

**Corresponding Amendments to the By-Laws of the
Manitoba Northwestern Ontario Synod
of the
Evangelical Lutheran Church in Canada**

(Draft Copy – January 15, 2008)

Explanatory Notes:

1. *Text to be deleted is indicated by lines drawn through the text.*
2. *Text to be added is indicated by bold-faced type.*
3. *Only those Articles / Sections to be changed are included in this document.*
4. *Additional explanatory notes are shown as italicized text.*
5. *TIMELINE: The changes specified in this document would be presented to 2010 MNO Convention following second reading of the Constitutional changes adopted by the 2008 Convention.*

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PART II

Conferences

(Constitution, ARTICLE IX)

- Section 2. All members of congregations are encouraged to attend conference meetings. The voting membership shall be all ~~ordained~~ **rostered** ministers on the territory of the Conference and two lay delegates from each congregation. Congregations having more than 300 baptized members shall be entitled to an additional lay member for each additional 300 baptized members or major fraction thereof.
- Section 3. The bishop of the synod or the bishop's appointee shall attend the conference meetings.

<p><i>Explanatory Note: Sections 4 – 11 below are transferred from Article IX of the existing Constitution</i></p>

- Section 4. The role of the conferences shall be to**
- a. **encourage fellowship among ordained ministers, lay diaconal ministers and congregations;**
 - b. **arrange opportunities for the study of the Holy Scriptures and Christian doctrine;**
 - c. **assist the synod in planning, promoting and implementing the mission of the church;**
 - d. **respond in consultation with the synod to particular needs within its territory;**
 - e. **elect the required number of ordained ministers as delegates to the conventions of this church.**
- Section 5. A conference may adopt for itself any rules and regulations not in conflict with the constitution and bylaws of the synod.**
- Section 6. Each conference shall meet at least once a year at a time and place set by the conference. Conferences shall designate their own quorums.**
- Section 7. Each conference shall have the right to petition the synod according to procedures set forth in the bylaws.**

- Section 8.** Each conference shall elect from its membership a dean, a secretary and at least two other persons who shall constitute a Conference Council. Election shall be for a two-year term. The dean, who shall serve as chairperson, shall be an ordained minister.
- Section 9.** The Conference Council shall fill any vacancies in its membership until the next meeting of the conference.
- Section 10.** The dean of each conference shall make a written report to the synod through the bishop's report.
- Section 11.** The deans of the conferences and the bishop shall meet at least once a year for spiritual renewal and the discussion of programs, plans and problems affecting conferences and the synod. Except where otherwise provided in this constitution and its bylaws, the function of such a meeting shall be consultative and advisory.

PART III

Conventions

(Constitution, new ARTICLE XI, previous ARTICLE X)

Explanatory Note

Changes to this bylaw concerning conventions are the result of items being transferred to the bylaws from Article X of the Constitution as well as the adoption of the term "rostered ministers".

Section 1 Convening

- a. The regular convention shall be held biennially in those years when the regular National Convention is not held. **Special conventions for specified purposes may be called by the bishop to be held within ninety days of receiving a request in writing from two-thirds of the members of the Synod Council and shall be called by the bishop at the request of the Synod Council or one-fifth of the synod's congregations and one-fifth of those on its roster of ordained ministers under call.**

- c. Notice of the time and place of the convention shall be given by the secretary to each rostered minister and the secretary of each congregation of the synod at least four months before the opening day of the convention. The secretary shall give written notice of a special convention to each congregation, rostered minister and shall publish the same at least thirty days prior to the opening date of the convention.
- e. Each congregation or employing agency shall pay the registration fee of its delegate(s). In the case of a ~~pastor~~ **rostered minister** serving a multiple-congregation parish, such expenses shall be borne by the congregations pro rata on the basis of baptized membership. In the case of retired ~~pastors on the Clergy Roll of Synod~~ **rostered ministers of the synod**, such expenses, including travel on the territory of Synod, shall be borne by the Synod. Those ~~pastors~~ **rostered ministers** serving under a call issued by the Synod Council, and serving in agencies which do not allow funding of Synod convention costs, shall apply to the Synod Council for permission to attend at Synod expense.
- f. *The secretary shall send out a bulletin of reports to all voting members at least thirty days before each regular convention.*
- g. *The Synod Council shall prepare the proposed agenda*

Section 2. Representation

Explanatory Note:

Items (a) to (e) shown below are transferred into this bylaw from Article X of the Constitution. Previous items (a) and (b) are re-labelled (f) and (g). Items (h) and (i) were added to the bylaws at the 2006 convention.

- a. *One-third of the eligible voting members shall constitute a quorum.*
- b. *The eligible voting membership of conventions shall consist of*

- i. One lay delegate from each congregation and, from congregations having more than 300 baptized members, one lay delegate for each additional 300 baptized members or major fraction thereof;**
 - ii. Rostered ministers of this synod.**
 - iii. Lay members of the Synod Council.**
 - iv. Members of the Synod Youth Assembly (*as per Constitutional Amendment currently in progress – MNO 11-06-23*)**
- c. The voting membership at a special convention shall be those who were seated in the preceding regular convention provided that they have not been disqualified by termination of membership in the congregation they represented. Vacancies in this voting membership shall be filled according to the constitution or bylaws of the synod.**
- d. The bishop of the Evangelical Lutheran Church in Canada and such other official representatives of this church as may be designated by the National Church Council shall have seat and voice in the conventions of the synod. In connection with their reports, like privileges shall be accorded to the chairpersons of synodical committees, to representatives of institutions and agencies related to or officially recognized by the synod, and to the presidents of the synodical units of the official auxiliaries of this church.**
- f. Each congregation shall submit the name(s) and address(es) of its delegate(s) to the synod secretary at least sixty days prior to the opening day of the convention.**
- g. Delegates to the synod convention shall be paid travel costs at a rate to be determined by the Synod Council. This information shall be sent with the convention notice.**
- h. The youth assembly shall consist of fourteen youth from the seven conferences. Each conference is eligible to appoint two youth as their representative.**
- i. Youth shall be baptized members between the ages of 15 and 21 on the first full day of the convention.**

Section 3. Procedure

Items (a) through (g) of this section are unchanged. Item (h) is added.

- h. All arrangements for worship services or public meetings shall be made in consultation with the bishop.***

PART V

Election of Delegates to the National Church Convention

- Section 1. The synod secretary shall inform each of the conferences of the number of ~~pastors~~ **rostered ministers** to be elected to the National Church Convention.
- Section 2. ~~Ordained~~ **Rostered** delegates and alternates shall be elected at least seven months before the National Church Convention, after which the synod secretary shall inform those parishes eligible to elect lay delegate(s). Lay delegates and alternates shall be elected at least five months before the convention.

PART VI

Synod Council (Constitution, new ARTICLE XII, previous ARTICLE X)

Explanatory Note

Previous Section 1 becomes Section 2 with various items being amended / deleted as noted below to reflect the transfer of provisions from the constitution (Article X) to the bylaws.

Previous Section 2 becomes item (b) of new Section 1.

New sections added: 1, 3, 4 & 5

Section 1 Membership

- a. The membership of the synod council shall be the officers of the synod together with 10 additional members elected by the convention to serve for four years in such manner that the terms of one-half of the elected members shall expire each biennium. Each conference shall be**

represented by an elected lay person. The remaining positions shall be filled by rostered ministers of the synod elected At Large. No elected member shall be eligible for more than two consecutive terms.

- b. An elected member of the Synod Council shall not be eligible to serve on a synodical standing program committee.
- c. The terms of office of all council members shall begin the first day of the third month following their election.

Section 4 2. ~~In addition to the duties and functions set out in the constitution,~~
The Synod Council shall:

- a. ~~appoint the Editor(s) of the synod periodical, on nomination by the Committee on Communication;~~ **Plan, coordinate, supervise and evaluate the activities of the synod in carrying out its mission and ministry;**
- c. ~~establish personnel policies for the synod; and~~
- d. ~~revise the synodical budget as may be required.~~
- c. Be the directors of the corporation and trustees for the synod;
- d. Represent the synod and attend to its business between conventions;
- d. ~~Elect executive staff if and when such positions are created by the synod in convention;~~
- e. **Issue Letters of Call to rostered ministers who are full-time officers or staff officials of the synod, or who are called to special service;**
- f. **Provide for an annual review of the roster of rostered ministers and congregations;**
- g. **Determine the time and place for each convention and prepare its proposed agenda and programs;**

- h. Recommend annual budgets to the regular conventions and revise the synodical budget as may be required between regular conventions.**
- i. Establish personnel policies for the synod and set the salaries of the bishop and staff of the synod.**
- j. Elect the representatives to the governing bodies of inter-church agencies to which the synod is related;**
- k. Fill vacancies until the next convention except as otherwise provided, and determine the fact of the incapacity of an officer of the synod according to the procedures in the constitution and bylaws of this church;**
- l. Report its actions to the regular conventions;**
- m. Approve candidates for call, ordination, consecration and admission to the roster of rostered ministers;**
- n. Perform the additional duties prescribed in the constitution, bylaws and resolutions of the synod.**

Section 3. The officers of the synod shall be the officers of the synod council.

Section 4. The synod council shall have at least two regular meetings annually. Special meetings may be called by the chair of the synod or the bishop or when a request in writing signed by a majority of council members is received by the secretary of the synod. A majority of the members of the synod council shall constitute a quorum for any regular or special meeting of the council.

Section 5. Synod council shall appoint an ordained minister to assume the duties and responsibilities of the bishop in the event of the resignation, incapacity, or death of the bishop, pending the election of a new bishop at the next regular or specially called synod convention.

Section 6. Synod council, through enabling motions, may delegate its authority to the executive committee to act on its behalf between meetings of the council.

PART VII

Standing Committees (Constitution, New ARTICLE XV – previously Article XIII)

Explanatory Note

Section 1 is amended to add a title – Program Committees. Items (a) through (i) are unchanged. An Item (j) is added to Section 1.

Sections 2 – 7 currently describe the terms of reference for existing program committees. These sections are to be deleted. Descriptions of committee responsibilities will be transferred “as is” to a policy document. This document may be amended by Synod Council as needs arise.

A new Section 2 is created and titled – Other Committees. In this section, provisions are made for an Examining Committee and management boards for Luther Village and Lutheran Urban Ministry.

Section 1 Program Committees

- j. *Each committee shall have at least one rostered minister, and no more than half its membership may be clergy. Members shall be appointed by the synod council for terms of four years according to procedures set out in the bylaws. No person shall be eligible to serve more than two consecutive terms. An advisory member may be appointed to each committee by this synod. No person shall be a member of more than one committee at the same time.***

Section 2 Other Committees

- a. **The Examining Committee shall be a standing committee of this synod.****
 - i. **The Examining Committee shall consist of the bishop, together with one seminary professor, two lay persons and two pastors appointed by the Synod Council. The appointed members shall serve for four-year terms, with a maximum of two consecutive terms.****
 - ii. **It shall be the duty of this committee to examine candidates for ordination, consecration, alternate****

route to ordination, or for reception from other Lutheran churches with whom mutual recognition of ministry has not been established and to present recommendations to the Synod Council.

- iii The committee shall work in close cooperation with the standing committee on Theological Education and Leadership.
- b. There shall be a management committee for Luther Village serving as the Board of Directors.
- i The management committee shall work to accomplish the mission of this church through outdoor ministry.
 - ii The specific duties and responsibilities of the management committee shall be set out in Luther Village bylaws established by the management committee and approved by Synod Council. Additional provisions may be set out in the bylaws of this synod.
 - iii The management committee shall make regular reports to the Synod Council and the Synod Convention.
- c. There shall be a management committee for Lutheran Urban Ministry serving as the Board of Directors.
- i The management committee shall work to accomplish the mission of this church through ministry to the peoples of the inner city.
 - ii The specific duties and responsibilities of the management committee shall be set out in Lutheran Urban Mission constitution and bylaws established by the management committee and approved by synod Council. Additional provisions may be set out in the bylaws of this synod.
 - iii The management committee shall make regular reports to the synod council and the synod convention.

Part VIII

Duties of the Synod Officers (Constitution, new Article XIII, previous Article XII)

Explanatory Note

This is a new bylaw. It incorporates duties of officers previously described in Article XII of the constitution. The one significant change is the transfer of duties related to the chairing of conventions and meetings from the bishop to the chairperson. It also makes formal provision for an Executive Committee.

A provision has been added to allow the chairperson to delegate the national bishop to chair a convention when the convention is in the process of electing a bishop.

- Section 1 The terms of office of all officers shall begin on the first day of third month following election.
- Section 2 Executive Committee
- a. The officers of the synod shall form an executive committee.
 - b. The executive committee shall have no authority except as specifically delegated to it from time to time by synod council.
 - c. For the purpose of conducting business delegated to the executive committee by council, a quorum shall be a majority of members.
- Section 3. The Bishop shall
- a. Serve as spiritual leader and counsellor to the congregations, rostered ministers and conferences of the synod;
 - b. Ordain approved candidates for ministry, consecrate approved candidates for lay diaconal ministry and provide for the installation into office;
 - c. Oversee the call process as outlined in the Call Process Manual;
 - d. Attest to all official documents of the synod as may be required;

- e. Ensure that the constitution and bylaws of the synod are observed and that its resolutions are implemented;
- f. Visit the congregations and pastors of the synod and confer with them concerning their spiritual and temporal welfare;
- g. Discipline staff and program committee members in keeping with Biblical principles and the policies of this synod;
- h. Install, or provide for the installation of, the pastors of all congregations of the synod and other ordained ministers called to service within the synod; induct into office the other officers of the synod;
- i. Be ex officio member of all committees of the synod, its chief representative on the boards of directors or trustees of all institutions in which the synod is entitled to representation;
- k. Be the custodian of the seal of the synod and attest all documents as required;
- l. Appoint the synod archivist;
- m. Report and make observations and recommendations to each regular convention of the synod concerning its mission and ministry together with observations and recommendations.
- n. Have the authority to hire staff, if and when such positions are created by synod in convention. Such staff persons are ineligible for membership on synod council or any committee of synod council.
- o. Shall be responsible for all synod staff and staff committees.
- p. May delegate responsibilities to synod staff and staff committees.
- o. Perform other duties as prescribed in the constitutions and bylaws of this church and the synod, and the synod council governance and policy manuals.

Section 4. The Chair of this synod shall:

- a. Convene and preside over conventions of this synod and meetings of synod council. The chair may appoint any other

member of synod council to preside at a convention or synod council meeting. The chairperson may appoint the national bishop to preside over a synod convention when that convention is in the process of electing a synodical bishop.

- b. In consultation with the bishop and other officers, set the agenda for synod council meetings.
- c. Convene and preside over meetings of the executive committee. In his / her absence, the Chair may delegate another member of the executive committee to preside over an executive committee meeting.
- d. Perform additional duties as prescribed in the synod council governance and policy manuals.

Section 5. The secretary shall:

- a. Keep the minutes of all conventions of the synod, be responsible for the printing and distribution of such minutes and perform such other duties as the synod may from time to time direct;
- b. Keep a roster of the ordained ministers and of the congregations of the synod;
- c. Report to the secretary of this church additions to and subtractions from the synodical roster, issue certificates of transfer for ordained ministers who are moving to other synods and enter on the roster of the synod the names of all ordained ministers for whom such certificates of transfer have been received;
- d. Be authorized, in the name of the synod, to attest all documents as required;
- e. Deposit all papers and documents of historical value with the synod archivist;
- f. Serve as statistician of the synod, secure the parochial reports of the congregations, collate the same for annual report to the synod and make the composite figures available to the secretary of this church;
- g. Serve as the Necrologist of the synod.

- h. Perform additional duties as prescribed in the synod council governance and policy manuals.

Section 6. The treasurer shall:

- a. Have charge of all the monies and accounts of the synod, its deeds, mortgages, contracts, evidences of claims and revenues, and trust funds, holding the same at all times subject to the order of the synod;
- b. Manage the investment of funds owned or held in trust by the synod, as authorized by the synod council;
- c. Receive, record and acknowledge all offerings, contributions and legacies made to the synod, collect all interest and income from its investment funds, and disburse funds as approved and directed by the synod council;
- d. Transmit each month to the treasurer of the Evangelical Lutheran Church in Canada the funds received by the synod for the general work of the church;
- e. Inform each congregation, at least quarterly, of its record of giving to the synod;
- f. Keep an account for the conferences of the synod and disburse to them such funds as are budgeted or otherwise appropriated for their use;
- g. Present to each convention a detailed and audited report of all receipts and disbursements for the preceding fiscal year;
- h. Be bonded under the fidelity coverage provided by this church.
- i. Perform additional duties as prescribed in the synod council governance and policy manuals.

Part IX

Bylaw Amendments (Constitution, new Article XIX, previously Article XVII)

This is a new by-law that simply cross-references the mechanism for amending the bylaws.

Section 1 The bylaws of this synod may be amended in accordance with provisions described in Article XIX of the Constitution.