



Canadian Association of Lutheran Congregations

Letter of Call

Pastor in Training (PIT) – Pastoral Ministry Certificate Program

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

Date: _____

From: _____ Lutheran Church

To: _____, Pastor in Training (PIT)

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 (CALC) 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. This call to the office of pastor-in-training (PIT) is based upon the following understandings and commitments.

1. **Understandings and Commitments.**

- a. The Pastoral Ministry Certificate program (PMC) is one of the pathways to the Ministry of Word and Sacrament under CALC's Shepherd's Pathway. The PMC is offered by the Institute of Lutheran Theology, an online seminary headquartered in Brookings, South Dakota, USA (ILT).
- b. Your training as a pastor involves the concerted efforts of the faculty and staff of ILT, a Supervising Pastor, our Lay Committee, our church council and CALC (who acts through its President and Board of Elders) who will work together with you to achieve the goals stated below.
- c. The academic component of the PMC consists of twelve (12) courses. The twelve courses are divided as follows three Foundational Courses and nine Core Courses.
- d. **The Foundational Courses:** (1) BT 221: Principles of Biblical Interpretation; (2) PT 421: Proclaiming God's Word; and (3) HST 321: Luther and His Catechisms (referred to as the "Foundational Courses").
- e. **The Core Courses:** (1) PT 401 Pastoral Theology and Care; (2) BT 311 Old Testament Theology and History (requires BT 221); (3) BT 321 New Testament Theology and History (requires BT 221); (4) PT 411 Lutheran Worship; (5) EPR 241 Christian Apologetics; (6) HST 201 Systematic Theology; (7) HST 331 Lutheran Reformers and the Book of Concord; and (8) **two of the following three course options:** HST 301 History of the Early Christian Church; HST 302 History of the Medieval and Reformation Christian Church; HST 303 History of the Post-Reformation Christian Church. Course descriptions for the courses are attached hereto as Schedule A. (referred to as the "Core Courses").
- f. You have completed the Foundational Courses and are eligible to receive and accept a call from our congregation as a pastor-in-training and may be licensed to preach, teach, confirm, commune and baptize within our congregation, subject to the supervision described below.
- g. As a Pastor-in-Training you will be given an opportunity to actively engage in the simultaneous study for the pastoral ministry and the practice ministry in a structured supervised parish setting. You will given the opportunity to preach, teach, lead worship and provide pastoral care under the supervision of a seasoned pastor. The goal of the Pastor-in-Training component of the PMC is to encourage, nurture, hone and develop your 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 development of your Lutheran identity. The specific goals for each said area of pastoral ministry are set out in Schedule B attached hereto. Your supervising Pastor and the Lay Committee are asked to measure and evaluate your progress in the ongoing development of your skills and abilities in those areas of ministry. As you gain knowledge and experience, and your pastoral skills mature, you will be given greater and greater responsibility in the shepherding of our congregation.

2. **Supervising Pastor:** Our Church council has called Pastor _____ to a part-time interim ministry to be your Supervising Pastor. As Supervising Pastor he/she will have general oversight over your ministry and congregational life. The purpose of the Supervising Pastor's oversight and mentorship is to help you 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. He will also be engaged in the general evaluation of your ministry and your personal and professional growth through periodic meetings (in person and over the telephone) and through written, in-depth periodic evaluations. The forms used for the periodic evaluations will be made available by CALC. The Supervising Pastor should discuss his/her periodic evaluations with you and you both must sign each such evaluation prior to its submission to our church council and to CALC.
3. **Lay Committee:** Our church council will appoint a three member Lay Committee. One member of the Lay Committee will be a member of the church council. The two other members of the Lay Committee will act as representatives of our larger congregational community. They will not be members of our church council. To the greatest extent possible, these two individuals will reflect the makeup of our congregation. The Lay Committee's purpose is to provide you with feedback, encouragement and guidance with respect to your worship leadership, preaching, teaching, pastoral care and other aspects of leadership in the congregation. The Lay Committee participates in evaluating your ministry and growth through feedback in scheduled monthly meetings with you as well as by completing periodic written evaluations. The forms for the periodic evaluations will be provided by CALC. The Lay Committee's periodic evaluations will be discussed with you and must be signed by you and the members of the Lay Committee prior to submission of any evaluation to our church council and CALC.

or

CALC's Pastoral Review Panel (PRP). CALC's Pastoral Review Panel (PRP) will be utilized to evaluate your progress. Two congregational members will be appointed to work with the PRP. One of the appointees will be a member of church council. The PRP will provide you with feedback, encouragement and guidance with respect to your worship leadership, preaching, teaching, pastoral care and other aspects of leadership in the congregation. The PRP will assess your progress in the PIT program and aptness in the critical areas of: preaching, teaching, worship leadership, administration, pastoral care and evangelism. We will provide the permanent members of the PRP with an audio or video tape of one of your sermons each month. A video or audio recording of a Bible study class and/or confirmation class will also be recorded each month these classes are offered. The PRP participates in evaluating your ministry and growth through feedback in scheduled bi-monthly meetings with you as well as by completing periodic written evaluations. Evaluation form will be provided by CALC.

4. **Pastor Mentor.** You will select a Pastor Mentor, and our church council will approve your selection. The Mentor Pastor should be an experienced local CALC pastor who walks alongside you, prays with you, supports you and encourages you through as much of the PMC program as is possible. The Pastor Mentor may also help you to cope with the academic rigor of the PMC program, holding you 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.
5. **As our pastor-in-training we call you to...**
 - a. Preach the Word, administer the Sacrament of Holy Communion and conduct public worship in harmony with the faith and doctrine of the Lutheran church.
 - b. Through the power of the Word of God, maintain your personal relationship with Jesus Christ as your personal Saviour as first priority, maintain a relationship with your spouse and family as second priority, and fulfill their duties and responsibilities to the Congregation as pastor-in-training Pastor as third priority.
 - c. Provide opportunities for Christian Education.

- d. Baptize, confirm, and marry in accordance with the teaching of CALC and within the laws of the province of Alberta, visit the sick and distressed and bury the dead.
- e. Encourage faith active in love, in personal and family life and provide pastoral leadership to the church council and all church schools and auxiliary organizations of our Congregation.
- f. Comfort the mourning, console the depressed, bring the promise of redemption to those who seek redemption, carry forth into the world the Word of the merciful God with its promise of salvation.
- g. Be responsible for the pastoral care of our members and adherents, including regular visits.
- h. Install members of Council.
- i. Encourage the members to be generous in support of the ministry of our congregation and CALC.
- j. Keep accurate membership records including baptisms, confirmations, marriages, burials and communicants. Parish records shall be kept in a separate book, which shall remain the property of the Congregation.
- k. Commend members who move to the pastoral care of the parish in which their new home is located.
- l. Continue taking Core Courses until you have taken, completed, and passed all of the Core Courses. You will take and pass your first Core Courses as follows:

Fall Semester 20__ (Sep-Dec) Core Course: 1	Winter Semester 20__ (Jan-Apr) Core Course: 2
Fall Semester 20__ (Sep-Dec) Core Course: 3	Winter Semester 20__ (Jan-Apr) Core Course: 4
Fall Semester 20__ (Sep-Dec) Core Course: 5	Winter Semester 20__ (Jan-Apr) Core Course: 6
Fall Semester 20__ (Sep-Dec) Core Course: 7	Winter Semester 20__ (Jan-Apr) Core Course: 8
Fall Semester 20__ (Sep-Dec) Core Course: 9	

With council's prior approval, you may take a Core Course as an intensive summer course: (a) in lieu of taking a Winter or Fall course in any calendar year or (b) in addition to the courses for that calendar year. With council's prior written approval, you may defer taking a Core Course in a specific Fall or Winter semester.

- m. Submit to the guidance and mentorship of the Supervising Pastor, the Lay Committee and CALC as you preach, teach, administer the Sacraments and provide pastoral care.
 - n. Submit to the Congregational Council as adjustments are made to the role of the Supervising Pastor and the Lay Committee in their oversight and supervision over you, in order to reflect your personal and professional growth and your ability to assume greater leadership in worship leadership, pastoral care and church administration.
6. We the members of _____ Lutheran Church will...
- a. Receive you as our pastor-in-training and accord you the love, the respect, the good will, and the co-operation due your office, and uphold you in prayer. Deem you an ex officio non-voting member of our church council and all its committees and notify you of all regular or special meetings of our church council.
 - b. Support the work of our congregation and the Canadian Association of Lutheran Congregations.
 - c. Pay you an annual salary in the amount of \$_____, in twelve equal monthly installments, with each monthly installment to be paid as agreed by you and our church council. Compensation to be reviewed annually.
 - d. Pay you a housing allowance of \$_____ annually, payable in twelve equal monthly installments, due at the end of each month. Housing allowance to be reviewed annually.
 - e. Provide your car reimbursement as follows: in the amount of: (a) 45 cents/km (excluding to and from the church to your home) to a maximum of \$_____ per month; or (b) _____ per month.
 - f. Pay you an employee benefits package including life insurance, AD&D insurance, disability insurance, extended medical, dental and vision insurance, through (Insurance carrier). Premiums for said benefits to be calculated and determined by the (insurance carrier). 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).[47]
 - g. Grant you an annual vacation of __ weeks, and provide for pulPIT supply for __ Sundays during your absence. Annual vacation time will be reviewed periodically. Encourage you to take one day off each week, which will normally be _____.

- h. 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.
 - i. Urge you to participate in continuing education opportunities and we will support you in that regard.
 - j. Pay your tuition and other costs associated with taking and passing the Core Courses.
 - k. Promise you our faithful assistance in the work to which you are called. Our faithful assistance will include your continued supervision by your Supervising Pastor and our Lay Committee while you take and pass the Core Courses. Our church council, in consultation with your Supervising Pastor, will provide for an orderly transition in primary pastoral leadership of our from the Supervising Pastor to you. While you are taking the Core Courses, our church council will incrementally decrease the Supervising Pastor's general oversight over congregational life, preaching duties and time spent on your supervision. The Lay Committee will continue to meet with you monthly and the Supervising Pastor at intervals that both of you agree upon. Prior to the end of each yearly term of this call, the Supervising Pastor and the Lay Committee shall complete an evaluation of your ministry during the relevant year on a form provided by CALC. The evaluations have to be discussed with you and signed by you and the Supervising Pastor and the chair of the Lay Committee. These evaluations must be submitted in early December of each year so that our church council is able to approve these evaluations before December 31st of the relevant year.
7. **Part-Time Call:** This call is a half-time call. You will be expected to serve 24 hours each calendar week of the term of this call. The 24 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 24 hours in a calendar week, you may serve fewer hours the next week. 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.
8. **Other Employment.** We acknowledge that you are gainfully employed and must devote a substantial amount of your time each week to your secular employment. We further acknowledge that you will make every effort to find a balance between your call hereunder and your secular employment. If your secular employment makes it difficult to devote 24 hours to ministry in our parish in any week, then the hours missed may be made up in subsequent weeks.
9. **Special Terms of this Call While Core Courses are Being Taken.**
- a. The term of this call shall initially be for successive or consecutive one year terms. The first one year term shall commence July 1, 2020 and end June 30, 2021. The call shall automatically renew, without further notice, for another one year term, provided that, before the end of any one year term hereunder, the conditions specified in paragraph (b) below have been satisfied.
 - b. Prior to June 30th of any one year term hereunder: (1) you have taken and passed a Core Course in the Fall semester and a Core Course in the Winter semester of the subject one year term; (2) the Lay Committee and the Supervising Pastor have delivered to the Congregational Council a mid-year evaluation on or before December 31st of the subject one year term and a final evaluation by June 30th of the subject one year term; and (3) the mid-year and final evaluation for the subject one year term submitted by both the Supervising Pastor and the Lay Committee recommends that the Candidate continue as the Pastor-in-Training in under the terms of his/her letter of call.
 - c. Church council may vote to terminate this letter of call if at the end of any one year term hereunder you: (1) fail to take and pass a Core Course in either or both the Fall and Winter Semester required to be taken, without the written consent of the Congregational Council; and/or (2) either the Lay Committee or the Supervising Pastor delivers to the Congregational Council a final evaluation by June 30th of the subject one year term that recommends that you not continue as the Pastor-in-Training in under the terms of his/her letter of call. Congregational Council may terminate this letter of call any time after the end of the subject one year term. The call shall be terminated 30 days after you receive notice of the termination.
 - d. Following your completion of the Core Courses and the positive evaluation of your ministry by the Supervising Pastor and the Lay Committee as set forth in paragraph (b) above this call shall become an open ended call to you as our Pastor without any further supervision of the Supervising Pastor or the Lay Committee.
10. **Termination of this call ...**

Option #1: This call may 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 (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 Schedule C.

11. 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.

12. Correspondence should be sent to:

<p>If to the congregation: <i>Name</i> <i>Street Address</i> <i>City, Province, Postal Code</i> <i>Telephone:</i> <i>Email address:</i></p>	<p>If to you: <i>Name</i> <i>Street Address</i> <i>City, Province, Postal Code</i> <i>Telephone:</i> <i>Email address:</i></p>
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13. Laws: This call letter shall be subject to the laws of the province of _____.

14. 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.

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

Dated: _____

By: _____ Council Chair

I accept this call:

Dated: _____

Pastor-in-Training

Schedule A – ILT’s Pastoral Ministry Certificate – Required Courses

BT 221: 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.

BT 311: Old Testament Theology and History (3 Credits) 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 221.

BT 321: New Testament Theology and History (3 Credits) 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 221.

EPR 241 Christian Apologetics (3 Credits) 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.

HST 201: Systematic Theology I (3 Credits) 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. It also introduces the essential distinctions necessary for conducting systematic theology.

HST 321: 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.

HST 331: 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.

PT 401: Pastoral Theology and Care (3 Credits) 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 411: Lutheran Worship (3 Credits) 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 421: 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.

HST 301 History of the Early Christian Church (3 Credits) This course examines the development of the Christian movement from the time of the New Testament to the end of the eighth century, what is widely considered the conclusion of the age of the Church Fathers. Special attention is given to the development and repudiation of classical heresies as well as the decrees and theology of the seven ecumenical church councils. Emphasis is placed on the relevance of Church history for Christian proclamation.

HST 302 History of the Medieval and Reformation Christian Church (3 Credits)

This course examines the Christian movement through developments in both the West and the East from the beginning of the medieval era (ca. 800 A.D.) to the end of the Reformation of the Western Christian Church with the Peace of Westphalia in 1648 A.D. Special attention is given to the physical expansion of Christianity, tension and division between Eastern and Western Christianity, the Crusades, liturgical development, medieval heresies, scholasticism, and mysticism. Much focus is placed on calls for the reform of Western Christianity and the emergence and development of Lutheranism and other Reformation traditions. Emphasis is placed on the relevance of Church history for Christian proclamation.

HST 303 History of the Post-Reformation Christian Church (3 Credits) This course examines the Christian movement from the beginning of the modern era (ca. 1650 A.D.) to the present. Topics to be considered will be the development of Protestant scholasticism and orthodoxy, the emergence of various forms of Pietism, the age of the Enlightenment, developments in Anglicanism, Roman Catholicism and Eastern Orthodoxy, and Nordic revival movements. Immigration and developments in American Christianity will also be addressed, with a special focus on American Lutheran history. Lastly, missionary movements in the modern era and the emergence of Christianity as a world religion will be discussed. Emphasis is placed on the relevance of Church history for Christian proclamation.

Schedule B – Goals for Development of Pastoral Skills

The goal of the Pastor-in Training component of the PMC is to encourage, nurture, and develop your skills and abilities in the following critically essential areas of Pastoral Ministry.

Preaching: You grow into an apt, engaging and inspiring preacher. Your preaching rightly distinguishes between the Law and the Gospel in the subject text and reflects the theology of the cross. Your proclamation reflect adequate exegetical preparation and be delivered in an appropriate and effective way.

Worship Leadership: You grow into an apt, engaging and inspiring worship leader. You 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). You 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. You should be thoroughly familiar with the Church Year or Liturgical Year and how to conduct services during Advent, Christmas, Epiphany, Lent, Easter, Pentecost, the Sundays After Pentecost through to Christ the King Sunday.

Teaching: You grow into an apt, engaging and inspiring teacher. You should be able to conduct adult and youth Bible study and Christian education classes, Confirmation classes. Your teaching should be undergirded by the Theology of the Cross.

Pastoral Care: You grow into an apt and gentle shepherd of the flock God has entrusted to you. 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 visiting congregational members.

Evangelism Outreach: You grow into an apt and effective evangelist and spokesperson for our congregation. You grow in the ability to coordinate the efforts of the members for evangelism and outreach into the community surrounding our congregation and beyond.

Administration: You grow into 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.

Development of a Lutheran Identity. You grow in your Lutheran Identity. To be Lutheran is to be: Scriptural and Confessional: We in CALC confess the Holy Scriptures of the Old and New Testaments as the inspired and inerrant Word of God and the only source and norm of its doctrine, life and service, and see in the Ecumenical Creeds and in the Lutheran Confessions a pure exposition of the Word of God. Sacramental: We live our lives together in the communion of the Church. We center our worship of the Triune God in the proclamation of the Word of God, both law and gospel, and in the sacraments of Holy Communion and Holy Baptism. Evangelical: We proclaim the “good news” of Christ’s life, his death on the cross, and his resurrection. Together we witness that, despite our sins, we are forgiven, saved and justified by God’s grace for Christ’s sake through faith alone. Our mission is found in Christ’s Great Commission: His call to us to be His disciples and make others His disciples.

Schedule C 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 Pastor’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.

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.