of ordination) where the vows of ordination are affirmed and the pastor makes a public declaration approving and subscribing to CALC's constitution and Confession of Faith.

Certificate of Installation.

Following a candidate's installation, a Certificate of Installation shall forthwith be issued by the Canadian Association of Congregations attesting to the installation of the candidate as follows:

"In the name of the Father, and of the Son and of the Holy Spirit. This is to certify that Name minister of the Church of Christ in the OFFICE OF WORD AND SACRAMENT having received and accepted a call to serve Congregation Lutheran Church, as their pastor; and having acknowledged that he/she accepts the Confession of Faith and Purpose as found in Articles 3 and 5, respectively, of the Constitution of the Canadian Association of Lutheran Congregations (CALC), was installed as pastor of said congregation by rite of installation celebrated at location , on the day of , by , officiate, and has been received as member of the roster of pastors maintained by CALC. In Witness Whereof, we have this day hereunto set our hands" Said certificate shall be signed by the President and Secretary of CALC and the officiate (if not the President).

13. The Call of a Parish Pastor.

CALC's Polity.

CALC is organized as an association of congregations. CALC congregations do not recognize any ecclesial authority (a Synod or other church hierarchy) over and above the local congregation. We are congregations who have intentionally agreed to partner together in the fulfillment of Jesus Christ's Great Commission (Matthew 28:18-20). We find our unity in common beliefs regarding the authority of God's Word, a common confession of faith and common mission. Our confession of faith, core beliefs and common mission are found in Articles 3 and 5 of our Constitution. Articles 3 and 5 of our constitution are reproduced in Schedule 1 attached hereto.

CALC congregations have a great deal of freedom and autonomy. "The local congregation calls its own pastor upon review of the Pastoral Review Panel, owns its property, provides for its maintenance, and conducts its own program" (Subsection 2.2.1, Article 6, CALC Constitution).

CALC's constitution also states that our Association and our Member congregations are called to work together to train and discipline an ordained ministry for the administration of the Means of Grace (Subsection 4.2.2, Article 5 of CALC's Constitution). Accordingly, CALC affirms the authority and responsibility of its congregations to call their pastors together with a duty and obligation to be in partnership with our Association in the training and discipline of Pastors.

CALC's constitution assures congregational autonomy in matters of the call of a pastor and programming; however, our Association plays a vital role in the lives of our congregations. Our Association is called to insure faithful adherence by our congregations to the doctrinal position as confessed in our Constitution and to apply discipline, which could include removal from our roster of congregations, when disloyalty to this Association's doctrinal position is evident in the faith and life of a Member Congregation or Associate Member Congregation. Once a Pastor has been admitted to the Roster of Pastors of our Association, he/she shall be subject to the discipline of the Association. CALC reserves the right to suspend, discipline, or dismiss any pastor on the Roster of Pastors for just cause, following the implementation of the appropriate disciplinary procedures as outlined herein.

Congregational Autonomy.

As stated above, the local congregation calls its own pastor, owns its property, provides for its maintenance, and conducts its own program. Therefore, our congregations are free to advertise pastoral vacancies, receive inquiries from potential

candidates and examine and approve candidates for call in any manner the leadership and membership of said congregation deem right, proper and salutary.

Member congregations may advertise their pastoral vacancy on CALC's website and receive and direct all inquiries which are generated from their advertisement. The Association will forward any inquiries to an advertisement on our website to the calling congregation. The Association will also share the names and contact information on any pastors on file with the Association who have indicated a willingness to serve a CALC congregation.

While CALC congregations are granted great autonomy in the call process; the call of a pastor or shepherd for a congregation or specialized ministry is a sacred trust. A danger always exists that congregations will make unwise choices in the call process. All those who play a role in the call process should be chastened by the awesome privilege and responsibility involved in discerning whether a particular man or woman should be called to the office of pastor in a parish or in extended ministry. Yet, we believe that God has given each congregation the gifts necessary to discern a good shepherd and call him/her as their pastor. However, as stated above, our constitution envisions a partnership between the calling congregation and our Association in the call process. Member congregations are also free to use all or any of the resources that have been developed by our Association to aid, support and assist congregations in the call process, including, but not limited to, the forms attached to this manual and other manuals referred to in this manual.

CALC's Resources.

The following resources are available to congregations in the call of a Parish Pastor.

- a. **Website:** Pastoral vacancies are advertised under the VACANCIES page of CALC's website.
- b. **Office of the President:** CALC's model constitution states: a Member Congregation *may choose to seek the advice and counsel of the President of CALC and utilize CALC's available resources to assist with the call process.* The President's assistance can include sharing information on pastors known to the President who have expressed an interest in serving in a CALC congregation assisting the congregation in advertising the congregations pastoral vacancy and assisting congregations in vetting candidates (including participating in the interview of candidates).
- c. **The Board of Elders:** CALC's Board of Elders (BOE) can be called upon by any Member Congregation to assist in the call of a Parish Pastor. The BOE's assistance can include sharing information on pastors known to them who have expressed an interest in serving in a CALC congregation assisting the congregation in advertising the congregations pastoral vacancy and assisting congregations in vetting candidates (including participating in the interview of candidates).
- d. **The Pastoral Review Panel:** The BOE appoints a Pastoral Review Panel (PRP). The mandate of the PRP is to: receive, review, and act on applications from a Member or Associate Member congregation of this Association to:
 - i. interview and assist Member or Associate Member congregations of this Association with their process of calling a pastor;
 - ii. mentor seminary students and those students completing Pastoral training under any program administered by this Association;
 - iii. interview and assist seminary graduates and graduates of any Pastoral Training Program administered by this Association for call;
 - iv. interview and recommend to the Board of Elders and the National Council pastors considered by the Association for call to an extended ministry; and
 - v. interview and recommend Pastors Emeriti to the Board of Elders and the National Council.

Additional Information on the PRP is found in **Schedule 10** attached hereto and incorporated herein by this reference.

- e. **Call Package.** The purpose of the Call Package is to provide guidelines and resources for CALC congregations who are in the process of calling a pastor. These materials define and describe the office of the Ministry of Word and Sacrament together with qualifications for the office. CALC's Pastor-in Training option is introduced. Practical steps for a congregation to follow through the call process are included. Various appendices are attached to the manual including: a form used for the establishment of a congregational profile; CALC's Statement of Faith and Purpose; an Application for Entry into Pastoral Ministry in a CALC Congregation; CALC's Salary Guidelines; and a standard Letter of Call. An electronic copy of the Call Package may be download from the RESOURCES page of CALC's Website.

- f. **PIT Call Package.** The purpose of the Pastor-in- Training (PIT) Call Package is to provide guidelines and resources for CALC congregations who are considering calling a pastor-in-training (PIT). A PIT is a candidate for the pastoral ministry who is willing to engage in a course of study acceptable to CALC and the Congregation in order to attain theological education while simultaneously serving in the calling congregation. Practical steps for a congregation to follow through the call process are included. Various appendices are attached to the manual including: an Application For Entry Into Shepherd’s Pathway; CALC’s Statement of Faith and Purpose; a model Letter of Call together with some guidelines for its various terms; and forms that can be used to evaluate the PIT’s progress. An electronic copy of the PIT Call Package may be download from the RESOURCES page of CALC’s Website.
- g. **Application For Entry Into Shepherd’s Pathway.** This form must be utilized by any candidate who wishes to enroll in the Shepherd’s Pathway. The application is attached hereto as **Schedule 11** and incorporated herein by this reference. An electronic copy of this application may be download from the RESOURCES page of CALC’s Website.
- h. **Application for Entry into Pastoral Ministry in a CALC Congregation.** This form is utilized by CALC and may be used by member congregations to collect information on a potential candidate for pastoral ministry in a CALC congregation. The application is attached hereto as **Schedule 12** and incorporated herein by this reference. An electronic copy of this application may be download from the RESOURCES page of CALC’s Website.
- i. **Letters of Call.** CALC has developed a model letters of call for a Parish Pastor and a Pastor Trained by Another Christian Denomination and are attached as **Schedule 2** and **Schedule 7**, respectively. CALC has developed guidelines for assisting a congregation in negotiating compensation under a letter of call to a parish pastor. These guidelines are attached as **Schedule 3**. Electronic copies of these applications may be download from the RESOURCES page of CALC’s Website.

14. The Call of a Pastor Emeritus/Emerita.

CALC, acting through the Board of Elders, may call and designate a pastor a “Pastor Emeritus” (male) or “Pastor Emerita” (female), provided that, he/she is: (1) at least sixty-two (62) years old; (2) a pastor in good standing with CALC; (3) retired from active ordained ministry; and (4) has submitted an application requesting the designation to the Board of Elders.

“Emeritus” is an honorary title bestowed upon one who has retired from the position of pastor, professor, or other professional position, as a way of honoring the individual’s service. Emeritus comes from the Latin word *emereri*, which means to earn one’s discharge by service. Bestowing the title “Pastor Emeritus” upon a retiring pastor is a way for the church leadership to honor his/her service to the church.

The title has duties attached, which may include, without limitation:

- serving in an advisory role to a congregation’s current pastor and/or congregational leadership;
- supply preaching;
- the provision of Christian Education;
- pastoral visitation and pastoral care;
- officiating at baptisms, (including meeting with the family/candidate prior to the baptism);
- officiating at weddings (including premarital classes with the couple);
- officiating at funerals (including planning for the service);
- intentional interim ministry; and
- other pastoral duties as may be requested.

Benefits for the position, at least as far as monetary compensation, are up to the congregation requesting the pastor emeritus to provide pastoral services. The following information is provided as a guidelines

- If the pastor emeritus provides supply preaching, he/she should receive an honorarium based on the congregation’s custom for compensating supply pastors. If a congregation has no custom for compensating supply preachers, the honorarium could be calculated as follows: (1) one worship service: \$150.00 plus mileage; (2) two worship services: \$200.00 plus mileage. Mileage is calculated at the rate set by the Canada Revenue Agency. Rate for 2019 is 58¢ per kilometre for the first 5,000 kilometres driven and 52¢ per kilometre driven after that. Consult CRA website for applicable mileage.
- If a pastor emeritus provides pastoral visitation/care or meets with a family or individual prior to a baptism, the congregation should consider compensating him/her at the rate of between \$25.00-\$35.00 per hour. The hourly rate would commence from the time they leave their home.

- If the congregation has a set rate and developed a program for pre-marital classes, the pastor emeritus should follow the program and receive the set rate as compensation. If the congregation has no set rate, the compensation for pre-marital counseling and classes should be determined by the couple and the pastor emeritus and paid directly by the couple to the pastor emeritus.
- If a pastor emeritus provides Christian education, congregation should consider compensating him/her at the rate of between \$25.00-\$35.00 per hour. Compensation for providing Christian Education should include 1.0 hour of preparation time for each hour of teaching.
- If the congregation has a set rate for their pastor's officiation at wedding services and/or funeral services, the pastor emeritus should receive that rate plus mileage (as set forth above). If the congregation does not have a rate set for their pastor's officiation at wedding services and/or funeral services, the rate for supply preaching, single service should be used.

A pastor emeritus is required to conduct their ministry in accordance with the standards and expectations of any CALC pastor and may be disciplined for breach of those expectations and duties. An application for designation as a Pastor Emeritus is attached hereto as [Schedule 14](#) and incorporated herein by this reference.

15. Call of a Pastor in Extended Ministry.

General Provisions: The Board of Elders shall receive and act on the application of a pastor to serve any designated inter-synodical, or non-synodical Lutheran or non-Lutheran institution, agency, or activity. These activities may include without limitation, those who wish to serve as: a chaplain in the military or other care ministry; evangelist; missionary; a member of the faculty or the administration of a parochial school, Bible school, Bible college or seminary; and/or administrator in an organization dedicated to evangelism, missionary work and/or the alleviation of poverty and human suffering. The specific terms of the call to Extended Ministry must be outlined in the application for status as a Pastor in Extended Ministry.

Chaplaincy: This ministry of Word and Sacrament includes not only preaching and teaching, but also the provision of pastoral care and counsel. Pastoral care and counsel ministries are designed not only to provide nurture for believers, but also to give expression to God's love for others as well. Chaplaincy and other care ministries represent some of the many ways the church provides ministry to persons in "special situations" Chaplaincy ministries are found in a wide range of settings such as: institutions (hospitals, prisons, nursing homes, homes for disabled persons, youth homes, rescue missions and other similar care ministries); pastoral counseling centers; hospice programs; substance abuse recovery programs; grief counseling; and the military service. Some military chaplains offer a full parish ministry, while others may exercise special gifts such as counseling, family life programs, and mentorship.

CALC desires to work with its congregations to provide competent, well-trained persons to serve in these specialized ministries. Generally chaplains are ordained clergy, gifted and trained, called by the church, and sent by Jesus Christ to bring the Word and the Sacrament to those in institutional and special life circumstances, which very often include crisis and loss. In the process leading to ordination in parish ministry, the church seeks assurance and declares that the prospective pastor possesses the gifts for and is fit for ministry, that is, an apt teacher and preacher and sound in doctrine. The church pays close attention to the person's doctrine, life and preparation for ministry. In the process leading to endorsement for chaplaincy, our Association seeks assurance and declares that the prospective chaplain is fit and gifted for specialized ministry. Our Association seeks assurance that this ministry will be consistent with the chaplain's call to serve as minister of the Word and Sacrament, but also seeks evidence of the chaplain's suitability to provide pastoral ministry, care and counsel in this specialized setting.

Minimum General Standards for Pastors in Extended Ministry.

In granting ecclesiastical endorsement to persons seeking to serve in any Extended Ministry, CALC seeks assurance that the candidate meets minimum standards in the following categories:

- a. is a member of a CALC congregation or an Individual Associate Member of CALC in good standing;
- b. education and training specifically related to the Extended Ministry;
- c. demonstrated competence in prior ministry;
- d. documented experience in a specialized ministry track; and,
- e. professional credentials.

Equivalencies. The list of core standards (paragraphs (b) to (e) above) reflect an attempt to identify predictors of ministry competency and effectiveness. However, a candidate may possess a diversity of life experiences, training and spiritual

gifts which are directly applicable to the Extended Ministry. Careful consideration will be given to requests for approval of equivalencies for training, ministry experience and professional credentials. Such requests will be considered on a case-by-case basis. Candidates seeking equivalency will need to demonstrate that their training, education, experience and credentials are in fact equivalent to the standards described.

Ecclesial Endorsement of Pastors in Extended Ministry:

Ecclesiastical endorsement is our Association's means of making an official declaration that a prospective Pastor is considered suitable, fit and apt for a specific Extended Ministry. When CALC's Board of Elders issues a Letter of Endorsement, the following assurances are offered:

- a. The candidate will be performing a valid ministry under the auspices of or for CALC.
- b. Based upon a review of documented evidence, the candidate has the special training required for this ministry, and is committed to continuing education.
- c. The Candidate is considered suitable for such ministry, based on a review of this person's spiritual gifts, skills, aptitudes and readiness to serve.
- d. The candidate's present or projected professional certification or licensure is approved by the entity or institution granting the same.
- e. The candidate is a member in good standing of CALC and, as such, acknowledges accountability to the ecclesiastical authority of CALC.
- f. The candidate will commit to provide the Board of Elders with an annual report of his/her activities as a pastor in Extended Ministry.

The meaning of endorsement, however, is not limited to the process described above. Endorsement is an on-going process of ministry review in which the Board of Elders, in close cooperation with the employing agency/institution, seeks assurance that our chaplains continue to offer effective and valid ministry consistent with his/her high calling in Christ.

Standards For Chaplains:

In granting ecclesiastical endorsement to persons seeking to serve as a Chaplain in an Extended Ministry, CALC seeks assurance that the candidate meets minimum standards in the following categories:

- a. Is a member of a CALC congregation or an Individual Associate Member of CALC in good standing;
- b. Ordination as clergy in good standing.
- c. Graduation from an accredited college or university with a bachelors degree, and seminary with an earned Master of Divinity degree.
- d. A commitment to continued pastoral education.
- e. Minimum two years parish ministry experience.
- f. Minimum two units of CPE or CAPPE (1600 hours of supervised clinical pastoral care or counseling experience relevant to the particular ministry requirement).
- g. Pursuit of certification by an approved professional chaplaincy organization.

Equivalencies. The list of core standards (paragraphs (b) to (g) reflect an attempt to identify predictors of ministry competency and effectiveness. However, a candidate may possess a diversity of life experiences, training and spiritual gifts which are directly applicable to the Extended Ministry. Careful consideration will be given to requests for approval of equivalencies for training, ministry experience and professional credentials. Such requests will be considered on a case-by-case basis. Candidates seeking equivalency will need to demonstrate that their training, education, experience and credentials are in fact equivalent to the standards described.

A Call to Chaplaincy is Confirmed When:

- a. An employing agency/institution invites a person to serve as chaplain or to another specialized or Extended Ministry.
- b. The job description has been reviewed and approved by the Board of Elders as a valid expression of the ministry of Word and Sacrament.
- c. The Board of Elders issues an official Letter of Ecclesiastical Endorsement.

Ecclesial Endorsement of Chaplains:

Ecclesiastical endorsement is our Association's means of making an official declaration that a prospective chaplain is considered suitable, fit and apt for a specific Extended Ministry. When CALC's Board of Elders issues a Letter of Endorsement, the following assurances are offered:

- a. The candidate will be performing a valid ministry on behalf of CALC.
- b. Based upon a review of documented evidence, the candidate has the special training required for this ministry, and is committed to continuing education.
- c. The Candidate is considered suitable for such ministry, based on a review of this person's spiritual gifts, skills, aptitudes and readiness to serve.
- d. The candidate's present or projected professional certification or licensure is approved by the entity or institution granting the same.
- e. The candidate is a member in good standing of CALC and, as such, acknowledges accountability to the ecclesiastical authority of CALC.

The meaning of endorsement, however, is not limited to the process described above. Endorsement is an on-going process of ministry review in which the Board of Elders, in close cooperation with the employing agency/institution, seeks assurance that our chaplains continue to offer effective and valid ministry consistent with his/her high calling in Christ.

Rationale For Endorsement:

- a. Endorsement designates chaplaincy as a valid ministry of the church. It is a reminder that although chaplains usually serve away from the church, they never provide ministry apart from the church. Chaplains are endorsed in order to extend the church's ministry, not their own.
- b. Endorsement confirms that chaplain's call by God to this ministry. Endorsement by the church assures the individual that they have met the required standards for theological and pastoral competence expected of those planning to serve in a specialized setting.
- c. Endorsement is required by most agencies and institutions employing chaplains. By way of example, prospective military chaplains in the Canadian Armed Forces must submit their denominational Letter of Endorsement before they can initiate their application for appointment as an active duty chaplain. The Correctional Service of Canada, the Veteran's Administration, and most other employing agencies/institutions also require proof of ecclesiastical endorsement prior to their offering a contract to a prospective chaplain.
- d. It is a pre-requisite for certification by professional chaplains' organizations, such as: American Association of Pastoral Counselors (AAPC); Association of Clinical Pastoral Education (ACPE); Association of Professional Chaplains (APC); Canadian Association of the Practice of Pastoral Education (CAPPE).
- e. Endorsement embodies an expressed intent for the candidate and CALC to participate in on-going ecclesiastical supervision. This on-going ministry review declares that endorsement is not a one-time decision, but the beginning of a process designed to bring encouragement and support to our chaplains, as well as to hold them accountable to the church for providing effective ministry.

Endorsement for Specialized Ministry is made subject to the following contingencies:

- a. **Under Review:** When reports from a chaplain or employer indicate that conditions of endorsement or church policy may have been violated, a chaplain's endorsement will ordinarily be placed under review while these issues are researched and resolved by CALC's PRP or the Board of Elders. The endorsement remains in effect during the period of and will be re-evaluated at the end of the review period.
- b. **Revocation:** If it has been determined by CALC's PRP or the Board of Elders, that the chaplain has violated the conditions of endorsement, such endorsement may be withdrawn. Such revocation normally occurs because of proven unprofessional and/or unethical conduct.

Accountability and Supervision For All Pastors in Extended Ministry.

CALC seeks assurance that our chaplains and other Pastors in Extended ministry are providing effective ministry in ways consistent with their high calling in Christ and their call to serve our Triune God in an Extended Ministry in a specialized setting. Continuation of ecclesiastical endorsement is dependent upon:

- a. Maintenance of a good standing as a member/pastor in the CALC;
- b. Meeting conditions stipulated in a time-limited endorsement;
- c. Documentation of continuing pastoral education;

- d. Submission of an annual ministry report to the PRP or the Board of Elders
- e. Satisfactory ministry review every three years by the Board of Elders.

Chaplains are involved in the following levels of accountability and supervision:

1. Chaplains are supervised by their employing agency/institution. Supervision by the employing agency or institution offers job performance appraisal, with target on quality and competence of the chaplain's professional and clinical work.
2. Chaplains are supervised by CALC through the Board of Elders. The chaplain will relate to the Board of Elders for supervision. Ecclesiastical supervision offers CALC assurance that the chaplain's work gives faithful and effective expression of their call to ministry
3. Chaplains are supervised by the professional certifying organization. The primary focus of the review by the certifying organization is on maintaining ethical conduct, and giving evidence of professional competence and growth.
4. Chaplains are accountable to CALC, their employer and the professional organization certifying them. If either the Chaplain's employer or body that certifies him or her of proven ethical, moral or legal violations, Ecclesiastical Approval will be reviewed and may be withdrawn.

Endorsement Process:

1. **Application:** The candidate fills out an Application for Entry into Pastoral Ministry in a CALC Congregation. In addition, the candidate is to provide a description of the Extended Ministry the candidate has made application for together with a copy of the job description of the proposed Extended Ministry and any application that the candidate has submitted to the agency or organization seeking the candidates employment in extended ministry plus any and all supporting documents. Applicants are responsible for providing materials requested in application for extended ministry. A copy of the application form is attached hereto as **Schedule 13** and incorporated herein by this reference.
2. **Interview.** CALC's Bard of Elders or Pastoral Review Panel (PRP) will review all materials submitted by the candidate. Following this review, an interview will be scheduled between the Board of Elders or the PRP and the candidate at a mutually agreed upon time and place. The candidate is responsible for arranging for all of his or her costs associated with attendance at said interview. If the PRP conducts the interview the results of the interview will be forthwith communicated to the Board of Elders. If the applicant's request for endorsement is approved by a majority of its members, the Board of Elders will issue an official Letter of Ecclesiastical Endorsement and transmit the same to the candidate and the agency or organization requesting the same. In the event that ecclesial endorsement is not given, the candidate and the agency or organization requesting the same will be informed of the same.
3. **Installation:** Following approval and endorsement of a call, an appropriate service of installation should be planned to begin the candidate's new ministry. The service shall be conducted by a member of the Board of Elders (normally the President) on the date, time and place determined by the candidate, the employing agency or organization and the member of the Board of Elders responsible for conducting the service.

16. Discipline.

Grounds For Discipline of a Pastor.

A pastor serving a congregation of CALC may be suspended from his/her duties or dismissed and his/or her call to the congregation terminated for the following causes: deviation from CALC's doctrinal statements, morals, approved and necessary practice (dereliction in pastoral duties and attitudes), or of conduct unbecoming the holy calling of proclaiming the Word of God by word and deed.

"Conduct unbecoming the holy calling of proclaiming the Word of God by word and deed includes":

- ❖ Conviction of a criminal offence.
- ❖ Membership in an organization described in Section 2 of Part 3 of CALC's Constitution and Bylaws.
- ❖ Family Matters: (i) separation or divorce that occurs without consultation with the congregation's church council and without the pastor taking appropriate action on any agreement reached in such consultation (Each case of separation or divorce must be considered pastorally; (ii) desertion or abandonment of spouse or children; (iii) abuse of spouse or children; and (iv) repeated failure to meet legally determined family support obligations.
- ❖ The misuse of alcohol or non-prescription mind-altering drugs and other substances.

- ❖ Financial Misconduct: (i) indifference to or avoidance of legitimate and neglected personal debts; (ii) embezzlement of money or improper appropriation of the property of others; and (iii) using the ministerial office improperly for personal financial advantage.
- ❖ Inappropriate sexual acts, including, adultery, promiscuity, addiction to pornography, the sexual abuse of another, or the misuse of counselling relationships for sexual favours or other advantage.
- ❖ Sexual Harassment, as defined in regulations promulgated by our Association from time to time.
- ❖ Continued failure and neglect to adequately fulfill the terms of a pastor's letter of call from a congregation or other organization. Provided the pastor has been given written notice of the alleged failure and neglect and fails and refuses to fulfill the terms of said letter of call within 30 days of the date of the letter.

Procedure for Discipline of a Pastor.

Upon the occurrence of an event which could subject a pastor to discipline, an attempt shall be made to settle the matter at the congregational level using the principals articulated in Matthew 18:15-20. If these efforts fail, the church council of the relevant congregation may institute disciplinary proceedings against the pastor in accordance with its constitution and bylaws. Any such decision by a congregation shall be deemed and considered full and final by CALC. However, any congregation may bring any grievance with a pastor to CALC.

Appeal to President.

The matter may be directed to the President of CALC for counsel. The president may follow the same procedure of Matthew 18:15-20 or may otherwise attempt to mediate between the pastor and the congregation for the purpose bringing about a peaceful solution to the controversy between the pastor, those he/she may have offended and the congregation.

Hearing Before the Board of Elders.

If such counsel of CALC's President fails to resolve the subject dispute, it shall be referred to the Board of Elders for hearing who shall take appropriate action (such as exoneration, suspension, or dismissal of the pastor), and the Board of Elders shall act upon such recommendation and report such action to the next General Convention.

Appellate Hearing before the Board of Appeals:

A pastor who is suspended or dismissed by the Board of Elders may appeal such decision to the Board of Appeals and Adjudication as provided in CALC's constitution and bylaws, whose decision shall be final.

Policies and Procedures.

CALC developed certain disciplinary policies and procedures for CALC, including forms of complaint and rules for disciplinary hearings and actions before the Board of Elders. These materials and forms are available to congregations to assist them in the discipline of pastors.

More detailed information on Discipline of CALC's Pastors is found in [Schedule 15](#)

Schedule 1

CALC's Confession of Faith and Purpose

The congregations of CALC find our unity in our common Confession of Faith and Purpose as set forth in Articles Three and Five of our Constitution:

ARTICLE THREE - CONFESSION OF FAITH

1. **The Bible:** The Association accepts all the canonical books of the Old and New Testaments as a whole and in all their parts as the divinely inspired, revealed, and inerrant Word of God, and joyfully submits to this as the only infallible authority in all matters of life and faith.
2. **Faith in the Triune God:** The Association is built upon faith in the ever-living Triune God, Father, Son, and Holy Spirit as revealed in the Holy Scriptures to Whom be the glory for ever and ever (see the three Ecumenical Creeds).
3. **God the Father.**
 - 3.1. Almighty God, Creator of the universe, Who formed man in His own image, Who from the beginning loved goodness and hated evil, desires that the children of His creation live in eternal fellowship with Him. We hold to the creation and fall of humanity as described in the first chapters of Genesis, not as myth, but as historic facts.
 - 3.2. Therefore, the Creator gave His only begotten Son (John 3:16) to be the Savior of the world, that people might be set free from the bondage of sin, and become joint heirs with Jesus Christ of eternal life.
4. **Jesus Christ, God's only Son and our Savior.**
 - 4.1. At the heart and centre of this faith is confidence in Jesus Christ and love for Him, the Eternal Word of God, true God (only Son of the Father from eternity), and true man (born of the Virgin Mary), and the only Savior of the world.
 - 4.2. The reason for our being the Canadian Association of Lutheran Congregations is to proclaim salvation solely by grace through faith alone in Jesus Christ.
5. **Dependence upon the Holy Spirit.** We also acknowledge dependence upon the Holy Spirit working solely through the Means of Grace to call unbelievers into saving faith in Jesus Christ, to empower believers to grow in faith, to bestow His gifts for the ministry of the Church locally and universally, to inspire love for one another, and to bring glory to the Father through the Lord Jesus Christ, the only Head of the Church.
6. **Symbols: Basic and Required:** As brief and true statements of the doctrines of the Word of God, this Association accepts and confesses the following Symbols, subscription to which shall be required of all its members, both congregations and individuals:
 - 6.1. The ancient Ecumenical Creeds: The Apostolic, the Nicene, and the Athanasian;
 - 6.2. The Unaltered Augsburg Confession and Luther's Small Catechism.
7. **Book of Concord: Normative:** As further elaboration of and in accordance with these Lutheran Symbols, this Association also receives the other documents in the Book of Concord of 1580: the Apology, Luther's Large Catechism, the Smalcald Articles (including the Treatise on the Power and Primacy of the Pope) and the Formula of Concord; and recognizes them as normative for its theology.
8. **Pure Doctrine:** The Association accepts without reservation these symbolic books of the Lutheran Church not insofar as but because they are the presentation and explanation of the pure doctrine of the Word of God and a summary of the faith of the evangelical Lutheran Church.

ARTICLE FIVE - STATEMENT OF PURPOSE

1. **Witness to the Christian Faith.** The Canadian Association of Lutheran Congregation is a fellowship of congregations to which the Gospel of reconciliation has been given. It seeks to focus and coordinate the purposes and resources of these Congregations so that the Triune God may be more fully known among all people through a faithful ministry of God's Word and the Sacraments. The Association dedicates itself to bear witness to the eternal Gospel of our Lord Jesus Christ in its fullness and purity, and to preserve and extend the unity of that faith as revealed in God's Holy Word.
2. **Proclamation and Propagation.** Through the Means of Grace, the Association specifically purposes to proclaim and propagate this eternal Gospel to the lost and weary of this world, and to provide for daily renewal and sanctification of the members of its congregations.

3. **Emphases.** The emphases of the Association shall be evangelism, missions, prayer, the study of the Holy Scriptures, and the application of these to daily living within congregations and caring ministries.
4. **Statement of Mission:** The mission of this Association is to:
 - 4.1. Assist Associate and Member Congregations and Individual members in coordinating joint efforts for the sake of Jesus Christ and His Church.
 - 4.1.1. These shall include the emphases of the Association. These may also include (but are not limited to) other areas such as: conferences and seminars; exchange visits; lay activities; distribution of Bibles and other literature; children's homes, Bible camps, Bible schools, ministries to women, men, youth, singles, families; chaplaincy work; and other caring ministries.
 - 4.1.2. Assist the congregations involved with the Association in the nurture of the children, youth, and adults in the covenant of their Baptism that they may grow in the knowledge of Jesus Christ and in their life of loving and obedient faith in Him.
 - 4.1.3 Study the problems of contemporary life and society in the light provided by the sacred Scriptures in order to bring to bear as Christian understanding of human nature, Law and Gospel, and Dr. Martin Luther's insight concerning the two kingdoms, in order to enter effectively into society and government to help in dealing justly and mercifully with such problems.
 - 4.1.4. Develop, produce, and broadcast programs to communicate the Gospel using various communication media such as radio, television, audio and video tapes, motion pictures, etc.
 - 4.1.5. Establish pension, medical, and disability plans in order to provide assistance for the pastors, eligible laity, and their families.
 - 4.2 Assist Member Congregations on the roster of this Association to:
 - 4.2.1. Establish congregations and missions throughout the world as centres for the proclamation of God's Word and proper administration of the Sacraments, Christian evangelism, ministries of outreach and mercy, and Christian fellowship and growth.
 - 4.2.2. Train and discipline an ordained ministry for the administration of the Means of Grace.
 - 4.2.3. Provide theological and parish education and ministry to those involved in higher education.
 - 4.2.4. Establish and maintain cooperative relationships and support with other denominations, groups, and independent movements, who are in doctrinal agreement, so that together we may effectively minister the Gospel of Jesus Christ to the whole world.

Schedule 2

CALC's Model Letter of Call – Parish Pastor

This call is issued in the Name of God the Father, the Son and Holy Spirit. Amen

Date: _____

From: _____

To: _____

Mindful of the apostolic admonition that all things be done decently and in order, and in accordance with the practice of the Lutheran church to provide qualified persons of good report and in whom the fruits of the Spirit are manifest, the Canadian Association of Lutheran Congregations recognizes the office of the ministry established by our Lord and seeks through it to give the spiritual leadership and pastoral care necessary for the establishment, growth, development, and welfare of Christ's holy Church. Accordingly, the congregation of _____ at a meeting of the congregation held on _____ has called you to serve as pastor of this congregation according to the following terms:

That You...

1. Preach the Word, administer the Sacraments and conduct public worship in harmony with the faith and doctrine of the Lutheran Church;
2. Baptize, confirm and marry in accordance with the teaching of CALC and with the laws of the province of residence, visit the sick and distressed and bury the dead;
3. Encourage faith active in love, in personal and family life and provide pastoral leadership to all schools and auxiliary organizations of the congregations;
4. Comfort the mourning, to console the depressed, to bring the promise of redemption to those who seek redemption, to carry forth into the world the Word of the merciful God with its promise of salvation.
5. Encourage and empower, through God's Word, every Christian as a royal priest to work for mutual edification, each in his or her own station and in accordance with the opportunity and gifts which God has given him or her, either individually, person to person, or in assemblies of the congregation.
6. Install members of the Congregational Council.
7. Seek out and encourage qualified persons to prepare for the ministry of the Gospel and strive to extend the Kingdom of God in the community, at home and abroad;
8. Encourage the members to be generous in support of the ministry of the Congregation and the Church;
9. Keep accurate membership records including baptisms, confirmations, marriages, burials and communicants. The parish records shall be kept in a written and/or electronic form, which shall remain the property of the congregation.
10. Commend members who move to the pastoral care of the parish in which their new home is located.
11. Be responsible for the pastoral care of our members and adherents, including regular visits.

That We...

1. Receive you as our Pastor and accord you the love, the respect, the good will, and the co-operation due your office, and uphold you in prayer.
2. Promise you our faithful assistance in the work to which you are called.
3. Support the work of our congregation and the Canadian Association of Lutheran Congregations.
4. Pay you an annual salary in the amount of \$_____. Your salary will be reviewed annually.
5. Pay your salary in twelve equal monthly installments, with each monthly installment to be paid as follows: a draw at midmonth and the balance at each month's end.
6. Option #1: Provide you a residence kept in good repair, including utilities.
 Option #2: Pay you a housing allowance of \$_____. The allowance to be paid on the same basis as the monthly salary housing allowance to be reviewed annually.
7. We will deduct from your salary and remit to the appropriate authority all taxes and submit all deductions payable as prescribed by law (including, but not limited to employment insurance, income tax, Canada Pension Plan).

8. Contribute to a medical/insurance/pension plan as follows:
- Make an annual contribution to a group pension fund currently administered by _____ in the amount of five percent (5%) of your wage (deducted from your wages and paid in monthly installments as a payroll deduction) and five percent (5%) of your wage contributed by the congregation (paid in monthly installments).
 - Pay Provincial Medical premiums in the amount of \$_____ (50% deducted from your wages as a payroll deduction and 50% contributed by the congregation)
 - Provide an Employee benefits package including life insurance, AD&D insurance, disability insurance, extended medical, dental and vision insurance, through _____. Premiums for said benefits to be calculated and determined by the _____. Coverage to be reviewed periodically and subject to change (50% of the premium deducted from your wages as a payroll deduction and 50% contributed by the congregation).
9. Grant you an annual paid vacation of ___ weeks (council to arrange for pulpit supply for Sundays during your absence) and ___weeks paid study leave. You will be required to take all vacation days and study leave in the calendar year they are earned.
10. Grant you _____ paid sick days per calendar year, ___ paid bereavement days per calendar year, and maternity and parental leave as provided by applicable laws.
11. Provide your auto reimbursement as follows:
- Option #1: In the amount of \$_____ per kilometer.
 - Option #2: Automobile allowance in the amount of _____ (\$_____.00) per month (\$_____.00 per year)
12. Reimburse you for expenses not otherwise provided for incurred in attending regional and national conventions and other official meetings at which your attendance is required.
13. Urge you to participate in continuing education opportunities and we will support you in that regard.
14. Pay your moving expenses (including travel) as follows: _____
-

Term/Termination:

Option 1: This letter of call shall be for a term of _____ years, commencing. This call may be terminated before the end of the term for the following reasons: (a) your written resignation (with the resignation taking effect 30 days following the date of said written resignation); (b) disciplinary action was taken against you, you were found liable and discipline was imposed against you; (c) you suffer from a physical or mental incapacity which severely impacts your ability to minister to and serve this congregation; (d) continued neglect of pastoral ministry (Provided you were given written notice of the alleged failure and neglect and you failed and refused to fulfill the terms of this letter of call within 30 days of the date of the letter); (e) your stress leave or medical leave has lasted twelve months and is expected to continue for an indefinite period of time thereafter (“extended stress leave”) and (f) your inability to conduct the pastoral office satisfactorily in the parish in view of local conditions, without reflection on your moral and or spiritual character.

Option 2: This call, once accepted, can be terminated for the following reasons: (a) your written resignation (with the resignation taking effect 30 days following the date of said written resignation); (b) disciplinary action was taken against you, that is you were found liable and discipline was imposed against you; (c) you suffer from a physical or mental incapacity which severely impacts your ability to minister to and serve this congregation; (d) continued neglect of diaconal ministry (Provided you were given written notice of the alleged failure and neglect and you failed and refused to fulfill the terms of this letter of call within 30 days of the date of the letter); (e) your stress leave or medical leave has lasted twelve months and is expected to continue for an indefinite period of time thereafter (“extended stress leave”); and (f) your inability to conduct the diaconal office satisfactorily in the parish in view of local conditions, without reflection on the moral and spiritual character of the deacon.

In the case of actions under paragraphs (b) through (f), inclusive, CALC’s guidelines for discipline and termination of call shall be followed. See Appendix 1.

Notice:

Any written notice which may be given by the Congregation to you shall be considered given to you on the date the written notice is handed to you by any member of the Church Council of the Congregation, any officer of the Congregation, the church secretary of the Congregation and/or other pastor/diaconal minister serving with you. If the notice is delivered by

Canada Post or a courier, it shall be deemed delivered to you (5) days after it is dropped in the mail or delivered to the courier. The address for delivery of notice by mail or courier shall be to the home address on file with the Congregation for the Pastor as of the date of notice.

Any written notice which may be given by you to the Congregation hereunder shall be considered given to the Congregation on the date the written notice is handed by you to any member of the Church Council of the Congregation, any officer of the Congregation, the church secretary of the Congregation and/or other pastor or diaconal minister serving with you. If the notice is delivered by Canada Post or a courier, it shall be deemed delivered to the Congregation five (5) days after it is dropped in the mail or delivered to the courier.

Correspondence should be sent to:

| | |
|--|---|
| <p>If to the congregation:</p> <p><i>Name</i></p> <p><i>Street Address</i></p> <p><i>City, Province, Postal Code</i></p> <p><i>Telephone:</i></p> <p><i>Email address:</i></p> | <p>If to you:</p> <p><i>Name</i></p> <p><i>Street Address</i></p> <p><i>City, Province, Postal Code</i></p> <p><i>Telephone:</i></p> <p><i>Email address:</i></p> |
|--|---|

Laws: This call letter shall be subject to the laws of the province of _____.

May the Lord our God grant you His Holy Spirit, to guide you according to His will in the consideration of this call.

We earnestly request you to acknowledge receipt of this Letter of Call immediately. It is our hope that your decision will not be unduly delayed, specifically not more than thirty (30) days from the date of your receipt of this Letter of Call.

Dated: _____

_____ Council Chair

I accept this call:

Dated: _____

_____ Pastor

Appendix 1 to the Letter of Call – CALC Policy on Discipline/Termination of a Call

Date: _____

From: _____

To: _____

Discipline: All Pastors rostered with the Canadian Association of Lutheran Congregations (“CALC” or “Association”) shall be subject to the discipline of the Association. Our Association reserves the right to suspend, discipline, or dismiss any pastor on CALC’s Roster of Pastors.

Grounds for Discipline: This Association may discipline, suspend or dismiss a Pastor for the following reasons: (a) teaching of doctrine in conflict with the Confession of Faith of this Church as expressed in this constitution; (b) conduct unbecoming a Pastor; (c) willful disregard of the constitution, administrative bylaws and enactments of this Association.

“Conduct unbecoming a pastor” shall include:

1. Conviction of a criminal offence.
2. Membership in an organization described in Section 2 of Part 3 of CALC’s Constitution and Bylaws.
3. Family Matters: (i) Separation or divorce that occurs without consultation with the congregation’s church council and without the rostered minister taking appropriate action on any agreement reached in such consultation. Each case of separation or divorce must be considered pastorally. (ii) Desertion or abandonment of spouse or children. (iii) Abuse of spouse or children. (iv) Repeated failure to meet legally determined family support obligations.
4. The misuse of alcohol or non-prescription mind-altering drugs and other substances.
5. Financial Misconduct: (i) indifference to or avoidance of legitimate and neglected personal debts; (ii) embezzlement of money or improper appropriation of the property of others; and (iii) using the ministerial office improperly for personal financial advantage.
6. Inappropriate sexual acts, including, adultery, promiscuity, addiction to pornography, the sexual abuse of another, or the misuse of counselling relationships for sexual favours or other advantage.
7. Sexual Harassment, as defined in regulations promulgated by our Association from time to time.
8. Continued failure and neglect to adequately fulfill the terms of a pastor’s letter of call from a congregation or other organization. Provided the pastor has been given written notice of the alleged failure and neglect and fails and refuses to fulfill the terms of said letter of call within 30 days of the date of the letter.

Procedure for Discipline: Discipline shall be administered in accordance with the constitution and the bylaws of the calling congregation. If for the sake of confidentiality, or if attempts by the local congregation fail, the matter may be directed to the President of the Association for counsel (who may follow the same procedure of Matthew 18:15-20, etc.). If such counsel fails to resolve the problem, it shall be referred to the Board of Elders for hearing who shall take appropriate action (such as exoneration, suspension, or dismissal of the pastor), and the Board of Elders shall act upon such recommendation and report such action to the next General Convention. A Pastor who is suspended or dismissed by the Board of Elders may appeal such decision to the Board of Appeals and Adjudication, whose decision shall be final. CALC has developed procedures for the initiation of a complaint against a Pastor and conduct of a hearing before the Board of Elders for: (a) teaching of doctrine in conflict with the Confession of Faith of this Church as expressed in this constitution; (b) conduct unbecoming an Diaconal Minister; (c) wilful disregard of the constitution, administrative bylaws and enactments of this Association and (d) sexual matters and family matters. See CALC’s Ministry Standards.

Termination of Call: A call to pastoral ministry may generally be terminated for the following reasons: (a) The pastor’s written resignation (with the resignation taking effect some time following the date of said written resignation); (b) the pastor suffers from a physical or mental incapacity which severely impacts his/her ability to minister to and serve his/her congregation; (c) disciplinary action was taken against the pastor, he/she was found liable and discipline was imposed against him/her; (d) his/her continued neglect of pastoral ministry (Provided he/she was given written notice of the alleged failure and neglect and he/she failed and refused to fulfill the terms of their letter of call within 30 days of the date of the letter); (e) the pastor’s stress leave or medical has lasted twelve (12) months and is expected to continue for an indefinite period of time thereafter (“extended stress leave”); and (f) the pastor’s inability to conduct the pastoral office satisfactorily in the parish in view of local conditions, without reflection on the moral and spiritual character of the pastor.

Voluntary Procedures on Termination: The following provisions may apply if it is alleged that: (a) a pastor suffers from a physical or mental incapacity which severely impacts his/her ability to minister to his/her congregation; (b) a Pastor has neglected and continues to neglect his/her ministry; (c) a Diaconal Minister’s stress leave has lasted twelve months and is expected to continue for an indefinite period of time thereafter (“extended stress leave”); or (d) a Pastor is unable to

conduct the pastoral office satisfactorily in that parish in the view of local conditions, without reflection on the moral and spiritual character of the pastor. [88]

Appointment of an Advisory Committee: Upon the request of the subject pastor's congregational council or the receipt of a petition signed by at least one-third of the voting members of said congregation, our President shall appoint an advisory committee (AC) to investigate the allegations. Said AC shall consist of: the President, two CALC pastors or Diaconal Ministers (not affiliated with the subject congregation); and two members of the subject congregation. The AC shall attempt to mediate between the Pastor in question and the congregation and bring about a resolution.

Cases of Neglect of Ministry. In the case of alleged neglect of ministry all those concerned shall be heard, by the President and the AC. Following the receipt of all relevant information, the President together with the AC shall counsel with the Pastor and the congregation on a proper course of action, which may include setting specific goals to be achieved by the Pastor in the fulfillment of the terms of his/her call. Such counsel shall be offered out of Christian love and is not to be regarded as an act of discipline. If after such counsel, the Pastor has failed to meet the agreed upon goals, the congregation may terminate the call by majority vote at a duly called congregational meeting.

Cases of Incapacity and Extended Stress Leave. In the event of an alleged physical or mental incapacity, or extended stress leave, the AC shall make every effort to elicit medical testimony and other credible evidence as to the extent of the mental and physical disability or the extended stress leave, together with a prognosis for a return to work.

The AC will attempt to meet with the pastor, his/her spouse and/or his/her legal representative for the purpose of working toward an amicable solution, which may include: (a) the pastor's gradual return to work as suggested by the pastor's treating physician and/or disability carrier; and (b) the implementation workplace measures which may be taken to accommodate the pastor's return to work. If the AC and the pastor and/or his/her representatives are unable to accommodate the pastor's return to work, or the agreed upon work place accommodations and return to work plan fail, the AC and the pastor and/or his representatives shall work toward a mutually acceptable termination of employment and severance package. Unless otherwise agreed by the parties, the compensation received by the pastor shall be equal to: (a) the pastor's monthly compensation as of the date of the medical leave (or some fraction thereof as agreed to by the pastor and the congregation); multiplied by the number of years of the pastor's service in the subject congregation. In determining the percentage of the monthly salary to be used in the above described formula, the pastor's length of service and the congregation's ability to pay shall be considered.

If the AC determines that such physical or mental incapacity is evident, or the stress leave is expected to last indefinitely, and efforts to negotiate a mutually acceptable severance of employment failed, the AC shall make recommendations to the congregational council, which may include a recommendation to terminate the pastor's call and declare the pastor's position vacant. The congregation may thereafter terminate the call by a 2/3rds majority vote at a properly called congregational meeting.

Cases of Changed Local Conditions. In the case of local conditions which imperil the wellbeing of the congregation and make it difficult for the Pastor to conduct ministry, all those concerned shall be heard, by the President and the AC. Following the receipt of all relevant information, the President together with the AC shall counsel with the pastor and the congregation on a proper course of action, which may include dissolution of the congregation. The pastor's call shall be deemed terminated as of the date of the vote to dissolve the congregation.

Suspension. At any point in the foregoing proceedings, the President with the concurrence of the congregational council, may suspend the pastor from the functions of the ministry within the congregation, pending completion of the formal proceedings.

Schedule 3

CALC's Compensation Guidelines for Rostered Pastors

The following GUIDELINES are provided to assist congregations in planning the remuneration for rostered ministers for 2020

| | Level 1 | Level 2 | Level 3 | Level 4 | Level 5 | Level 6 | Level 7 |
|------------|---------|---------|---------|---------|---------|---------|---------|
| Start Rate | 28,475 | 29,475 | 30,475 | 31,475 | 32,275 | 33,100 | 33,900 |
| Year 1 | 29,300 | 30,300 | 31,300 | 32,300 | 33,125 | 33,950 | 34,775 |
| Year 2 | 30,200 | 31,200 | 32,200 | 33,200 | 34,050 | 34,925 | 35,775 |
| Year 3 | 31,075 | 32,075 | 33,075 | 34,075 | 34,925 | 35,825 | 36,700 |
| Year 4 | 31,950 | 32,950 | 33,950 | 34,950 | 35,825 | 36,725 | 37,650 |
| Year 5 | 32,900 | 33,900 | 34,900 | 35,900 | 36,825 | 37,775 | 38,675 |
| Year 6 | 33,925 | 34,925 | 35,925 | 36,925 | 37,850 | 38,800 | 39,750 |

*Level 1: Basic theological training. Not finished stage one of the Pastoral Ministry Certificate (PMC) program

*Level 2: Finished stage one of PMC program

*Level 3: Finished PMC program or equivalent training.

*Level 4: Bachelor of Theology (B.Th.)

*Level 5: Master of Divinity (M.Div.)

*Level 6: Master of Sacred Theology (S.T.M.) or Doctor of Ministry (D.Min.)

*Level 7: Doctor of Theology (Th.D.) or Doctor of Philosophy (Ph.D.)

Calculating Compensation for Service beyond the 6th Year: For rostered ministers with service beyond the 6th year the increment for 2020 should be \$500/year for each additional year of service under call after the 6th year.

Assumptions underlying compensation:

- There is one pastor in the congregation.
- The pastor is called to a fulltime call (40 hours per week).
- the average attendance on a Sunday rounded to the nearest 10th is 100.
- In addition to the basic salary the congregation provide a housing allowance or a parsonage and a vehicle allowance, allowance for pension plan and health benefits for the pastors family.
- When attendance is over 130 persons the congregation should consider a second Pastor and when attendance is under 50 persons, the congregation should consider if they can afford a fulltime Pastor.

Adjustments to the base salary in each grid.

- For those congregations where the attendance is greater than 100, the amount of \$500 per 10 people should be added to the base salary.
- For those congregations where the attendance is less than 100, the amount of \$500 per 10 people should be deducted from the base salary.

Car Allowance/Kilometrage:

Congregations can compensate their pastor for use of their vehicle aby either offering a monthly allowance or reimbursement at the rate calculated by the Canadian Revenue Agency (CRA). The rate for 2019 was 58¢ per kilometer for the first 5,000 kilometers driven and 52¢ per kilometer driven after that. Consult CRA website for applicable per kilometer rate.

Pension:

CALC does not have a pension fund for pastors, diaconal ministers or other church workers. Congregations are free to offer a pension to pastors or otherwise contribute to a pastor's retirement. The congregation may offer to:

1. Make a contribution (based either on a percentage of the Pastor's income or some other amount agreed to by the pastor) to a Registered Retirement Savings Plan (RRSP) established for the pastor by the congregation or to a pastor's existing RRSP.
2. Enroll the pastor in a Registered Pension Plan (RPP) which is generally known as a money purchase pension plan ("defined contribution"), which has been designed to accumulate employer (5% of compensation) and employee

contributions (5% of compensation). Accounts in the RPP are generally credited with the full rate of return on the fund, less any related investment management and administration charges.

Employee Benefits.

CALC does not have an employee benefits program for pastors, diaconal ministers or other church workers. Congregations are free to offer an employee benefits package through a private group benefits provider. The employee benefits packages typically include: Employee Life Insurance; Accidental Death & Dismemberment (AD&D); Dependent Life Insurance; Short Term & Long Term Disability; Extended Healthcare; and Employee Assistance Program (EAP).

Pension and Employee Benefits Through: The Canadian Council of Christian Charities (CCCC).

The CCCC offers and employee benefits packages which include a pension through a Registered Pension Plan and offers a full range of other employee benefits. Their Basic Plan includes: Employee Life Insurance; Accidental Death & Dismemberment (AD&D); Dependent Life Insurance; Long Term Disability; Early Assistance and Reintegration Service (EARS); Extended Healthcare; and Employee Assistance Program (EAP). Additional coverage options include: Short-Term Disability; Voluntary Life Insurance; Voluntary Accidental Death & Dismemberment; and Dental Care.

To participate in the benefits offered by CCCC your congregation must join the CCCC as an Affiliate Member. The annual membership fee for a congregation with annual income under \$300,000.00 is \$270.00.

Contact Information for CCCC:

Canadian Council of Christian Charities
1-43 Howard Avenue
Elmira, ON, N3B 2C9
Telephone: 519.669.5137
Website: <https://www.cccc.org/>
Email: Contact page on website

Paid Vacation.

Pastor with 1 to 3 years of service as a pastor: Two weeks per calendar year.

Pastor with 4 to 7 years of service as a pastor: Three weeks per calendar year.

Pastor with 8 to 14 years of service as a pastor: Four weeks per calendar year.

Pastor with 15 to 20 years of service as a pastor: Five weeks per calendar year

Pastor with 21 and more years of service as a pastor: Six weeks per calendar year.

Vacation time is based on the calendar year (i.e. January to December). Vacation pay should generally not be accumulated or paid out unless it is approved in writing by the council prior to the year end of the year that the vacation was not taken. Unused vacation credits accumulated within the final year of employment should be paid out on termination of employment. Vacation entitlement as per the table includes Sundays. Vacation time for service for a partial calendar year is prorated on this basis: The annual days of vacation for a calendar year are multiplied by a fraction: the numerator of which is the days of the partial calendar year served by the pastor and the denominator is 365 days or one year.

Sick Leave:

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

Under federal guidelines: a full-time employee with a work week of 37.5 hours, earns sick leave at the rate of 9.375 hours each month for which the employee earns 75 hours pay. Sick leave is prorated if you are a part-time employee.

Under federal guidelines full-time employees are entitled to 14 sick days each year (pro-rated for employees joining part way through the year). Part-time employees earn sick days on a pro-rated basis related to their regular hours of work.

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

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

Federal Statutory Holidays: The Federal Government lists the following as Statutory Holidays: New Year's Day; Good Friday; Easter Monday; Victoria Day; Canada Day; Labour Day; Thanksgiving Day; Remembrance Day; Christmas Day; and Boxing Day. Provincial Statutory Holidays are provided below.

Provincial Statutory Holidays:

Alberta: New Year's Day; Family Day; Good Friday; Easter Monday; Victoria Day; Canada Day; Labour Day; Thanksgiving Day; Remembrance Day; and Christmas Day.

British Columbia: New Year's Day; Family Day; Good Friday; Victoria Day; Canada Day; BC Day; Labour Day; Thanksgiving Day; Remembrance Day; and Christmas Day.

Manitoba: New Year's Day; Family Day; Good Friday; Victoria Day; Canada Day; Civic Holiday; Labour Day; Thanksgiving Day; Remembrance Day; and Christmas Day.

Ontario: New Year's Day; Family Day; Good Friday; Victoria Day; Canada Day; Civic Holiday; Labour Day; Thanksgiving Day; Remembrance Day; Christmas Day; and Boxing Day.

Saskatchewan: New Year's Day; Family Day; Good Friday; Victoria Day; Canada Day; Civic Holiday; Labour Day; Thanksgiving Day; Remembrance Day; and Christmas Day.

Bereavement:

In each calendar year a pastor is entitled to paid leave for bereavement. Bereavement and compassionate care leave is generally provided with pay for: (1) death or critical illness of a pastor's spouse or child (typically two weeks per calendar year); (2) death or critical illness of a pastor's (or pastor's spouse's) parent, grandparent, sibling, or grandchild (typically one week per year); (3) death of another relative (typically 3 days per calendar year). Council may allow additional days with pay.

The following information is provided as a guidelines for supply pastors.

- Supply preachers, should receive an honorarium based on the congregation's custom for compensating supply pastors. If a congregation has no custom for compensating supply preachers, the honorarium could be calculated as follows: (1) one worship service: \$150.00 plus mileage; (2) two worship services: \$200.00 plus mileage. Mileage is calculated at the rate set by the Canada Revenue Agency. Rate for 2019 was 58¢ per kilometre for the first 5,000 kilometres driven and 52¢ per kilometre driven after that. Consult CRA website for applicable mileage.
- If a pastor provides supply pastoral visitation/care or meets with a family or individual prior to a baptism, the congregation should consider compensating him/her at the rate of between \$25.00-\$35.00 per hour. The hourly rate would commence from the time they leave their home.
- If the congregation has a set rate and developed a program for pre-marital classes, a supply pastor providing pre-marital classes should follow the program and receive the set rate as compensation. If the congregation has no set rate, the compensation for pre-marital counseling and classes should be determined by the couple and the supply pastor and paid directly by the couple to the supply pastor.
- If a supply pastor provides Christian education, congregation should consider compensating him/her at the rate of between \$25.00-\$35.00 per hour. Compensation for providing Christian Education should include 1.0 hour of preparation time for each hour of teaching.
- If the congregation has a set rate for their pastor's officiation at wedding services and/or funeral services, the supply pastor should receive that rate plus mileage (as set forth above). If the congregation does not have a rate set for their pastor's officiation at wedding services and/or funeral services, the rate for supply preaching, single service above should be used.

Schedule 4

Description of CALC's Pastoral Ministry Certificate

This twelve-course program is designed to prepare leaders with no prior theological training to successfully provide pastoral leadership for a congregation. Coursework in the Pastoral Ministry Certificate Program provides a solid introduction to Biblical interpretation, Lutheran theology, church history, and ministerial practice.

Program Learning Outcomes

Students will gain:

- Competency in their chosen area of congregational pastoral service.
- The ability to articulate issues in theology in the areas of pastoral service.
- The tools to discern God's Word as Law and Gospel.
- The ability to engage in responsible pastoral services at the congregational level.

Admission Requirements

- Completion of the online application.
- Proof of completion for secondary education and transcripts from any post-secondary schools.
- A letter of recommendation from a pastor.
- Applicants whose native language is not English are required to submit a score from the Test of English as a Foreign Language (TOEFL) or from the International English Language Testing System (IELTS) that is not more than two years old. Normally, minimum acceptable scores for the TOEFL are 26 on the speaking section and 24 on the writing section. Minimum acceptable scores on the IELTS are 8 on the speaking section and 6.5 on the writing section. Please request that your score be sent to ILT. ILT's DI Code for the TOEFL is 5745. More information concerning TOEFL can be accessed at the Education Testing Services website: <http://ets.org>. Information regarding the IELTS can be found at <https://www.ielts.org>.
- Application Fee: \$50 (nonrefundable).
- Copy of an official photo identification.
- Admissions Interview (The admissions interview may be conducted in person, by telephone, or by interactive video conference. The interview will be conducted by a representative from the Institute of Lutheran Theology.)

Required Courses:

HST 051: How to Think Like a Lutheran (Weekend Course)
BT 101: Principles of Biblical Interpretation
BT 111: Old Testament Theology and History (requires BT 101)
BT 161: New Testament Theology and History (requires BT 101)
HST 101: The History of the Christian Church to 1500
HST 102: The History of the Christian Church 1500 to Present (requires HST 101)
HST 110: Systematic Theology
HST 141: Luther and His Catechisms
HST 151: Lutheran Reformers and the Book of Concord
PT 101: Pastoral Theology and Care
PT 111: Lutheran Worship
PT 121: Proclaiming God's Word
PT 141: Christian Apologetics

Course Descriptions:

HST 051: How to Think Like a Lutheran (0 Certificate Hours)

This course introduces students to the distinctiveness of Lutheran Theology, its continuity with the faith of the apostles and the necessity of preaching Christ alone and him crucified. Students will become acquainted with major themes in Lutheran thinking and learn to use them as tools of discernment for distinguishing the particularity of faith versus the generality of religious sentiment.

BT 101: Principles of Biblical Interpretation (3 Certificate Hours)

This course introduces and defends the Lutheran notion of the internal clarity of Scripture. Over and against much of the preceding tradition, Lutherans have claimed that no intermediary is required to interpret Scripture: Scripture interprets

itself. This understanding is defended as the necessary condition of doing Lutheran theology faithfully. Various exegetical and hermeneutical methodologies are introduced and evaluated in light of theological pre-understandings.

BT 111: Old Testament Theology and History (3 Certificate Hours)

This course introduces the Old Testament, giving careful consideration to matters of interpretation and examining theologically the Torah, the Writings, and the Prophets. Old Testament stories are seen against the backdrop of God's law and gospel. Prerequisite: BT 101.

BT 161: New Testament Theology and History (3 Certificate Hours)

This course introduces the New Testament, giving careful consideration to matters of interpretation and examining theologically the Synoptic Gospels, John, Acts, the Pauline Epistles, the Pastoral Epistles, and the Book of Revelation. Prerequisite: BT 101.

HST 101: The History of the Christian Church to 1500 (3 Certificate Hours)

This course examines the development of the Christian Church and doctrine from Christian origins in the first century to the late scholasticism and medieval mystics. Special attention is given to the ecumenical councils of the church and the development and repudiation of the classical heresies. Emphasis is placed upon the relevance of church history for Christian proclamation.

HST 102: The History of the Christian Church 1500 to Present (3 Certificate Hours)

This course examines the development of the Christian Church and doctrine in the reformations of the sixteenth century, the Catholic counter-reformation, the rise of Protestant orthodoxies and pietism, the Enlightenment, and Nineteenth and Twentieth century theological developments. Emphasis is placed upon the relevance of church history for Christian proclamation. Prerequisite: HST 101.

HST 110: Systematic Theology (3 Certificate Hours)

This course explores from a Trinitarian perspective the traditional topics of theology: God, creation, fall, human beings, sin, Christ, justification, atonement, regeneration, Holy Spirit, sanctification, Church, sacraments, eschatology, and vocation.

HST 141: Luther and His Catechisms (3 Certificate Hours)

This course studies the life of Dr. Martin Luther within his historical context. His theological innovations are highlighted and related to our contemporary cultural understandings. Special attention is given to his Large Catechism and Small Catechism, documents that display clearly the depth of his thinking. Students are taught to think theologically in the way of the Lutheran Reformation. Major theological doctrines forged in the Reformation are carefully considered and applied to parish ministry today.

HST 151: Lutheran Reformers and the Book of Concord (3 Certificate Hours)

This course examines the classical theological roots of the Lutheran Reformation, its leading figures, and its key documents – especially those collected in the Book of Concord. Students are encouraged to think theologically in the way of the Lutheran Reformation. Major theological doctrines forged in the Reformation are carefully considered in light of how they apply to parish ministry today.

PT 101: Pastoral Theology and Care (3 Certificate Hours)

This course investigates the relationship between the office of pastor, the content of historical faith, and concrete issues arising within a context of pastoral counseling. Emphasis is placed upon the methodological and hermeneutical priority of the law/gospel approach within a context of care of souls.

PT 111: Lutheran Worship (3 Certificate Hours)

This course examines the components of Lutheran corporate worship. Students study the theological foundations of worship. Historical and contemporary issues impacting worship are investigated for the purpose of better understanding the work of God in His Word and Sacrament.

PT 121: Proclaiming God's Word (3 Certificate Hours)

The student will learn basic techniques and methods for studying Biblical passages and discerning a suitable message for preaching. In particular, the student will be taught the proper place of both Law and Gospel in Biblical preaching. Various approaches to developing and delivering a sermon will be examined. The students will write and deliver sermons as a crucial part of their development of proclaiming God's word.

PT 141: Christian Apologetics (3 Certificate Hours)

This course is a survey of the nature, objectives, and the importance of Christian apologetics in contemporary culture, with particular emphasis on the application of Christian education and evangelism. Prerequisite: HST 141.

Schedule 5

Description of CALC's Master of Divinity Program

The Master of Divinity program prepares persons for the office of public ministry of Word and Sacrament in the church of Jesus Christ. It requires 90 course credits, equivalent to three years of full-time coursework. In addition, students in the M. Div. must complete the equivalent of a one-year full-time internship.

Program Learning Outcomes

After completing this program, students will:

- Know how to draw the ministry of Word and Sacrament from the Holy Scriptures as centered in Jesus Christ.
- Learn, analyze, and assess the doctrine and history of the church and its teachers in order to distinguish God's law and gospel in proclamation, teaching, and pastoral care.
- Know how to analyze and assess the context of ministry in the world in order to aptly communicate the gospel in proclamation, teaching, and pastoral care.
- Be able to analyze and appraise theological formulations in a spirit of openness and mutual respect.

Denominational Endorsement and Certification for Ordination

Endorsing students who are preparing for ministry and certifying them as qualified for ordination are the responsibility of the student's denomination. The Institute of Lutheran Theology cooperates with the denomination in this process.

Admission Requirements

- Completion of a bachelor's degree from an accredited institution, or in special cases, an equivalent preparatory experience.
- Completion of the online application for the Master of Divinity degree.
- Three letters of recommendation from individuals such as pastor, employer professor or other professional relationship (these are available in the online application).
- Official transcripts from all post-secondary institutions. Applicants are required to have their official transcripts sent directly to the Office of Admissions from all the institutions attended. Transcripts must demonstrate a minimum GPA of 2.50 on a 4.00-point scale or equivalent (applicants with a GPA of less than 2.50 may be admitted on Academic Probation).
- Applicants whose native language is not English are required to submit a score from the Test of English as a Foreign Language (TOEFL) or from the International English Language Testing System (IELTS) that is not more than two years old. Normally, minimum acceptable scores for the TOEFL are 26 on the speaking section and 24 on the writing section. Minimum acceptable scores on the IELTS are 8 on the speaking section and 6.5 on the writing section. Please request that your score be sent to ILT. ILT's DI Code for the TOEFL is 5745. More information concerning TOEFL can be accessed at the Education Testing Services website: <http://ets.org>. Information regarding the IELTS can be found at <https://www.ielts.org>.
- Completion of the Theology and Ministry Questionnaire
- Pass the Bible Proficiency Exam with a score of at least 60%.
- Application fee: \$50 (non-refundable)
- Copy of official photo ID.
- An admissions interview with the Director of Admissions.

Courses

Students in the Master of Divinity program choose one of two tracks. The Biblical Theology Track (BT) gives somewhat more emphasis to Biblical languages and study of the Bible. The Doctrinal Theology Track (DT) gives somewhat more emphasis to historical and systematic theology. Both tracks provide a comprehensive foundation for pastoral ministry. A list of the courses for both programs are found below. For course descriptions please consult ILT's Academic Calendar at <https://www.ilt.edu/academic-catalogs->

| | |
|--|--|
| <p>M.Div. – Biblical Theology Track (BT)</p> <p>Emphasis Courses (9 credits) BT 300: Introduction to Greek BT 302: Readings in New Testament Greek (requires BT 300) BT 303: Lutheran Exegetical Method BT 308: Biblical Hebrew.</p> <p>Biblical Theology (24 credits) BT 304: Lutheran Biblical Interpretation (requires BT 300) BT 311: The Pentateuch & Writings (requires BT 308) BT 330: Wisdom & The Histories (requires BT 308) BT 361: The Gospels (requires BT 302) BT 365: Epistles & Formation of the New Testament (requires BT 302) BT 366: Paul & His Legacy (requires BT 302) One Old Testament elective: BT 400-459 One New Testament elective: BT 461-499</p> <p>Historical and Systematic Theology (24 credits) HST 301: History of Christian Thought I: Origins to 1500 HST 302: History of Christian Thought II: Reformation (requires HST 301) HST 401: Creation and the Triune God (requires HST 303) HST 402: Christology (requires HST 401) HST 403: Church, Spirit and the Two Kingdoms (requires HST 402) HST 413: History of Christian Thought III: 1700-1900 (requires HST 302) HST 455: The Lutheran Confessions (requires HST 302) And one elective chosen from the following: HST 305: History of the Lutheran Church (requires HST 302) HST 414: Twentieth Century Theology (requires HST 413) HST 443: The Theology of Martin Luther (requires HST 301)</p> <p>Ethics and Philosophy of Religion (12 credits) EPR 301: Faith, Knowledge, and Reason EPR 310: Ethics in Lutheran Perspective And two electives chosen from the following: EPR 311 Bioethics EPR 320: Theology and World Religions EPR 371: Religious Interpretation of Films EPR 402: Critical Reasoning for the Theologian (requires EPR 301) EPR 403: Philosophy of Religion (requires EPR 402) EPR 412: Christian Sexual Ethics EPR 481: Theology and Science</p> <p>Pastoral Theology (21 credits) PT 301: Pastoral Care I PT 302: Pastoral Care II (requires PT 301) PT 303: Pastoral Care III (requires PT 302) PT 304: Parish Administration PT 305: The Teaching Shepherd PT 311: Theology and the Practice of Worship I PT 321: Homiletics I PT 322: Homiletics II (requires PT 321) PT 323: Homiletics III (requires PT 322) And one Pastoral Theology elective: PT 360-499</p> | <p>M.Div. – Biblical Theology Track (BT)</p> <p>Emphasis Courses (9 credits) BT 301: Elements of Greek EPR 301: Faith Knowledge and Reason EPR 402: Critical Reasoning for the Theologian EPR 310: Ethics in Lutheran Perspective</p> <p>Biblical Theology (21 credits) BT 304: Lutheran Biblical Interpretation BT 311: The Pentateuch & Histories (requires BT 301) BT 330: Wisdom & The Prophets (requires BT 301) BT 361: The Gospels (requires BT 301) BT 366: Paul & His Legacy (requires BT 301) BT 365: Epistles & Formation of the New Testament (requires BT 301) And one course chosen from the following: BT 400 - 499: Old or New Testament elective</p> <p>Historical & Systematic Theology (30 credits) HST 301: History of Christian Thought I: Origins to 1500 (3 credits) HST 302: History of Christian Thought II: Reformation (requires HST 301) HST 305: History of the Lutheran Church (requires HST 302) HST 401: Creation & the Triune God (requires HST 303) HST 402: Christology (requires HST 401) HST 403: Church, Spirit, & the Two Kingdoms (requires HST 402) HST 413: History of Christian Thought III: 1700-1900 (requires HST 302) HST 414: Twentieth Century Theology (requires HST 303) HST 443: The Theology of Martin Luther (requires HST 301) HST 455: The Lutheran Confessions (requires HST 302)</p> <p>Ethics and Philosophy of Religion (9 credits) Three courses chosen from the following: EPR 320: Theology and World Religions EPR 371: Religious Interpretation of Films EPR 403: Philosophy of Religion (requires EPR 302) EPR 412: Christian Sexual Ethics EPR 481: Theology and Science</p> <p>Pastoral Theology (21 credits) PT 301: Pastoral Care I PT 302: Pastoral Care II (requires PT 301) PT 303: Pastoral Care III (requires PT 302) PT 304: Parish Administration PT 305: The Teaching Shepherd PT 311: Theology and the Practice of Worship PT 321: Homiletics I PT 322: Homiletics II (requires PT 321) PT 323: Homiletics III (requires PT 322) And one Pastoral Theology elective: PT 360-499</p> |
|--|--|

Internship

In addition to the completion of 90 Credit Hours of course work, the Master of Divinity student is required to take and complete a 12 month full-time supervised internship. Course description: PT 491 Internship

Internship is a formal partnership between a Master of Divinity student, a congregation, and a supervising pastor for the student's education and maturation as a pastor of Christ's church. A successful internship is a requirement of ILT's Master of Divinity degree.

- A student is normally eligible for internship after having completed a minimum of 30 hours of coursework.
- ILT maintains a list of congregations that have expressed an interest in having an intern. Students should consult with the Dean of Academic Affairs for information regarding possible internship sites. Students may also arrange for their own internship sites. All intern supervisors must complete an application with ILT and be approved by the faculty.

Further information regarding internships is available from the Dean of Academic Affairs.

Schedule 6

Guidelines for Educational Enrichment for Pastors Trained by Another Denomination.

CALC has developed guidelines to be used in assisting a candidate who was trained by and served in another denomination in the development as a Lutheran pastoral identity and serve a congregation in accordance with the Lutheran tradition. The guidelines address (A) *Discernment*; (B) *Educational Requirements*; (C) *Mentorship/Training*; and (D) *oversight*.

A. Discernment – Letter of Call.

The calling congregation must be satisfied that the candidate has a deep desire to become a Lutheran pastor.

The calling congregation must understand that there is a difference between a candidate's desire to serve a congregation as their pastor and a candidate's desire to serve a congregation as a pastor in the Lutheran tradition. Serving a Lutheran congregation as a Lutheran pastor will require the candidate to preach, teach, commune and baptize in a way which may vary significantly from the candidate's previous training and understanding of ministry. A Lutheran pastor believes that the Word of God must be interpreted in a unique way. A Lutheran pastor's preaching is undergirded by a desire to preach our Confessional Lutheran doctrine and in so preaching to rightly discern the difference between the Law and the Gospel in every Biblical text. The Lutheran pastor's teaching and preaching are to be undergirded by the Theology of the Cross. The Lutheran Pastor believes, trusts, and confesses the real presence of Jesus Christ in the Sacrament of Holy Communion and administers the Sacrament of Baptism to candidates of all ages, including infants and young children. The calling congregation must therefore be satisfied that their candidate is committed to our Lutheran doctrines, confessions and understandings of the authority of Scripture and has a genuine desire to preach, teach, administer the Sacraments and provide pastoral care in accordance that commitment. The candidate must desire to adopt a Lutheran identity and desire to serve the congregation in accordance with the Lutheran tradition.

The formation of a Lutheran identity and ministry practice in accordance with the Lutheran tradition takes time and is forged through education, training and experience in a Lutheran parish. As the candidate receives instruction in Lutheran Theology and our confessional writings, and what it means to serve a congregation according to the Lutheran tradition, one of two things may happen. His/her desire to form a Lutheran identity and minister in accordance with the Lutheran tradition may blossom and grow. A desire may arise in the candidate to expand his/her understanding of the theology and ministry practices. It is also possible that following the study of Lutheran theology and ministry practices, the candidate may discern that he/she is unable to commit to ministry in accordance with the Lutheran tradition. In this case, the candidate and the congregation must seek to sever their ties in a manner which is right and proper. The possibility that the candidate may not be able to commit to engage in ministry in accordance with the Lutheran tradition must be acknowledged and addressed in the Letter of Call issued to the Pastor.

Letter of Call – Interim Ministry.

Our Association urges our congregations to initially call the candidate trained in another denomination as an Interim Pastor. Most congregational constitutions and bylaws permit the congregational council to appoint an Interim Pastor. The Interim Pastor generally can be given all the responsibilities of a regularly called pastor. The congregation would vote to give the congregational council the authority to call the candidate to an Interim Ministry for a two to three year term, in accordance with a compensation package approved by the congregation. The letter of call should provide that during the term of the call to interim ministry: (a) the candidate will study Lutheran theology and learn to minister according to the Lutheran tradition; and (b) the call can be terminated by either the candidate or the congregational council if the congregational council and/or the candidate discern that the candidate is unable to continue in ministry in accordance with the Lutheran tradition.

B. Educational Component:

The first step involves assessing the candidate's educational background with a view towards determining the nature and extent of the additional education in Lutheran theology and ministry practice required of the candidate. The candidate's seminary/academic transcripts are compared with the CALC's minimum educational requirements for ordination as a Minister of Word and Sacrament as found in our Pastoral Ministry Certificate (PMC) program. The PMC candidate completes twelve courses. Upon successfully completing these courses a candidate would be able to make the representations required by CALC' model Letter of Call. The twelve courses are:

| | |
|---|-------------------------------------|
| BT 111: Old Testament Theology and History | HST 141: Luther and His Catechisms. |
| BT 101: Principles of Biblical Interpretation | PT 121: Proclaiming God's Word |
| BT 161: New Testament Theology and History | HST 110: Systematic Theology |
| HST 151: Lutheran Reformers and the Book of Concord | PT 101: Pastoral Theology and Care |

| | |
|--|-------------------------------|
| HST 101: The History of the Christian Church to 1500 | PT 141: Christian Apologetics |
| HST 102: The History of the Christian Church 1500 to Present | PT 111: Lutheran Worship |

Most seminaries offer courses in preaching, church history, systematics, Old and New Testament theology, pastoral care, and Biblical interpretation. These courses would be evaluated and would in many cases satisfy CALC's requirements. Most all evangelical seminaries do not offer courses on Lutheran preaching, Lutheran Biblical interpretation, basic Lutheran theology and Lutheran worship. Pastors who have not been trained at a Lutheran seminary or institution require additional training in the basics of Lutheran Theology in order to ensure they possess the training necessary to equip said pastors in the fulfillment of their vow to preach and teach in accordance with CALC's Confession of Faith.

Minimum Recommended Supplemental Education: Pastors who have not been trained at a Lutheran seminary should at a very minimum take, complete and pass the following four on-line courses required by the Pastoral Certificate program offered by the Institute of Lutheran Theology (ILT) of Brookings, South Dakota, USA:

BT 101: Principles of Biblical Interpretation (3 Credits): This course introduces and defends the Lutheran notion of the internal clarity of Scripture. Over and against much of the preceding tradition, Lutherans have claimed that no intermediary is required to interpret Scripture: Scripture interprets itself. This understanding is defended as the necessary condition of doing Lutheran theology faithfully. Various exegetical and hermeneutical methodologies are introduced and evaluated in light of theological pre-understandings.

DT 101: Luther and His Catechisms (3 Credits) This course studies the life of Dr. Martin Luther within his historical context. His theological innovations are highlighted and related to our contemporary cultural understandings. Special attention is given to his Large Catechism and Small Catechism, documents that display clearly the depth of his thinking. Students are taught to think theologically in the way of the Lutheran Reformation. Major theological doctrines forged in the Reformation are carefully considered and applied to parish ministry today.

PT 201: Proclaiming God's Word (3 Credits) The student will learn basic techniques and methods for studying Biblical passages and discerning a suitable message for preaching. In particular, the student will be taught the proper place of both Law and Gospel in Biblical preaching. Various approaches to developing and delivering a sermon will be examined. The students will write and deliver sermons as a crucial part of their development of proclaiming God's word.

PT 101: Lutheran Worship (3 Credits) This course examines the components of Lutheran corporate worship. Students study the theological foundations of worship by examining selected historical and contemporary worship forms. Contemporary issues impacting worship are also investigated with the purpose of better understanding the presence of God in His Word and Sacrament.

The Board of Elders may also suggest that the take an addition course in Lutheran Theology:

HST 151: Lutheran Reformers and the Book of Concord (3 Credits) This course examines the classical theological roots of the Lutheran Reformation, its leading figures, and its key documents – especially those collected in the Book of Concord. Students are encouraged to think theologically in the way of the Lutheran Reformation. Major theological doctrines forged in the Reformation are carefully considered in light of how they apply to parish ministry today.

The extent of the supplemental education which must be undertaken by a candidate is determined on a case by case basis. The calling congregation is free to consider the candidate's faith journey, familial background, work experience, church membership, experience in church leadership, educational training, and pastoral experience, in determining the extent of the additional coursework the candidate is required to complete.

Timing of Educational Enrichment. Ideally the candidate would complete the required courses with ILT prior to beginning active ministry in the congregation. However, in most cases the congregation and the candidate desire to begin ministry immediately. In this case the Letter of Call should specify that that candidate take and pass at least one of the required courses in either ILT's Fall or Winter Semester which occurs immediately following the candidate commencing ministry in the calling congregation. Thereafter, the candidate shall take and pass at least a course each Fall and each Winter semester thereafter until all the required courses are taken and passed. The availability of courses in any semester may impact the ability to complete the courses according to this schedule and some adjustments may need to be made.

The congregation is generally responsible for the costs of books and tuition for the required courses as they are minimum standards established by the congregation in consultation with CALC

C. Mentorship/Training:

As the candidate takes and passes the required educational course, he/she will be able to apply what was learned in the parish setting. However, merely taking and passing the academic courses will not, in and of itself, provide the candidate with a Lutheran identity and/or teach him/her precisely what it means to minister in the congregation according to the Lutheran tradition.

Pastor Mentor(s): The calling congregation, working together with the President of CALC, will strive to find a pastor mentor for the candidate. The Mentor Pastor should be an experienced CALC pastor who walks alongside the candidate through the probationary period. The mentor prays with, supports, and encourages the candidate through as much of the required educational component as is possible. The pastor mentor may also help the candidate to cope with the academic rigor of the educational component, holding the candidate accountable to all components of the probationary period and provide a good listening ear as the candidate deals with the challenges which arise during the required education process.

Mutual Ministry Committee: The congregational council may appoint a three to five member Mutual Ministry Committee (MMC). One member of the MMC should be a member of the congregational council. The other members of the MMC should not be members of the calling congregation's council and should to greatest extent possible reflect the makeup of the calling congregation. The MMC's purpose is to provide the candidate with feedback, encouragement and guidance with respect to the candidate's worship leadership, preaching, teaching, pastoral care and other aspects of leadership in the congregation.

Worship Leadership. One of the hallmarks of practicing ministry in accordance with the Lutheran tradition is reflected in a pastor's worship leadership. The candidate should be an apt, engaging and inspiring worship leader. He/she should be able to conduct contemporary Lutheran and traditional Lutheran worship services. To "conduct worship" is to organize and carry out worship (specifically to take certain roles in worship and coordinate with others to facilitate worship). He/she should be thoroughly familiar with and able to conduct services of Holy Communion, Services of the Word, a Baptismal service, Service for Affirmation of Baptism (Confirmation); Services for Individual and Corporate Confession and Absolution, Lutheran wedding services, Lutheran funeral services, and the Service of the Word for Healing. He/she should be thoroughly familiar with the Church/Liturgical Year and how to conduct services during Advent, Christmas, Epiphany, Lent, Easter, Pentecost, the Sundays After Pentecost through to Christ the King Sunday. The achievement of this goal will require the participation of our seminary, CALC and the congregation. The candidate will study the theology of worship when he/she completes PT 101: Lutheran Worship. The candidate will learn to apply these principles in parish life. The MMC, mentor pastor, congregational worship committees and church musicians are encouraged to work with the candidate in developing the candidate's understanding of, and ability to conduct, Lutheran worship. CALC will provide resources and links to resources relating to liturgies, the church year and the liturgical calendar.

CALC Events. The congregation should make every effort to permit the candidate's participation in CALC's annual general convention and annual pastors' study retreat. CALC and ILT Canada Society will strive together to establish and maintain an annual pastors' study retreat which will provide high quality continuing education and opportunities for professional development for the pastors, deacons, pastors-in-training and seminarians of CALC. Our Association will work diligently to retain keynote speakers for our annual general convention who will strive to enhance and enrich our Lutheran identity and equip all members in CALC our common mission to fulfill Christ's Great Commission.

Continuing Education: In CALC's standard Letter of Call, the calling congregation, urges their new pastor to participate in continuing education opportunities and promises to support him/her in that regard. By way of example, once the candidate has finished the required education, the calling congregation could authorize time for the candidate to take courses from ILT which will enrich the candidate's Lutheran identity and sense of ministry according to the Lutheran tradition. ILT offers intensive courses in its J-Term (typically January 2 to January 22). The candidate could take or audit a J-Term course. The candidate and congregation would have to negotiate the time that the candidate could devote to enrichment studies and determine how tuition and books will be paid.

D. Oversight.

CALC and our congregations are called to work together to train and discipline an ordained clergy. A pastor trained by and who has served in another denomination must receive training and achieve outcomes as set forth above. It is incumbent upon CALC to ensure that the training is completed and the goals have been achieved.

CALC BOE's Participation. CALC's Board of Elders (BOE) or the Elders' duly appointed Pastoral Review Panel (PRP) may provide an assessment to the calling congregation as to the candidate's progress in developing a Lutheran identity and his/her practice of ministry according to the Lutheran tradition. The BOE or PRP will: (1) listen to or read the candidate's sermons from time-to-time; and (2) have conversations with the candidate (typically by SKYPE, Adobe Connect or

teleconference). The first conversation will take place after the completion of the candidate's first course and will occur after the candidate's completion of every course thereafter. Either one or two members of the calling congregation (specifically appointed by the calling congregations Congregational Council) may participate in the conversation between the candidate and the BOE or PRP. The final evaluation by the BOE or PRP may include a recommendation that the candidate receive additional education and/or supervision.

If the candidate or the congregation do not fulfill their obligations under the Letter of Call, or the BOE's or PRP's recommendations, CALC will send a letter requesting compliance. If steps are not taken to remedy the breach within 60 days of receiving notice, CALC acting through the National Council may remove the calling congregation from CALC's roster congregations and/or the pastor from CALC's roster of pastors. Said removal may be appealed to CALC in accordance with the process laid out in CALC's constitution and bylaws.

Schedule 7

Model Letter of Call for Pastors Trained by Another Denomination.

This call is issued in the Name of God the Father, the Son and Holy Spirit. Amen

Date: _____

From: _____

To: _____

Mindful of the apostolic admonition that all things be done decently and in order, and in accordance with the practice of the Lutheran church to provide qualified persons of good report and in whom the fruits of the Spirit are manifest, the Canadian Association of Lutheran Congregations recognizes the office of the ministry established by our Lord and seeks through it to give the spiritual leadership and pastoral care necessary for the establishment, growth, development, and welfare of Christ's holy Church. Accordingly, the congregation of _____ at a meeting of the congregation held on _____ has called you to serve as pastor of this congregation according to the following terms:

1. That You...

- a) Preach the Word, administer the Sacraments and conduct public worship in harmony with the faith and doctrine of the Lutheran Church;
- b) Baptize, confirm and marry in accordance with the teaching of CALC and with the laws of the province of residence, visit the sick and distressed and bury the dead;
- c) Encourage faith active in love, in personal and family life and provide pastoral leadership to all schools and auxiliary organizations of the congregations;
- d) Comfort the mourning, to console the depressed, to bring the promise of redemption to those who seek redemption, to carry forth into the world the Word of the merciful God with its promise of salvation.
- e) Encourage and empower, through God's Word, every Christian as a royal priest to work for mutual edification, each in his or her own station and in accordance with the opportunity and gifts which God has given him or her, either individually, person to person, or in assemblies of the congregation.
- f) Install members of the Congregational Council.
- g) Seek out and encourage qualified persons to prepare for the ministry of the Gospel and strive to extend the Kingdom of God in the community, at home and abroad;
- h) Encourage the members to be generous in support of the ministry of the Congregation and the Church;
- i) Keep accurate membership records including baptisms, confirmations, marriages, burials and communicants. The parish records shall be kept in a written and/or electronic form, which shall remain the property of the congregation.
- j) Commend members who move to the pastoral care of the parish in which their new home is located.
- k) Be responsible for the pastoral care of our members and adherents, including regular visits.

2. That We...

- l) Receive you as our Pastor and accord you the love, the respect, the good will, and the co-operation due your office, and uphold you in prayer.
- m) Promise you our faithful assistance in the work to which you are called.
- n) Support the work of our congregation and the Canadian Association of Lutheran Congregations.
- o) Pay you an annual salary in the amount of \$_____. Your salary will be reviewed annually.
- p) Pay your salary in twelve equal monthly installments, with each monthly installment to be paid as follows: a draw at midmonth and the balance at each month's end.
- q) Option #1: Provide you a residence kept in good repair, including utilities.
 Option #2: Pay you a housing allowance of \$_____. The allowance to be paid on the same basis as the monthly salary housing allowance to be reviewed annually.

- r) We will deduct from your salary and remit to the appropriate authority all taxes and submit all deductions payable as prescribed by law (including, but not limited to employment insurance, income tax, Canada Pension Plan).
- s) Contribute to a medical/insurance/pension plan as follows:
 - Make an annual contribution to a group pension fund currently administered by _____ in the amount of five percent (5%) of your wage (deducted from your wages and paid in monthly installments as a payroll deduction) and five percent (5%) of your wage contributed by the congregation (paid in monthly installments).
 - Pay Provincial Medical premiums in the amount of \$_____ (50% deducted from your wages as a payroll deduction and 50% contributed by the congregation)
 - Provide an Employee benefits package including life insurance, AD&D insurance, disability insurance, extended medical, dental and vision insurance, through _____. Premiums for said benefits to be calculated and determined by the _____. Coverage to be reviewed periodically and subject to change (50% of the premium deducted from your wages as a payroll deduction and 50% contributed by the congregation).
- t) Grant you an annual paid vacation of ___ weeks (council to arrange for pulpit supply for Sundays during your absence) and ___weeks paid study leave. You will be required to take all vacation days and study leave in the calendar year they are earned.
- u) Grant you _____ paid sick days per calendar year, ___ paid bereavement days per calendar year, and maternity and parental leave as provided by applicable laws.
- v) Provide your auto reimbursement as follows:
 - Option #1: In the amount of \$_____ per kilometer.
 - Option #2: Automobile allowance in the amount of _____ (\$_____.00) per month (\$_____.00 per year)
- w) Reimburse you for expenses not otherwise provided for incurred in attending regional and national conventions and other official meetings at which your attendance is required.
- x) Urge you to participate in continuing education opportunities and we will support you in that regard.
- y) Pay your moving expenses (including travel) as follows: _____

Other terms.

3. **Educational Enrichment.** That you covenant to take the four (4) courses offered by The Institute of Lutheran Theology (ILT) according to the terms described in Schedule A attached hereto. We will reimburse you the costs of books and tuition and other fees.

4. **Fulltime/Part-Time Call.**

- This call is a fulltime call.
- This is a _____-time call. You will be expected to serve a maximum of _____ (___) hours each calendar week for the term of this call. You are expected to: preach every Sunday of the month; or _____ (___) Sundays per month (the Sundays each month to be determined). The ___ hours shall include time spent on preparation for a sermon or Bible study. We recognize that there is an ebb and flow to parish life and some weeks may require you serve more than ___ hours per week contemplated by this agreement. If you serve more than ___ hours in a calendar week, you may serve fewer hours the next week or subsequent weeks. However, if parish life becomes exceedingly busy for a period of time, and it is impractical to take days off in subsequent weeks, you may receive additional compensation for service in excess of _____ hours in a week at the rate of \$_____ per hour of extra service.

Other Employment. We acknowledge that you are gainfully employed and must devote your time each week to your other ministries. We further acknowledge that you will make every effort to find a balance between your call hereunder and your other ministries. If your other ministries make it difficult to devote ___ hours to ministry in our parish in a given week, then the hours missed may be made up in subsequent weeks.

5. You shall keep a record of your mileage, hours worked, visitation of the sick and shut ins. These shall be incorporated in your report to church council on a monthly basis.
6. You are an ex-officio member of Church Council by virtue of your service as our Pastor and you shall attend all Church Council meeting leading us in a short devotion and prayer and present a written report.
7. **Term of Call:**

The relationship established by this call may be terminated only in accordance with the provisions of Paragraph 8 below.

This 'Call' is for an initial term of ____ (__) years, beginning _____ through _____, thereafter this call letter will be reviewed for renewal annually. At least 30 days prior to the anniversary date of this letter of call the congregational council shall give you written notice of their intent to renew the call and the terms of the call for the renewal period. You shall have 30 days within which to accept or reject the offer to renew this call.

8. **Term/Termination:**

Option 1: This letter of call shall be for a term of _____ years, commencing _____. This call may be terminated before the end of the term for the following reasons: (a) you fail to take and complete the required courses as set forth in this agreement and schedules; (b) your written resignation (with the resignation taking effect 30 days following the date of said written resignation); (c) disciplinary action was taken against you, you were found liable and discipline was imposed against you; (d) you suffer from a physical or mental incapacity which severely impacts your ability to minister to and serve this congregation; (e) continued neglect of pastoral ministry (Provided you were given written notice of the alleged failure and neglect and you failed and refused to fulfill the terms of this letter of call within 30 days of the date of the letter); (f) your stress leave or medical leave has lasted twelve months and is expected to continue for an indefinite period of time thereafter (“extended stress leave”) and (g) your inability to conduct the pastoral office satisfactorily in the parish in view of local conditions, without reflection on your moral and or spiritual character.

Option 2: This call, once accepted, can be terminated for the following reasons: (a) you fail to take and complete the required courses as set forth in this agreement and schedules; (b) your written resignation (with the resignation taking effect 30 days following the date of said written resignation); (c) disciplinary action was taken against you, that is you were found liable and discipline was imposed against you; (d) you suffer from a physical or mental incapacity which severely impacts your ability to minister to and serve this congregation; (e) continued neglect of diaconal ministry (Provided you were given written notice of the alleged failure and neglect and you failed and refused to fulfill the terms of this letter of call within 30 days of the date of the letter); (f) your stress leave or medical leave has lasted twelve months and is expected to continue for an indefinite period of time thereafter (“extended stress leave”); and (g) your inability to conduct the pastoral office satisfactorily in the parish in view of local conditions, without reflection on your moral and spiritual character.

In the case of actions under paragraphs (c) through (g), inclusive, above CALC’s guidelines for discipline and termination of call shall be followed. See Appendix 1.

9. **Notice:**

Any written notice which may be given by the Congregation to you shall be considered given to you on the date the written notice is handed to you by any member of the Church Council of the Congregation, any officer of the Congregation, the church secretary of the Congregation and/or other pastor/diaconal minister serving with you. If the notice is delivered by Canada Post or a courier, it shall be deemed delivered to you (5) days after it is dropped in the mail or delivered to the courier. The address for delivery of notice by mail or courier shall be to the home address on file with the Congregation for the Pastor as of the date of notice.

Any written notice which may be given by you to the Congregation hereunder shall be considered given to the Congregation on the date the written notice is handed by you to any member of the Church Council of the Congregation, any officer of the Congregation, the church secretary of the Congregation and/or other pastor or diaconal minister serving with you. If the notice is delivered by Canada Post or a courier, it shall be deemed delivered to the Congregation five (5) days after it is dropped in the mail or delivered to the courier.

Correspondence should be sent to:

| | |
|--|---|
| <p>If to the congregation:</p> <p><i>Name</i></p> <p><i>Street Address</i></p> <p><i>City, Province, Postal Code</i></p> <p><i>Telephone:</i></p> <p><i>Email address:</i></p> | <p>If to you:</p> <p><i>Name</i></p> <p><i>Street Address</i></p> <p><i>City, Province, Postal Code</i></p> <p><i>Telephone:</i></p> <p><i>Email address:</i></p> |
|--|---|

10. **Laws:** This call letter shall be subject to the laws of the province of _____.

May the Lord our God grant you His Holy Spirit, to guide you according to His will in the consideration of this call.

We earnestly request you to acknowledge receipt of this Letter of Call immediately. It is our hope that your decision will not be unduly delayed, specifically not more than thirty (30) days from the date of your receipt of this Letter of Call.

Dated: _____

By: _____
Council Chair

I accept this call:

Dated: _____

Pastor

Appendix 1 to the Letter of Call – CALC Policy on Discipline/Termination of a Call

Date: _____

From: _____

To: _____

Discipline: All Pastors rostered with the Canadian Association of Lutheran Congregations (“CALC” or “Association”) shall be subject to the discipline of the Association. Our Association reserves the right to suspend, discipline, or dismiss any pastor on CALC’s Roster of Pastors.

Grounds for Discipline: This Association may discipline, suspend or dismiss a Pastor for the following reasons: (a) teaching of doctrine in conflict with the Confession of Faith of this Church as expressed in this constitution; (b) conduct unbecoming a Pastor; (c) willful disregard of the constitution, administrative bylaws and enactments of this Association.

“Conduct unbecoming a pastor” shall include:

1. Conviction of a criminal offence.
2. Membership in an organization described in Section 2 of Part 3 of CALC’s Constitution and Bylaws.
3. Family Matters: (i) Separation or divorce that occurs without consultation with the congregation’s church council and without the rostered minister taking appropriate action on any agreement reached in such consultation. Each case of separation or divorce must be considered pastorally. (ii) Desertion or abandonment of spouse or children. (iii) Abuse of spouse or children. (iv) Repeated failure to meet legally determined family support obligations.
4. The misuse of alcohol or non-prescription mind-altering drugs and other substances.
5. Financial Misconduct: (i) indifference to or avoidance of legitimate and neglected personal debts; (ii) embezzlement of money or improper appropriation of the property of others; and (iii) using the ministerial office improperly for personal financial advantage.
6. Inappropriate sexual acts, including, adultery, promiscuity, addiction to pornography, the sexual abuse of another, or the misuse of counselling relationships for sexual favours or other advantage.
7. Sexual Harassment, as defined in regulations promulgated by our Association from time to time.
8. Continued failure and neglect to adequately fulfill the terms of a pastor’s letter of call from a congregation or other organization. Provided the pastor has been given written notice of the alleged failure and neglect and fails and refuses to fulfill the terms of said letter of call within 30 days of the date of the letter.

Procedure for Discipline: Discipline shall be administered in accordance with the constitution and the bylaws of the calling congregation. If for the sake of confidentiality, or if attempts by the local congregation fail, the matter may be directed to the President of the Association for counsel (who may follow the same procedure of Matthew 18:15-20, etc.). If such counsel fails to resolve the problem, it shall be referred to the Board of Elders for hearing who shall take appropriate action (such as exoneration, suspension, or dismissal of the pastor), and the Board of Elders shall act upon such recommendation and report such action to the next General Convention. A Pastor who is suspended or dismissed by the Board of Elders may appeal such decision to the Board of Appeals and Adjudication, whose decision shall be final. CALC has developed procedures for the initiation of a complaint against a Pastor and conduct of a hearing before the Board of Elders for: (a) teaching of doctrine in conflict with the Confession of Faith of this Church as expressed in this constitution; (b) conduct unbecoming an Diaconal Minister; (c) wilful disregard of the constitution, administrative bylaws and enactments of this Association and (d) sexual matters and family matters. See CALC’s Ministry Standards.

Termination of Call: A call to pastoral ministry may generally be terminated for the following reasons: (a) The pastor’s written resignation (with the resignation taking effect some time following the date of said written resignation); (b) the pastor suffers from a physical or mental incapacity which severely impacts his/her ability to minister to and serve his/her congregation; (c) disciplinary action was taken against the pastor, he/she was found liable and discipline was imposed against him/her; (d) his/her continued neglect of pastoral ministry (Provided he/she was given written notice of the alleged failure and neglect and he/she failed and refused to fulfill the terms of their letter of call within 30 days of the date of the letter); (e) the pastor’s stress leave or medical has lasted twelve (12) months and is expected to continue for an indefinite period of time thereafter (“extended stress leave”); and (f) the pastor’s inability to conduct the pastoral office satisfactorily in the parish in view of local conditions, without reflection on the moral and spiritual character of the pastor.

Voluntary Procedures on Termination: The following provisions may apply if it is alleged that: (a) a pastor suffers from a physical or mental incapacity which severely impacts his/her ability to minister to his/her congregation; (b) a Pastor has neglected and continues to neglect his/her ministry; (c) a Diaconal Minister's stress leave has lasted twelve months and is expected to continue for an indefinite period of time thereafter ("extended stress leave"); or (d) a Pastor is unable to conduct the pastoral office satisfactorily in that parish in the view of local conditions, without reflection on the moral and spiritual character of the pastor. [88]

Appointment of an Advisory Committee: Upon the request of the subject pastor's congregational council or the receipt of a petition signed by at least one-third of the voting members of said congregation, our President shall appoint an advisory committee (AC) to investigate the allegations. Said AC shall consist of: the President, two CALC pastors or Diaconal Ministers (not affiliated with the subject congregation); and two members of the subject congregation. The AC shall attempt to mediate between the Pastor in question and the congregation and bring about a resolution.

Cases of Neglect of Ministry. In the case of alleged neglect of ministry all those concerned shall be heard, by the President and the AC. Following the receipt of all relevant information, the President together with the AC shall counsel with the Pastor and the congregation on a proper course of action, which may include setting specific goals to be achieved by the Pastor in the fulfillment of the terms of his/her call. Such counsel shall be offered out of Christian love and is not to be regarded as an act of discipline. If after such counsel, the Pastor has failed to meet the agreed upon goals, the congregation may terminate the call by majority vote at a duly called congregational meeting.

Cases of Incapacity and Extended Stress Leave. In the event of an alleged physical or mental incapacity, or extended stress leave, the AC shall make every effort to elicit medical testimony and other credible evidence as to the extent of the mental and physical disability or the extended stress leave, together with a prognosis for a return to work.

The AC will attempt to meet with the pastor, his/her spouse and/or his/her legal representative for the purpose of working toward an amicable solution, which may include: (a) the pastor's gradual return to work as suggested by the pastor's treating physician and/or disability carrier; and (b) the implementation workplace measures which may be taken to accommodate the deacon's return to work. If the AC and the pastor and/or his/her representatives are unable to accommodate the pastor's return to work, or the agreed upon work place accommodations and return to work plan fail, the AC and the pastor and/or his representatives shall work toward a mutually acceptable termination of employment and severance package. Unless otherwise agreed by the parties, the compensation received by the pastor shall be equal to: (a) the pastor's monthly compensation as of the date of the medical leave (or some fraction thereof as agreed to by the pastor and the congregation); multiplied by the number of years of the pastor's service in the subject congregation. In determining the percentage of the monthly salary to be used in the above described formula, the deacon's length of service and the congregation's ability to pay shall be considered.

If the AC determines that such physical or mental incapacity is evident, or the stress leave is expected to last indefinitely, and efforts to negotiate a mutually acceptable severance of employment failed, the AC shall make recommendations to the congregational council, which may include a recommendation to terminate the pastor's call and declare the pastor's position vacant. The congregation may thereafter terminate the call by a 2/3rds majority vote at a properly called congregational meeting.

Cases of Changed Local Conditions. In the case of local conditions which imperil the wellbeing of the congregation and make it difficult for the Pastor to conduct ministry, all those concerned shall be heard, by the President and the AC. Following the receipt of all relevant information, the President together with the AC shall counsel with the pastor and the congregation on a proper course of action, which may include dissolution of the congregation. The pastor's call shall be deemed terminated as of the date of the vote to dissolve the congregation.

Suspension. At any point in the foregoing proceedings, the President with the concurrence of the congregational council, may suspend the pastor from the functions of the ministry within the congregation, pending completion of the formal proceedings.

Schedule A

Guidelines For The Call Of A Pastor Trained By Another Denomination

Date: _____

Letter of Call From: _____ Lutheran Church of _____

To: Pastor _____

Congregational Freedom.

CALC's Constitution grants our congregations great freedom and autonomy in calling a pastor. Our congregations are therefore free to call a pastor who was trained by and served in another Christian denomination. With such freedom comes great responsibility.

Congregational Responsibilities:

Vetting Candidates: The calling congregation's Congregational Council, or duly appointed Call Committee, must interview and otherwise vet all candidates for call as our pastor in order to discern whether a candidate meets the scriptural, personal and educational standards together with the gifts, skills and aptitudes established by CALC for call to parish ministry in a CALC congregation.

Maintaining Scriptural/Confessional Unity: What binds CALC congregations together is our common confession of faith. We accept all the canonical books of the Old and New Testaments as a whole and in all their parts as the divinely inspired, revealed, and inerrant Word of God, and joyfully submit to this as the only infallible authority in all matters of life and faith. We accept without reservation the three ecumenical creeds and the Lutheran Confessions found in the Book of Concord, not insofar as, but because they are the presentation and explanation of the pure doctrine of the Word of God and a summary of the faith of the evangelical Lutheran Church. Congregations calling a pastor from another denomination must be satisfied that their candidate will be able to preach, teach and minister in accordance with our confessions of faith.

Partnership with CALC: CALC congregations covenant to partner with CALC in the training and discipline of an ordained clergy for the administration of the Means of Grace (the Word of God and the Sacraments). Pastors trained by another denomination must receive training and mentorship in order to fulfill their obligations under a Letter of Call to a CALC congregation. The congregation must consult with CALC's President and Board of Elders as they negotiate the terms of call to be issued to a Pastor trained in another denomination. The President and Board of Elders are able to help congregations assess the additional education and training a candidate may need to undertake ministry in a CALC congregation, assist the congregation in mentoring and training the candidate and provide oversight.

The calling congregation must be satisfied that the candidate has a deep desire to become a Lutheran pastor. The calling congregation and the candidate must understand that there is a difference between a candidate's desire to serve a congregation as their pastor and a candidate's desire to serve a congregation as a pastor in the Lutheran tradition. Serving a Lutheran congregation as a Lutheran pastor will require the candidate to preach, teach, commune and baptize in a way which may vary significantly from the candidate's previous training and understanding of ministry. A Lutheran pastor believes that the Word of God must be interpreted in a unique way. A Lutheran pastor's preaching is undergirded by a desire to preach our Confessional Lutheran doctrine and in so preaching to rightly discern the difference between the Law and the Gospel in every Biblical text. The Lutheran pastor's teaching and preaching are to be undergirded by the Theology of the Cross. The Lutheran Pastor believes, trusts, and confesses the real presence of Jesus Christ in the Sacrament of Holy Communion and administers the Sacrament of Baptism to candidates of all ages, including infants and young children. The calling congregation must therefore be satisfied that their candidate is committed to our Lutheran doctrines, confessions and understandings of the authority of Scripture and has a genuine desire to preach, teach, administer the Sacraments and provide pastoral care in accordance with that commitment. The candidate must desire to adopt a Lutheran identity and desire to serve the congregation in accordance with the Lutheran tradition.

Consistent with our policy as a pastors who have not been trained at a Lutheran seminary you should, at a very minimum take, complete and pass the following four on-line courses required by the Pastoral Ministry Certificate program offered by the Institute of Lutheran Theology (ILT) of Brookings, South Dakota, USA:

BT 101: Principles of Biblical Interpretation (3 Credit Hours): This course introduces and defends the Lutheran notion of the internal clarity of Scripture. Over and against much of the preceding tradition, Lutherans have claimed that no intermediary is required to interpret Scripture: Scripture interprets itself. This understanding is defended as the

necessary condition of doing Lutheran theology faithfully. Various exegetical and hermeneutical methodologies are introduced and evaluated in light of theological pre-understandings.

DT 101: Luther and His Catechisms (3 Credit Hours) This course studies the life of Dr. Martin Luther within his historical context. His theological innovations are highlighted and related to our contemporary cultural understandings. Special attention is given to his Large Catechism and Small Catechism, documents that display clearly the depth of his thinking. Students are taught to think theologically in the way of the Lutheran Reformation. Major theological doctrines forged in the Reformation are carefully considered and applied to parish ministry today.

PT 201: Proclaiming God’s Word (3 Credit Hours) The student will learn basic techniques and methods for studying Biblical passages and discerning a suitable message for preaching. In particular, the student will be taught the proper place of both Law and Gospel in Biblical preaching. Various approaches to developing and delivering a sermon will be examined. The students will write and deliver sermons as a crucial part of their development of proclaiming God’s word.

PT 101: Lutheran Worship (3 Credits) This course examines the components of Lutheran corporate worship. Students study the theological foundations of worship by examining selected historical and contemporary worship forms. Contemporary issues impacting worship are also investigated with the purpose of better understanding the presence of God in His Word and Sacrament.

Tuition. The tuition fee for each of the four course listed above is calculated as follows:

| | |
|---|-----------------|
| Base Tuition: 3 Credit Hours x \$000.00 per credit hour = \$0,000.00 | 0,000.00 |
| Application Fee (each semester) | 00.00 |
| Registration Fee (each semester) | 00.00 |
| Library Fee (each semester) | 00.00 |
| Technology Fee (each semester) | 00.00 |
| Total | 0,000.00 |

Timing for Taking Courses: The four core courses shall be taken and passed within the initial two year term of the Letter of Call to which this schedule is attached. Following your execution of the attached Letter of Call, you should apply for admission to ILT. You shall complete the courses as follows:

- (a) You will register for one of the four courses for the 20__ Fall or Spring Semester.
- (b) You will register for one of the remaining three classes for the 20__ Fall or Spring Semester.
- (c) You will register for one of the two remaining courses for the 20__ Fall or Spring Semester.
- (d) You will register for the remaining courses for the 20__ Fall or Spring Semester.

Time Spent in Class and Homework. Time spent by you in taking the required classes shall not be used in calculating the hours of ministry to be provided under the terms of the call to which this Schedule B is attached. Time spent taking required courses shall include, but not limited to: time spent participating in online classes; required reading in preparation for online classes; time spent preparing papers and essays required for the online classes and tests and exams taken for the online classes.

Oversight: As you take and pass the required educational course, you will be able to apply what was learned in the parish setting. However, merely taking and passing the academic courses will not, in and of itself, provide you with a Lutheran identity and/or teach you precisely what it means to minister in the congregation according to the Lutheran tradition.

Pastor Mentor(s): The calling congregation, working together with the President of CALC, will strive to find a pastor mentor for you. The role of the pastor mentor is to provide you with support and mentorship. The mentor pastor is not a part of the process by which you are evaluated. The Mentor Pastor should be an experienced CALC pastor who walks alongside you through the initial two year probationary period. The mentor prays with you, supports you, and encourages you through as much of the required educational component as is possible. The pastor mentor should also help you to cope with the academic rigor of the educational component, and provide a good listening ear as you deal with the challenges which arise during the required education process.

CALC BOE’s Participation. CALC’s Board of Elders (BOE) or the Elders’ duly appointed Pastoral Review Panel (PRP) may provide an assessment to the calling congregation as to the candidate’s progress in developing a Lutheran identity and his/her practice of ministry according to the Lutheran tradition. The BOE or PRP will: (1) listen to or read the candidate’s sermons from time-to-time; and (2) have conversations with the candidate (typically by SKYPE, Adobe Connect or

teleconference). The first conversation will take place after the completion of the candidate's first course and will occur after the candidate's completion of every course thereafter. Either one or two members of the calling congregation (specifically appointed by the calling congregations Congregational Council) may participate in the conversation between the candidate and the BOE or PRP. The final evaluation by the BOE or PRP may include a recommendation that the candidate receive additional education and/or supervision.

If you and/or the congregation do not fulfill your respective obligations under the Letter of Call, or the BoE's recommendations, CALC will send a letter requesting compliance. If steps are not taken to remedy the breach within 60 days of receiving notice, CALC acting through the National Council may remove the calling congregation from CALC's roster congregations and/or the pastor from CALC's roster of pastors. Said removal may be appealed to CALC in accordance with the process laid out in CALC's constitution and bylaws.

Schedule 8

The Rite of Ordination

The Ordination of **CANDIDATE**

Congregational Representative: I present for ordination to the holy ministry of Word and Sacrament **CANDIDATE** who has been called by our congregation _____.

Congregation (C): Thanks be to God.

The presenter(s) step aside. The presiding minister addresses the Ordinand:

Presiding Minister (P): According to apostolic usage you are now to be set apart to the office of Word and Sacrament in the one holy catholic Church by the laying on of hands and by prayer.

Selected Lectors may read these verses:

Our Lord Jesus Christ says: "Peace be with you. As the Father has sent me, even so I send you. Receive the Holy Spirit. If you forgive the sins of any, they are forgiven; if you retain the sins of any, they are retained." (John 20: 21-23)

And again: "All authority in heaven and on earth has been given to me. Go therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, teaching them to observe all that I have commanded you; and lo, I am with you always, to the close of the age." (Matt. 28: 18-20)

St. Paul writes: I received from the Lord what I also delivered to you, that the Lord Jesus on the night when he was betrayed took bread, and when he had given thanks, he broke it, and said, "This is my body which is for you. Do this in remembrance of me." In the same way also the cup, after supper, saying, "This cup is the new covenant in my blood. Do this, as often as you drink it, in remembrance of me." For as often as you eat this bread and drink the cup, you proclaim the Lord's death until he comes. (1 Cor. 11: 23-26).

The presiding minister questions the Ordinand:

P: Before almighty God, to whom you must give account, and in the presence of this congregation, I ask: Will you assume this office, believing that this congregation's call is God's call to the ministry of Word and Sacrament?

Ordinand (O): I will and I ask God to help me.

P: Will you subscribe unreservedly to the terms of Article 3 and Article 5 of the Constitution and By-Laws of Canadian Association of Lutheran Constitution and will you therefore preach and teach in accordance with the Holy Scriptures and these Creeds and Confessions?

O: I will and I ask God to help me.

P: Will you be diligent in your study of the Holy Scriptures and in your use of the means of grace? Will you pray for God's people, nourish them with the Word and Holy Sacraments, and lead them by your own example in faithful service and holy living?

O: I will and I ask God to help me.

P: Will you give faithful witness in the world, that God's love may be known in all that you do?

O: I will and I ask God to help me.

P: Almighty God, who has given you the will to do these things, graciously give you the strength and compassion to perform them.

C: Amen.

The prayers are said by an appointed Lector. Other appropriate prayers may be used instead.

A: Let us pray for the whole people of God in Christ Jesus, and for all people according to their needs.

A: For the holy Christian Church, that it may be filled with truth and love and by your grace be found without fault at the last day: Lord, in your mercy:

C: Hear our prayer.

A: For all members of the Church, that they may serve you in true and godly lives: Lord, in your mercy,

C: Hear our prayer.

A: For all those responsible for the care and nurture of your people: Lord, in your mercy,

C: Hear our prayer.

A: For CANDIDATE chosen to be a pastor in your Church, that he may faithfully fulfill the duties of this ministry, serve your people, build up your Church, and glorify your name: Lord in your mercy,

C: Hear our prayer.

A: For the peace of the Church, that our divisions may be overcome and that we may serve the world as one people in one Lord Jesus Christ: Lord, in your mercy,

C: Hear our prayer.

A: For the peace of the world, that a spirit of respect and understanding may grow among nations and peoples: Lord, in your mercy,

C: Hear our prayer.

A: For the poor, the persecuted, the sick, the lonely, the forgotten, and all who suffer; for refugees, prisoners, and all who are in danger; that they may be relieved and protected: Lord, in your mercy,

C: Hear our prayer.

Other intercessions may be offered.

A: For the glorious company of all the saints, those who have died in faith and those who live in certain hope, we praise you. That their witness may give us courage until the day of Jesus Christ: Lord, in your mercy,

C: Hear our prayer.

P: Into your hands, O Lord, we commend all for whom we pray, trusting in your mercy; through your Son, Jesus Christ our Lord.

C: Amen.

The Ordinand may kneel. The presiding minister begins the thanksgiving.

P: The Lord be with you.

C: And also with you.

P: Let us give thanks to the Lord our God.

C: It is right to give him thanks and praise.

P: Holy God, mighty lord, gracious Father, we bless you for your infinite love in Christ our Lord, in whom we have redemption and forgiveness of sins according to the riches of his grace. We thank you that by his death your Son has overcome death and, having been raised by your mighty power, has ascended far above all the heavens, that he might fill all things.

We praise you that Christ has poured out his gifts abundantly on the Church, making some apostles, some prophets, some pastors and teachers, to equip your people for their work of ministry for building up the body of Christ.

The minister lays both hands on the head of the Ordinand. Other clergy, members of the congregation's church council and others may impose their right hands.

P: Eternal God, through your Son, Jesus Christ, pour out your Holy Spirit upon Kevin and fill him with the gifts of grace for the ministry of Word and Sacrament.

Following the laying on of hands the Ordinand remains kneeling.

P: Bless his proclamation of your Word and administration of your Sacraments, O Lord, so that your Church may be gathered for praise and strengthened for service. Make him a faithful pastor, patient teacher, wise counsellor. Grant that in all things he may serve without reproach, that your people may be renewed and your name be glorified in the Church; through Jesus Christ our lord, who lives and reigns with you and the Holy Spirit, one God, forever.

C: Amen.

Sit. The newly ordained may remain kneeling. A stole is placed over his/her shoulders as the minister says:

P: Receive this gift as a sign of your work, and walk in obedience to the Lord Jesus, serving his people and remembering his promise: "Come to me, all who labour and are heavy laden, and I will give you rest. Take my yoke upon you, and learn from me; for I am gentle and lowly in heart, and you will find rest for your souls. For my yoke is easy, and my burden is light." (Matt. 11: 28-30)

The newly ordained stands; the minister addresses him/her:

P: "Strive for righteousness, godliness, faith, love, endurance, and gentleness. Fight the good fight of the faith." (1 Tim. 6: 11-12).

“Take heed to yourselves and to all the flock, in which the Holy Spirit has made you guardians, to feed the Church of the Lord which he obtained with his own blood.” (Acts 20:28)

“Tend the flock of God that is your charge, not by constraint but willingly, not for shameful gain but eagerly, not as domineering over those in your charge but being examples to the flock. And when the chief shepherd is manifested you will obtain the unfading crown of glory.” (1 Peter 5: 2-4)

“This is how one should regard us, as servants of Christ and stewards of the mysteries of God. Moreover it is required of stewards that they be found trustworthy.” (1 Cor. 4: 1-2)

P: Care for God’s people, bear their burdens and do not betray their confidence. So discipline yourself in life and teaching that you preserve the truth, giving no occasion for false security or illusory hope. Witness faithfully in word and deed to all people. Give and receive comfort as you serve within the Church. And be of good courage, for God has called you, and your labour in the Lord is not in vain.

The newly ordained may kneel for the blessing.

P: The God of peace who brought again from the dead our Lord Jesus, the great shepherd of the sheep, by the blood of the eternal covenant, equip you with everything good that you may do His will, working in you that which is pleasing in His sight, through Jesus Christ; to whom be glory forever and ever.

C: Amen.

Stand. The minister and the newly-ordained minister turn to face the congregation.

P: Will you assembled as the people of God and speaking for the whole Church, will you continue to receive as a messenger of Jesus Christ sent to serve God’s people with the Gospel of hope and salvation? Will you continue to regard him as a servant of Christ?

C: We will.

P: Will you pray for him, help and honour him for his work’s sake, and in all things strive to live together in the peace and unity of Christ?

C: We will.

P: Let it be acclaimed that CANDIDATE is ordained a minister in the Church of Christ. He has Christ’s authority to preach the Word and administer the Sacraments, serving God’s people.

C: Amen! Thanks be to God!

The service continues with the sharing of the peace.

Schedule 9

The Rite of Installation

The Installation of **CANDIDATE**

Presider: Having been invited by the congregation _____ to install CANDIDATE our co-worker in the Gospel, as Pastor, I now ask for certification of this appointment.

A representative of the church council comes forward with the pastor being installed and addresses the presiding minister:

Presenter: The congregation of _____ presents CANDIDATE to be installed as pastor of our congregation.

The presenter steps aside.

The presiding minister addresses the pastor being installed:

Our Lord Jesus Christ says: "Peace be with you. As the Father has sent me, even so I send you. Receive the Holy Spirit. If you forgive the sins of any, they are forgiven; if you retain the sins of any, they are retained." (John 20: 21-23)

And again: "All authority in heaven and on earth has been given to me. Go therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, teaching them to observe all that I have commanded you; and lo, I am with you always, to the close of the age." (Matt. 28: 18-20)

Hear the words addressed to Timothy: Set the believers an example in speech and conduct, in love, in faith, in purity. Till I come, attend to the public reading of Scripture, to preaching, to teaching. Do not neglect the gift you have, which was given you by prophetic utterance when the council of elders laid their hands upon you. Practice these duties, devote yourself to them, so that all may see your progress. Take heed to yourself and to your teaching; hold to that, for by so doing you will save both yourself and your hearers. (1 Tim. 4: 12-16)

The presiding minister questions the pastor being installed:

Presider: Pastor CANDIDATE in the presence of this congregation will you commit yourself to this new trust and responsibility, and promise to discharge your duties in harmony with the constitutions of this church?

Pastor: I will and I ask God to help me.

Presider: Do you subscribe unreservedly to the terms of Article 3 of Constitution and By-Laws of Canadian Association of Lutheran Constitution? Will you therefore preach and teach in accordance with the Holy Scriptures and these Creeds and Confessions?

Pastor: I will and I ask God to help me.

Presider: Will you be diligent in your study of the Holy Scriptures and in your use of the means of grace? Will you pray for God's people, nourish them with the Word and Holy Sacraments, and lead them by your own example in faithful service and holy living?

Pastor: I will and I ask God to help me.

Presider: Will you give faithful witness in the world, that God's love may be known in all that you do?

Pastor: I will and I ask God to help me.

Presider: Almighty God, who has given you the will to do these things, graciously give you the strength and compassion to perform them.

Congregation: Amen.

The presiding minister addresses the congregation:

Presider: And you, people of God, will you receive this messenger of Jesus Christ, sent by God to serve God's people with the Gospel of hope and salvation? Will you regard him as a servant of Christ and a steward of the mysteries of God?

Congregation: We will.

Presider: Will you pray for him, help and honour him for his work's sake, and in all things strive to live together in the peace and unity of Christ?

Congregation: We will.

The minister addresses the pastor being installed:

Presider: The office of pastor to a CALC congregation is now committed to you in the name of the Father and of the Son, and of the Holy Spirit. Amen

The newly installed pastor may kneel for the blessing:

Presider: The God of peace who brought again from the dead our Lord Jesus, the great shepherd of the sheep, by the blood of the eternal covenant, equip you with everything good that you may do his will, working in you that which is pleasing in his sight, through Jesus Christ; to whom be glory forever and ever.

Congregation: Amen.

The pastor stands. The prayers are said.

Presider: Let us pray for the whole people of God in Christ Jesus, and for all people according to their needs.

The prayers are said by an appointed Lector. Other appropriate prayers may be used instead.

A: Let us pray for the whole people of God in Christ Jesus, and for all people according to their needs.

A: For the holy Christian Church, that it may be filled with truth and love and by your grace be found without fault at the last day: Lord, in your mercy:

C: Hear our prayer.

A: For all members of the Church, that they may serve you in true and godly lives: Lord, in your mercy,

C: Hear our prayer.

A: For all those responsible for the care and nurture of your people: Lord, in your mercy,

C: Hear our prayer.

A: For CANDIDATE chosen to be a pastor in your Church, that he may faithfully fulfill the duties of this ministry, serve your people, build up your Church, and glorify your name: Lord in your mercy,

C: Hear our prayer.

A: For the peace of the Church, that our divisions may be overcome and that we may serve the world as one people in one Lord Jesus Christ: Lord, in your mercy,

C: Hear our prayer.

A: For the peace of the world, that a spirit of respect and understanding may grow among nations and peoples: Lord, in your mercy,

C: Hear our prayer.

A: For the poor, the persecuted, the sick, the lonely, the forgotten, and all who suffer; for refugees, prisoners, and all who are in danger; that they may be relieved and protected: Lord, in your mercy,

C: Hear our prayer.

Other intercessions may be offered.

A: For the glorious company of all the saints, those who have died in faith and those who live in certain hope, we praise you. That their witness may give us courage until the day of Jesus Christ: Lord, in your mercy,

C: Hear our prayer.

P: Into your hands, O Lord, we commend all for whom we pray, trusting in your mercy; through your Son, Jesus Christ our Lord.

C: Amen.

The congregation sits. The presiding minister escorts the newly installed pastor to the baptismal font, where a representative of the congregation says:

Representative 1: You have been called to be among us to baptize, to teach, and to forgive sins.

They proceed to the pulpit where a representative of the congregation says:

Representative 2: You have been called to be among us to proclaim the good news.

They proceed to the altar, where a representative of the congregation says:

Representative 3: You have been called to be among us to lead worship and preside at the Holy Communion.

The minister and a representative of the congregation welcome the pastor. The congregation may offer acclamation with applause. Stand. The peace is shared with the newly installed pastor assuming the role of presiding pastor.

The ministers and the congregation may greet one another in the name of the Lord. Peace be with you. All return to their places. The service continues with the offering. The newly installed pastor presides at Holy Communion.

Schedule 10

The Pastoral Review Panel

Mandate:

The Board of Elders shall appoint a Pastoral Review Panel (PRP) who shall: receive, review, and act on applications from a Member or Associate Member congregation of this Association to:

1. Interview and assist Member or Associate Member congregations of this Association with their process of calling a pastor.
2. Mentor seminary students and those students completing Pastoral training under any program administered by this Association;
3. Interview and assist seminary graduates and graduates of any Pastoral Training Program administered by this Association for call;
4. Interview and recommend to the Board of Elders and the National Council pastors considered by the Association for call to an extended ministry; and
5. Interview and recommend Pastors Emeriti to the Board of Elders and the National Council.

Make-up:

Permanent Members:

The Pastoral Review Panel shall consist of five permanent members appointed by CALC's Board of Elders with each person represented on the panel having a specific role in the discussion based upon his/her defined job descriptions:

Theological: This person will pay particular interest to the doctrine and theology that guides this church body as expressed and taught in our constitution and through our theological training center.

Relational: This person should have expertise in the area of personal psychological and internal growth development including a keen interest in family and marriage

CALC's Pastoral Personnel Director: The first point of contact for a new candidate for ministry or a pastor being considered for call by a CALC congregation. This person provides input from both the host congregation and through interaction with the candidate during the application, discernment process (new candidate) and through yearly evaluations with the congregation and pastor during the training period (new candidate). This person will chair the individual meetings.

Laity: A lay member of CALC, not a member of the National Council or the host congregation, who has an interest in CALC's pastoral needs.

National Council: The National Council member takes particular interest in a candidate's view of CALC's constitution, position papers and vision within the context that he/she will serve as a pastor.

Temporary Members: The congregation requesting assistance from the PRP chooses one or two members of the congregation who will sit on the PRP. Congregational members are essential for the proper functioning of the PRP. Congregational representatives will provide valuable information on the candidate and will be active in the panel's discussions, deliberations and decisions. The candidate selects a mentor who will sit on the panel will provide valuable information on the candidate and will be active in the panel's discussions, deliberations and decisions.

Members From Each Host Congregation: One or two representatives of each congregation who has either called or is in support of a candidate must be present to support and encourage each candidate and to act as a liaison with the local congregation. In the case of a congregation supporting a candidate who is interested in entering ministry, one of the congregation's representatives is most likely to be the chairperson of the church council and the other a member of the congregation not on the church council. For a candidate being considered for a call, the representative is most likely to be the chair and another member of the congregation's Call Committee.

Candidate's Mentor: The traveling mentor represents the wider church in so far as this person becomes that one person who offers continued support, challenge and accountability to the candidate during the initial stages of his/he training and keeps them true to their commitments.

Meetings.

A quorum for the transaction of business of the PRP shall be a majority of its members.

Meetings may be held in person with all members and the candidate being interviewed and assessed present with one another. Meetings can be held via: (a) teleconference or (b) an internet video conferencing platform, including ZOOM,

Adobe Connect, Skype or Go To Meeting. Expenses for traveling, accommodations and meals incurred by members of the PRP will be reimbursed by CALC.

Function.

Unlike a traditional colloquy body which is commonly understood to be involved in examining and certifying a candidate, the Pastoral Review Panel looks at each specific candidate and puts into place a specific pathway for an ordained pastor wanting to join CALC or a candidate wanting to enter into pastoral ministry – a pathway which is tailored to and takes into account past experiences, academic credentials and perceived needs. During the times that the PRP meets with the candidates, a conversation will take place in an open, honest and caring atmosphere. For a pastor-in-training, information gathered during the application process and time of discernment will be the starting point for discussion. If the pastor-in-training is meeting with the PRP at the end of his/her training, education transcripts, host congregation interview forms and traveling mentors' insights are expected to be provided as final submissions.

If a candidate has received his/her education from a non-Lutheran school or seminary, it is likely that the candidate after accepting a call by a congregation would be expected to take courses on Lutheran beliefs and teaching (most likely the three foundational courses). For a pastor being considered for a call by a CALC congregation, the PRP's primary function is to assist that congregation, where requested, in making a well-informed decision concerning the call of a Scripturally-grounded, solidly Lutheran pastor who will meet the congregation's pastoral needs. CALC's Pastoral Personnel Director will meet with the candidates following the PRP session, and will recommend and initiate a specific training, further education route.

Privacy & Non-Disclosure.

Those serving on the PRP will receive much sensitive information concerning any candidate for pastoral ministry, including, but not limited to: (a) applications to the PRP for an interview or conversation; (b) academic transcripts; (c) diplomas; (d) academic degrees granted; (e) letters of recommendation or reference; (f) biographical information; (g) police reports; (h) court records; (i) performance evaluations; (j) internship evaluations; (k) biographical sketches or life stories; (l) psychological reports and data; and (m) similar documents which disclose personal information about a candidate which is not public knowledge. Members of the PRP will likewise be a party to and overhear discussions between the candidate and the permanent and temporary members of the PRP.

The purpose of the PRP is to gain information concerning and insight into a candidate's qualifications and aptness for pastoral ministry in a CALC congregation and then to pass such information and insights on to the temporary members of the PRP so that they may pass such information on to the Church Council or any call committee of the Church Council (hereinafter individually and collectively the "Church Council"). CALC, and the PRP in particular, have a compelling need to maintain confidentiality in the process of performing their respective obligations in connection with assisting congregations in assessing a candidate for aptness for ministry in a CALC congregation. Each member of the PRP recognizes that his/her participation in discussions with any candidate for pastoral ministry will place him/her in a position of special trust and confidence with access to confidential information concerning any candidate interviewed by the PRP and about CALC as an organization. When the temporary members of the PRP report information on the relevant candidate for pastoral ministry to their Church Council, said Church Council would be in a position of special trust and confidence with access to confidential information concerning any candidate interviewed by the PRP and about CALC as an organization. By separate agreement, each member of the PRP and the Church Council receiving information from the PRP will agree as follows: each member of the PRP and Church Council, and each member thereof, will agree that neither he/she, nor anyone operating on his/her behalf, will disclose or use, in any manner, any confidential or proprietary information or material concerning: (1) any applicant for assessment for aptness for pastoral ministry in a CALC congregation, (2) the PRP, (3) CALC or its operations, unless: (a) expressly authorized to do so in writing by the candidate for Pastoral ministry which is the subject of the confidential information; or (b) expressly ordered to do so by a court of law.

Pastor-in-Training Program and the PRP.

A congregation calling a pastor-in-training (PIT) may utilize the services of the PRP. The PRP provides the candidate with feedback, encouragement and guidance with respect to his/her worship leadership, preaching, teaching, pastoral care and other aspects of leadership in the congregation. The PRP can assess the candidate's progress in the PIT program and aptness in the critical areas of: preaching, teaching, worship leadership, administration, pastoral care and evangelism. The calling congregation should provide the permanent members of the PRP with an audio or video tape of one of the candidate's sermons each month. A video or audio recording of a Bible study class and/or confirmation class should be recorded each month these classes are offered. The PRP participates in evaluating the candidate's ministry and growth through feedback in scheduled bi-monthly meetings with the candidate as well as by completing periodic written evaluations. The evaluation form will be provided by CALC.

Schedule 11

Application For Entry Into The Shepherd's Pathway

The following materials, along with the completed application form, are to be mailed or emailed to CALC's President.

1. Copies of transcripts of your collegiate, university and seminary education and a full description of non-credit academic work completed.
2. Letters of Reference as to Christian character and life, personality, ability and previous service from three competent references, who have known and observed you preferably for at least one recent year, including at least one from a pastor. The letters of recommendation are completed online. Please identify contact information, including telephone number and email address for the three references. The person making the reference will be given a link to the reference form.
3. A criminal record check must be obtained by the applicant and submitted along with the application. This can be obtained from the nearest police department.

I. PERSONAL INFORMATION

| | | |
|--|-------------------------------|----------------|
| Full Name: | | |
| Street Address: | | |
| City: | Province: | Postal Code: |
| Home Phone: | Cell: | Work Phone: |
| Email: | | Date of Birth: |
| Date of your Baptism | Place of your Baptism: | |
| Date of your Confirmation | Place of your Confirmation | |
| Are you currently married: | Were you previously married?: | |
| If you were previously married how was this prior marriage terminated? | | |
| If you are married please provide your spouse's name: | | |
| Please provide your spouse's occupation: | | |
| Please provide the names of any children of the marriage. | | |

II. CONGREGATIONAL AFFILIATION AND LEADERSHIP EXPERIENCE .

1. Church You Now Attend.

| | | |
|---|------------|--------------|
| Full Name: | | |
| Street Address: | | |
| City: | Province: | Postal Code: |
| Telephone: | Email: | Website: |
| Pastor's Name | Cell Phone | Email |
| How long have you been a member of this congregation? | | |

2. Leadership in the Church. Please list the variety of capacities that you have served in the local church or the larger church body. Please share with us how these experiences shaped your understanding of the church and how they have encouraged you to look seriously into entering parish ministry?

3. Leadership in the Community. Have you served in a leadership capacity in your community over the past 10 years? Please provide information on your community service, including the name of the organization and your role in the organization.

III. EDUCATIONAL BACKGROUND.

Please provide information on your educational background. List all the schools, colleges and universities you attended. Please fill out the appropriate boxes below.

4. High School

| |
|---------------------|
| Name: |
| Address: |
| Date of Graduation: |

5. Bible School/Career College/Trade School

| | |
|-----------------------------|---------------------|
| Name: | |
| Address: | |
| Years attended: | Date of Graduation: |
| Major (if any): | |
| Diploma/Certificate Earned: | |

6. Bible School/Career College/Trade School

| | |
|-----------------------------|---------------------|
| Name: | |
| Address: | |
| Years attended: | Date of Graduation: |
| Major (if any): | |
| Diploma/Certificate Earned: | |

7. College or University

| | |
|-----------------|---------------------|
| Name: | |
| Address: | |
| Years attended: | Date of Graduation: |
| Major (if any): | |
| Degree Earned: | |

8. College or University

| | |
|-----------------|---------------------|
| Name: | |
| Address: | |
| Years attended: | Date of Graduation: |
| Major (if any): | |
| Degree Earned: | |

Other educational experiences.

9. Have you undertaken specialized or professional training (courses, seminars, retreats, independent studies, etc)?

10. Do you have any other specific vocational abilities or other talents which you have developed which would be beneficial for your serving as a parish pastor?

IV. EMPLOYMENT HISTORY

List in chronological order positions in which you have been employed or attach a résumé:

| Employment | Dates |
|------------|-------|
| 1. | |
| 2. | |
| 3. | |
| 4. | |
| 5. | |
| 6. | |
| 7. | |
| 8. | |
| 9. | |

11. What work-related experiences have provided you with tools that can be utilized or easily transferred into parish ministry?

V. PERSONAL DISCLOSURES.

In considering a person for ministry in the church, it is important for CALC to provide protection for congregations and church workers in the performance of their official duties and the maintenance of their rights. Accordingly, your honest and open response to the following questions is appreciated. If additional space is required to answer any question, please complete the question on a separate page and attach it this application.

12. Have you ever been suspended or expelled by any educational institution?

No Yes

If yes, provide the name of the institution(s) and state the reason(s) for such action.

13. Have you ever applied for admission to a seminary or Christian education program and been refused entry?

No Yes

If yes, provide the name of the school(s), date(s) and particulars.

14. Have you ever been suspended, or removed from: (a) the roster of clergy, diaconal ministers or lay ministers of a synod or other church body; or (b) the roster of any other organization?

No Yes

If yes, provide the name of the suspending church body and state the reason for such action.

15. Have you ever resigned from the roster of (a) clergy, diaconal ministers, or lay pastors of a synod or other church body, or (b) the roster of any other organization?

No Yes

If yes, provide the name of the church body or organization and state the reason for your resignation.

16. Are you presently in good health?

No Yes

If no, please comment.

17. Have you ever engaged in, been accused of, charged with, or convicted of illegal conduct or a crime, including conduct resulting in the suspension or revocation of your driver's license?

No Yes

If yes, explain.

18. Do you have an addictive behavior, including a history of drug, alcohol, or pornographic addictions which might interfere with your ability to serve or continue to serve as a pastor in extended ministry?

No Yes

If yes, explain.

19. Have you ever engaged in, been accused of, investigated for, sued, or charged with sexual misconduct, sexual harassment, substance abuse, child or spousal neglect or abuse, or financial improprieties?

No Yes

If yes, explain.

20. Have you ever engaged in any behavior or involved in situations that, if they became known to the church, might seriously damage your ability to continue in ministry?

No Yes

If yes, explain.

VII QUESTIONS

Please type out answers to the questions stated below on separate pieces of paper and submit them with your application. Please title each page as follows: "Answers to Questions" together with the question number and the question itself.

1. Please provide an autobiographical statement setting forth your background. The statement should also share how God has been working in your life and how God has been leading toward pastoral ministry.
2. Name three areas of your which you believe are strengths you bring to the pastoral ministry.
3. Name three areas of weaknesses which you would like to address prior to entering the pastoral ministry.
4. Which persons, factors or incidents in your life most influenced your journey of faith, and in what ways?
5. Comment on how your spouse and family feel about your entering parish ministry? What are their worries? What would excite them?
6. Why do you want to be a pastor with CALC?
7. Do you agree with CALC's Shepherd's pathway to ministry? Would you be open to meeting with CALC's Board of Elders, President and/or Pastoral Review Panel and be open to their recommendations?

VIII ESSAYS

Please prepare and submit three essays (not longer than a page per question) on these three questions:

1. What is your understanding of the authority of Scripture?
2. What is your understanding of the theology of the Cross and the importance of Law and Gospel.
3. What is your understanding of a Shepherd/Pastor in parish ministry?

IX. REFERENCES

Provide the names and contact information for your three references :

| | | |
|-----------------|----------------|--------------|
| Name: | | |
| Street Address: | | |
| City: | Province: | Postal Code: |
| Telephone: | Email address: | |

| | | |
|-----------------|----------------|--------------|
| Name: | | |
| Street Address: | | |
| City: | Province: | Postal Code: |
| Telephone: | Email address: | |

| | | |
|-----------------|----------------|--------------|
| Name: | | |
| Street Address: | | |
| City: | Province: | Postal Code: |
| Telephone: | Email address: | |

Schedule 12

Application For Entry Into Pastoral Ministry

The following materials, along with the completed application form, are to be mailed or emailed to CALC's President and/or Chair of a CALC congregation's Call Committee, as directed by the calling congregation.

1. An autobiographical statement setting forth your background and reason for wishing to enter into pastoral ministry in a member congregation of the Canadian Association of Lutheran Congregations (CALC).
2. Copies of transcripts of your collegiate, university and seminary education and a full description of non-credit academic work completed.
3. Letters of Reference as to Christian character and life, personality, ability and previous service from three competent references, who have known and observed you preferably for at least one recent year, including at least one from a pastor. The letters of recommendation are completed online. Please identify contact information, including telephone number and email address for the three references. The person making the reference will be given a link to the reference form.
4. A criminal record check must be obtained by the applicant and submitted along with the application. This can be obtained from the nearest police department.

I PERSONAL INFORMATION

| | | |
|--|-------------------------------|----------------|
| Full Name: | | |
| Street Address: | | |
| City: | Province: | Postal Code: |
| Home Phone: | Cell: | Work Phone: |
| Email: | | Date of Birth: |
| Date of your Baptism | Place of your Baptism: | |
| Date of your Confirmation | Place of your Confirmation | |
| Are you currently married: | Were you previously married?: | |
| If you were previously married how was this prior marriage terminated? | | |
| If you are married please provide your spouse's name: | | |
| Please provide your spouse's occupation: | | |
| Please provide the names of any children of the marriage. | | |

II EDUCATIONAL BACKGROUND.

Please provide information on your educational background. List all the schools, colleges and universities you attended. Please fill out the appropriate boxes below.

1. Bible School/Career College/Trade School

| | |
|-----------------------------|---------------------|
| Name: | |
| Address: | |
| Years attended: | Date of Graduation: |
| Major (if any): | |
| Diploma/Certificate Earned: | |

2. Bible School/Career College/Trade School

| | |
|-----------------------------|---------------------|
| Name: | |
| Address: | |
| Years attended: | Date of Graduation: |
| Major (if any): | |
| Diploma/Certificate Earned: | |

3. College or University

| | |
|-----------------|---------------------|
| Name: | |
| Address: | |
| Years attended: | Date of Graduation: |
| Major (if any): | |
| Degree Earned: | |

4. College or University

| | |
|-----------------|---------------------|
| Name: | |
| Address: | |
| Years attended: | Date of Graduation: |
| Major (if any): | |
| Degree Earned: | |

Other educational experiences.

5. Have you undertaken specialized or professional training (courses, seminars, retreats, independent studies, etc.)?

6. Do you have any other specific vocational abilities or other talents which you have developed which would be beneficial for your serving as a parish pastor?

III. EMPLOYMENT HISTORY

List in chronological order positions in which you have been employed or attach a résumé:

| Employment | Dates |
|------------|-------|
| 1. | |
| 2. | |
| 3. | |
| 4. | |
| 5. | |
| 6. | |
| 7. | |
| 8. | |
| 9. | |

III. ORDINATION

7. Are you ordained as a Minister of the Church Christ to the Office of Word and Sacrament?
 No Yes

If Yes, please provide the date, place of the ordination and the name of the denomination in which the ordination took place. Attach a copy of any certificate of ordination.

IV. PERSONAL DISCLOSURES.

In considering a person for ministry in the church, it is important for CALC to provide protection for congregations and church workers in the performance of their official duties and the maintenance of their rights. Accordingly, your honest and open response to the following questions is appreciated. If additional space is required to answer any question, please complete the question on a separate page and attach it this application.

8. Have you ever been suspended or expelled by any educational institution?
 No Yes

If yes, provide the name of the institution and state the reason for such action.

9. Have you ever applied for admission to a seminary or Christian education program and been refused entry?
 No Yes

If yes, provide the name of the school, date and particulars.

10. Have you ever been suspended, or removed from the roster of clergy of a synod, other church body or other agency which credentials those engaged in extended Christian ministry?

No Yes

If yes, provide the name of the suspending church body and state the reason for such action.

11. Have you ever resigned from the roster of clergy of a synod, other church body or organization which credentials those engaged in extended Christian ministry?

No Yes

If yes, provide the name of the church body or organization and state the reason for your resignation.

12. Are you presently in good health?

No Yes

If no, please comment.

13. Do you wish to leave your present church affiliation? (Not applicable to members of CALC)

No Yes

Please comment on your answer.

14. Have you ever engaged in, been accused of, charged with, or convicted of illegal conduct or a crime, including conduct resulting in the suspension or revocation of your driver's license?

No Yes

If yes, explain.

15. Do you have an addictive behavior, including a history of drug, alcohol, or pornographic addictions which might interfere with your ability to serve or continue to serve as a pastor in extended ministry?

No Yes

If yes, explain.

16. Have you ever engaged in, been accused of, investigated for, sued, or charged with sexual misconduct, sexual harassment, substance abuse, child or spousal neglect or abuse, or financial improprieties?

No Yes

If yes, explain.

17. While training for or serving in the pastoral ministry, have you ever engaged in any behavior or been involved in situations that, if they became known to the church, might seriously damage your ability to continue in ministry?

No Yes

If yes, explain.

V. REFERENCES

Provide the names and contact information for your three references :

| | | |
|-----------------|----------------|--------------|
| Name: | | |
| Street Address: | | |
| City: | Province: | Postal Code: |
| Telephone: | Email address: | |

| | | |
|-----------------|----------------|--------------|
| Name: | | |
| Street Address: | | |
| City: | Province: | Postal Code: |
| Telephone: | Email address: | |

| | | |
|-----------------|----------------|--------------|
| Name: | | |
| Street Address: | | |
| City: | Province: | Postal Code: |
| Telephone: | Email address: | |

VI. WAIVER OF RIGHTS TO CONTENTS OF CALC FILE

I understand that in the process of reviewing my application, CALC and/or the calling congregation will receive from other individuals and organizations information and materials relating to my personal, academic and professional background. I agree that all such information and materials shall be retained solely by CALC and or the calling congregation as the property of CALC and/or the calling congregation and that in no event must such information or materials be revealed to me. In consideration of CALC and/or the calling congregation accepting and proceeding with my application, I agree that I have no right to such materials or information and I waive any right which I may now or later have to be informed of the contents of such materials whether or not I enter into extended ministry through CALC.

(Date)

(Signature of Applicant)

Please submit completed form along with other required documents to:

Pastor Ed Skutshek, President – CALC or Calling congregation at the address provided.

c/o Grace Lutheran Church

1162 Hudson Road

West Kelowna, BC V1Z 1J3

Pastor Skutshek can be contacted through email and telephone:

Email: ed.skutshek@gracelutherankelowna.com

Telephone: 250-801-3860

Schedule 13

Application For Entry Into Extended Ministry

Purpose: A pastor who is a member of CALC may use this form to apply to receive the necessary endorsement from CALC's Board of Elders to serve any designated inter-synodical, or non-synodical Lutheran or non-Lutheran institution, agency, or activity. These activities may include without, limitation, those who wish to serve as: a chaplain in the military or other care ministry; evangelist; missionary; a member of the faculty or the administration of a parochial school, Bible school, Bible college or seminary; and/or administrator in an organization dedicated to evangelism, missionary work and/or the alleviation of poverty and human suffering.

The following materials, along with the completed application form, are to be sent to CALC's President.

1. An autobiographical statement setting forth your background and reason for wishing to enter into extended ministry through the Canadian Association of Lutheran Congregations (CALC).
2. If CALC's Board of Elders is being asked to issue a call to you to Extended Ministry on behalf of an organization or Christian ministry please attach a copy of your employment agreement, job description and other documents that will help us understand the terms of your call to said organization or Christian ministry.
3. If CALC's Board of Elders is being asked to endorse your status as a Pastor in Extended Ministry for a Christian Ministry of which you are a principal, and/or you are responsible for its day to day administration please provide the information for your ministry found on Schedule 1 attached hereto and incorporated herein by this reference.
4. Copies of Official transcripts of your collegiate, university and seminary education and a full description of non-credit academic work completed.
5. Letters of Reference as to Christian character and life, personality, ability and previous service from three competent references, who have known and observed you preferably for at least one recent year, including at least one from a pastor. The letters of recommendation are completed online. Please identify contact information, including telephone number and email address for the three references. The person making the reference will be given a link to the reference form.
6. A criminal record check must be obtained by the applicant and submitted along with the application. This can be obtained from the nearest police department.

I PERSONAL INFORMATION

| | | |
|--|-------------------------------|----------------|
| Full Name: | | |
| Street Address: | | |
| City: | Province: | Postal Code: |
| Home Phone: | Cell: | Work Phone: |
| Email: | | Date of Birth: |
| Date of your Baptism | Place of your Baptism: | |
| Date of your Confirmation | Place of your Confirmation | |
| Are you currently married: | Were you previously married?: | |
| If you were previously married how was this prior marriage terminated? | | |

| |
|---|
| |
| If you are married please provide your spouse's name: |
| Please provide your spouse's occupation: |
| Please provide the names of any children of the marriage. |

II EDUCATIONAL BACKGROUND.

Please provide information on your educational background. List all the schools, colleges and universities you attended. Please fill out the appropriate boxes below.

7. Bible School/Career College/Trade School

| | |
|-----------------------------|---------------------|
| Name: | |
| Address: | |
| Years attended: | Date of Graduation: |
| Major (if any): | |
| Diploma/Certificate Earned: | |

8. Bible School/Career College/Trade School

| | |
|-----------------------------|---------------------|
| Name: | |
| Address: | |
| Years attended: | Date of Graduation: |
| Major (if any): | |
| Diploma/Certificate Earned: | |

9. College, University or Seminary

| | |
|-----------------|---------------------|
| Name: | |
| Address: | |
| Years attended: | Date of Graduation: |
| Major (if any): | |
| Degree Earned: | |

10. College, University or Seminary

| | |
|-----------------|---------------------|
| Name: | |
| Address: | |
| Years attended: | Date of Graduation: |
| Major (if any): | |
| Degree Earned: | |

11. College, University or Seminary

| | |
|-----------------|---------------------|
| Name: | |
| Address: | |
| Years attended: | Date of Graduation: |
| Major (if any): | |
| Degree Earned: | |

Other educational experiences.

12. Have you undertaken specialized or professional training (courses, seminars, retreats, independent studies, etc)?

13. Do you have any other specific vocational abilities or other talents which you have developed which would be beneficial for your serving as a parish pastor?

III. EMPLOYMENT HISTORY

List in chronological order positions in which you have been employed or attach a résumé:

| Employment | Dates |
|------------|-------|
| a. | |
| b. | |
| c. | |
| d. | |
| e. | |
| f. | |

III. ORDINATION/CERTIFICATION

14. Are you ordained as a Minister of the Church Christ to the Office of Word and Sacrament?

No Yes

If Yes, please provide the date, place of the ordination and the name of the denomination in which the ordination took place. Attach a copy of any certificate of ordination.

15. Are you certified as a chaplain, deacon, parish/youth worker, missionary, evangelist, Christian counselor, or possess another professional designation relating to Christian ministry?

No Yes

If Yes, please provide details. Attach a copy of any certificate of membership or other document which attests to your professional designation and your current status with the credentialing body.

IV. PERSONAL DISCLOSURES.

In considering a person for ministry in the church, it is important for CALC to provide protection for congregations and church workers in the performance of their official duties and the maintenance of their rights. Accordingly, your honest and open response to the following questions is appreciated. If additional space is required to answer any question, please complete the question on a separate page and attach it this application.

16. Have you ever been suspended or expelled by any educational institution?

No Yes

If yes, provide the name of the institution and state the reason for such action.

17. Have you ever applied for admission to a seminary or Christian education program and been refused entry?

No Yes

If so, provide the name of the school, date and particulars.

18. Have you ever been suspended, or removed from the roster of clergy of a synod, other church body or other agency which credentials those engaged in extended Christian ministry?

No Yes

If yes, provide the name of the suspending church body and state the reason for such action.

19. Have you ever resigned from the roster of clergy of a synod, other church body or organization which credentials those engaged in extended Christian ministry?

No Yes

If yes, provide the name of the church body or organization and state the reason for your resignation.

20. Are you presently in good health?

No Yes

_____ If no, please comment.

21. Do you wish to leave your present church affiliation? (Not applicable to members of CALC)

No Yes

Please explain why.

22. Have you ever engaged in, been accused of, charged with, or convicted of illegal conduct or a crime, including conduct resulting in the suspension or revocation of your driver's license?

No Yes

If yes, explain.

23. Do you have an addictive behavior, including a history of drug, alcohol, or pornographic addictions which might interfere with your ability to serve or continue to serve as a pastor in extended ministry?

No Yes

If yes, explain.

24. Have you ever engaged in, been accused of, investigated for, sued, or charged with sexual misconduct, sexual harassment, substance abuse, child or spousal neglect or abuse, or financial improprieties?

No Yes

If yes, explain.

25. While training for the pastoral ministry or extended ministry or while serving in the pastoral and/or extended ministry have you ever engaged in any behavior or been involved in situations that, if they became known to the church, might seriously damage your ability to continue in ministry?

No Yes

If yes, explain.

V. REFERENCES

Provide the names and contact information for your three references :

| | | |
|-----------------|----------------|--------------|
| Name: | | |
| Street Address: | | |
| City: | Province: | Postal Code: |
| Telephone: | Email address: | |

| | | |
|-----------------|----------------|--------------|
| Name: | | |
| Street Address: | | |
| City: | Province: | Postal Code: |
| Telephone: | Email address: | |

| |
|-------|
| Name: |
|-------|

| | | |
|-----------------|----------------|--------------|
| Street Address: | | |
| City: | Province: | Postal Code: |
| Telephone: | Email address: | |

V. WAIVER OF RIGHTS TO CONTENTS OF CALC FILE

I understand that in the process of reviewing my application, CALC will receive from other individuals and organizations information and materials relating to my personal, academic and professional background. I agree that all such information and materials shall be retained solely by CALC as the property of CALC and that in no event must such information or materials be revealed to me. In consideration of CALC accepting and proceeding with my application, I agree that I have no right to such materials or information and I waive any right which I may now or later have to be informed of the contents of such materials whether or not I enter into extended ministry through CALC.

(Date)

(Signature of Applicant)

Please submit completed form along with other required documents to:

Pastor Ed Skutshek, President - CALC
c/o Grace Lutheran Church
1162 Hudson Road
West Kelowna, BC V1Z 1J3

Pastor Skutshek can be contacted through email and telephone:

Email: ed.skutshek@gracelutherankelowna.com
Telephone: 250-801-3860

Schedule 1

Information on Extended Ministry

| | | |
|---|------------------|--------------|
| Full Legal Name of Extended Ministry: | | |
| Street Address: | | |
| City: | Province: | Postal Code: |
| Telephone: | Website Address: | |
| Email Address: | | |
| <p>Ministry's Organizational Structure. Please identify how the Ministry is organized. Choose one organizational structure below.</p> <p><input type="checkbox"/> Sole Proprietorship You oversee the ministry and are responsible for its operations and debts.</p> <p><input type="checkbox"/> Unincorporated Association A group of people, which includes yourself, oversee the ministry and are responsible for its operations and debts.</p> <p><input type="checkbox"/> For-profit Business You, and others, do business as a for-profit business, such as Christian counseling practice, and you participate in its operations.</p> <p><input type="checkbox"/> Non-profit Society The ministry is organized as a non-profit society under a provincial non-profit society act and you participate in its operations.</p> <p><input type="checkbox"/> Registered Charity The ministry is organized as a registered charity with the Canada Revenue Agency (CRA) and you are responsible for its operations.</p> | | |
| Please provide the BN number for the Ministry if any: | | |
| Please provide the Ministry's Charitable Registration No. if a Registered Charity: | | |
| <p>Does your ministry carry business liability and directors liability insurance? <input type="checkbox"/>No <input type="checkbox"/>Yes</p> <p>If yes, please identify the insurance carrier and policy number below</p> | | |

1. If the Ministry is overseen by a board of directors, management team or other group please provide the following information for reach member: name, title, telephone number and email address.

2. Describe the mission and purpose of the ministry.

3. Describe people your ministry seeks to serve and bless.

4. Describe how you raise funds for the operation of the ministry.

Schedule 14

Application For Designation As Pastor Emeritus

CALC, acting through the Board of Elders, may call and designate a pastor a "Pastor Emeritus" (male) or "Pastor Emerita" (female), provided that, he/she is: (1) at least sixty-two (62) years old; (2) a pastor in good standing with CALC; (3) retired from active ordained ministry; and (4) has submitted this application requesting the designation to the Board of Elders.

If an applicant meets the age requirements, but is not rostered with CALC in good standing at the time of the application, please contact the office of the President.

A criminal record check must be obtained by the applicant and submitted along with the application. This can be obtained from the nearest police department.

I. PERSONAL INFORMATION

| | | |
|--|-------------------------------|----------------|
| Full Name: | | |
| Street Address: | | |
| City: | Province: | Postal Code: |
| Home Phone: | Cell: | Work Phone: |
| Email: | | Date of Birth: |
| Date of your Baptism | Place of your Baptism: | |
| Date of your Confirmation | Place of your Confirmation | |
| Date of your Ordination: | Date of your Ordination: | |
| Are you currently married: | Were you previously married?: | |
| If you were previously married how was this prior marriage terminated? | | |
| If you are married please provide your spouse's name: | | |
| Please provide your spouse's occupation: | | |
| Please provide the names of any children of the marriage. | | |

II. PERSONAL DISCLOSURES.

In considering a person for ministry in the church, it is important for CALC to provide protection for congregations and church workers in the performance of their official duties and the maintenance of their rights. Accordingly, your honest and open response to the following questions is appreciated. If additional space is required to answer any question, please complete the question on a separate page and attach it this application.

1. Have you ever engaged in, been accused of, charged with, or convicted of illegal conduct or a crime, including conduct resulting in the suspension or revocation of your driver's license?

No Yes

If yes, explain.

2. Do you have an addictive behavior, including a history of drug, alcohol, or pornographic addictions which might interfere with your ability to serve or continue to serve as a pastor in extended ministry?

No Yes

If yes, explain.

3. Have you ever engaged in, been accused of, investigated for, sued, or charged with sexual misconduct, sexual harassment, substance abuse, child or spousal neglect or abuse, or financial improprieties?

No Yes

If yes, explain.

Schedule 15

Guidelines and Procedures for the Discipline of CALC's Pastoral Ministers

CALC

Canadian Association of Lutheran Congregations

CALC's Guidelines for Pastoral Ministers

**Guidelines and Procedures for the Discipline of
CALC's Pastoral Ministers**

Guidelines and Procedures for the Discipline of CALC's Pastoral Ministers

Grounds for Discipline:

Subject to the provisions of the Constitution and Bylaws of any Member congregation of CALC, a Pastoral Minister serving a congregation of CALC may be: (a) suspended from his/her duties; or (b) dismissed and his/her call to the congregation terminated for the following causes:

- (a) teaching of doctrine in conflict with the Confession of Faith of this Church as expressed in CALC's constitution;
- (b) wilful disregard of the constitution, administrative bylaws and enactments of this Association;
- (c) conduct unbecoming a Pastoral Minister.^[1]

The term "*conduct unbecoming a Pastoral Minister*" shall include, without limitation the following: ^[2]

- (1) **Conviction of a Criminal Offence.** Canadian society has placed a high premium upon the role of law in regulating the rights and duties of individuals. Canadian laws define certain conduct as a criminal offence. The commission of an indictable offence, in the absence of some reasonable explanation for such conduct, is conduct unbecoming a rostered Pastoral Minister and grounds for discipline. ^[3]
- (2) **Membership in Certain Organizations:** No rostered Pastoral Minister shall belong to any organization that, in its documents, rites or practices, contradicts the Gospel of salvation through faith in Jesus Christ. (Section 2 of Part 3 of CALC's Bylaws).^[4]
- (3) **Relationship to Family:** Rostered Pastoral Ministers, whether married or single, are expected to uphold Christian ideals of marriage in their public ministry as well as in private life. A rostered Pastoral Minister's spouse and children are to be regarded by the minister with love, respect, and commitment. Any departure from this normative behavior shall be considered conduct unbecoming a rostered Pastoral Minister. Such departure might include any of the following: (i) Separation or divorce that occurs without consultation with the congregation's church council and without the rostered Pastoral Minister taking appropriate action on any agreement reached in such consultation. Each case of separation or divorce must be considered pastorally. (ii) Desertion or abandonment of spouse or children. (iii) Abuse of spouse or children. (iv) Repeated failure to meet legally determined family support obligations.^[5]
- (4) **Substance Abuse:** The misuse of alcohol or mind-altering substances impairs the ability of a rostered Pastoral Minister to perform the duties of the office with full effectiveness. The failure to embark on an effective treatment program or to follow through on treatment and abide by the terms of such treatment and the consequent impairment of performance is conduct unbecoming a rostered minister and grounds for discipline. ^[6]
- (5) **Financial Responsibilities:** Rostered Pastoral Ministers are expected to conduct their financial affairs in accordance with ethical and legal requirements. Among those financial activities which shall be considered conduct incompatible with the character of the office of the Pastor are: (i) indifference to or avoidance of legitimate and neglected personal debts; (ii) embezzlement of money or improper appropriation of the property of others; and (iii) using the Pastoral office improperly for personal financial advantage. ^[7]
- (6) **Sexual Matters:** Sexual acts, including, adultery, promiscuity, addiction to pornography, the sexual abuse of another, or the misuse of counselling relationships for sexual favours or other advantage would constitute conduct unbecoming a rostered minister and grounds for discipline. ^[8]
- (7) **Sexual Harassment:** Sexual Harassment constitutes conduct unbecoming a rostered minister and grounds for discipline.^[9]

"Sexual harassment" shall be defined as any unwelcome, unwarranted, unsolicited or offensive sexual conduct that is directed at a person or persons by one in a position of authority, power or leadership and which demeans and undermines the inherent self-worth and dignity of that person or persons or denies individual human rights as guaranteed by Provincial or Canadian Human Rights Code(s). It includes any conduct that coerces, pressures, manipulates, or threatens persons, or curtails a person from participating in the life of the church, fulfilling the duties of their position in the church workplace, freely expressing their ideas, practicing in their chosen church vocation, or freely advancing in their church employment, whether it is a single incident or several incidents over a period of time. "Sexual harassment" may involve two or more persons of the opposite or of the same gender, male or female. ^[10]

Sexual harassment may include, but is not limited to, the following: (i) Sexual comments that are offensive. (ii) Unwelcome jokes with sexual overtones. (iii) Subtle innuendo or open taunting regarding perfections or imperfections about a person's body. (iv) Unwelcome displays of sexually offensive material such as pictures, photographs, sexually

manipulative objects or sexual desire stimulants. (v) Sexually offensive gestures or facial expressions. (vi) Sexually humiliating, insulting or intimidating behaviour including, but not limited to, boundary or space intrusion to obtain sexual favours. (vi) Unwelcome physical contact. (i.e. touching, patting, pinching, cornering, etc.) (vii) Unwelcome invitation, direct and in person, by mail or through any other form of communication to engage in behaviour of a sexual nature. (viii) Prolonged, sexually suggestive staring. (ix) Unwelcome pressure for dates. (x) Indecent exposure. (xi) Verbal abuse or threats. (xii) Retaliation against an individual for having invoked this policy on behalf of oneself or other individuals, or participated or co-operated with any investigation under this policy; or been associated with a person who has invoked this policy or participated as a witness.^[11]

Sexual harassment does not apply in a relationship of mutual consent or in the expression of affection between friends as long as one's behaviour is not imposed on another. However, it is stressed that where one person holds power over another, either in fact or perceived, a relationship of mutual consent may be impossible to achieve. It is inappropriate for a rostered Pastoral Minister to date a parishioner or someone working under the Pastoral Minister's supervision within the congregation he or she is serving, until said Pastor's relationship with the congregation has ceased for a period of at least one year.^[12]

CALC's Policy on Sexual Harassment.

The congregations of CALC recognize that every person has the right to be treated with dignity and respect as a child of God, and therefore the right to freedom from all forms of sexual abuse and sexual harassment. ^[13]

Sexual abuse or sexual harassment by any rostered Pastoral Minister, seminarian, or other person serving under call or appointed by CALC, will not be tolerated by the congregations of CALC. ^[14]

The disclosure of any abusive sexual conduct shall be in writing and signed by the complainant, the alleged victim's representative or a third party. ^[15]

All disclosures of abusive sexual conduct shall be addressed promptly. ^[16]

Throughout the process, pastoral care will be provided to the complainant, the respondent, and, as appropriate, their respective congregations or institutions. ^[17]

Confidentiality and discretion will be maintained by the church to the extent possible to protect the innocence and identity of those involved. ^[18]

Rostered Pastoral Ministers and congregational council members are responsible for discouraging non-rostered employment-related harassment or abuse and ensuring that congregational members are aware of their responsibilities to prevent harassment or abuse. ^[19]

Congregations are responsible for their own sexual abuse and harassment policies relating to non-rostered members or adherents of their congregations. ^[20]

Any allegations concerning the sexual abuse of children will be immediately reported to the appropriate civil authorities. ^[21]

Should criminal proceedings be initiated against a rostered minister, completion of the church's investigative and disciplinary procedures may be suspended pending completion of the criminal proceedings. ^[22]

Procedure to be Followed in Cases Involving Sexual Harassment:

Any complaint of sexual harassment or abuse by a rostered Pastoral Minister shall be reported to the President in all instances. ^[23]

A complainant also may wish to pursue other courses of action such as:

- (a) Filing a complaint with the provincial Human Rights Commission in accordance with the provincial code or Act.
- (b) Reporting to the local police department for investigation under the provisions of the Criminal Code any complaints involving sexual assault, obscene phone calls, intimidation or criminal harassment causing fear for one's safety.
- (c) Taking civil action against the person who caused the injury if mental or physical damage is deemed to have been suffered.
- (d) Employing a mediator for resolution if both parties agree and it is appropriate under the circumstances. The decision to pursue an alternative course of action does not preclude the subsequent initiation of procedures outlined in these guidelines. ^[24]

Procedure to be Followed For Discipline of a Pastoral Minister:

The following procedure shall be followed if it is alleged: (a) teaching of doctrine in conflict with the Confession of Faith of this Church as expressed in this constitution; (b) conduct unbecoming a Pastoral Minister; (c) wilful disregard of the constitution, administrative bylaws and enactments of this Association. ^[25]

Local Action: Such charges shall first be treated locally in accordance with the Word of God and with prayer. It is recommended that the following Scripture passages, among others, be consulted and practiced when such charges are being handled. (1) Deuteronomy 19:15 (the requirement of two or three witnesses). (2) Matthew 18:15-20 (one concerned brother meeting with an apparently offending brother in private; if necessary leading to another meeting with one or two others present; and if necessary, culminating in action by the congregation). (3) I Timothy 5:19-20 (the seriousness of such charges, the need for two or three witnesses, and the objective of counteracting sin). (4) Luke 17:1-10 (If our brother sins, rebuke is necessary, and if he repents, forgiveness is necessary). [25]

The form that the local action is to take and the motivation underlying the local action are defined and shaped by the provisions of Matthew 18:15-20. The whole purpose of this local action is to restore the broken relationship between the Pastoral Minister and those who he/she has hurt and offended through, confession, contrition, repentance, forgiveness, absolution and reconciliation. If a Pastoral Minister has fallen, that is, sins or stumbles and injures a congregant or some other he/she owes a duty to, these steps must be taken in order to avert a permanent falling out between the Pastoral Minister, those hurt, and the entire congregation. A threefold procedure aimed at reconciliation is defined:

1. First, the one harmed and the Pastoral Minister are to meet privately and quietly. The one harmed is to tell the Pastoral Minister his/her fault. If the Pastoral Minister listens to the one harmed, confesses his/her sin, repents and asks forgiveness, the one harmed has repaired the broken bond and restored wholeness to the community (cf. Lev 19:7- 18).
2. In the event that the Pastoral Minister is stubborn and refuses to admit or confess the sin, repent and ask forgiveness of the one harmed; then the victim must take one or two others as witnesses and try again to reason with the Pastoral Minister (cf. Deuteronomy 19:15; 2 Corinthians 13:1; 1 Timothy 5:19). If the Pastoral Minister listens to the one harmed and the witnesses, confesses his/her sin, repents and asks forgiveness, the one harmed and the witnesses have repaired the broken bond and restored wholeness to the community (cf. Lev 19:7-18).
3. If the efforts of the one harmed and the witnesses should also be in vain and the Pastoral Minister does not repent and reconcile with the one harmed, the one harmed is to take the matter to the congregation, to the solemn assembly of the sisters and brothers. The entire community is summoned to help regain one straying sheep, to hear the facts and circumstances, which led to the falling out between the Pastoral Minister and those he/she has hurt. The aim is to hold the Pastoral Minister and those he/she has hurt within the forgiving embrace of the church. However, it is possible that the exhortations of the congregation may fail to move the Pastoral Minister to repentance. In that event, the Pastoral Minister is to be treated as one who is outside the congregation. [26]

When the efforts taken pursuant Matthew 18:15-20 fail, the church council of the relevant congregation may institute disciplinary proceedings against the Pastoral Minister in accordance with its constitution and bylaws. Any decision by a congregation on a matter of discipline against a Pastoral Minister under its constitution and bylaws shall be deemed and considered full and final by CALC. [27]

Appeal to CALC:

The congregation may appeal to CALC for assistance in proceedings which may lead to the imposition of discipline against their Pastoral Minister, provided that: (1) the congregation has attempted to comply with the provisions of Matthew 18:15-20 under Paragraph [26] above, and such efforts have failed, and (2) the church council does not wish to take formal disciplinary action against its Pastoral Minister under its own constitution and bylaws by reason of conflicts of interest or similar impediments that would make a formal disciplinary hearing by the congregation even appear unfair or biased. [28]

CALC's Response to the Appeal:

Appeal to President: For the sake of confidentiality, the matter may be directed to the President of CALC for counsel. The President may follow the same procedure of Matthew 18:15-20 or may otherwise attempt to mediate between the Pastoral Minister and the congregation for the purpose bringing about a peaceful solution to the controversy between the Pastoral Minister, those hurt and the congregation. [29]

Hearing Before the Board of Elders: If such counsel of CALC's President fails to resolve the subject dispute, it shall be referred to the Board of Elders for hearing who shall take appropriate action (such as exoneration, suspension, or dismissal of the Pastoral Minister), and the Board of Elders shall act upon such recommendation and report such action to the next General Convention. The hearing before the Board of Elders shall comply with the procedures described below. [30]

Appellate Hearing Before the Board of Appeals: A Pastoral Minister who is suspended or dismissed by CALC's Board of Elders may appeal such decision to the Board of Appeals and Adjudication as provided in CALC's constitution and bylaws, whose decision shall be final. [31]

Procedure to be Followed for Disciplinary Hearings Before the Board of Elders:

Definition of Terms:

“**Complainant**” is the person or persons who lodge a Complaint against a rostered pastor which, if proven, could result in discipline of the pastor. [32]

“**Complaint**” is the written description of the accusations made against a rostered pastor which, if proven, could result in discipline. [33]

“**Respondent**” is the rostered pastor who is the subject of a Complaint which, if proven, could result in discipline of the minister. [34]

Discipline—Preliminary Matters.

Form of Complaint Discipline of Pastor/Notice: To initiate a disciplinary hearing before the Board of Elders, the Complainant shall use:

(a) **Complaint Form 1:** for all allegations not involving sexual matters found on CALC’s website and attached hereto as Appendix 1; or (b) **Complaint Form 2:** for allegations involving sexual matters found on CALC’s website and attached hereto as Appendix 2. Online filing is preferred. [35]

Recusal of an Elder: When conducting a disciplinary hearing, the Board of Elders must be seen to be impartial and without bias toward either the Respondent or the Complainant. No Elder may participate in a disciplinary hearing who: (a) has any substantial prior knowledge of the matters to be reviewed by the Board of Elders; (b) is related to either the Respondent or the Complainant; (c) was or is a member of a congregation served by the Respondent; or (d) was or is a member of a congregation where the Complainant is a member. If at any time during a disciplinary hearing, a member of the Board of Elders discovers a conflict of interest, such a person shall declare the conflict and withdraw immediately from the hearing.

[36]

Chair & Secretary: The President of CALC shall serve as chairperson of the disciplinary hearing and the Secretary of CALC shall serve as the secretary. If either is ineligible to serve, the remaining Elders shall choose a chairperson and/or secretary, as the case may be, from its members to serve as its chairperson and secretary. The chairperson shall be responsible for chairing the disciplinary hearing and any of the meetings of Board of Elders which are required by the disciplinary hearing.

[37]

Hearing Date, Place and Quorum: The chairperson shall fix a time and place for the disciplinary hearing at which the Complaint will be considered. The secretary shall be responsible for keeping a record of the proceedings of the Committee, for putting together the final written report of the Committee, and for all correspondence necessary to support the work of the Committee. The quorum for a disciplinary hearing shall be the quorum for any regular meeting of the Board of Elders.

[38]

Expenses: The expenses of the Board of Elders shall be the responsibility of CALC. The expenses of the Complainant shall be borne by the Complainant and the expenses of the Respondent shall be borne by the Respondent. [39]

The Disciplinary Hearing before the Board of Elders.

The Respondent shall be entitled to a full hearing before the Board of Elders, but the Board of Elders may refuse to consider evidence that clearly has no bearing upon the Complaint or that is unduly cumulative. Cumulative evidence is defined as repetitive testimony or facts or information that proves what has previously been established by other information concerning the same issue. [40]

Notice of Hearing: The Respondent, the Complainant, and their representatives, if any, shall be given at least ten days notice in writing of the time and place and date of the hearing. [41]

Continuance: The hearing before the Board of Elders shall commence at the time and place set forth in the notice issued by the President, unless in the opinion of the President, after consultation, if practical, with the parties involved or their representatives, an emergency such as snowstorm, flood, or airline strike, necessitates a postponement or change of site of the hearing. [42]

Presumptions: In the proceedings before the Board of Elders there shall be a presumption of innocence in favour of the Respondent. Among other things this requires that: (a) the Board shall reach its finding and recommendations solely on the basis of the evidence presented at the hearing before the Board; (b) the Complainant has the burden of proof as defined below; and (c) the evidence presented at the hearing, as well as the entire process before the Board of Elders, shall be in

conformity with the requirements of the constitution and bylaws of CALC and these rules, including specifically the due process requirements set forth below. [43]

Private Proceeding: The hearing shall not be open to the public unless both the Complainant and the Respondent agree to a public hearing. [44]

Procedures During the Hearing:

The Respondent and the Complainant may each be represented by not more than two representatives who may present or assist in the presentation of the evidence. [45]

The Board of Elders may permit attendance by a limited number of other persons, with the consent of both the Respondent and the Complainant, or as may be otherwise determined by the Elders. [46]

While testifying, a witness may be accompanied by a spouse or by a friend or advocate. [47]

Witnesses (other than the Respondent and Complainant) are permitted in the hearing only when testifying. [48]

Persons permitted to attend the hearing under this rule shall not have any role in the proceedings, unless specifically authorized by an additional rule adopted by the Board of Elders in a particular case. [49]

A verbatim record of the hearing shall be made by an audio or video tape recording or by a stenographer or a court reporter. [50]

The Complainant and the Respondent may, but need not, make opening statements. Such opening statements shall be limited to no more than one hour per side. The Complainant shall be entitled to make the first such opening statement. [51]

The Complainant may first call witnesses, including the Complainant if appropriate, to present evidence in support of the Complainant. They may also present documentary evidence in support of the Complainant. After the Complainant has had the opportunity to call witnesses and to offer any documentary evidence, the Respondent may call witnesses and offer documentary evidence. [52]

After the Respondent has called witnesses and offered documentary evidence, first the Complainant and then the Respondent may call witnesses and offer documentary evidence for the purpose of rebuttal. [53]

The Respondent has the right to testify or to remain silent. [54]

Whenever a witness (including the Respondent or the Complainant) testifies, the party who has called the witness shall first question the witness, following which the other party may question the witness on any matter relevant to the Complaint. [55]

Then the party calling the witness may again question the witness, but only with respect to new matters which arose during the other party's questioning of the witness. A representative of a party, in lieu of the party, may question any witness. Members of the Board of Elders may also question the witness for the purpose of clarification. [56]

The Complainant and the Respondent or their representatives may, but need not, present closing statements. Closing statements shall be limited to no more than one hour per side. The Respondent shall make the first closing statement. The Complainant shall be entitled to make the final closing statement. [57]

The rules of evidence and other rules used in formal judicial proceedings shall not necessarily apply to the hearing. Testimony or documentary evidence shall not be excluded merely because it would be excluded under such formal rules. For example, evidence shall not be excluded merely because it is hearsay, although individual members of the Board of Elders may choose to give hearsay evidence little or no weight or importance. A witness gives hearsay evidence if the witness's testimony concerning an event is based on out of court statements made to the witness by another person about said event, and not on the witness's personal knowledge and/or observation. [58]

The Complainant shall have the burden of proof, that is, the burden of proving each allegation of the Complaint is true. The Board of Elders shall not find that any allegation contained in the Complaint is true unless the Complainant has proven that it is true by a preponderance of the evidence. An allegation has been proven true by a preponderance of the evidence if the Board of Elders, after weighing all of the evidence presented at the hearing, believes that more likely than not the allegation is true. [59]

At any time during the hearing the Board of Elders may decide to meet in-camera session for deliberations, either with the participation of the parties to the Complaint and their respective representatives, or without the participation of such parties. [60]

Failure to Appear.

If the Respondent and the Respondent's representative should fail to appear at the scheduled hearing before the Board of Elders, the Board, after making a record that the Respondent was given notice of the date, time and place of the hearing, and other information relevant to the Respondent's absence of which the Committee has knowledge, may either: (a) proceed to hear the testimony and evidence offered by the Complainant and render its written decision; or (b) adjourn the hearing to a rescheduled date, if the Committee concludes that the absence is justified. [61]

Due Process in Discipline Proceedings:

1. The Board of Elders shall afford the Respondent due process in discharging its responsibilities.
2. "Due process" means:
 - a. the right to be given specific written notice of Complaint;
 - b. in the case of the Respondent, the right to testify in person or to remain silent;
 - c. the right to call witnesses;
 - d. the right to introduce documentary evidence concerning the Complaint;
 - e. the right to confront and cross-examine all witnesses;
 - f. the right to a hearing closed to the public unless both the Complainant and the Respondent agree to a public hearing;
 - g. the right to a written decision of the Board of Elders; and
 - h. the right to be treated with fundamental procedural fairness. [62]
3. "Fundamental procedural fairness" means:
 - a. the members of the Board of Elders shall avoid sending written communications to or receiving written communications from either Respondent or Complainant unless a copy of the communication is also sent to the other;
 - b. avoidance by members of the Board of Elders of oral communications with either the Respondent or the Complainant outside of the presence of the other;
 - c. maintaining decorum during the hearing;
 - d. allowing both the Complainant and the Respondent to present their cases without unnecessary interruptions;
 - e. keeping a verbatim record of the hearing, either made by audio or video tape recording or a stenographer or court reporter;
 - f. allowing both the Complainant and the Respondent to be accompanied at the hearing by a representative (who may, but need not, be an lawyer) who may also participate in the proceedings;
 - g. impartiality of the members of the Board of Elders which consider the Complaint; and
 - h. the right to be treated in conformity with the governing documents of CALC.
4. "Due process" and "fundamental procedural fairness" shall be defined without regard to how these concepts may be defined in secular civil or criminal proceedings. "Due process" and "fundamental procedural fairness" shall mean nothing more and nothing less than what is provided in these Paragraphs [62] and [63], respectively. Once a complaint against a person has been considered by the Board of Elders, that person shall not be required to answer that complaint again except if a different but related complaint is laid. [63]

Determination, Report, and Post-Hearing Matters.

For the purpose of reaching its findings of fact and recommendations, the Board of Elders shall meet without the presence of the Respondent, the Complainant, their representatives or any other person who is not a member of the Board of Elders, other than any attorney/lawyer of the Board of Elders. [64]

When the Board of Elders has determined by the preponderance of the evidence (as defined above) that the Respondent should be subject to discipline, it shall recommend the appropriate disciplinary action. Otherwise the Board of Elders shall recommend the dismissal of the Complaint. [65]

At least a majority of the members of the Board of Elders who were present during the hearing when all evidence was presented to the Board must concur with the determination that the Respondent should be subject to discipline. [66]

Within fifteen days of the completion of the disciplinary hearing, the Board of Elders shall report its findings and recommendations in writing and deliver them to the President. The report shall be in two parts: (a) Findings of Fact: In this part, the Board of Elders shall set forth what it has found to be the relevant facts—that is, what it believes to be the truth of the matter. (b) Recommendation: In this part, the Board of Elders shall state whether, based upon the evidence, it believes

the Respondent should be subject to discipline and, if so, what discipline the Board of Elders recommends be imposed on the Respondent. [67]

When making a determination of the discipline to be imposed, the Board of Elders should ensure that the recommendations are: (a) measurable (that it will be clear when the discipline is complete), that there is a time line attached to the discipline (with a clear process for extensions), (b) that it is clear who will supervise compliance with the discipline, and (c) that there are specific consequences made for noncompliance by the Respondent with the discipline. [68]

The disciplinary actions which the Board of Elders; may recommend are: (a) suspension from the office and functions of the rostered Pastoral ministry by the Board of Elders for a designated period or until there is satisfactory evidence of repentance and amendment; or (b) suspension from the office and functions of the rostered Pastoral ministry by the Board of Elders and removal from the roster of Pastoral Ministers by the Board of Elders. [69]

The President of CALC shall provide Complainant and the Respondent with a copy of the Board of Elders' written report described in Paragraph [67] above, within 15 days from the time the president receives the report. The President shall report the findings and recommendations of the Board of Elders to the next meeting of the National Council and shall advise the National Council of any action taken by the President as a result of such recommendations. The National Council shall take any necessary action to suspend the Respondent from the office and functions of the rostered Pastoral ministry or to remove the Respondent from said roster in accordance with the recommendations of the Board of Elders. [70]

The action to suspend the Respondent or to remove the Respondent from the roster may be appealed to the Board of Appeals and Adjudication by the Respondent within 45 days of the Respondent receiving written notice of the action of the Board of Elders. [71]

In event of an appeal, the President shall furnish the Board of Appeals and Adjudication with the written findings and decisions of the Board of Elders together with any other information requested by the members of the Board of Appeal and Adjudication in the custody of the Board of Elders relating to the subject case and certify the completeness and accuracy of such record. [72]

In the event there is no appeal, 75 days after giving the notice referred to in Paragraph 67, above, the President shall make the following disposition of the material which would have constituted the record of appeal: (a) documentary and physical evidence and the transcript of the proceedings of the Committee on Discipline shall be delivered to the Secretary for safe keeping; and (b) the President of CALC shall keep the findings and determination of the Board of Elders in a confidential file. [73]

Notice to Complainant or Respondent: Any written notice hereunder which may be given by the Board of Elders to the Complainant or the Respondent, or their respective representatives, shall be considered given to him/her on the date the written notice is handed to him/her by any member of the Board of Elders, any officer of CALC, and/or any other Member of the National Council of CALC or any employee of CALC. If the notice is delivered by Canada Post or a courier, it shall be deemed delivered to the Complainant or the Respondent, and/or their representatives, five (5) days after it is dropped in the mail or delivered to the courier. The address for delivery of notice by mail or courier shall be to the address for the party and/or representative filed with the Complaint or otherwise communicated in writing to the Board of Elders. [74]

Notice to the Board of Elders: Any written notice which may be given by the Complainant or the Respondent, or their respective representatives, to the Board of Elders hereunder shall be considered given to the Board of Elders on the date the written notice is handed by him/her to any member of the Board of Elders, any officer of CALC, any other member of CALC's National Council or any employee of CALC. If the notice is delivered by Canada Post or a courier, it shall be deemed delivered to the Board of Elders five (5) days after it is dropped in the mail or delivered to the courier. [75]

Appendix 1

To the Guidelines and Procedures for the Discipline of CALC's Pastoral Ministers

COMPLAINT FORM 1

MISCONDUCT BY A ROSTERED PASTORAL MINISTER OF CALC

Deviation from Doctrine – Conduct Unbecoming – Wilful Disregard of Procedures

Canadian Association of Lutheran Congregations

Request For A Hearing Before The Board of Elders

Deviation from Doctrine – Conduct Unbecoming – Wilful Disregard of Procedures

Grounds for Discipline: Subject to the provisions of the Constitution and Bylaws of any Member congregation of CALC, a Pastoral Minister serving a congregation of CALC may be suspended from his/her duties or dismissed and his/her call to the congregation terminated for the following causes: (a) teaching of doctrine in conflict with the Confession of Faith of this Church as expressed in our constitution; (b) conduct unbecoming an Pastoral Minister; (c) wilful disregard of the constitution, administrative bylaws and enactments of this Association.

Definitions:

“Complainant” is the person or persons who lodge a Complaint against a rostered Pastoral Minister which, if proven, could result in discipline of the Pastoral Minister.

“Complaint” is the written description of the accusations made against a rostered Pastoral Minister which, if proven, could result in discipline.

“Respondent” is the rostered Pastoral Minister who is the subject of a Complaint which, if proven, could result in discipline of the pastor.

“Conduct unbecoming a Pastoral Minister” shall include, without limitation the following:

1. **Conviction of a Criminal Offence.** Canadian society has placed a high premium upon the role of law in regulating the rights and duties of individuals. Canadian laws define certain conduct as a criminal offence. The commission of an indictable offence, in the absence of some reasonable explanation for such conduct, is conduct unbecoming a rostered Pastoral Minister and grounds for discipline.
2. **Membership in Certain Organizations:** No rostered Pastoral Minister shall belong to any organization that, in its documents, rites or practices, contradicts the Gospel of salvation through faith in Jesus Christ. (Section 2 of Part 3 of CALC’s Bylaws).[4]
3. **Relationship to Family:** Rostered Pastoral Ministers, whether married or single, are expected to uphold Christian ideals of marriage in their public ministry as well as in private life. A rostered Pastoral Minister’s spouse and children are to be regarded by the minister with love, respect, and commitment. Any departure from this normative behavior shall be considered conduct unbecoming a rostered Pastoral Minister. Such departure might include any of the following: (i) Separation or divorce that occurs without consultation with the congregation’s church council and without the rostered Pastoral Minister taking appropriate action on any agreement reached in such consultation. Each case of separation or divorce must be considered pastorally. (ii) Desertion or abandonment of spouse or children. (iii) Abuse of spouse or children. (iv) Repeated failure to meet legally determined family support obligations.[5]
4. **Substance Abuse:** The misuse of alcohol or mind-altering substances impairs the ability of a rostered Pastoral Minister to perform the duties of the office with full effectiveness. The failure to embark on an effective treatment program or to follow through on treatment and abide by the terms of such treatment and the consequent impairment of performance is conduct unbecoming a rostered minister and grounds for discipline.
5. **Financial Responsibilities:** Rostered Pastoral Ministers are expected to conduct their financial affairs in accordance with ethical and legal requirements. Among those financial activities which shall be considered conduct incompatible with the character of the office of the Pastor are: (i) indifference to or avoidance of legitimate and neglected personal debts; (ii) embezzlement of money or improper appropriation of the property of others; and (iii) using the Pastoral office improperly for personal financial advantage.

A separate complaint form, Complaint Form 2, must be filed for alleged conduct on the Respondent's part which is of a sexual nature.

| | |
|------------------------|--|
| Date of this Complaint | |
|------------------------|--|

| | |
|-------------------------|--|
| Name of the Complainant | |
|-------------------------|--|

| | |
|------------------------|--|
| Name of the Respondent | |
|------------------------|--|

| |
|--|
| Name and address of the congregation or agency employing Respondent: |
|--|

Section 1: Allegations:

Fully describe the incident(s) by which the Respondent allegedly: (a) taught doctrine in conflict with the Confession of Faith of this Church as expressed in CALC's constitution; (b) engaged in conduct unbecoming an Pastoral Minister; (c) wilfully disregarded the constitution, administrative bylaws and enactments of this Association. Please include dates, times and places as accurately as possible. Attach as many additional pages to this Complaint as are necessary to complete this Section.

Section 2: Witnesses:

Name any witness(s) who know about or has witnessed the incident(s) described in Section 1 above, including contact information for the witnesses (mailing address, telephone and fax numbers and email addresses, if known). Attach as many additional pages to this Complaint as are necessary to complete this Section.

Section 3: Reports to Police:

If the incident(s) is (are) criminal in nature, has it (have they) been reported to the police? Name the police department and date reported. Attach as many additional pages to this Complaint as are necessary to complete this Section.

Section 4: Other Incidents Involving the Respondent:

Are you aware of any other incident(s) involving other persons in relation to the Respondent? Identify them. Attach as many additional pages to this Complaint as are necessary to complete this Section.

Section 5: Other Information:

Is there any other relevant information regarding this complaint you wish to disclose that might prove helpful? Attach as many additional pages to this Complaint as are necessary to complete this Section.

Other Questions:

Have you received a copy of CALC's manual entitled: Guidelines for Pastoral Ministry in CALC? Yes___ No___.

Do you understand the disciplinary procedure which will follow from your complaint? Yes___ No___

Do you understand that a pastoral care support person will be assigned to you if you so desire? Yes___ No___

Contact Information for the Complainant:

| | | |
|---------------------------------|------------|-------------|
| Full Legal Name: | | |
| Street Address | | |
| Mailing Address (if different): | | |
| City: | Province | Postal Code |
| Home Phone: | Cell Phone | Fax: |
| Email Address: | | |

Complainant's Signature
(Implies your consent to proceed with the complaint)

The original of this Complaint should be sent to the President of CALC and marked "Highly Confidential Material Enclosed – For the President's Eyes Only." Complainant is encouraged to send the Complaint by Registered Mail – Signature Required.

President's Mailing Address:
Reverend Edward P. Skutshek
Canadian Association of Lutheran Congregations
C/O: Grace Lutheran Church
1162 Hudson Road, West Kelowna, British Columbia V1Z 1J3
Telephone: (250) 769-5685
Cell Phone: (250) 801-3860
Email: president@calc.ca

Appendix 2

To the Guidelines and Procedures for the Discipline of CALC's Pastoral Ministers

COMPLAINT FORM 2

MISCONDUCT BY A ROSTERED PASTORAL MINISTER OF CALC

Conduct Unbecoming Involving Sexual Matters

Canadian Association of Lutheran Congregations

Request For A Hearing Before The Board of Elders

Conduct Unbecoming Involving Sexual or Family Matters

Grounds for Discipline: Subject to the provisions of the Constitution and Bylaws of any Member congregation of CALC, a Pastoral Minister serving a congregation of CALC may be suspended from his/her duties or dismissed and his/her call to the congregation terminated for conduct unbecoming an Pastoral Minister involving sexual harassment.

Definitions:

“Complainant” is the person or persons who lodge a Complaint against a rostered Pastoral Minister which, if proven, could result in discipline of the Pastoral Minister.

“Complaint” is the written description of the accusations made against a rostered Pastoral Minister which, if proven, could result in discipline.

“Respondent” is the rostered Pastoral Minister who is the subject of a Complaint which, if proven, could result in discipline of the pastor.

“Sexual Harassment” shall be defined as any unwelcome, unwarranted, unsolicited or offensive sexual conduct that is directed at a person or persons by one in a position of authority, power or leadership and which demeans and undermines the inherent self-worth and dignity of that person or persons or denies individual human rights as guaranteed by Provincial or Canadian Human Rights Code(s). It includes any conduct that coerces, pressures, manipulates, or threatens persons, or curtails a person from participating in the life of the church, fulfilling the duties of their position in the church workplace, freely expressing their ideas, practicing in their chosen church vocation, or freely advancing in their church employment, whether it is a single incident or several incidents over a period of time. “Sexual harassment” may involve two or more persons of the opposite or of the same gender, male or female.

Sexual harassment may include, but is not limited to, the following: (i) Sexual comments that are offensive. (ii) Unwelcome jokes with sexual overtones. (iii) Subtle innuendo or open taunting regarding perfections or imperfections about a person’s body. (iv) Unwelcome displays of sexually offensive material such as pictures, photographs, sexually manipulative objects or sexual desire stimulants. (v) Sexually offensive gestures or facial expressions. (vi) Sexually humiliating, insulting or intimidating behaviour including, but not limited to, boundary or space intrusion to obtain sexual favours. (vi) Unwelcome physical contact. (i.e. touching, patting, pinching, cornering, etc.) (vii) Unwelcome invitation, direct or in person, by mail or through any other form of communication to engage in behaviour of a sexual nature. (viii) Prolonged, sexually suggestive staring. (ix) Unwelcome pressure for dates. (x) Indecent exposure. (xi) Verbal abuse or threats. (xii) Retaliation against an individual for having invoked this policy on behalf of oneself or other individuals, or participated or co-operated with any investigation under this policy; or been associated with a person who has invoked this policy or participated as a witness.

Sexual harassment does not apply in a relationship of mutual consent or in the expression of affection between friends as long as one’s behaviour is not imposed on another. However, it is stressed that where one person holds power over another, either in fact or perceived, a relationship of mutual consent may be impossible to achieve. It is inappropriate for a rostered Pastoral Minister to date a parishioner or someone working under the minister’s supervision within the congregation he or she is serving, until that relationship has ceased for a period of at least one year.

Inappropriate sexual acts, including, adultery, promiscuity, addiction to pornography, the sexual abuse of another, or the misuse of counselling relationships for sexual favours or other advantage.

| | |
|------------------------|--|
| Date of this Complaint | |
|------------------------|--|

| | |
|-------------------------|--|
| Name of the Complainant | |
|-------------------------|--|

| | |
|------------------------|--|
| Name of the Respondent | |
|------------------------|--|

| |
|--|
| Name and address of the congregation or agency employing Respondent: |
| |

Section 1: Allegations:

Fully describe the incident(s) by which the Respondent allegedly engaged in conduct unbecoming a Pastoral Minister involving sexual harassment, inappropriate sexual acts. Please include dates, times and places as accurately as possible. Attach as many additional pages to this Complaint as are necessary to complete this Section.

Section 2: Witnesses:

Name any witness(s) who know about or has witnessed the incident(s) described in Section 1 above, including contact information for the witnesses (mailing address, telephone and fax numbers and email addresses, if known). Attach as many additional pages to this Complaint as are necessary to complete this Section.

Section 3: Corroborating Physical and Medical Evidence:

If sexual abuse or sexual assault is involved, identify what other independent corroborating physical or medical evidence is available. Attach as many additional pages to this Complaint as are necessary to complete this Section.

Section 4: Assault or Abuse of Minors - Reports to Civil Authorities:

If sexual abuse or sexual assault of a minor(s) is involved, has this been reported to the civil authorities as required by law? Name the agencies and date reported. Attach as many additional pages to this Complaint as are necessary to complete this Section.

Section 5: Reports to Police:

If the incident(s) is (are) criminal in nature, has it (have they) been reported to the police? Name the police department and date reported. Attach as many additional pages to this Complaint as are necessary to complete this Section.

Section 6: Other Incidents Involving the Respondent:

Are you aware of any other incident(s) involving other persons in relation to the Respondent? Identify them. Attach as many additional pages to this Complaint as are necessary to complete this Section.

Section 7: Other Information:

Is there any other relevant information regarding this complaint you wish to disclose that might prove helpful? Attach as many additional pages to this Complaint as are necessary to complete this Section.

Other Questions:

Have you received a copy of CALC's manual entitled: Guidelines for Pastoral Ministry in CALC? Yes___ No___.

Do you understand the disciplinary procedure which will follow from your complaint? Yes___ No___

Do you understand that a pastoral care support person will be assigned to you if you so desire? Yes___ No___

Contact Information for the Complainant:

| | | |
|---------------------------------|------------|-------------|
| Full Legal Name: | | |
| Street Address | | |
| Mailing Address (if different): | | |
| City: | Province | Postal Code |
| Home Phone: | Cell Phone | Fax: |
| Email Address: | | |

Complainant's Signature
(Implies your consent to proceed with the complaint)

The original of this Complaint should be sent to the President of CALC and marked "Highly Confidential Material Enclosed – For the President's Eyes Only." Complainant is encouraged to send the Complaint by Registered Mail – Signature Required.

President's Mailing Address:
Reverend Edward P. Skutshek
Canadian Association of Lutheran Congregations
C/O: Grace Lutheran Church
1162 Hudson Road, West Kelowna, British Columbia V1Z 1J3
Telephone: (250) 769-5685
Cell Phone: (250) 801-3860
Email: president@calc.ca