

THE AMERICAN ASSOCIATION OF LUTHERAN CHURCHES



MANUAL of POLICIES and PROCEDURES

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THE AMERICAN ASSOCIATION OF LUTHERAN CHURCHES

POLICY AND PROCEDURE MANUAL

REVISED EDITION – NOVEMBER 2009
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(FIRST EDITION - JANUARY 1, 1991)

PREFACE

The purpose of this Policy and Procedure Manual:

This manual provides one document that contains all policies and procedures that pertain to the operation of The American Association of Lutheran Churches (The AALC). It will be updated as changes are adopted.

It is visualized that this manual will be used:

1. by members of The AALC (Congregations, Clergy, Officers, Councils, Boards, Commissions, Committees and Staff) to define and control their relationships and operations with the Association and with each other;
2. by those who are investigating the possibility of becoming a part of The AALC to understand the workings of the Association and
3. by new staff as they are added to make sure that policies and procedures are being followed.

The Policy and Procedure Manual is published in loose leaf form so that changes can be easily added annually after the General Convention. The organization of the manual follows the order of the Constitution and cross references are indicated to the Constitution and Bylaws and other documents adopted by the Association.

Procedures will be included in each chapter where required as appendixes so that they can be easily reproduced for specific needs.

All material included in the policy section of the manual is cross referenced to official documents or actions of The AALC.

Examples: The numbers at the beginning of each topic of the chapter is a cross reference to the same Numbers in the Constitution or Bylaws. **03.01.** refers to “Article III, Section 1 of the Constitution. **B01.01.** refers to Part I, Section 1 of the Bylaws. The underlined notations will indicate adoption by the Constituting Convention, a specific General Convention or a Joint Council.

CHAPTER 1

INTRODUCTION - BASIC PRINCIPLES

A DECLARATION OF FAITH AND INTENTION . . . OF BIBLICAL AND EVANGELICAL LUTHERANS WHO COVENANT TOGETHER TO FORM THE AMERICAN ASSOCIATION OF LUTHERAN CHURCHES (THE AALC)

We covenant together in the Name of the Father, Son and Holy Spirit in order to form an association of biblical and evangelical Lutheran congregations. As laity and pastors it is our desire to make clear testimony of our faith in Jesus Christ as Lord and Savior as revealed in the Bible - the divinely inspired, inerrant Word of God and the only infallible authority for Christian faith and life. (II Peter 1:19-21, II Timothy 3:14-17) (American Lutheran Church (ALC) Constitution 3.10)

Furthermore, we declare that we desire to be guided in our interpretation of the Word of God by the ecumenical creeds and the confessions of the Lutheran Church.

We also declare our intention to form The American Association of Lutheran Churches in which the authority of the congregation in all matters pertaining to its life and mission is not abrogated or diminished by any hierarchical church structure.

It is our intent to make a clear testimony to the Biblical emphasis that the new life in Christ is the life lived in thankful response to the grace of God in keeping with the moral imperatives which God declares in His Word (e.g., Galatians 5, Ephesians 5).

Our intention is to utilize the 1960 Constitution of the ALC as the format for the Constitution of this American Association of Lutheran Churches.

It is, furthermore, our intention that this American Association of Lutheran Churches rejects the modernist practice of placing the method of science as an authority above Scripture. Furthermore, we acknowledge that there are “open questions” in theology and church practice.

Inasmuch, as it is the primary mission of the Church to win and hold people in a saving relationship with Jesus Christ, as mandated in the “Great Commission,□ the emphasis of this Association shall be to enable congregations in their evangelism, home and world mission outreach.

Adopted at the Constituting Convention, November 1987.

CHAPTER 2
CONSTITUTION AND BYLAWS
OF THE AMERICAN ASSOCIATION OF LUTHERAN CHURCHES

PREAMBLE

01. NAME - Article I

02. HEADQUARTERS - Article II

B07. CONFLICTING LOYALTIES - Part VII

B07.01. PARTICIPATION - Part VII, Section 1

B07.02. PASTORAL PARTICIPATION - Part VII, Section 2

13. BYLAW AMENDMENTS - Part XIII

13.01. PROPOSAL OF BYLAW AMENDMENTS - Part XIII, Section 1

13.02. APPROVAL - Part XIII, Section 2

17. BYLAWS - Article XVII

17.01. NECESSITY AND AGREEMENT - Article XVII, Section 1

17.02. PROPOSAL OF BYLAW AMENDMENTS-Article XVII, Section 2

17.03. PROCEDURE - Article XVII, Section 3

17.04. REFERENDUM - Article XVII, Section 4

18. CONSTITUTIONAL AMENDMENTS - Article XVIII

18.01. CONFESSION OF FAITH - Article XVIII, Section 1

18.01.01. PROPOSED AMENDMENT - Article XVIII, Section 1 (1)

19. RELATIONSHIP TO ARTICLES OF INCORPORATION - Article XIX

CHAPTER 3

CONFESSION OF FAITH

03. CONFESSION OF FAITH - Article III

03.01. THE BIBLE - Section 1

A.03.01.A. - STATEMENT ON THE DOCTRINE OF THE WORD

**A.03.01.B. - A STATEMENT OF SCRIPTURAL AND
CONFESSONAL PRINCIPLES**

03.02. FAITH IN THE TRIUNE GOD - Section 2

03.03. GOD THE FATHER - Section 3

03.04. JESUS CHRIST, GOD'S SON AND OUR SAVIOR - Section 4

03.05. DEPENDENCE UPON THE HOLY SPIRIT - Section 5

A.03.05.A. - A STATEMENT ON THE GIFTS OF THE SPIRIT

**A-03.05.B. - A STATEMENT CONCERNING THE HOLY
SPIRIT AND HIS GIFTS**

03.06. SYMBOLS: BASIC AND REQUIRED - Section 6

03.07. BOOK OF CONCORD: NORMATIVE - Section 7

03.08. PURE DOCTRINE - Section 8

3 : 1

CHAPTER 4

04. THE NATURE OF THE CHURCH - Article IV

- 04.01.** Jesus Christ is the living Lord and head of the Church, His Body in the world.
- 04.02.** Whenever the Word of God (the inerrant sacred Scriptures) is faithfully proclaimed and the Sacraments rightly administered, there is the one, holy, Christian, and apostolic Church.
- 04.03.** We believe that through these Means of Grace the Spirit of God produces His fruit, bestows His gifts, and unites the whole Christian Church on earth with Jesus Christ.
- 04.04.** This proclamation and the Holy Spirit's activity, rather than organizational union, constitute the true unity of His Church. We believe that this true Church eagerly identifies such unity and promotes and rejoices in fellowship and cooperation with all members of Christ's Body everywhere.

4 : 1

CHAPTER 5

PURPOSE AND MISSION

05. PURPOSE - Article V

05.01. WITNESS TO CHRISTIAN FAITH - Section 1

05.02. PROCLAMATION AND PROPAGATION - Section 2

05.03. AGENDA - Section 3

See POSITION STATEMENTS:

THE MISSION OF THE CHURCH

EVANGELISM

CHRISTIAN : PARISH EDUCATION

LUTHERAN CHURCH U.S.A.

ALTAR FELLOWSHIP

NATIONAL AND WORLD COUNCIL OF CHURCHES

LUTHERAN INDEPENDENT MINISTRIES

INTER-CHURCH COOPERATION

5 : 1

CHAPTER 6

POWERS AND ORGANIZATION

06.01. ORIGIN AND DELEGATION OF AUTHORITY - Article VI, Section 1

06.02. THE JURISDICTION OF THE ASSOCIATION - Article VI, Section 2

06.02.01. RESPONSIBILITIES - Article VI, Section 2 - A

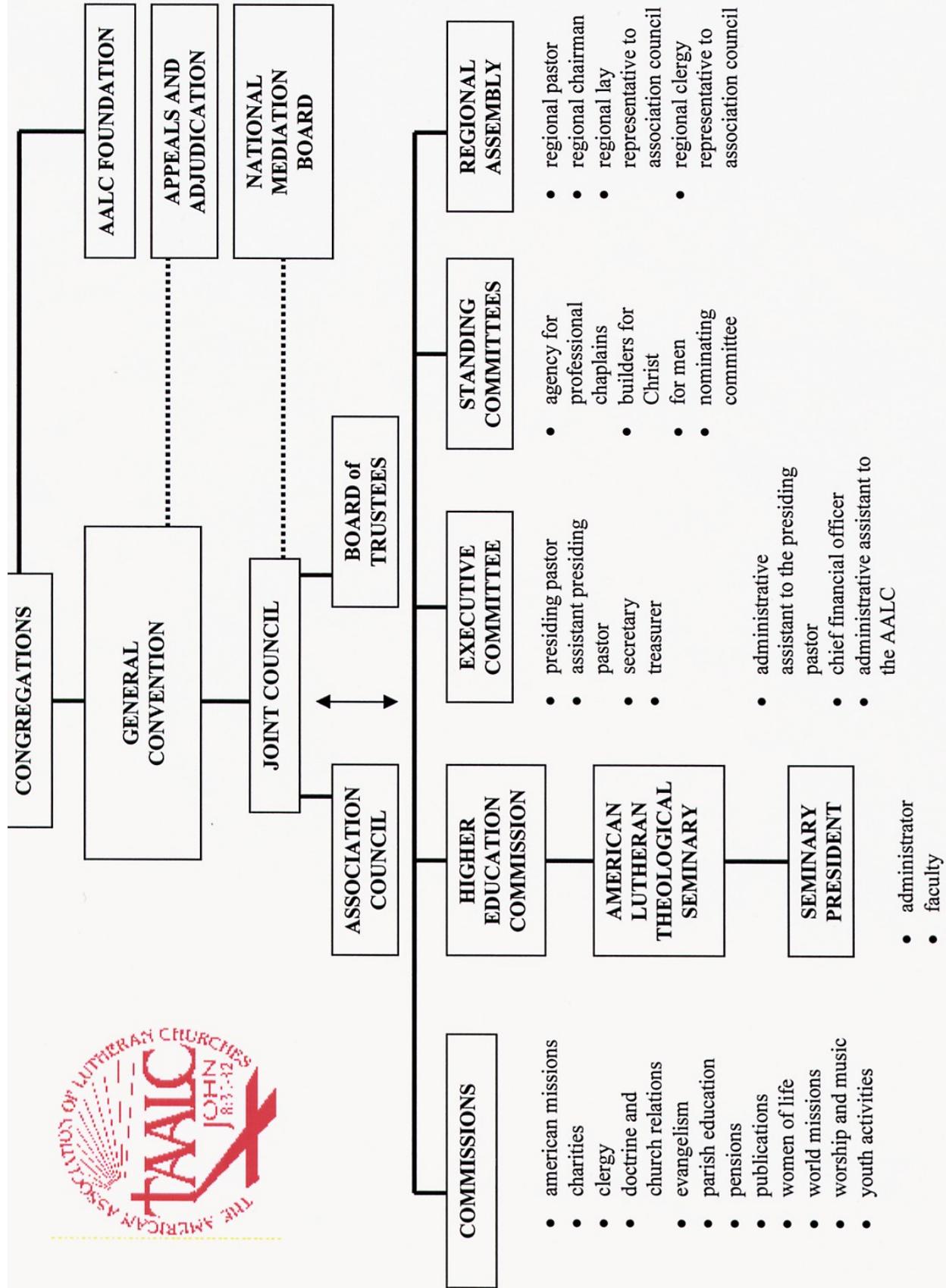
06.02.02. RELATIONSHIP TO THE CONGREGATIONS –
Article VI, Section 2 - B

06.03. BASIC PRINCIPLES OF ORGANIZATION AND OPERATION -
Article VI, Section 3

Appendix 06.A. -- PROPER CHANNELS OF COMMUNICATION

CONCERNS AND QUESTIONS OF INDIVIDUALS IN CONGREGATIONS

1. The concern or question should be brought to the pastor and/or governing board or council of the congregation.
2. Those matters that cannot be answered satisfactorily within the congregation will be referred in writing to the elected regional clergy and/or lay representative.
3. If the elected regional representatives cannot provide satisfactory resolution of the matter, they will bring it to the attention of the Presiding Pastor and the Association Council for resolution.
4. During this process it is important that the matter be kept within The AALC. Sharing internal concerns or questions with the press or other media before they are resolved internally is very detrimental to The AALC.
5. If a congregation does not agree with the Association Council's decision, they may bring the matter to the next General Convention in the form of a resolution (see **09.02. Flow of Concerns**) or in some cases the matter may be referred to the Board of Appeals and Adjudication.



MMSC – that we recommend to the American Missions Commission that any request for the start of a **new congregation** be in writing and the authorization be spelled out in writing.

Executive Committee, April 9, 1991

CONGREGATIONS APPLYING FOR MEMBERSHIP

MMSC to approve the recommendation of the Commission for American Missions (CAM) that all applications from existing church shall be reviewed by the Office of the Presiding Pastor and forwarded for information to the Chairman of the CAM and submitted to the Joint Council for approval.

Joint Council, April 29-30, 1997

GUIDELINES FOR MERGER
OF
AN AALC CONGREGATION WITH A NON-AALC LUTHERAN CONGREGATION

Merging of congregations of The American Association of Lutheran Churches with Lutheran congregations not members of The American Association of Lutheran Churches.

a. **The Non-AALC congregations** shall:

- 1) Make application to The AALC per Policy Procedure Manual Chapter 7.
- 2) Be accepted by the Joint Council by recommendation from the Executive Committee for membership in The AALC.
- 3) Membership in The AALC shall be ratified at the next Annual Convention of The AALC.

NOTE: This directive shall assure the applying congregation that it may be able to retain its real estate and finances. The ELCA requires that a congregation leaving its fellowship must declare its intention to affiliate with an existing Lutheran Church body. A congregation desiring to become an independent Lutheran congregation upon leaving the ELCA may not be able to retain its property, etc.

b. **The merging congregations** shall:

- 1) Consult the Regional Pastor for guidance and assistance as needed.
- 2) Incorporate under the laws of their state.
- 3) Adopt a Constitution in agreement with the Constitution for congregations of The AALC.
- 4) Determine pastoral leadership from among pastors currently on the Active Clergy Roster of The AALC.
- 5) Establish a Church Council with representation from both congregations.
- 6) Develop Boards, as needed, to provide guidance in carrying out the Confession of Faith (Constitution, Article III) and the Purpose (Constitution, Article V of The AALC)

Joint Council, October 18, 1993

07.03. SELECTIVE PARTICIPATION - Article VII, Section 3

OTHER MEMBERSHIP CATEGORIES

B02.03. ASSOCIATE CONGREGATIONS - Part II, Section 3

B02.06. PROSPECTS - Part II, Section 6

MMSC that congregations requesting membership in The AALC and desiring to retain their pastor, **not be accepted until their pastor has been approved for the clergy roster.**

Joint Council, October 14-15, 1991

07.02. TERMINATION - Article VII, Section 2

7 : 4

7A

Standard Operating Procedure

ROUTING OF INQUIRIES REGARDING THE AALC

- A. Routing of inquiries regarding The AALC from individuals, unorganized groups and groups (such as Fellowships, etc.) in the process of organizing.
 - 1. After consultation with the Administrative Assistant to the Presiding Pastor, an immediate response by the National Office is to be sent by means of an information packet together with a cover letter. (See Appendix 19.E.)
 - 2. All inquiries shall be sent to the Chairman of the American Missions Commission with a copy to his Regional Pastor.
 - 3. The Chairman of the American Missions Commission will inform the appropriate Regional Home Mission Developer and/or make the follow-up contact himself.
- B. Inquiries from existing congregations that are members of other Synods or are independent congregations.
 - 1. The National Office of The AALC shall respond with requested materials and a cover letter.
 - 2. A copy of the letter or transcription of a telephone conversation and the cover letter shall be kept at the National Office.
 - 3. The Presiding Pastor's office shall contact the appropriate Regional Pastor and/or shall make an initial contact himself with the inquirer.
 - 4. The Presiding Pastor and Regional Pastor shall coordinate sending an AALC representative to those congregations desiring an informational meeting.
- B. Inquiries from pastors regarding their personal interest in The AALC shall all be routed to the Presiding Pastor's Office.

7 : ROUTING INQUIRIES (7A)

7 : 6 ROUTING INQUIRIES (Appendix 7A)

THE AMERICAN ASSOCIATION OF LUTHERAN CHURCHES

Application for Individual Membership

NAME _____

ADDRESS _____

CITY _____

STATE _____ **ZIP** _____

PHONE (S) () _____

HOME CHURCH _____

CHURCH ADDRESS

SYNODICAL (DENOMINATIONAL) AFFILIATION: _____

PLEASE CHECK AS APPLICABLE:

_____ I hereby apply as an individual for Associate Membership in
The American Association of Lutheran Churches.

_____ I assent to the Constitution and Bylaws of The AALC.

_____ I affirm that I am a communing member of the Lutheran congregation listed
above.

_____ I will remember The AALC regularly in prayer, and will personally
contribute to The AALC at least annually, as God enables.

I CERTIFY THAT I HAVE CONSIDERED THE CONFESSION OF FAITH

and

**THE STATEMENT OF PURPOSE OF THE AALC
(Articles III and V respectively, of the Constitution)**

and

THAT I HEREBY SUBSCRIBE TO THEM WITHOUT RESERVATION.

SIGNED: _____ **DATE** _____

7 : 7 INDIVIDUAL APPLICATION (Appendix 7B)
ANNUAL CONGREGATIONAL STATISTICAL REPORT
AT END OF THE CALENDAR YEAR 2009
DUE MARCH 1, 2010

1. NAME OF CHURCH _____ REGION _____

2. CHURCH ADDRESS _____ PHONE _____

3. CITY/STATE _____ ZIP _____

*4. SENIOR PASTOR _____ HOME PHONE _____

HOME ADDRESS _____ CELL PHONE _____

CITY/STATE _____ ZIP _____

5. FAX: _____ E-MAIL: _____ WEB SITE: _____

6. TIME OF SUNDAY WORSHIP SERVICE _____ SS & ADULT CLASSES _____

7. LOCATION OF SERVICE _____

8. COMMUNITY SERVED: City _____ Town (under 5,000) _____ Rural _____

9. MEMBERSHIP: Baptized _____ 10. Confirmed _____ 11. Family Units _____

SERVICES: (Record total number of services or meetings for the year)

12. Sunday Morning Worship _____ (Average attendance _____) Festival days _____ Sunday evening _____

13. Midweek Services: Lenten _____ Advent _____ Prayer meetings _____ Bible Studies _____

14. Special Series: Evangelistic, Mission Conferences, etc. _____

15. Number of communion services _____ 16. Members who communed at least once _____

MINISTERIAL ACTS:

17. Number of children baptized _____ 18. Number of weddings _____

19. Number of adults baptized _____ 20. Number of funerals _____

21. Number of youth confirmed _____ 22. Number of adults confirmed _____

ORGANIZATIONS: Give the number participating in each group -

23. Men's Groups _____ Leaders _____ Name of group(s) _____

24. Women's Groups _____ Leaders _____ Name of group(s) _____

25. Missionary Groups _____ Leaders _____ Name of group(s) _____

YOUTH:

26. Senior High Youth _____ Leaders _____ Name of group(s) _____

27. Junior High Youth _____ Leaders _____ Name of group(s) _____

28. Other Youth _____ Leaders _____ Name of group(s) _____

CHOIRS:

29. Senior Choir _____ 30. Junior Class _____ 31. Other _____

CHRISTIAN EDUCATION:

32. Pupils presently in Confirmation Classes: Junior _____ Senior _____ Age confirmed _____

Pupils enrolled in Sunday School:

33. Nursery _____ 34. K-6 _____ 35. 7-12 _____ 36. Young Adults _____

37. Adults _____ 38. Number of sessions held _____ 39. Number of Sunday School staff _____

VACATION BIBLE SCHOOL:

40. Number of pupils enrolled _____ 41. Number of days held _____ 42. Number of Staff _____

PAROCHIAL SCHOOL:

43. Preschool _____ 44. Pupils in K-6 _____ Grades 7-8 _____ Grades 9-12 _____

45. Number of Staff _____ Tuition charges per pupil: _____

46. Amount given by the congregation: _____

FINANCIAL INFORMATION:

47. Income from contributions: _____ 48. From interest, grants, bequests: _____

49. TOTAL INCOME

50. Contributions to unusual expenses for the year _____
(Building costs, remodeling, equipment, etc.)

51. Contributions to World Missions of The AALC _____

52. Contributions to General Budget of The AALC _____

53. Contributions to American Missions of The AALC _____

54. Contributions to the Seminary of The AALC _____

55. Contributions to other missions and benevolence _____

OFFICERS OF THE CONGREGATION:

President (Mr./Mrs./Miss) _____

Address _____ Phone _____

City _____ State _____ Zip _____

Secretary (Mr./Mrs./Miss) _____

Address _____ Phone _____

PLEASE MAIL THIS REPORT TO: THE AALC NATIONAL OFFICE
921 E. DUPONT RD., #920
FORT WAYNE, IN 46825-1551
Phone 260-452-3213 Fax 260-452-3215

TO ARRIVE NO LATER THAN MARCH 1, 2010

Thank you for supplying this information. This form is needed for the 2010 National Convention of The AALC, for which the total number of Delegates will be determined. The amount of grant monies at times is based on the total baptized membership of The AALC. Your cooperation helps us to remain up-to-date.

***PLEASE PLACE OTHER STAFF PASTORS HOME ADDRESSES, TELEPHONE, FAX AND E-MAIL**

CHAPTER 8

PASTORS AND SEMINARIANS OF THIS ASSOCIATION

08.01. DEFINITION - Article VIII, Section 1

Appendix 08.A. RESOLUTION CONCERNING ORDINATION

WHEREAS The AALC submits to Scriptures as the only infallible authority in all matters of faith and life, and

WHEREAS both those who favor and those who oppose the ordination of women base their positions on their interpretation of Scripture, and

WHEREAS the position of those who oppose the ordination of women also find support in history, tradition and majority opinion, and

WHEREAS Scripture indicates that God calls and uses both men and women in different areas of ministry; therefore,

BE IT RESOLVED that The AALC ordain men into the ministry of Word and Sacrament and encourage women to seek and consider God's Call into all other areas of ministry;

BE IT FURTHER RESOLVED that The AALC continue to study **the role of men and women in the Church** in the light of the Scriptures and the enlightening of the Holy Spirit.

Adopted by the Constituting Convention November 5-7, 1987

MMSC – that all **ordinations** and **installations** of AALC pastors be conducted by a pastor of The AALC, with the approval of both the Presiding Pastor and the Regional Pastor.

Executive Committee, November 30, 1998

MMSC – that all Pastors of The AALC be **ordained** and **installed** by an ordained pastor in good standing on The AALC Clergy Roster.

Joint Council, February 8-9, 1999

("**Clergymen of other denominations** may participate in the service but the ordinator or the installing pastor must be an ordained pastor on the Clergy Roster of The AALC. Also, the installing pastor must have a letter of authorization from the Presiding Pastor of The AALC or from the Regional Pastor to whom this responsibility has been assigned." Rev. Dr. Duane R. Lindberg, March 25, 1999)

8 : 1

The propriety of inviting non-AALC clergy to participate in **the installation of AALC clergy** was discussed.

MMSC (Johnson/Anderson) that the Executive Committee direct the Presiding Pastor to counsel Regional Pastors that in the arrangement of installation services that non-AALC may bring greetings and read Scripture lessons but not participate in the rite of installation.

Executive Committee, September 13, 2001

08.02. ROSTER OF PASTORS - Article VIII, Section 2

08.03. ADMISSION, SUSPENSION AND DISMISSAL - Article VIII, Section 3

MMSC – even when pastors are accepted along with the newly received congregation they serve, such pastors also meet with the Clergy Commission.

Association Council, December 6, 1988

Policy re: pastors with **little / no Lutheran seminary training.**

MMSC – recommend to Clergy Commission and Higher Education Commission that men entering the Clergy Roster from non-Lutheran backgrounds be required to receive training in Lutheran liturgics and symbolics (Confessions).

Executive Committee, March 8, 1991

MMSC – to recommend that inquiry of **background and track record** of candidates be made by someone other than a Clergy Commission member before his interview with the Clergy Commission.

Notification of the applicant - When the Clergy Commission votes on an applicant, but does NOT bring a recommendation to the Council, then the Secretary of the Clergy Commission will so notify the applicant.

MMSC – that parish pastors called to serve as **military chaplains** be required to have three years parish experience before going on active duty.

Executive Committee, April 23, 1992

Joint Council, April 24, 1992

Appendix 08.C. STATEMENT ON DIVORCE AND RE-MARRIAGE.

Divorced pastors who apply for membership on The AALC Roster of Pastors may be received who have expressed and demonstrated a sincere repentance over the sin of divorce and this repentance has been as publicly declared as is appropriate.

The Clergy Commission and Joint Council may exercise gracious judgment to uphold the integrity of the Gospel and The AALC.

Adopted by the Constituting Convention, November 1987

8 : 3

MMSC - (Johansen/Howells) to adopt the following policy as written by Craig Loving.

POLICY REGARDING PROCEDURE FOR CONSIDERING NON-LUTHERAN PASTORS WHO WISH TO APPLY TO THE AALC CLERGY ROSTER

1. **Introduction:** When a non-Lutheran pastor inquires regarding procedure for consideration on The AALC Clergy Roster, the following procedure will be followed:

- A. Communicate his request in writing to the Presiding Pastor of The AALC.
- B. He be informed that he will need to take a period of instruction under the supervision of the Seminary President, or his appointee. This course work may normally involve studies in Lutheran Doctrine, Lutheran worship and Lutheran church history as well as other topics assigned by the Seminary President or his appointee on the basis of the areas of deficiency in the applicant's seminary background.
- C. Term of instruction shall be for a period of one year with a possible one year extension at the recommendation of the Seminary President.
- D. After the applicant has completed the assigned course work he may interview with the Clergy Commission.
- E. The Clergy Commission may reject his application, approve him or approve him conditionally for further work.
- F. Only after a man has been recommended by the Clergy Commission and approved by vote of the Association Council can he be extended a Letter of Call by an AALC congregation.
- G. Pastors trained in a Lutheran Seminary shall be given special consideration.

2. **Introduction:** When a non-Lutheran Pastor, who holds a Master's degree from a Lutheran Seminary, but whose immediate past Call is from a non-Lutheran church, inquires regarding procedure for consideration on The AALC Clergy Roster, the following procedure will be followed:

- A. Communicate his request in writing to the Presiding Pastor of The AALC.
- B. His credentials and academic training will be investigated by the Seminary President, or his appointee for any deficiencies or irregularities in his training.
 - a. If, in the opinion of the Seminary President or his appointee, there are no deficiencies or untoward positions relative to the accepted AALC positions on cardinal issues, he may be received under accepted provisions for pastors applying for colloquy, including interview with the Clergy Commission and the one year period of probation. or,
 - b. If, in the opinion of the Seminary President, or his appointee, there are deficiencies or divergences in his positions relative to the accepted AALC positions on cardinal issues, he will be informed of this and take the course of instruction as mandated by the Seminary President or his appointee. The provisions of #1 C-F (above) would then apply also.

Joint Council, June 19, 1992

MMSC – Parenthetically, that it should be **mandated** that a **colloquy** of any pastor / missionary from church bodies other than The AALC prior to being financially supported by The AALC.

Executive Committee, November 9, 1992

MMSC – that prior to giving names to the Clergy Commission that the Office of the **Presiding Pastor** contact appropriate judicatory official for references regarding clergy applicants.

Executive Committee, January 11, 1993

MMSC - The Presiding Pastor is to respond to future inquiries in this manner. He should (as already empowered) contact the inquirer's judicatory head for pertinent information, and, further, he is to request that anyone seeking to apply to The AALC should interview with an AALC Pastor, either the Regional Pastor or one appointed by the Presiding Pastor.

Executive Committee, March 18, 1996

08.04. CONTINUANCE WITHOUT A PARISH - Article VIII, Section 4

08.05. CONTINUANCE LIMITED - Article VIII, Section 5

08.06. MINISTERIAL ACTS - Article VIII, Section 6

08.07. CLASSIFICATION OF PASTORS - Article VIII, Section 7

B10.01. THE PASTORS OF THIS ASSOCIATION - Part X, Section 1

B10.02. PASTORS IN EXTENDED MINISTRY - Part X, Section 2

MMSC – All AALC Pastors in Extended Ministries **be official members of an AALC Congregation**, and insofar as possible, attend an AALC Church.

Executive Committee, June 16, 1998

B10.03. ASSOCIATE PASTORS - Part X, Section 3

NB – We do **not** give out the mailing list of the Associate Clergy Roster.

Association Council, December 6, 1988

B10.04. AFFILIATED PASTORS - Part X, Section 4

MMSC that the Joint Council rule that “another roster” as written in **B10.04.** means “another **Lutheran** roster.” (February 4-5, 2002)

Joint Council, June 19, 2002

B10.05. PASTORS CERTIFIED FOR CALL - Part X, Section 5

MMSC – that a pastor Certified for Call and who has been **without Call** (Policy and Procedure Manual **B10.05.**), may be advised before this limited continuance extends to three years, that his status with The AALC will terminate unless he re-apply for continuance * and is approved by the Association Council. (See also The AALC Constitution, Article VIII, Section 8. **(08.05.)** for governing requirements, i.e. – that while in this status, the Constitution requires subscription to the Constitution and its Statement of Faith, membership in a Lutheran congregation and annual support of record of The AALC.)

Executive Committee, April 9, 1991

MMSC to insert * “through the Regional Pastor and the Clergy Commission.”

Joint Council, April 30, 1991

MMSC – recommend that, as policy for **short-term Calls**, to use the contract format similar to that used for Circuit Riders.

Executive Committee – January 27, 1992

MMSC that as Standard Operating Procedure, an AALC approved Pastor without Call may be called and assigned by the Commission for American Missions to serve a mission church-start. Such a Call will be deemed sufficient to meet the conditions for eligibility for pension and medical coverage.

Executive Committee – February 13, 1992

MMSC that the Joint Council approve the recommendation of the Executive Committee that the Presiding Pastor use the following **guidelines** for congregations in the Call process(February 4-5, 2002):

- Salary guidelines from the local LC-MS District
- Salary guidelines from the local ELCA Synod
- Salary guidelines from the local School District

Joint Council, June 19, 2002

MMSC that a pastor on the Roster of Pastors “**without call,**” shall remain on the Roster of Pastors for a period of time **not to exceed three years**. After such time, the pastor may re-interview with the Clergy Commission for re-instatement. During this interim, he shall be subject to the provision of this Article.

General Convention, June 18-21, 2003

B10.06. PASTORS, CALL PENDING - Part X, Section 6

8 : 6

B10.07. PASTORS EMERITI - Part X, Section 7

Pastors, satisfactorily colloquized and recommended by the Clergy Commission and approved by the Association Council of The AALC, at least 62 years of age, who have retired, and are in good standing with The AALC be designated and constitute PASTORS EMERITI.

Executive Committee, August 3-4, 1999

General Convention, June 15, 2000

Amended by Referendum March 15, 2001

MMSC that the retirement benefits paid to retired ministers be treated as **housing allowance** under the provisions of Section 107 of the IRS Code.

Joint Council, June 19, 2002

Cf. Commission for Pensions

B10.08. ROSTERED LICENSED LAY PASTORS - Part X, Section 8

MMSC – that services initiating the term of service for Licensed Lay Pastors be termed “services of authorization” and be authorized by the Presiding Pastor and conducted by the Regional Pastor or other designated pastor.

Executive Committee – April 9, 1991

MMSC that the Executive Committee recommend to the Commission for Higher Education, the Seminary President and the Clergy Commission that **ALL** Rostered Licensed Lay Pastors be **REQUIRED** to engage in their continuing Theological Education annually, under the auspices of the Seminary President or his appointee.

Executive Committee, May 22, 1997

>>> UNROSTERED LICENSED LAY MINISTERS

The Clergy Commission is not recommending that **lay-pastors** wear clerical garb in the performance of their office. One might wear a pectoral cross if desires.

Association Council, August 4, 1990

B10.09. PROBATION - Part X, Section 9

MMSC – that the **year** of probation begin with the time the Call was accepted.

Joint Council, June 23, 1990

8 : 7

Regarding Pastors On Probation “The Regional Pastor shall be notified (by the Presiding Pastor’s Office) of men who have been accepted onto The AALC Clergy Roster by action of the Clergy Commission and the Joint Council and who have accepted a Call to a parish or extended ministry within that Region. This information will include the beginning date of probation as well as information regarding the pastor on probation.

The Regional Pastor must contact periodically (no less than quarterly) each pastor in his Region who is on probation and must carry out an informal evaluation of the man’s ministry.

The Regional Pastor must send a brief report regarding the pastor’s ministry to the Chairman of the Clergy Commission. This written report should be sent near the end of the probationary period.” (**Rev. Dr. Duane R. Lindberg, March 25, 1998**)

MMSC – that the Council appoint the Regional Pastor or his designee, with the concurrence of the Region, where organized, as **mentor** to pastors on the Clergy Roster who are on the one-year probation period. The Regional Pastor or his designee will report back to the Clergy Commission at the end of one year the status of the probation. If the Region is not in a position to appoint a mentor, the responsibility for the probation and report to the Clergy Commission falls upon the Executive Committee. This motion is effective as of the June 1990 National Convention of The AALC.

Association Council, February 4-5, 1991

MMSC – that pastors on probation are not eligible to run for offices in The AALC.

Executive Committee, May 18, 1993

Joint Council, June 16, 1993

B10.10. PASTORAL CARE / DISCIPLINE OF PASTORS –
Part X, Section 10

Appendix 08.C. CIRCUIT RIDER PASTORS

A.08.C.01. **MMSC** - that The AALC call Circuit Rider pastors to serve concentrated areas of need.

Association Council December 14, 1987*

A.08.C.02. **MMSC** - that The AALC support the "bottom line" basic needs of a circuit riding pastor in the Twin Cities area for six months, including subsistence level (necessities) income, moving expenses and that The Executive Committee be authorized to write out the specific Call.

Association Council April 11-12, 1988*

8 : 8

A.08.C.03. MMSC - to approve circuit rider ministries for the Twin Valley, MN; Seattle, WA and Twin Cities, MN area.

Joint Council July 8-9, 1988*

***Adopted by the first General Convention, October 1988**

A.08.C.04. MMSC - that Circuit-riding pastors, by virtue of their Call from the Association Council, be allowed voting delegate status.

Association Council September 12-13, 1988*

***Adopted by the first General Convention, October 1988**

A .08.C.05. PASTOR CALL PROCEDURE

- A. Congregations desiring to call a pastor will consult with the appropriate Regional Home Mission Developer, Regional Pastor and the Presiding Pastor regarding availability of pastors.
- B. Congregations will issue a Letter of Call to the pastor of their choice. This shall be signed by the Officers and Call Committee of the Congregation and mailed to the Presiding Pastor for his signature. The Presiding Pastor will then send the Letter of Call to the pastor for his response.
- C. Pastors receiving Letters of Call will respond within thirty days.

Appendix 08.C.06. PASTOR APPLICATION PROCEDURE

- A. Pastors requesting information about applying for The AALC Clergy Roster will be sent the following:
 - 1. Guidelines for receiving pastors
 - 2. Application form
 - 3. Colloquy questions
 - 4. Copy of Policy and Procedure Manual and Constitution and Bylaws
- B. Applications are sent to the Presiding Pastor for review. He then forwards them to the Chairman and members of the Clergy Commission.
- C. The Chairman of the Clergy Commission schedules an interview with the applicant.

- D. The Clergy Commission recommends one of the following to the Association Council:
 - 1. Acceptance to the appropriate Roster of Pastors.
 - 2. Rejection
 - 3. Acceptance with conditions
- E. The Association Council ratifies or rejects the Clergy Commission's recommendations.
- F. The office of the Presiding Pastor notifies the applicant of the action taken.

Clarification of the **Application Review Process** for Clergy:

The Executive Committee supports the current policy of the **Presiding Pastor reviewing all applications** prior to their being sent to the Clergy Commission. The Presiding Pastor should continue to make recommendations to the Chairman of the Clergy Commission. The Chairman will then be responsible for granting or denying an interview with the Clergy Commission for inclusion on The AALC Clergy Roster.

Executive Committee, January 17, 1994

Policy on **Review of Clergy Applications:**

The policy for reviewing clergy applications before their submittal to the Clergy Commission was reiterated. **The Presiding Pastor has the authority and the responsibility to review all applications.**

Executive Committee – May 26, 1994

8 : 10

GUIDELINES FOR RECEIVING PASTORS

THE RECEIVING OF PASTORS

- A. Applications should be made in writing to our TAALC Board.
 - 1. The application should include a complete resume.
 - 2. Please include your present status such as:
 - a. Student - what college or seminary you are attending.
 - b. Pastor - where you are serving and a little about the status quo.
 - c. Other - Explain your circumstances.
 - 3. Please include your reason for wishing to be a part of The AALC.
 - 4. Please include colleges, seminary and non-academic work done. If you have a transcript, include it.
 - 5. Testimonials as to Christian character, life, personality, ability and previous service from two competent references who have known and observed the applicant for at least two recent years.
 - 6. Where applicable and where possible, one testimonial as to past service in the present denomination.
- B. The approximate date you would be ready to transfer.
- C. The applicant is requested to submit a sermon manuscript or a paper that will include the following doctrines (directly or indirectly); Trinity, atonement, miracles and the infallibility of the Scriptures.
- D. The applicant will be scheduled for a personal interview with The AALC Clergy Credentials Committee at a time and place which will be mutually acceptable.
- E. Family circumstances.
- F. The applicant is requested to submit a black and white or color photo of himself.

ROSTERED LICENSED LAY PASTOR APPROVAL PROCESS

STATEMENT OF PHILOSOPHY:

The intent of The American Association of Lutheran Churches in establishing the position of Rostered Licensed Lay Pastor (RLLP) is to create a temporary office that will result in ordination to the Office of Holy Ministry. It is not the intent of The American Association of Lutheran Churches to create a position that allows for continual renewal without the expectation of ordination.

1. A man who desires to be a Rostered Licensed Lay Pastor, having an inner sense of Call from the Lord to the Office of Word and Sacrament Ministry, must apply and be accepted and registered for course work as a student to our seminary (ALTS) in a resident Master of Divinity program or in a Lutheran House of Study program approved by ALTS.
2. If such a man is needed in a specific parish situation in order to carry out Word and Sacrament ministry, he must apply to the Clergy Commission for approval as a Rostered Licensed Lay Pastor (RLLP). The application form and the Clergy Commission interview are identical to those of ordained pastors or seminarians who have completed their seminary training.
3. If a man is approved for RLLP status by the Clergy Commission, the Clergy Commission will make that recommendation to the Joint Council.
4. If the Joint Council accepts the Clergy Commission's recommendation, **the RLLP is licensed for a maximum of one year with the possibility of re-licensing.**
5. Every RLLP must be committed to **completing** a seminary education consistent with ALTS requirements **within seven years** following his first licensing. Special consideration may be given men whose age may pose a problem in completing this requirement.
6. The RLLP must serve under the oversight of both the appropriate Regional Pastor and the Seminary President of ALTS.
7. In order to receive approval for an additional year of RLLP status, the RLLP must reapply each year. Documentation for the need for renewal must be sent to the Clergy Commission by the Regional Pastor and the Seminary President of ALTS at least one month prior to the anniversary of the first licensing. The Regional Pastor should also document the effectiveness of the RLLP in the pastoral office. The Seminary President of ALTS should also document that the RLLP has continued his theological education according to the theological education program established by the Seminary President of ALTS.
8. Official notification of the applicant regarding his initial and subsequent re-licensing will come from the Office of the Presiding Pastor. In the event that the Clergy Commission does not approve an applicant for RLLP status, the applicant shall be notified by the Office of the Presiding Pastor.

9. The RLLP may be addressed as “pastor” and may wear clerical garb except for the stole.
10. The RLLP may apply to the State in which he ministers for a license to perform marriages if the specific parish expects him to perform marriages.

Joint Council, June 17, 1998 and February 21-22, 2000

UNROSTERED LICENSED LAY MINISTER APPROVAL PROCESS

STATEMENT OF PHILOSOPHY:

The intent of The American Association of Lutheran Churches in establishing the position of Unrostered Licensed Lay Minister (ULLM) is to allow a temporary position that will enable a congregation to address a specific short-term need for Word and Sacrament ministry. This temporary ministry must be under the direct supervision of the local pastor or the Regional Pastor. It is not the intent of The American Association of Lutheran Churches to create a long-term position.

1. Applications for the position of Unrostered Licensed Lay Minister (ULLM) must be sent to the Office of the Presiding Pastor.
2. The application must come from the local pastor or in the event of a pastoral vacancy from the Regional Pastor and the council of a congregation and not from the applicant. The application must explain the reason why the position of Unrostered Licensed Lay Minister is needed.
3. The Presiding Pastor shall bring the application to the Executive Committee for discussion and action. If the applicant is approved for the position of ULLM, the following parameters must be observed:
 - a. The ULLM is approved for temporary, short-term Word and Sacrament ministry only within the congregation that requested his services. The ULLM may also conduct Word and Sacrament ministry in areas of extended ministry of this congregation (e.g., neighboring congregations which have vacancies or need pastoral assistance on a short-term basis, nursing homes, hospitals, etc.).
 - b. The ULLM is approved for Word and Sacrament **ministry for a maximum of one year** with the possibility of re-licensing. In order to be re-licensed, the pastor of the congregation must submit the request for re-licensing to the Office of the Presiding Pastor. Documentation for the need for re-licensing must be sent to the Office of the Presiding Pastor at least one month prior to the anniversary of the first licensing. The Presiding Pastor will bring this re-application to the Executive Committee for discussion and action. In the event of a pastoral vacancy, the regional pastor and the church council must submit the re-application.
 - c. The ULLM is not authorized to apply for the privilege of performing marriages or perform the same unless permission is granted by the Executive Committee.
 - d. The ULLM is not permitted to wear the stole or a clerical collar.
 - e. The ULLM is not eligible for those major medical, pension or other clergy benefits available to pastors under the egis of The AALC.

8 : 14

- f. The ULLM status may be renewed upon request of the pastor or the council of the congregation that originally made the request.
- g. Notification of initial approval and subsequent re-licensing shall come from the Office of the Presiding Pastor.

Joint Council, June 17, 1998

8 : 15

Guidelines for dealing with Clergy who are **going through a divorce and / or** who are found to be in a situation of **moral turpitude**.

The following are the procedural steps:

- a) The Presiding Pastor or Regional Pastor deals individually with the pastor.
- b) Once the situation becomes irreparable or irreconcilable, the pastor is required to resign his Call in the congregation, is placed on Call Pending status of the Clergy Roster, and referred to the Clergy Commission for an interview.
- c) The Clergy Commission will have three basic options:
 1. Reinstatement to the Clergy Roster
 2. Counseling before reinstatement to the Clergy Roster
 3. Removal from the Clergy Roster
- d) The Congregation has the following two basic possibilities:
 1. Accept the resignation/Call another pastor.
 2. Reinstate the pastor to his call (This is dependent upon a favorable decision by the Clergy Commission).

During the time in which a decision is being made by the Clergy Commission, the pastor should be suspended from his Call in the congregation.

- e) The pastor's options:
 1. Accept the decision of the Clergy Commission
 2. Appeal to the Board of Appeals and Adjudications

MMSC - Moved to approve the above as a procedural policy for all clergy in The AALC who are involved in a divorce or a situation of moral turpitude.

Executive Committee, April 19, 1994

CHAPTER 8 Sem

MMSC that the Clergy Commission, in consultation with the Higher Education Commission **interview seminarians** who are candidates for later ordination into The AALC during the interim.

Association Council, December 6, 1988

In an attempt to establish consistent policies in each of these tracks, CHE approved the following policies on our phone conference to take effect in the fall of 1998.

- Applicants under 35 must have BA or BS.
- Over 35, applicants must have 2 year course equivalent, can include life experience but must include a core of basic courses outlined in curriculum developed by the President of ALTS.

Commission on Higher Education, August 1997.

This was based on similar list developed by several other seminaries who admit 10% over 35 without BA.

- Applicants after 97-98 school year for Lutheran House of Studies must spend minimum of two years in residence at ALTS and spend no more than one year at another seminary.
- Recommended to Clergy Commission: Anyone seeking to be a Licensed Lay Pastor must:
 - 1) Take at least 15 ALTS courses within a five year period.
 - 2) Take a minimum of 2 ALTS courses per year.
 - 3) Must be under supervision of a Regional pastor.
 - 4) Be reviewed annually for licensing.
- All new students required to take the MMPI. Beck Depression Inventory, P51(Basic Temperament), and GRE

Commission on Higher Education, November 1997

The required courses for prospective Seminary students, **over thirty-five** years old, who have no four-year degree were discussed.

MMSC – Resolved that the Joint Council approve the Proposed Curriculum for students over thirty-five years of age who do not have a Bachelors degree from college, noting that suggestions made concerning Counseling and Social Science.

MMSC – Resolved that the Joint Council recommend to the Commission for Higher Education (CHE) the implementation of the “Five-Points for Seminary Applicants” with the following amendment,

AMSC – Resolved that the Joint Council recommend to CHE that part of Point Three be changed to “a minimum of one year, or three years in the House of Studies while attending another Seminary.”

Joint Council, November 10/11, 1997

MMSC that prior to a Seminary graduate being placed in a Call, the Seminary President, the Clergy Commission, the Executive Committee, The Regional Pastors, the calling Congregation and the student should be consulted.

Joint Council, October 18:19, 1999

**The American Lutheran Theological Seminary
Application Procedure for All Programs Leading to Ordination**

A. Making Contact

The American Lutheran Theological Seminary has various programs leading to ordination including: Master of Divinity, Certificate in Vocation, Lutheran House of Studies, and the Protocol with the Seminaries of the Lutheran Church—Missouri Synod. Interested people should contact our Seminary to learn more about these programs at American Lutheran Theological Seminary or e-mailing through our ALTS web site at www.alts.edu or telephoning or faxing 952-920-8316. Applicants to any of these programs are directed to request an application form from our Seminary.

B. Entrance Requirements

Entrance requirements for any of the programs leading to ordination include:

1. a personal relationship with the Lord Jesus Christ and a clear sense of call to the ministry of the Gospel;
 2. a signed application form to provide personal information and to indicate that the seminarian is in full agreement with the doctrinal position of the seminary and The AALC;
 3. three recommendations which testify to the applicant's Christian and moral character. These should be from the pastor of the applicant's home congregation, an employer, and a personal acquaintance or college academic advisor;
 4. official transcripts documenting the attainment of a baccalaureate degree;
 5. fulfillment of the Biblical language requirements relevant to the program of study
- for which the applicant is applying.

8 Sem : 2

MMSC – that The AALC recommends that Seminary students take all their training at ALTS. For those who train at other Seminaries, a two year residency at ALTS plus internship is desired. Exception to this could be made, but would still normally include one and one half years of **residency** plus internship. The above requirements are subject to review or revision in exceptional or extraordinary cases as determined by the Presiding Pastor and the President of ALTS.

Joint Council, June 17, 1998

MMSC – that students who attend theological institutions other than ALTS (American Lutheran Theological Seminary) for their Master of Divinity degree are responsible for coordinating their programs with ALTS. This will assure that these students are achieving The AALC objectives for clergy candidates as delineated by the ALTS Catalog. Prior to colloquy by the Clergy Commission, the candidate's course work will be reviewed by ALTS faculty. Upon recommendation of the ALTS President, the Clergy Commission may require extra course work at ALTS prior to seminary certification. Early coordination with ALTS will probably minimize extra work requirements.

Joint Council, October 5-6, 1998

RESOLUTION TO PRAY FOR GOD TO RAISE UP
"MEN FOR THE MINISTRY"

WHEREAS, The American Association of Lutheran Churches voted at the 1997 National Convention and approved the "VISION GOALS FOR THE NEXT DECADE" (1997-2007); and

WHEREAS, Vision Goal Six was "To enlarge the residential seminary program (ALTS) as well as the Church Based Theological Education (CBTE) and Lutheran House of Studies (LHS) programs by setting a goal of adding ten new students at ALTS and in the CBTE/LHS each year"; and

WHEREAS, ALTS with its present faculty and facilities is able to provide academic training opportunities for at least fifteen more students; and,

WHEREAS, the calling of men into the ordained ministry is a partnership between the Holy Spirit and the mentoring of the local congregation,

THEREFORE, be it resolved that the congregations and clergy of The AALC commit to praying for one year that God will raise up at least ten candidates for the ordained ministry of The AALC who will enroll in the Residential Program at ALTS and in the other TAALC theological programs administered through ALTS.

Rev. Harold Johnson, Christ the Ray of Hope Lutheran Church, Albuquerque, NM,

Rev. Paul Hansen

Rev. John Anderson, Poplar Lake Lutheran Church, Fosston, MN

General Convention, June 16-19, 1999

CHAPTER 9

THE GENERAL CONVENTION

- 09.01. HIGHEST DELEGATED AUTHORITY** - Article IX, Section 1
- 09.02. FLOW OF CONCERNS** - Article IX, Section 2
- 09.03. RESPONSIBILITIES** - Article IX, Section 3
- 09.04. LIMITATIONS** - Article IX, Section 4
- 09.05. COMPOSITION OF CONVENTIONS** - Article IX, Section 5
- 09.06. ADVISORY MEMBERS** - Article IX, Section 6
- 09.07. OFFICIAL VISITORS** - Article IX, Section 7
- 09.08. QUORUM** - Article IX, Section 8

B02. REPRESENTATION – DELEGATES TO THE GENERAL CONVENTION

MMS –that all Joint Council members who are designated delegates to the National Convention will have their lodging and meals reimbursed only for those days prior to the General Convention. All travel expenses and Convention expenses are to be borne by the individual and/or the local congregation.

Joint Council, February 3-4, 1997

- B02.01. and B03.02.01. MEMBER-CONGREGATIONS** –
Part II, Section 1 and Part III, Section 2 (1)
- B02.02. MEMBER - PASTORS** - Part II, Section 2
- B02.03. ASSOCIATE CONGREGATIONS** - Part II, Section 3
- B02.04. ASSOCIATE PASTORS** - Part II, Section 4

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B02.05. and B03.02.02. ASSOCIATE MEMBERS –
Part II, Section 5 & Part III, Section 2 (2)

An **associate member** must, at the time of application, be a member of a Lutheran Church.

Executive Committee, August 25, 1992

B02.06. and B03.02.03. PROSPECTS –
Part II, Section 6 and Part III, Section 2 (3)

B03.01. MEETINGS - Part III, Section 1

B03.03. VOICE AND VOTE - Part III, Section 3

B03.04. OFFICERS AND COMMITTEE MEMBERS - Part III, Section 4

B03.05. ROBERT'S RULES OF ORDER - Part III, Section 5

B09.03. THE GENERAL CONVENTION - Part IX, Section 3

Standard Operating Procedure

THE GENERAL CONVENTION

(Revised September 1990)

B. TIME LINE

- Minus 24 months: Secure Facility
Minus 8 months: Theme, rules for seating delegates and official announcement approved by the Association Council.
First article in ***the evangel*** on the Convention.
Minus 6 months: Official Convention Announcement approved by Executive Committee, and sent out by the Convention Coordinator.
This should include the call for resolutions and nominations.
Minus 2 Months: Lead Article in ***the evangel*** on the Convention.
Minus 1 Month: Deadline for delegate registration, resolutions and nominations.
Joint Council Meeting.
Minus 1 Week: Final agenda approved by Executive Committee.
Convention Day: Registration opens at 1:00 PM.

C. BASIC SUGGESTED SCHEDULE

Wednesday: (Two meals served)

- Registration – 1:00 PM to 5:00 PM
- Opening Worship Service
- Reception and Caucuses 8:45 PM

Thursday: (Three meals served)

- Registration – 8:00 AM to Noon
- Plenary Session I
- Plenary Session continues in afternoon.
- Workshops
- Festival Worship Service with Holy Communion

Friday (Three meals served)

- Prayer and Praise – 8:00 AM
- Plenary Session II – 8:30 AM 12:00 Noon
- Prayer and Praise – 1:00 PM
- Workshops on practical topics – 1:30 PM
- Combined Choir Concert
- Worship Service

Saturday (Two meals served)

- Men's and Women's Prayer Breakfasts – 7:00 AM
- Plenary Session III – 8:30
- Closing Worship Service – 11:45
- Lunch and Depart – 12:30

C. FACILITY REQUIREMENTS

Auditorium or Sanctuary - Capacity 600

Platform set up with two podiums and two 6' tables with 6 chairs.

Sound system - 3 microphones on platform and 2 or 3 in aisles for use of delegates.

Organ, piano and hymnals required.

Lobby or Narthex - Space for people to stand and talk, to serve refreshments and accommodate registration.

Display Area - Open area for para-church ministry displays, room for 20 single table displays (10' x 10' each).

Dining Area - Capacity 400-500 seated at tables.

Meeting Rooms - 10 needed (capacity 8 to 12 persons).

Workshops - 2 rooms, Capacity 100 each for Friday afternoon.

Office - Equipped with telephone, tables and copier.

Parking - Off street parking highly desirable.

D. PERSONNEL REQUIREMENTS

Convention Committee - Appointed by Association Council.

Convention Coordinator - Administrative Assistant to the Presiding Pastor.

Facilities Coordinator - Ideally from the host facility, could be a custodian or volunteer.

Registrars - 8 needed for three hours, can be volunteers from host church or nearby churches.

Pages - 2 needed during Plenary Sessions, can be volunteers from host church or nearby churches.

Photographer - To be arranged for by *the evangel* Editor.

Video Cameraman - To be engaged by the Convention Coordinator if required.

Sound Technician and Tape Recorder - To be engaged by the Convention Coordinator

Organist and pianist - to be engaged by the Convention Coordinator.

E. JOB DESCRIPTIONS

Convention Committee

Develops theme, agenda and selects the site.

Selects the primary speakers.

Supervises the Convention Coordinator.

Convention Coordinator

Reports to the Convention Committee.

Secures the facility

Arranges for Delegate and Visitor housing.

Prepares and supervises distribution of announcements of the convention including schedule and agenda.

Arranges for space for meetings and for meals and refreshments.

Arranges for meals for delegates and visitors.

E. **JOB DESCRIPTIONS** (continued)

Convention Coordinator (continued)

Engages musicians, photographers, stenographers & other support people needed.
Trains volunteers to serve as registrars and pages.
(Hire and train registrars and pages if volunteers are not available).
Arranges for transportation between hotels and convention site if necessary.
Arranges for an exhibition area and invites selected exhibitors.
Supervises the set up of the registration area, the convention office, the worship and plenary session area, and meeting rooms.
Makes a site inspection before the meeting opens and corrects any deficiencies.
Supervises the registration process, transportation and the convention office.
Arranges for ushers for the Worship Services.
Supervises the pages so that the needs of the presiding officer and committee chairmen are being met.
Supervises the food service and the provision of refreshments.
Is available to handle problems and the needs of the participants.
Arranges for payment of all wages, fees and honorariums.

Facilities Coordinator

Reports to the Convention Coordinator.
Sets up the rooms and equipment needed by the convention.
Supervises the set up of the exhibition area.
Assists Church delegations hang banners.
Assists the caterer in setting up the eating area.

Registrars

Greet the participants as they arrive with a smile.
Help delegates find their convention packets.
Help pre-registered visitors find their packets.
Register walk-ins and provide them with a packet and a name tag.
Volunteer to man the late registration table (2 or 3).

Pages

Work with the Convention Coordinator and office staff to provide communication with the Presiding Officer and Committee Chairmen.
One page will always be present in the plenary session to carry messages from the Presiding Officer or Secretary.
One page will always be present in the convention office to carry messages as needed.
Serve as ushers for plenary sessions to see that official delegates are seated in their assigned places in the front of the auditorium.

Photographer

Reports to the editor of the "***the evangel.***"

MMSC

1. Registration costs to delegates should cover the entire cost for the Convention.
2. Convention offerings should go toward the General Fund Budget and should be announced in advance of the Convention.
3. Reduce the length of the Convention in order to reduce the total cost (possibly begin at 1:00 PM on Thursday).

Executive Committee, September 13, 1993

MMSC that we make the **sermons** of the Convention available (at cost) **on tape** for congregations, upon request to our National Office.

Executive Committee, June 30, 1995

The General Convention had voted to **help smaller congregations** with their registration fees by adding a \$5.00 fee to the Convention fee.

Executive Committee, March 17, 1998

MMSC that since the General Convention set no guidelines for the disbursement of the Convention Help Funds generated by the \$5.00 surcharge, the Executive Committee offers the following plan for this Convention: **\$100 be offered** to each of the 13 American Mission Congregations for their registration expenses at the Convention, and that if more money is available, \$100 will be offered to new and small congregations to help with their registration expenses.

Executive Committee, March 18, 1998

MMSC to adopt the Standing Rules of TAALC General Conventions that were used in the 2001 General Convention and place the Standing Rules in the new Policy and Procedures Manual of The AALC (October 8-9, 2001).

General Convention, June 19-22, 2002

STANDING RULES OF TAALC GENERAL CONVENTIONS

Rule 1. **OFFICIAL DELEGATES** – The Credentials Committee, directly after the opening ceremonies of the first business meeting, shall report the number of voting members registered as present, and shall make a supplementary report after the opening exercises at the beginning of each day that business continues.

Rule 2. **NAME BADGES** – In order to facilitate identification, voting members shall be required to wear the badge issued by the Credentials Committee upon registration. It is preferred that the delegates sit together in the “delegates” sections(s).

Rule 3. **INDIVIDUAL RESOLUTIONS** – A resolution offered by an individual member shall be in writing, signed by the maker and the seconder and shall be given directly to the desk of the Secretary or given to the Resolutions Committee Chair.

Each member who offers a resolution shall be given an opportunity to explain it to the Resolutions Committee if the member so requests.

Rule 4. **PROCEDURE for OTHER RESOLUTIONS**

(a) All resolutions proposed by the Executive Committee or by any of the duly constituted entities of The AALC, namely congregations, Regions, the Joint Council, Boards, Commissions or committees, shall be referred without debate by the Resolutions Committee; such resolutions shall be presented directly to the General Convention.

(b) The Resolutions committee shall prepare suitable resolutions to carry into effect recommendations referred to it. These and all other resolutions referred to the Resolutions Committee shall be submitted to the General Convention along with the Resolutions Committee's own recommendation as to appropriate action. The Resolutions Committee need not report a resolution to the General Convention if there is a two-thirds vote of its members against its submission.

(c) The General Convention by a majority vote may suspend this Rule 4 (b) and may immediately consider a question, or may order the Resolutions Committee to report a question at a certain time, even if the Resolutions Committee has voted not to report it.

Rule 5. **DEBATE TIME LIMITS ON RESOLUTIONS** – No member shall speak in debate more than once on the same question on the same day, or longer than three (3) minutes, without the permission of the General Convention deciding without debate.

Rule 6. **THE RESOLUTIONS COMMITTEE** – A resolution Committee of five (5) AALC members (two of which shall be clergy) shall be appointed by the Executive Committee prior to each General Convention.

The Resolutions Committee will observe the following guidelines:

- Resolutions that would amend, modify, or be in conflict the doctrinal basis and confessional subscription of The AALC Constitution's Article III (Confession of Faith) or Article V (Purpose) will not be considered.
- The Resolutions Committee has the right to go into executive session, that is to meet by itself without non-committee members, to make their decision.
- The Resolutions committee may hold open hearings and the author(s) of the resolution be given the right to defend or clarify the resolution.
- Resolutions that, in the opinion of the Resolution Committee, duplicate items already stated within the Constitution and Bylaws of The AALC will not be considered.
- Resolutions that are identical or that, in the opinion of the Resolution Committee, have identical intent will be combined.
- Resolutions that address the same subject but have a different intent, request different actions, or propose a greater or lesser degree, will be made into separate resolutions.
- Resolutions may be rewritten to form complete sentences, or be edited for clarity, and have grammatical and spelling errors removed.
- Resolutions shall be simply and clearly stated.
- The original resolutions shall be in the Resolution Committee's possession and so shall be available to anyone who wishes to review them.

If a proposed resolution is approved, it shall be referred with a full and open disclosure of relevant information to each voting congregation of The American Association of Lutheran Churches.

Joint Council, October 9, 2000

9 : 5

CHAPTER 10

OFFICERS OF THIS ASSOCIATION

10.01. OFFICERS AND EXECUTIVE COMMITTEE – Article X, Section 1

It is policy that the Executive Committee must approve any release of The AALC Clergy Roster.

Executive Committee, July 25, 1991

Any request for legal counsel should be cleared first with the Executive Committee.

Association Council, July 26-27, 1991

Standard Operating Procedure

THE EXECUTIVE COMMITTEE

- A. The Executive Committee will normally meet monthly. Exceptions to this will be announced as early as possible.
 - B. The Presiding Pastor will make every effort to send out an agenda one week early.
 - C. The AALC Secretary will provide notes on the minutes to the National Office Secretary as soon as possible after the meetings.
 - D. The National Office Secretary will transcribe the minutes immediately and send them to The AALC Secretary marked DRAFT.
 - E. The AALC Secretary will make corrections or additions by phone as soon as possible.
 - F. When corrections are complete, the National Office Secretary will mail a final copy of the minutes to the members of the Association Council, the Board of Trustees and staff.
 - G. All decisions requiring ratification by the Association Council, the Board of Trustees or Joint Council will be placed on the agenda of the next scheduled meeting.
 - H. The Executive Committee shall plan two meetings each year to be two day meetings in a retreat setting for long-range planning.
 - J. The Presiding Pastor in consultation with the Regional Pastor and the Executive Committee will be responsible for investigating charges of misconduct by pastors of the Association. He is responsible for attempting to see that Matthew 18:15ff is followed in attempts at a reconciliation which arise from disagreement between pastor and congregation or within congregations. Where the issue is one of “loyalty to the Confession of Faith” of The AALC, the Presiding Pastor shall refer his findings to the Clergy Commission for action. In all other instances the Executive Committee shall be responsible for administering necessary discipline on behalf of The AALC.
10. All requests from individuals within The AALC desiring to mail to pastors or congregations, requests for support of individual mission efforts or personal ministries or advertisement of self-published materials or other general requests for a pecuniary response be cleared in advance by the Executive Committee or the Council for official sanction. (Note: This motion does not preclude outside ministries from soliciting AALC members nor a member from soliciting from outside agencies.)

Adopted Association Council, August 25, 1992.

10.02. THE PRESIDING PASTOR - Article X, Section 2

A.10.02.A. The Presiding Pastor's Office has the authority to make inquiry of the adjudicatory offices of candidates to The AALC Clergy Roster where he may deem this appropriate.

Association Council, February 6, 1993

10.03. THE ASSISTANT PRESIDING PASTOR - Article X, Section 3

10.04. THE TREASURER - Article X, Section 4

A10.04.A. BIBLICAL STEWARDSHIP

We encourage Biblical Stewardship as an undergirding for the primary mission of the church (see such passages as 1 Peter 4:9-11, Luke 12:35-48 and 2 Corinthians 9). We need to refrain from constant haranguing about money and concentrate on solid teaching. When true and real Biblical needs are there, God's people will respond with their stewardship of time, talent and money. To this end The AALC will recommend solid Biblical teaching approaches and material, incorporated into the church's teaching ministry.

Adopted by the Constituting Convention, November 1987.

MMSC that **tax-exempt coverage** not be e to congregations with only selective participation, but only to Member Congregations.

Association Council, February 4-5, 1991

MMSC to apply for a national **business credit card** for use by the National Office.
Executive Committee, January 7, 1992

MMSC – that **the Treasurer** of The AALC **be authorized** to sell, assign and endorse for transfer certificates representing stocks, bonds or other securities now registered or hereafter registered in the name of this non-profit religious corporation.

Joint Council, April 24, 1992

MMSC to change the **fiscal year** of The AALC from January 1st – December 31st to July 1st – June 30th.

Executive Committee, April 18, 1994

10:2

MMSC that the Joint Council establish/approve/enforce as policy that in order for The AALC to **reimburse** any expenses for an officer or an individual, a receipt must be presented.

Joint Council, February 13, 1996

MMSC that the Joint Council approve this attempt to curb transportation expenses. Travel expenses for Joint Council meetings shall be limited to persons involved in the Agenda, or by request or authorization of the Executive Committee. No chairman or committee member will be reimbursed if his sole purpose is to give a report to the Joint Council.

Joint Council, February 16-17, 1998

MMSC that no Commission, Board or Committee of The AALC approve any travel unless it is for an AALC sponsored function. The Board of Trustees may approve special requests but the granting of such requests will remain an activity of the Board of Trustees.

Board of Trustees, October 7, 1998

INSTRUCTIONS FOR COMPLETING “THE AALC REIMBURSEMENT FORM”**PROCEDURE FOR PAYMENT**

To eliminate errors and to properly reimburse your expenses. Please fill out all information that relates to your request: dollar amounts on the applicable expense categories; check payable to; and mailing address. Also include the name of the board/commission, etc., that incurred the expenses. Include with your request and attach, all receipts, vouchers, invoices, etc., for travel, housing, meals (if possible), parking, toll charges, etc. No payments will be made without these vouchers. Travel by car is reimbursed at \$0.34 cents per mile (this includes gasoline).

AUTHORIZATION**ALL REQUESTS MUST BE APPROVED PRIOR TO PAYMENT**

The **AALC TREASURER** approves expense payments for:

- Executive Committee members (except AALC treasurer)
- Administrative Assistant to the AALC
- Association Council members
- Regional Pastors
- Board/Commission Chairpersons
- Treasurer office expenses

The **AALC SECRETARY** approves expense payments for:

- AALC treasurer

The **BOARD/COMMISSION CHAIRPERSON** approves expense payments for:

- Board/Commission members
- Board/Commission expenses incurred

The AALC **PRESIDING PASTOR** approves expense payments for:

- Administrative Assistant to the Presiding Pastor

The **ADMIN. ASSIST. TO THE AALC** approves expense payments for:

- AALC office staff personnel
- AALC national & Regional office expenses
- Evangel expenses

Send your APPROVED “Request for Reimbursement Form” **with all vouchers attached** to:

- The American Association of Lutheran Churches
- 921 E. Dupont Rd., #920
- Fort Wayne, IN 46825-1551

10 : 4

10.05. THE SECRETARY - Article X, Section 5

MMSC that this resolution concerning the correction of clerical errors in the Constitution and Bylaws be approved.

RESOLUTION:

WHEREAS, errors may exist in the Constitution and By-Laws of the American Association of Lutheran Churches which are of a typographical, clerical or grammatical nature, or which are errors in the numbering of paragraphs, or which result from the inconsistent use of terminology; and

WHEREAS, it is in the best interests of The AALC that any such errors be corrected as expeditiously as possible;

NOW, THEREFORE, BE IT RESOLVED, that the secretary of The AALC be, and he hereby is authorized to make any changes which be necessary to correct any such errors, provided that such changes shall not change the substance or meaning of any constitutional or by-law provision and that such changes be reported to and be approved by the General Convention.

AMSC that this closing phrase be added: “and that such changes be reported to the General Convention.”

General Convention, June 13-16, 2001

MMSC that the Joint Council give the Secretary authority to make secretarial changes in the Constitution and Bylaws (February 4-5, 2002)

Joint Council, June 19, 2002

10.06. AUTHORIZED SIGNATURES - Article X, Section 6

10.07. THE SEMINARY PRESIDENT - Article X, Section 7

10:5

CHAPTER 11

JOINT COUNCIL

11.01. MEMBERSHIP - Article XI, Section 1

MMSC that the guidelines for a pastor to be a Clergy Representative to the Joint Council must be:

- a) a Rostered Pastor serving a congregation of The AALC or
- b) a Rostered Pastor serving an affiliated congregation or
- c) a Rostered Pastor serving in extended ministry, or
- d) retired from The AALC roster.

Joint Council, June 15, 2000

11.02. MEETINGS - Article XI, Section 2

MMSC – Resolved that in calling an Executive Session, it be limited to a specific item or items.

Joint Council, June 21, 1995

MMSC – Resolved that the Joint Council consider that all information is shared in **Executive Session** (closed meeting) should stay there. In calling an Executive Session, the Joint Council should limit it to a specific item or items. The only report of the Executive Session is through the Secretary's minutes.

Joint Council, June 21, 1995

11.03. DUTIES AND RESPONSIBILITIES - Article XI, Section 3

11 : 1

**THE RESPONSIBILITY AND AUTHORITY
OF THE JOINT COUNCIL AND EXECUTIVE COMMITTEE
IN RELATION TO BOARDS, COMMISSIONS AND COMMITTEES OF THE AALC**

WHEREAS, The AALC is directed to conduct its affairs in accordance with the Constitution, Article VI, Section 2, A, (I) [06.02.01.01.]:

- 1) "This Association shall conduct its affairs in accordance with the Constitution, the Bylaws, the Articles of Incorporation, and Resolutions of the Conventions of this Association:" and

WHEREAS, Article VI of the Constitution, Section 3, Section 1-6 [06.03.01. – 06], delineates the basic principals of organization and operation as follows:

- (1) "The representative character of legislative assemblies shall be preserved. [06.03.01.]
- (2) Effective checks and balances between and within the agencies of this Association shall be maintained. [06.03.02.]
- (3) The functions of officers, Jurisdictional Units, Councils, Boards, Commissions, and Standing Committees shall be clearly defined by the Constitution and Bylaws, which shall also guarantee that responsibility and authority are commensurate. [06.03.03.]
- (4) There shall at all times be clear and direct channels for all officers, Jurisdictional Units, Councils, Boards, Standing Committees, etc. of this Association to bring recommendations before legislative assemblies. [06.03.04.]
- (5) There shall also be clear and direct channels for each congregation or group of congregations to bring recommendations before legislative assemblies. [06.03.05.]
- (6) The legislative authority shall rest in the Conventions of this Association, and between the Conventions in the Joint Council or the Association Council." [06.03.06] and
- (7) WHEREAS, Article XII, The Association Council, Section 3, Paragraph 1 and 2 [12.03.01. – 02.] delineates leadership, supervision and periodical review of the work of this Association as follows:
 - (1) "The Association Council shall be responsible for the leadership and supervision of this Association in all spiritual matters not otherwise assigned by this Constitution, Bylaws, or the General Convention. To this end the Association Council shall periodically review the work of this Association and make such recommendations to any Jurisdictional Unit, Board, Commission, Standing Committee, etc. of this Association, as it deems wise.
 - (2) The Association Council shall consider all matters regarding extra-church and inter-synodical relationships which have been recommended by the appropriate Jurisdictional Unit, Commission, or Committee and shall make necessary recommendations to the General Convention. When a change in relationships with other Churches or groups of Churches is to be considered, procedures similar to those prescribed in Article XIX (Amendments) [19.] of this Constitution shall prevail." And

11:2

WHEREAS, Article X , Officers of this Association, Section 1 and 2, [10.01.01. – 10.01.02.] delegates additional responsibilities to the Executive Committee of The AALC as follows:

"(1) The Officers shall be elected by the General Convention of The American Association of Lutheran Churches: The Presiding Pastor, the Assistant Presiding Pastor, the Secretary, and the Treasurer.

(2) The four Officers, named above, shall serve as the Executive Committee, which shall be responsible for the spiritual and temporal affairs between meetings of the Association Council and Board of Trustees and shall report all decisions to the Association Council for review."

WHEREAS, The Executive Committee are members of the Association Council, according to Article X, Section 2, Paragraph 7 [10.02.07.], Section 3. Paragraph 6 [10.03.06], Section 4, Paragraph 5 [10.04.05.] and Section 5, paragraph 4 [10.05.04.]:

"(7) The Presiding Pastor shall preside at all meetings of the General Convention, Special Convention, Joint Council, Association Council and Executive Committee [10.02.07.].

(6) The Assistant Presiding Pastor shall serve as a member of the Executive Committee and member ex-officio of the Association Council and the Joint Council [10.03.06.].

(5) The Treasurer shall serve as a member of the Executive Committee and shall be advisory (voice without vote) to the Association Council, Board of Trustees and Joint Council.

(4) The Secretary shall serve as a member of the Executive Committee and shall serve as Secretary (voice without vote) to the Association Council and Joint Council." and

WHEREAS, Article XIII, the Board of Trustees, Section 3, Paragraphs (3) and (4) [13.03.03. -- 04.] gives this Board sole responsibility of the general management and business affairs of The AALC as follows;

"(3) Periodic Review

The Board of Trustees shall periodically review the financial condition, policies, practices, and operations of all components of this Association. If in the judgement of the Board of Trustees any such policy, practice, or operation is detrimental to the Purpose of this Association (Article V) [05.], it shall, in writing, point out such matters to those concerned. In the event agreement cannot be reached, those involved may submit the matter to the Association Council.

(4) Financial Control

The Board of Trustees shall require Jurisdictional Units, Commissions, Standing Committees, etc. which receive budgetary support to make such adjustments in their programs as may be necessary to insure that expenditures for current operations shall not exceed receipts for the current fiscal month." and

WHEREAS, Article XI, The Joint Council, Section 1, Membership, and Section 3, Duties and Responsibilities [11.01.03.] delineate the legislative function of the Joint Council between General Conventions as follows;

"Section 1. Membership

There shall be a Joint Council composed of the members of the Association Council and the members of the Board of Trustees. The Presiding Pastor shall serve as chairman, and the Secretary of this Association as secretary.

Section 3. Duties and Responsibilities

(1) The Joint Council shall function as the legislative agency of this Association in the interim between General Conventions in order to deal with situations which necessitate action before the next General Convention. Legislative acts by the Joint Council shall require a majority vote of all its members and must be presented to the next General Convention for review.

(2) The Joint Council shall receive reports and resolutions prepared by the various officers, Jurisdictional Units, Councils, Boards, Commissions, and Committees of this Association and shall, after consideration, transmit them to the General Convention with its recommendations.

(3) The Joint Council shall consider disagreements which may arise and shall endeavor to resolve differences.

(4) The Joint Council, after seeking proper counsel, shall determine whether any officer is unable to serve. If such a decision is challenged, it shall be referred to the next General Convention whose decision shall be final.

(5) The Joint Council, as the interim legislative agency of this Association, shall when requested, interpret the Constitution and Bylaws. Its interpretation shall be reported to the next General Convention for final decision."

THEREFORE,

BE IT RESOLVED that the Constitutional responsibility of the Joint Council (Association Council and Board of Trustees) as **the legislative and judicial authority between General Conventions** be reaffirmed and all boards, commissions and committees be informed of this and reminded that it is the Joint Council to which they report and it is the Joint Council which has the authority to approve, change or rescind the standard operating procedure of all Boards, Commissions and Committees.

Therefore, it is also acknowledged that all AALC staff (exclusive of the Seminary faculty and staff) are employed by and therefore may be dismissed by the Joint Council. The Joint Council has the authority to suspend the Seminary President and other elected officers of The AALC.

Furthermore, be it resolved that it is the constitutional responsibility and authority of the Executive Committee to act on behalf of the Joint Council between meetings of the same, except that it has only the authority to recommend the employment of staff and may, if it deems necessary, take action to suspend staff persons until the next meeting of the Joint Council (Association Council and Board of Trustees).

The Executive Committee has no authority to exercise the responsibilities of the Board of

11 : 4 Trustees between Joint Council meetings.

SOP

Standard Operating Procedure

THE JOINT COUNCIL

- A. The Joint Council will always meet approximately one month before the General Convention. A schedule of other Council meetings for the next year shall be published by the Presiding Pastor soon after the General Convention.
- B. Boards, Commissions and Committees will normally meet in conjunction with the Joint Council meeting.
- C. Sixty (60) days prior to each scheduled Joint Council meeting the Administrative Coordinator shall send a memo to Board, Commission and Committee Chairmen and Secretaries notifying them of the meeting, asking them if they intend to meet and offering the services of the National Office to provide for mailings, room and other needs.
- D. All other mechanics of preparing for and conducting the meeting will be the same as for Association Council meetings. (See Appendix 9).
- E. Suggested Schedule for Joint Council meetings:

MONDAY or FRIDAY

- 9:00 am - Opening Worship
- 9:30 am - Board, Commission and Committee meetings with working lunch served at noon in meeting rooms.
- 2:00 pm - Joint Council meeting convenes.
- 6:00 pm - Dinner served on site.
- 7:00 pm - Continuation of Board, Commission and Committee meetings as desired.

TUESDAY or SATURDAY

- 8:00 am - Opening Worship
- 8:30 am - Joint Council meeting reconvenes.
- 11:30 am - Lunch Served on site.
- 12:30 pm - Joint Council meeting reconvenes
- 3:00 pm - Adjournment followed by Closing Worship (finished by 3:30 pm).

MMSC that the Administrative Assistant to the Presiding Pastor, the Seminary President and the EVANGEL Editor be invited to join in **Executive Sessions** of the Association Council, except when the Council determines that their participation would be inappropriate.

Joint Council, February 7-8, 1994

11 : JOINT COUNCIL SOP

CHAPTER 12

THE ASSOCIATION COUNCIL

12.01. MEMBERSHIP - Article XII, Section 1

12.02. MEETINGS - Article XII, Section 2

12.03. DUTIES AND RESPONSIBILITIES - Article XII, Section 3

12 : 1

SOP

Standard Operating Procedure

THE ASSOCIATION COUNCIL

- A. A schedule of Association Council meetings for the next year shall be published by the Presiding Pastor soon after the General Convention.
- B. Thirty days before each scheduled Association Council meeting the Administrative Assistant for the Presiding Pastor will send a notice of the meeting to include time, place and other details to all Association Council members and Commission chairmen, reminding them that any agenda topics must be in the hands of the Presiding Pastor two weeks before the meeting.
- C. Ten days before each scheduled meeting the Administrative Assistant to the Presiding Pastor will mail the Agenda and any other supporting documents to all Association Council members and others who will attending the meeting.
- D. Suggested Schedule for Association Council meetings:

MONDAY or FRIDAY

- 9:00 am - Opening Worship.
- 9:30 am - Association Council meeting convenes.
- 12:30 pm - Lunch served on site.
- 1:30 pm - Association Council meeting reconvenes.
- 4:30 pm - Association Council meeting recesses.
- 4:31 pm - Closing devotions.

TUESDAY or SATURDAY

- 8:00 am - Opening Worship.
- 8:30 am - Association Council meeting reconvenes.
- 11:30 am - Lunch served on site.
- 12:30 pm - Association Council meeting reconvenes.
- 3:00 pm - Association Council meeting adjourns.
- 3:01 pm - Closing devotions.

- E. One of the keys to effective, efficient Council meetings is good staff work. If a Board, Commission, Committee or Council member has a proposal to be considered by the Council, it should be well thought out, reduced to writing, shared with other interested parties for comments, revised and then submitted to the Presiding Pastor for inclusion on the agenda.

CHAPTER 13

THE BOARD OF TRUSTEES

13.01. MEMBERSHIP - Article XIII, Section 1

13.02. MEETINGS - Article XIII, Section 2

13.03. DUTIES AND RESPONSIBILITIES - Article XIII, Section 3

MMSC – Any requests for the Association Council or Joint Council action involving non-budgeted solicitation of funds must first be reviewed by the Board of Trustees before submission to the Association Council or Joint Council.

Joint Council, October 15-16, 1990

13.03.01. PROPERTY TRANSACTIONS - Article XIII, Section 3 (1)

13.03.02. PROCEDURES AND RELATIONSHIPS – Article XIII, Section 3 (2)

13.03.03. PERIODIC REVIEW - Article XIII, Section 3 (3)

13.03.04. FINANCIAL CONTROL - Article XIII, Section 3 (4)

MMSC – that we receive the following decision of the Board of Trustees:

1. The Board of Trustees has authority to authorize funds within budget constraints.
2. If a request to the Board of Trustees is rejected, appeals may be made to the Executive Committee and then the Joint Council. However, **the Trustees are the final authority.**
3. Requests for funds are to be submitted by the Commission \ Board Chairman.
4. The amount of funding is limited by:
 - a. The Board of Trustees approval and
 - b. The availability of funds, and
 - c. The Board of Trustees will evaluate the importance of a request for further funding.

Joint Council, April 25, 1995

13 : 1

MMSC – that we receive as policy the recommendations of the Board of Trustees which relate to **Telephone Conferences**. They feel that tele-conferences are a legal way of conducting our meetings, and they stated their policy:

That the Joint Council, Boards, Commissions and Committees should use the most economical way possible of holding meetings. The Board of Trustees believe that a Tele-conference is a most effective method of having an official meeting at a reasonable cost.

Joint Council, April 25, 1995

13.03.05. AUDITORS ET AL - Article XIII, Section 3 (5)

13.03.06. SALARIES - Article XIII, Section 3 (6)

13.03.07. AUTHORIZED SIGNATURES - Article XIII, Section 3 (7)

13.03.08. MEMBERSHIP IN THE JOINT COUNCIL – Article XIII, Section 3 (8)

B12. BUDGET - Part XII

13:2

SOP

Standard Operating Procedure

THE BOARD OF TRUSTEES

- A. The Board of Trustees will always meet in conjunction with the Joint Council. Additional meetings shall be conducted by conference call or as provided in paragraph 10.B.
- B. The Chairman of the Board of Trustees shall prepare an annual budget based on requests from Commissions, Committees and staff for submission to the Joint Council for recommendation to the General Convention. The Board will have the authority to modify requests to match projected income.
- C. Monthly Treasurer's Reports shall be sent to the members of the Board by the National Office. Questions or comments regarding the reports shall be communicated to the Treasurer by phone or in writing with a copy to the Chairman of the Board of Trustees.
- D. The Board of Trustees shall make necessary adjustments in the budget to insure that spending shall not exceed income for the fiscal year.
- E. The Board of Trustees shall make a semi-annual analysis of congregational giving and prepare a report for the Joint Council.
- F. The Commission on Pensions shall provide periodic reports on the pension and health plans of the Association to the Chairman of The Board of Trustees.
- G. All proposals and ideas that would require borrowing money or the expenditure of funds held as designated funds shall be submitted to the Chairman of the Board of Trustees as early in the planning process as possible for the input of the Trustees.

13 : BOARD OF TRUSTEES SOP

CHAPTER 14

THE CLERGY COMMISSION

- 14.01. MEMBERSHIP** - Article XIV, Section 1
- 14.02. SUBSCRIPTION** - Article XIV, Section 2
- 14.03. ROSTER OF PASTORS** - Article XIV, Section 3
- 14.04. RESPONSIBILITY** - Article XIV, Section 4
- 14.05. AUTHORITY** - Article XIV, Section 5

Standard Operating Procedure

THE CLERGY COMMISSION

- A. The Clergy Commission will meet at the call of the chairman to conduct interviews with pastors and wives applying for acceptance to the Roster of Pastors. (See appendix 5A for details of the application procedure.)

RECOMMENDATIONS BY THE EXECUTIVE COMMITTEE AND CLERGY COMMISSION

MMSC that the following be approved:

1. That the Clergy Commission limit interviews to four per day, two in the morning and two in the afternoon, with half-hour breaks in-between.
2. That the Clergy Commission meet one day prior to the Joint Council so that a written report of their recommendations may be made to the Joint Council on the first day of the Joint Council's meeting.
3. That reasons be provided in writing by the Joint Council back to the Clergy Commission in the event of their acting contrary to the Clergy Commission's recommendation.
4. That time be allowed for interaction between the Joint Council and Clergy Commission prior to the final vote.
5. That the Joint Council initiate action to allow the Seminary President to be an advisory member of the Clergy Commission before such time as the Constitution may be changed to allow the Seminary President to be a full voting member of the Clergy Commission (cf. Article XI, Section 3, Paragraph 2).

Joint Council, April 24, 1992

14 : 1

DRAFT

**STANDARD OPERATING PROCEDURE
FOR CLERGY COMMISSION HEARINGS
PROPOSED PROCEDURE FOR DISCIPLINE OF PASTORS / CONGREGATIONS
OF THE AALC**

This hearing shall be governed in all its actions by Holy Scripture, the Lutheran Confessions and the Constitution and Bylaws of The AALC.

There shall be a process of discipline governing ordained ministers, officers, the editor of the church periodical, associates in ministry and congregations. In the event that all efforts at mediation fail on the local, regional and national level and it is deemed necessary to bring charges, such may be brought before the Clergy Commission (Bylaws, Part X. Section 19. Paragraph 7). This action shall assure due process and due protection for the accused, other parties and this church. No member of the Clergy Commission who acts as either accuser or accused shall act as a member of the Clergy Commission during this process.

Due process means the right to be given specific written notice of the charges against any person or entity of this church, the right to testify in person or remain silent (at the election of the accused), the right to call witnesses and introduce documentary evidence concerning the pending charges, the right to confront and cross-examine all witnesses in support of such charges, the right to a hearing before the Clergy Commission as provided in the Bylaws, Part X. Section 10.

Written charges will be brought to the Clergy Commission, providing Matthew 18:15-16 has been followed and has proven unsuccessful in resolving the matter, with a request for a hearing, the Clergy Commission shall fix a date and time and place for the hearing. Written notice of the hearing, and a copy of the written charges shall be delivered to the person charged at least twenty days prior to the date of the hearing. Each party to the dispute shall assume its own expenses. The expenses of the Clergy Commission and officials and bodies acting on behalf of The AALC and witnesses required by the Clergy Commission, shall be borne by the Region or the National AALC.

The hearing shall not be open to the public unless the Clergy Commission concurs and both the accuser and the accused agree to a public hearing. At a hearing not open to the public, a limited number of concerned persons may attend. No attorney-at-law acting in professional capacity shall be present at a hearing.

In a hearing not open to the public:

- a.) the accuser and the accused may each be represented by not more than two representatives who may present or assist in the presentation of the evidence and
- b.) the Clergy Commission may permit attendance by up to six persons chosen by the accused.

Irrespective of whether a hearing is or is not open to the public, the Clergy Commission may decide that witnesses (other than the accused and the accuser) shall be permitted in the hearing only when testifying. A witness may be accompanied by a friend or advocate.

14 : CLERGY COMMISSION SOP (1)

(2)

At the hearing, the accuser(s) may present evidence in support of the charges and thereafter the accused shall be entitled to present evidence. The accused and the accuser(s), or other person acting on behalf of either of them, shall be entitled to question the other party or any of the witnesses appearing on behalf of the other party. A verbatim record shall be made by a stenographer or by a quality tape recording of the hearing.

No party to a dispute nor anyone on the party's behalf, shall either directly or indirectly communicate with any member of the Clergy Commission without the full knowledge of the other party to the dispute.

While a matter in dispute is still undecided or while an appeal is contemplated or pending, publicity shall not be given to the issues in the matter by any of the parties involved.

The Clergy Commission shall render its decision in writing within sixty days after the final hearing. The written decision shall be in two parts:

- a. Findings of Fact. In this part, the Commission 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. Determination. In this part, the commission shall state whether, based upon the facts that it has found, it believes discipline should be imposed and, if so, what discipline it recommends to be imposed.

The decision of the Clergy Commission shall be made by a majority vote of its members who are present at the meeting. The decision of the Clergy Commission shall be submitted to the Association Council for action at its next regular meeting. The Association Council shall act upon such recommendation and report such action to the next General Convention. The decision of the Association Council shall be final. Within thirty days, one of the parties may appeal to the Board of Appeals and Adjudication. The accuser or the accused shall not be present at any executive sessions of the Clergy Commission and the Council.

A member of the clergy who is suspended or dismissed by the Association Council shall be notified immediately in writing and advised of the reasons for suspension or dismissal. A pastor who is suspended shall not be eligible to exercise the functions of the pastoral office in The AALC during the period of suspension.

A member of the clergy who has been suspended or dismissed may make written appeal to the Board of Appeals and Adjudication within thirty days of the date notified of the suspension. The Board of Appeals and Adjudication shall meet within forty-five days after receipt of an appeal. During this period the Presiding Pastor shall not make official announcement of the suspension or dismissal. The Board of Appeals and Adjudication shall follow the standard operating procedure delineated in The AALC Policy and Procedure Manual, Appendix 12.

A pastor who is suspended or dismissed by the Association Council may appeal the decision of the Board of Appeals and Adjudication to the General Convention, whose decision shall be final.

Executive Committee, April 27, 1993
Joint Council, October 18, 1993

14 : SOP CLERGY COMMISSION (2)

CHAPTER 15

15. – B01. JURISDICTIONAL UNITS - Article XV, Part I

15.01. BOUNDARIES - Article XV, Section 1

MMSC – that the Regional Line of the Atlantic Coast Region be moved west (in Pennsylvania) to Interstate 81, and all areas to the east be part of the Atlantic Coast Region. (The Eastern Great Lakes Region will lose congregations at Rowland, PA and Prospectville, PA)

Joint Council, February 3-4, 1997

15.02. MEMBERSHIP REQUIREMENTS - Article XV, Section 2

B01.01. REGIONS - Part I, Section 1

B09.02. REGIONS - Part IX, Section 2

B01.02. REGIONS IN ASSEMBLY - Part I, Section 2

B01.03. REGIONAL CHAIRMAN - Part I, Section 3

B01.04. REGIONAL PASTOR - Part I, Section 4

MMSC that **candidates** for the position of Regional Pastor are to be chosen from the following categories: pastors who are serving an AALC Congregation, an AALC Affiliated Congregation, an AALC approved Extended Ministry, or be on Retired Status.

Joint Council, June 17, 1998

B01.05. REGIONAL MISSION DEVELOPERS - Part I, Section 5

B01.06. COOPERATION - Part I, Section 6

CHAPTER 16

16. MEDIATION AND APPEALS

16.02. STATEMENT OF PRINCIPLES

16.03. MEDIATION

16.03.01. WITHIN THE CONGREGATION

16.03.02. WITHIN THE REGION

16.03.03. INTER-REGIONAL OR NATIONAL

16.04. THE BOARD OF APPEALS AND ADJUDICATION

16.04.01. WITHIN THE CONGREGATION

16.04.02. WITHIN THE REGION

16.04.03. INTER-REGIONAL OR NATIONAL

16 : 1

CONFLICT RESOLUTION

GOAL • TO RECOMMEND A COURSE OF ACTION FOR:

1. All AALC people: lay, clergy, groups (i.e. commissions, etc.) and congregations seeking resolution to conflict beyond the life of the local congregation and
2. Persons or groups other than clergy and congregations who wish to appeal a judgement against them (again, beyond the scope of the local congregation).

MMSC – When **conflict** arises within The AALC between parties not in the same Regions, and when these conflicts are brought to the attention of the Executive Committee, that the Executive Committee appoint a mediator to bring the conflicting parties together to resolve the conflict.

Executive Committee, February 7, 1994

CONFLICT RESOLUTION (GRIEVANCE / MEDIATION) PROCEDURE FOR THE AALC IS AS FOLLOWS;

1. The first course of action in addressing the need for conflict resolution will be a hearing before the Regional Conflict Resolution Team (made up of the Regional Pastor and two lay-people elected to serve on this team by their Region) where a decision will be rendered. The decision at the regional level may be appealed to the National Arbitration Board.
2. The second and final recourse will be a National Arbitration Board which shall render a final judgement. The National Arbitration Board shall be made up of one clergy and two lay persons, to be appointed by the Joint Council.
3. As a condition of being heard by this Board, both parties must agree to accept this as binding arbitration.
4. If the problem is on a national and not a regional level, recommendation #1 does not apply.

Joint Council, April 24-25, 1995

Standard Operating Procedure

THE BOARD OF APPEALS AND ADJUDICATION

1. All matters which require disciplinary action should proceed in accordance with our Lord's mandate set forth in Matthew 18:15-17.
2. This means that where there is a reported conflict between pastors or congregations the steps of Matthew 18 should be followed. This means that the parties experiencing conflict must be asked whether they have sought reconciliation in personal communication with the other party. Matthew 18:15.
3. If this has not born the fruit of reconciliation, then there should be an attempt to resolve the matter in the presence of two or three witnesses. Matthew 18:16.
4. If the above steps have not led to reconciliation, then the Board of Appeals and Adjudication may be asked to enter into the situation in accordance with Matthew 18:17.
5. When the Board of Appeals and Adjudication becomes involved in a situation of conflict between congregations, pastors or between a congregation and its pastor, the Chairman of the Appeals & Adjudication or his designee would receive written and signed statements of the charges being brought. These signed statements should then be verified by personal contact between the Chairman of the Board of Appeals and Adjudication or his designee and the parties involved.
6. The Board of Appeals and Adjudication should then arrange for a meeting of those parties involved together with the Board of Appeals and Adjudication. The earnest prayerful attempt will be to bring about by God's grace reconciliation between and among the parties involved.
7. Where reconciliation is not achieved or where appropriate disciplinary action is needed, such action is to be recommended and carried out in accordance with the provisions of the Constitution of The AALC.
8. The Board of Appeals and Adjudication is also responsible for hearing appeals from individuals or congregations regarding discipline or judgments which have been rendered by The AALC or by one of its judicatories.

A decision by the Board of Appeals and Adjudication shall require the concurring vote of at least six of its members.

Any member of the Board of Appeals and Adjudication shall be automatically disqualified if related in any way to the issue being adjudicated.

16 : APPEALS SOP (1)

The AALC Policy & Procedure Manual—**Chapter 16 –Board of Appeals &Adjudication SOP**
(2)

8. Our hope for reconciliation is not of ourselves but is only in the spilled blood of Christ as Scripture says:

“But now in Christ Jesus you who once were far off have been brought near in the blood of Christ. For he is our peace, who has made us both one, and has broken down the dividing wall of hostility, by abolishing in his flesh the law of commandments and ordinances, that he might create in himself one new man in place of the two, so making peace, and might reconcile us both to God in one body through the cross, thereby bringing the hostility to an end.” (Ephesians 2:13-16).

MMSC – Resolved that we clarify the Conflict Resolutions Document by adding the word “Procedure” to the title, and add as an introduction these words: “This is a Grievance / Appellate Board for those whose cases do not qualify for consideration by the Clergy Commission of the Board of Appeals and Adjudication.” (? Who and Date)

16 : APPEALS SOP (2)

Chapter 17

COMMISSIONS

B04.01. COMMISSIONS - Part IV, Section 1

It is understood that it is the chair's prerogative of each respective Commission to call upon **advisory** help to serve as non-voting members. This person's travel expenses should be paid for out of that Commission's budget.

Joint Council, October 15-16, 1990

MMSC that normally, persons would not be elected to two Boards, Commissions or Committees, especially if they are in the habit of meeting at the same time.

Joint Council, June 14, 2001

B04.02. GENERAL DUTIES AND RESPONSIBILITIES - Part IV, Section 2

Standard Operating Procedure

COMMISSIONS

- A. Commissions will normally meet in conjunction with Joint Council meetings. They may meet at other times as necessary at the call of the chairman of the Commission.
- B. Commission Chairmen are responsible for notifying their members of time and place of meetings. Agendas and documents to be discussed should be sent to Commission members as far in advance of the meeting as possible so that they can be prepared for the meeting. The National Office is available to provide assistance in these matters.
- C. The Board of Trustees will solicit budget information from each Commission in November of the year before the General Convention in which the budget is adopted. Budget requests from Commissions will be submitted to the Chairman of the Board of Trustees by February first of the year preceding the year in which the expenditures are planned.

B04.03. THE COMMISSION FOR EVANGELISM - Part IV, Section 3

The Evangelism Commission seeks Joint Council approval of their endorsement of the following missions:

- a) GNFI – Good News For Israel
- b) LFE – Lutherans For Evangelism
- c) LLR – Lutheran Lay Renewal
- d) LVC – Lutheran Via de Cristo (Cursillo)

MMSC to approve the above endorsement.

17 : SOP (1)

B04.04. THE COMMISSION FOR AMERICAN MISSIONS – Part IV, Section 4

MMSC to approve the “CAM Mission Start” document as policy for TAALC. (February 4-5, 2002)

Members of the Joint Council encouraged CAM to consider the following policy matters:

1. The need for mission congregations to present an annual request for assistance and to substantiate that request.
2. The need for mission congregations to supply CAM with proposed annual budgets.
3. The need for mission congregations to alert CAM to major developments that will impact their finances.
4. The need for annual on-site visits to mission congregations.
5. The need for mission congregations to have a sense of accountability to The AALC and CAM.

Joint Council, June 19, 2002

CONGREGATIONS APPLYING FOR MEMBERSHIP

MMSC to approve the recommendation of the Commission for American Missions (CAM) that all new church starts be channeled through CAM and dealt with by the Regional Mission Developer who in turn will bring the recommendation to CAM, which, upon action, will bring any recommendation to the Joint Council. All applications from existing church shall be reviewed by the Office of the Presiding Pastor and forwarded for information to the Chairman of the CAM and submitted to the Joint Council for approval.

Joint Council, April 29-30, 1997

17:2

**BEGINNING NEW CONGREGATIONS
WITHIN THE AALC**

A BIBLE STUDY GROUP - Approximately 10:

- Four to ten adults
- With an approved leader (clergy or lay-person)
- Working toward a new vision (goals)
- Vision determines motivation
- Must include God's agenda

A suggested study: the Gospel of John

A FELLOWSHIP GROUP - Approximately 30:

- Same as above except there are two Bible Study Groups
- Has two approved leaders plus two helpers
- Has accepted charter goals
- Has accepted pastoral guidance
- Working toward goals of becoming a Mission Congregation

A MISSION CONGREGATION - Approximately 30:

- Has completed the Fellowship Group requirements
- Three Bible Study Groups, three leaders and three helpers
- Steering Committee
- Has been chartered
- Working toward goals of becoming a TAALC Congregation
- Submits quarterly reports to CAM
- Working on congregational incorporation

A TAALC CONGREGATION -Approximately 60 or more:

- Has completed mission status
- Has a Constitution
- Working on calling a pastor
- Is self-supporting
- Supports TAALC benevolence

American Missions Report at Joint Council, April 29-30, 1991

American Missions Report at General Convention, June 19-22, 1991

American Missions Commission - February 15, 2002

17 : 3



COMMISSION FOR AMERICAN MISSIONS
The American Association of Lutheran Churches

"...Teaching and Proclaiming the Good News that Jesus is the Christ."
Acts 5:42



All TAALC Mission Starts initiated by The AALC shall receive prior approval.

*Any new Mission Start / Bible Study Group shall notify one of the following:

- 1) The AALC National Office
- 2) CAM Chairman
- 3) Regional Pastor and / or Regional Mission Developer

Which ever is notified first shall contact the other two contacts with the following information:

1) Name of Group _____

2) Complete Address and Zip Code _____

3) Telephone Number of the Group Leader _____

4) Type and size of the Group _____

5) Frequency of meetings and number in attendance

6) What is your goal as a Mission Start / Bible Study Group?

7) How can CAM be of assistance?

A. _____

B. _____

C. _____

**Plans fail for lack of counsel, but with many advisers they succeed." Proverbs 15:22

Approved by Joint Council, February 5, 2002

Attach Guidelines

COMMISSION FOR AMERICAN MISSIONS'
Areas of Responsibility for Fiscal Year 2004:
CONGREGATIONS and FELLOWSHIPS

<p>AALC Lutheran Fellowship 1612 N. Edgewood Avenue Appleton, WI 54914 Rev. Leon Knit 920-733-5652 Circuit Rider, Eastern Wisconsin</p>	<p>Living Christ Fellowship 4039 East Harmony Avenue Mesa, AZ 85206-3285 Rev. Dr. James Hoefer 602-981-5457 Office/Fax E-mail: livingchrist@cox.net www.livingchrist.com</p>
<p>American Lutheran Church Box 622 Mandan, ND 58554 Rev. 701-</p>	<p>Lord of Life Lutheran Church 1109 Cambridge Street Deltona, FL 32725-3655 Rev. Harold Brandel 904-789-8058 Office/Home</p>
<p>Good Shepherd Lutheran Church 4348 Schumacher Road Sebring, FL 33872 Rev. Jim Weed 863-385-1163 Office E-mail: twshed@embarqmail.com</p>	<p>New Hope Fellowship Lutheran Church PO Box 1154 Laurel, MT 59044-1154 Rev. David Johnson 406-628-5770 Office E-mail: davmirj@gmail.com http://www.newhopelaurel.com</p>
<p>Hope Lutheran Church PO Box 575 Tracyton, WA 98393-0575 Rev. Timothy Cartwright 360-613-5395 tmcartwright@yahoo.com</p>	

Commission for American Missions-- 03 JUNE 2003
Commission for American Missions – 04 February 2005

B04.05. THE COMMISSION FOR WORLD MISSIONS - Part IV, Section 5

In order to be faithful stewards of the gifts the Lord provides, the following policies were established on January 27, 2003:

Guidelines for Regular Organization & Missionary Support

- 1). Lutheran mission organizations that are in agreement with the statement of faith of TAALC, and missionaries serving with such agencies, are eligible for consideration for ongoing financial support.
- 2). All support provided is for a one-year period, normally following TAALC's July 1-June 30 fiscal year. Requests for continued support are to be made in writing on an annual basis, with the application deadline being May 15 of each year.
- 3). A year-end financial report showing income and expense line item amounts and totals (following the fiscal year of the sending organization) must be submitted for each year in which financial gifts are received. No request for renewal will be considered without this form of accountability. An annual report of ministry activity is also required.
- 4). Monthly newsletters, prayer requests or other correspondence are encouraged as well.

Guidelines for Short-term Mission Trip Assistance

- 1). Members of congregations of TAALC who are participating in short-term mission trips are eligible for one-time gifts. Factors in consideration include:
 - Is this the first short-term experience?
 - What individual, congregation or agency is organizing and leading the trip?
 - What are the destination and stated purpose for the outreach?
 - What is the overall cost of the trip?
 - How much support is requested?
- 2). All requests are to be made in writing, supplying the necessary information (see #1 above) in a timely manner.
- 3). After the trip, the following is requested:
 - A letter or other correspondence to give us a brief summary of what happened on your trip! A copy of something written for a church newsletter or other supporters is sufficient. It is not necessary to write a separate piece for CWM unless no written testimony will be submitted elsewhere.
 - A brief letter from the trip leader or sponsoring organization about your participation, and a summary of money received and spent on your behalf.

Please direct all correspondence to the CWM Chairman, TAALC Commission for World Missions, 801 West 106th Street, Suite 203, Minneapolis, MN 55420.

It is recommended that The AALC prayerfully and financially support those missions as may meet the following criteria:

- a) preference be given for confessionally Lutheran missions;
- b) request be honored for a statement of faith from the mission;
- c) request be honored for a statement of their current financial records;
- d) that The AALC is informed of the mission's plans, goals and purposes with the intent to verify that these are actually being carried out by the mission.

Options for our consideration:

World Mission Prayer League (WMPL),
Latin American Lutheran Mission (LALM),
Lutheran Association of Missionaries and Pilots (LAMP),
Lutheran Bible Translators (LBT) and
Good News for Israel (GNFI) (a home mission).

Association Council – April 12, 1988

MMSC that the Joint Council approve an annual celebration of a **World Mission Sunday** on the second Sunday of October each year.

Joint Council, June 18, 1997

Joint Council, June 17, 1998

MMSC that the Joint Council approve the motion brought by the Commission of World Missions concerning fellowship with the **Lutheran Mission Society of India**.

Joint Council, June 17, 1998

MMSC that The AALC respond to the invitation from the **Latvian Lutheran Church** to be in a “**Sister Church**” relationship, and to encourage the congregations of The AALC to prayerfully join in developing this relationship.

Joint Council, February 8-9, 1999

MMSC (Huskamp/Horntvedt) to direct the World Missions Commission to endorse the “**Sending Place.**” (Feb 03)

General Convention, June 18-21, 2003

B04.06. THE COMMISSION FOR HIGHER EDUCATION - Part IV, Section 6

B04.07. THE COMMISSION FOR PARISH EDUCATION - Part IV, Section 7

17:7

B04.08. THE COMMISSION FOR PUBLICATIONS - Part IV, Section 8

MMSC that the Joint Council establish an **editorial board** to set the editorial policy of THE EVANGEL. This board shall include the Publications Commission Chairman, THE EVANGEL Editor, and three persons appointed by the Joint Council for three year terms (at the initial selection, the persons shall draw straws for length of term, so that one term expires each year). Should a vacancy arise, the Executive Committee may appoint an interim member to serve until the next Joint Council meeting. The Publications Commission will report to the Joint Council the activities of the Editorial Board. Members of the Editorial Board shall have access to the electronic mail service used by THE EVANGEL.*

*(The reason for this is that if the board is going to function, there is a need for a cost effective and practical way for information to be rapidly sent for comment.)

In the event (may God forbid) that THE EVANGEL Editor should be accused of moral failure, ineptitude, doctrinal defection, or other circumstances that prohibit him from carrying out his duties in an acceptable manner, such concerns shall be brought through the Publications Commission to the Assistant Presiding Pastor for consideration. All sides involved shall have the right to be heard with witnesses present. Legal counsel will not be allowed. The Publications Commission, along with the Assistant Presiding Pastor, shall have the authority to dismiss the charges, or to temporarily suspend THE EVANGEL Editor until such time as they report the charges and their findings to the Joint Council.

Joint Council, October 10-11, 1994

MMSC – that the Association Council recommend to the Trustees that \$500 per year be designated for a Web Site for The AALC and the Evangel Editor be appointed **Web Master**.

Joint Council, October 14-15, 1996

Standard Operating Procedures

COMMISSION FOR PUBLICATIONS

+ + DRAFT + -

1. **MISSION STATEMENT:** The objective of this Commission shall be to publish and promote media that proclaims the Living God, Jesus as Savior and Lord, and inerrancy and relevancy of the sacred Scriptures in a way that calls sinners to repentance and enables Christians to discover develop and use the fruit and gifts of the Spirit beneficially. (The AALC Bylaws. Part IV. Section 8)(**B04.08.**).
2. **VISION STATEMENT:** It is the vision of the Commission for Publications to promote the publication of materials or any medium to help our congregations, pastors and individual members carry out Christian ministry in the world, conform their leadership and lives to the Spirit of Christ and develop a mission mind set. The Commission for Publications will plan and develop short, intermediate and long range AALC publications.
3. **SCOPE, DIVISION OF TASKS AND PROCESS:**
 - A. **General Scope:** The Commission for Publications acts as a consultant resource for the development, review, production and/or dissemination of all media presentations to represent the positions of The AALC in an official capacity. This includes all print, audio, video or photographically recorded or electronically produced or reproduced media created with an explicit or implicit official" status as an AALC document or production.
Exclusions:
 - 1) Memos, notes or communiqués from the Presiding Pastor, Executive Committee or Association Council, Joint Council, Trustees, Commissions or Seminary, that, though representing an official group or reaching a specific target group within The AALC, are not intended for general distribution.
 - 2) Bible Studies or worship service guides designed for specific events, which do not use the name "The American .Association of Lutheran Churches" or the acronym "The AALC" or "TAALC" in such a way as to imply a representational or official status as a document of this body.
 - 3) Official, doctrinal or policy statements developed by the Commission on Doctrine and Church Relations or other commissions and approved by the Joint Council.
 - 4) Regional or local congregational publications.
 - B. **Division of Tasks:** The Commission for Publications shall appoint two subcommittees, each of which shall oversee and coordinate specific aspects of the publishing process- These units are: THE EVANGEL and Multimedia Resources, as defined below.

The general purpose of each of these units is to facilitate resource development, communication and task-sharing among the members of the Commission for Publications. The units shall be comprised of the members of the Commission for Publications.

17 : PUBLICATIONS SOP (1)

The AALC Policy & Procedure Manual -- **Chapter 17 – Commission for Publications SOP(2)**

1) EVANGEL - The Commission for Publications shall appoint a three-member Editorial Advisory Committee (EAC). The purpose of the EAC is to assist the EVANGEL Editor in material selection and content review submitted to the EVANGEL. The EAC will offer the Editor suggestions regarding content, artistic layout and overall tone of the EVANGEL. The Commission for Publications Chairman shall serve as an ex officio member.

Editorial Procedures - The Editor shall work with the EAC by soliciting their advice and by responding to their suggestions regarding material selection, theological content, target group interest and readability, aesthetic considerations (i.e. general layout, look and "feel," etc.) and tone of the EVANGEL.

The Editor will forward a preliminary copy of the EVANGEL to EAC members and, as a courtesy, to the Office of the Presiding Pastor of The AALC.

Concerns about the content will be directed to and handled by the EAC. ,

In cases where considerable disagreement arises between the Editor and members of the EAC or between the Editor and the EAC the Editor shall notify the chair of the Commission for Publications.

2) Multi-Media Resources: This subcommittee of the Commission for Publications shall act as a multi-media referral resource. They shall collect and maintain a file of resources from throughout the regions of The AALC in the production of various media. Such resources might include graphic artists, writers, video and audio producers, and/or production facilities that have been used or have been brought to the attention of the Commission for Publications as potential resources.

C. General Procedures for Producing Non-EVANGEL Publications:

1) All requests must be submitted to the Chairman of the Commission for Publications.

2) The proposed publication is discussed by the entire Commission for Publications and, if approved, is referred to the Joint Council for approval and funding.

3) Upon approval by the Joint Council, the Commission for Publications shall refer the proposed publication to the multi-media production resource subcommittee or return it to the submitter for further staffing.

4. The official periodical of The AALC shall be called the EVANGEL. The Commission for Publications shall prepare and present to the Board of Trustees an annual budget proposal regarding the operating cost of the EVANGEL and the cost of promoting The AALC through various forms of media. The Commission shall also make recommendations to the Board of Trustees regarding the EVANGEL editor's compensation and compensation for any additional staff required to fulfill the duties of the Commission as stated in The AALC Constitution and Bylaws. The Commission for Publications shall operate within the parameters of the budget approved by the General Convention, or within the limits of available funding as authorized by the Board of Trustees.

17 :PUBLICATIONS SOP (2)

The AALC Policy & Procedure Manual -- **Chapter 17 – Commission for Publications SOP(3)**

5. Hiring of editor and staff positions for the EVANGEL and official publications will be done by the Joint Council after receiving the request and recommendations of the Commission for Publications. Initiation of employment, supervision, or termination will be the responsibility of the Joint Council in consultation with the Commission for Publications, in accordance with Section 10, C.6, of The AALC policy manual and job descriptions or contracts.

6. Review: Annual planning by this Commission shall include a review of work conducted through official publications, including the EVANGEL. The planning and review of the Commission's work will be recorded and forwarded to the Joint Council annually for release to the General Convention.

7. Standard Operating Procedure Policy: This SOP represents an implied contract of method of operation between The AALC and the Commission for Publications as found in the job description or contract under which the editor is hired. Any contract agreed upon subsequently negates the previous arrangement.

Joint Council, October 14-15, 1996

JOB DESCRIPTION:

EVANGEL EDITOR

DUTIES:

- A. Oversees the entire operation of the EVANGEL, including:
1. Supervises volunteer or hired staffer other resources contracted for the production of the EVANGEL.
 2. Collection, collation and editing of submitted articles and news items.
 3. Consults with the Commission for Publications in developing and working within a budget for the EVANGEL.
 4. Layout and press preparation.
 5. Printing of the EVANGEL; and
 6. Maintenance of mailing lists and mailings.
- B. Works with the Commission of Publications in developing and working within a budget for the EVANGEL.
- C. Serves as primary information and referral resource regarding print media for the Commission for Publications.
- D. Fosters, develops and maintains regular information-seeking contact with the Regions of The AALC.
- E. Fosters, develops and maintains regular information-seeking contact with the office of the Presiding Pastor regarding the official parochial (e.g. congregations seeking AALC pastors), clerical and denominational reports and information appearing in the EVANGEL.
- F. Keeps informed, through various published materials and informal contact of significant events within other Lutheran synods and the Christian Church at large.

The Editor may also be asked by the Joint Council/Executive Committee to help in the preparation of Press Releases and/or to establish or maintain staff-level communication with other religious bodies.

SUPERVISION

As an employee of The AALC, the EVANGEL Editor is hired by and works under the supervision of the Joint Council/Executive Committee in regard to job performance, salary or other employee concerns. In regard to job performance, the Joint Council shall meet yearly with the Commission for Publications and the EVANGEL Editor for an oral review and written appraisal. Also, in regard to job performance, salary or other employee concerns, the EVANGEL Editor shall have the right to due process and appeal to The AALC mediation procedure ¹, should he or she not be satisfied with reviews or directions given by the Joint Council/Executive Committee.

The Editor shall work with the Commission for Publications in regard to the setting of tone, monitoring of content and production of the EVANGEL.

¹ or Board of Review as such structure is developed. The purpose of this section is to give the editor an avenue of appeal until a mechanism of recourse is developed and implemented for non-clergy AALC staff.

Approved by the Joint Council - June 16,1996

17:9

B04.09. THE COMMISSION FOR CHARITIES - Part IV, Section 9

Appendix 04.09.A. -- MMSC (Lehman/Johnson) Moved that the Joint Council allow the eligibility of Good Samaritan Funds for the help of any pastor who is on The AALC roster of Clergy. (The procedure for application will still be the Regional Pastor's letter to the Executive Committee.)

Joint Council Meeting - February 16-17, 1998

MMSC (Castledine/ Howells) to approve the “**Good Samaritan Fund**” policy.

The Charities Commission of The American Association of Lutheran Churches (AALC) respectfully submits the following criteria to the Joint Council of The AALC for the formation of a Good Samaritan Fund of The AALC for the purpose of providing emergency financial assistance to pastors on the Clergy Roster and full-time Lay Workers on the National, Regional and Local levels of The AALC as well as future AALC institutions.

The Charities Commission recommends the following guidelines:

1. A person's request for assistance must be channeled through his Regional Pastor.
2. Money disbursed to meet an approved need will not exceed \$1,000.
3. No recipient of assistance will be eligible for further help for at least six months.
4. Good Samaritan funds should be prudently invested by the Board of Trustees, but must be available for use on short notice.
5. The balance in the Good Samaritan Fund will not fall below \$1,000.
6. The Charities Commission will encourage contributions to the Fund from individuals and congregations through AALC mailings and articles in THE EVANGEL.
(If there are not sufficient funds received to meet the requests, the Budget Committee should consider a line item on The AALC Budget to replenish the Good Samaritan Fund.)
7. The Executive Committee will review all applications for assistance and make the decisions regarding disbursements.
8. In the interest of confidentiality, only the Executive Committee and the applying Regional Pastor need know to whom and for what purpose assistance is granted.
9. The Charities Commission is to be informed when funds are dispensed.
10. Funds donated to the Good Samaritan Fund should be designated "Charities" and be sent to The AALC Treasurer.

Joint Council, April 29, 1991

B04.10. THE COMMISSION FOR PENSIONS - Part IV, Section 10

MMSC that the Executive Committee ask the Commission for Pensions to establish a WRITTEN policy that no member of The AALC Group Plan be given access to funding for an **abortion** as per The AALC's Statement on Life/Abortion.

Executive Committee, November 11, 1996

MMSC –that the Joint Council recommend that the clause prohibiting payment for all **abortions** (rather than a spontaneous abortion, or one which would result in the death of the mother if the abortion were not performed) be written into The AALC's Group Medical Plan.

Joint Council, April 14-15, 1997

MMSC –that the Joint Council authorize the Executive Committee of The AALC to approve and adopt The AALC **Retirement Plan**, a Church Retirement Income Account under Section 403 (b) 9 of the Internal Revenue Code of 1986 as amended, effective January 1, 1998.

Joint Council, November 10-11, 1997

MMSC that an appeal be made for donations to create a special fund to assist needy congregations to pay The AALC **Major Medical Benefits premiums**, to be administered by the Commission for America Missions (CAM). Congregations may make application to CAM to receive these funds, and, if accepted, will then be on Mission Status and be under those regulations.

Joint Council, February 16-17, 1998

PART 1 - The Medical Premium Assistance Fund Committee presented the following resolution:

Be it resolved that congregations having difficulty paying their monthly medical premiums may make application to The AALC Medical Premium Assistance Fund for **financial assistance** to pay the medical premium, and

Be it further resolved that the application for financial assistance to pay the medical premium shall be made through the Regional Pastor. The request shall be on the official stationary of the congregation making the request for the financial assistance to pay the medical monthly premium. The letter of request shall be signed by the chairman of the church council and the Pastor of the congregation making the request. The Executive Committee of The AALC shall make the decisions to which congregations receive financial assistance, and

Be it further resolved that the requesting congregation shall submit, as part of its letter of request for assistance, the breakdown of its budget line items relative to their pastor's compensation package, i.e. salary, housing allowance, Pension and Medical Premium.

MMSC (Pribble/Hoffeld) that the Joint Council approve the resolution of the Pension Commission for the management of the Medical Premium Assistance Fund. (Oct. 02)

AMSC (P. Hueter/Hoffeld) to amend the motion to provide a full financial disclosure from congregations soliciting medical premium assistance. (Oct. 02)

MMSC (Main/Huskamp) that in order to avoid potential disqualification of a pastor's claim that pension distribution be treated as housing allowance under Section 107 of the Internal Revenue Code, The AALC establishes the following administrative policy. To be eligible for **Housing Allowance** distributions from The AALC Retirement Plan to be reported under IRS Section 107, a pastor needs to be rostered on The AALC Roster as Emeritus or if transferred to another church denomination, the corresponding designation by that denomination. Secondly, the pastor needs to submit a predetermined Housing Allowance Statement to The AALC prior to each calendar year. (Feb. 03)

General Convention, June 18-21, 2003

MMSC (Knitt/Bjelland) that The AALC recognizes the desire and need to provide for Pastors and full-time employees who have a partial or total disability with a Salary Continuation Plan that will provide income replacement during the period of time prior to the determination of benefits made by The AALC commercial insurer.

BE IT RESOLVED that each participating employer in The AALC sponsored Long Term Disability Plan is authorized to establish its own Salary Continuation Plan to coordinate with The AALC sponsored Long Term Disability Plan. This has been an implied policy since the beginning of The AALC Long term Disability Plan and is hereby affirmed by the Joint Council. (Feb. 03)

General Convention, June 18-21, 2003

17 : 12

MMSC (Snitzer/Hoffeld) to not **make participation in the major medical coverage** a prerequisite for enrollment in the life and disability coverage of The AALC. (Feb. 03) **General Convention, June 18-21, 2003**

B04.11. THE COMMISSION FOR WOMEN OF LIFE - Part IV, Section 11

B04.12. THE COMMISSION FOR YOUTH ACTIVITIES - Part IV, Section 12

B04.13. THE COMMISSION ON DOCTRINE AND CHURCH RELATIONS -- Part IV, Section 13

A04.04.B TERMINATION OF A CHURCH OR FELLOWSHIP GROUP

MMSC that if a Church or Fellowship Group **terminates** its connection with The AALC, it shall have a moral obligation to return to The AALC any real and/or personal property purchased with funds given by The AALC within the three years prior to the date of severance. The Board of Trustees has the discretion to forgive these moral obligations.

Joint Council, February 16-17, 1998

A04.04.C REPORTS FROM CIRCUIT RIDERS, NEW MISSIONS

MMSC that those under the supervision of the American Missions Commission* be required by the Association Council to make regular reports to the Commission Chairman or his designated authority. (If reports are not made, the position may jeopardized and payment not be given.) (*particularly Circuit Riders)

Association Council, August 4, 1990

A04.04.D PROPOSED MISSION

MMSC that the Joint Council recommend that any proposed mission (whether started by a Congregation or a Region) which might or might not need financial help, should work in conjunction with the Commission for American Missions.

Joint Council, April 14-15, 1997

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CHAPTER 18

STANDING COMMITTEES AND AGENCIES

B05.01. and B05.02. COMMITMENT – Part V, Sections 1 and 2

B05.04. THE AGENCY FOR PROFESSIONAL CHAPLAINS – Part V, Section 4

B05.05. WORSHIP AND MUSIC COMMITTEE

MMSC to establish a Music and Worship Committee . . .
Established by the Association Council meeting April 11, 1988.

MMSC that a new Standing Committee on Worship and Music be created . . .
Affirmed Joint Council, July 8-9, 1988
Ratified by the First General Convention, October, 1988.

MMSC – It is recommended that an ordained clergy or licensed lay person
officiate at an worship service in which Holy Communion takes place, either
within individual congregations or multi-parish events of The AALC.
Executive Committee, April 18, 1994

B05.03. STANDING COMMITTEE FOR MEN. Part V, Section 3

Established by the Third General Convention, June 1990.

B09. NOMINATING COMMITTEE – Part IX

B09.01. MEMBER CONGREGATIONS – Part IX, Section 1

B09.02. REGIONS – Part IX, Section 2

B09.03. THE GENERAL CONVENTION – Part IX, Section 3

B11. TAKING AND HOLDING OFFICE – Part XI

B11.01. TAKING OFFICE – Part XI, Section 1

B11.02. HOLDING OFFICE – Part XI, Section 2

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Standard Operating Procedure

STANDING COMMITTEES

Procedures are the same as Commissions.

See page 17 : 1

CHAPTER 19

ADMINISTRATION – STAFF

Standard Operating Procedure

ADMINISTRATION -- NATIONAL OFFICE -- STAFF

1. Provide secretarial and office support to The AALC Secretary and Treasurer.
2. Produce notices and materials for Association and Joint Council meetings.
3. Produce notices, workbooks and other materials for the General Convention.
4. Provide secretarial and office support to Boards, Councils, Commissions and Committees.
5. Maintain rosters of Congregations, Clergy, Boards, Councils, Commissions and Committees.
6. Maintain an up-to-date *the evangel* mailing list.
7. Provide Secretarial and office support for the Presiding Pastor and the Assistant Presiding Pastor.
8. Maintain individual records and rosters of Congregations and Clergy.
9. Maintain official correspondence with pastors, congregations, agencies and other Christian bodies as directed by the Executive Committee.
10. Prepare agendas for Association and Joint Council meetings and the General Convention.
11. Respond to enquiries for information.
12. Maintain contact with each other by telephone, copies of correspondence and reports so that each office is current on information needed to carry out assigned activities.
13. We will not send out the names of pastors or congregations to those who make such requests unless this is to pastors of The AALC or members of the Council, Boards, Commissions or Standing Committees of The AALC. Otherwise, requests of this nature shall be cleared through a member of the Executive Committee.

The AALC Policy and Procedure Manual – **Chapter 19 – National Office SOP (2)**

14. The National Office shall maintain a map on which The AALC member congregations are indicated with **red** pins.

Other affiliated congregations (those served by AALC pastors or those requesting pastors from The AALC) with **white** pins.

Those Congregations and fellowship groups which have some "contact" with The AALC and who are currently considering the possibility of membership in The AALC should be marked with **green** pins.

Circuit Rider locations shall be marked with **blue** pins.

When the administrative tasks of The AALC are assigned to be done by one person, he/she shall be identified as **THE ADMINISTRATIVE ASSISTANT OF THE AALC** or the **ADMINISTRATOR OF THE AALC**.

The duties of the administrator are listed on Chapter 19, pages 1 and 2.

B06.01. ADMINISTRATIVE ASSISTANT TO THE AALC (AA2TAALC) –
Part VI, Section 1

DUTIES:

Providing administrative oversight of all official AALC meetings:

- General Convention Coordinator
- Joint Council and any Commissions meeting at the same time
- All AALC Pastors' Conference
- The Executive Committee
- Reporting to the Executive Committee (monthly) and to the Joint Council and General Convention as requested.

Coordinate the Agenda and materials for the Joint Council's (Association Council and Board of Trustees) meetings (February, June and October). The Agenda will be mailed out to its members eight (8) to four (4) weeks before the meeting.

Help set up the Agenda and materials for the Board of Trustees if its chairman needs some help.

Grants Coordinator

- Thrivent Financial for Lutherans

Responsible for the supervision of the office(s):

- Research for finding office space.
- Interviewing, hiring and supervising of the secretarial staff.
- Keeping the paperwork going. Supervise the provision of secretarial and office support for Boards, Councils, Commissions and Committees.
- Making administrative decisions.
- Supervise maintenance of up-to-date mailing lists, including for **the evangel**.

Supervise maintenance of rosters of Congregations, Boards, Commissions and Committees; publishing updates periodically.

Overseeing the congregational referendums relating to amendments to the Constitution of The AALC.

Execute special assignments for the Presiding Pastor. Execute special assignments for others when authorized by the Executive Committee.

Serving under the oversight of and directly responsible to the Presiding Pastor.

Is in charge of updating and keeping current the **Policy and Procedure Manual**.

B06.02. ADMINISTRATIVE ASSISTANT TO THE PRESIDING PASTOR (AA2PP) –
Part VI, Section 2

DUTIES:

Helps with all scheduling of the activities in which the Presiding Pastor is involved.

Helps set up the Agenda and materials for the Executive Committee meetings (monthly) which will be faxed out to its members four (4) days to a week before the meeting which may be done by teleconference. The four members of the Executive Committee and the two Administrative Assistants would also be online.

- AA2PP would be in charge of setting up the teleconference.

Supervise maintenance of the Clergy Roster, publishing updates periodically and distributes to those authorized to receive it.

Does the routing of inquiries regarding The AALC from individuals, unorganized groups, groups in process of organizing, congregations and pastors.

- Immediate response - copy the proper Regional Pastor and Commission Chair
- Send an AALC representative to congregational informational meeting.
- Immediate contact by telephone and correspondence is essential.

Reporting to the Executive Committee (monthly), and to the Joint Council and General Convention as requested.

Everything that the Presiding Pastor does passes through the hands of the AA2PP.

- Handles all correspondence that comes in and goes out.
- Supervise the maintaining of official correspondence with pastors, individuals, congregations, agencies and other Christian bodies.
- The AA2PP does all the necessary research beforehand for proper responses.

Assists in the area of communication:

- including composing the draft copy of the correspondence which the Presiding Pastor then polishes up before it is typed up by the secretary and sent out.
- With the editor of ***the evangel*** and/or a representative from the Commission for Publications, the writing of news releases and public relations materials.

Execute special assignments for the Presiding Pastor. Execute special assignments for others when authorized by the Executive Committee.

Serving under the oversight of and directly responsible to the Presiding Pastor.

THE ARCHIVIST OF THE AALC – A JOB DESCRIPTION

- A. Definition: An archivist is a designated person charged with collecting and maintaining an historical file of documents and photographs of people and incidents in the life of an organization or institution.
- B. Responsibilities: The archivist for the American Association of Lutheran Churches shall collect and maintain a file of all records of such meetings of TAALC that reflect the history of TAALC. Such files and records shall include two copies of all reports of Regions, TAALC Joint Councils, and General Conventions held each year. Included in the file should be two copies of all official magazines, reports, personnel listings, journals, official letters sponsored by and emanating from the Association offices of TAALC.
- C. Care in Maintenance: All such material under the care of the archivist must be kept locked and security provided against theft, vandalism, fire, water and temperature damage, and all protection against mold, vermin and insect damage.
- D. Public Awareness: The archivist should on occasion remind the constituency of TAALC that such material as books and pamphlets written by TAALC people and bulletins reflecting congregational anniversaries, ground-breaking ceremonies, dedications, installations and other events should be sent to the archivist.
- E. Requisites: The archivist should be appointed for life, and should be a person with a special interest in history and sensitive to what materials would be important for posterity. The office and facility of the archivist should be located in the same town or community as is the main headquarters and office of TAALC.

April 4, 1989

The Archivist will work under the Administrative Assistant to the Presiding Pastor.

Executive Committee – June 16, 1992

B06.03. NATIONAL HOME MISSION DEVELOPER – Part VI, Section 3**NATIONAL HOME MISSION DEVELOPER****JOB DESCRIPTION**

The National Home Mission Developer will be a paid staff person who is called by the Council and is to work with and make regular reports to the Commission for American Missions as a member.

Administratively he will work under the Presiding Pastor and report regularly to him.

His qualifications:

1. He should have credentials for and in experience in starting churches.
2. Has demonstrated a commitment to the vision and goals God has given to The AALC.

His tasks:

1. Work with the Regional Mission Developers to plan church planting and church growth for their Regions.
2. Plan Leadership Training Events in conjunction with the Commission for American Missions for the Regional Mission Developers.
3. Be responsible to encourage and support the Regional Mission Developers and the Circuit Riders.
4. Recommend to the Commission for American Missions replacements and new positions for Regional Mission Developers and Circuit Riders. (Appointments to these positions must be correlated by American Missions Commission and with the Presiding Pastor.)
5. Be responsible for receiving reports of all contact from churches, groups and individuals seeking information and help. (We do not expect him to visit these, but to refer contact to the Regional Mission Developers and Circuit Riders.)
6. Be responsible for the coordination between the Commission for American Missions and the Regional Mission Developer. The Circuit Riders will be responsible to the Regional Mission Developers.

19 : 4

STAFF POLICIES

MMSC that paid staff of The AALC be permitted to serve on Boards, Commissions and Committees where there is no obvious conflict of interest.
Joint Council, February 16-17, 1998

WHEREAS the Council has established the policy that no one may serve on a Commission, Committee, etc which both supervises and salaries their work on behalf of The AALC; and
WHEREAS the Council has also mandated that no one shall serve on more than one Commission at a time;
THEREFORE, BE IT RESOLVED, that paid staff be deemed not **eligible for holding * offices** in The AALC while serving in staff capacity.

Executive Committee, May 18, 1993

* Change “election to” to “holding.”

Joint Council, June 16, 1993

MMSC that the Joint Council approve this two-point policy:

- 1) that as a general rule, a person ought not serve on a Board, Commission or Committee as a member or chairman if he (or his ministry receives on-going financial support through that Commission, Committee or Board, and
- 2) that a person serving on a Commission, Committee or Board as chairman or member must absent himself from the discussion (unless invited for informational purposes,) nor may he vote on any issue in which he or his ministry has direct financial interest.

Joint Council, October 14-15, 1996 at the recommendation of the Executive Committee, June 18, 1996

Voting: **MMSC** - “No person serving under salary shall serve as a voting member on a Board, Committee or Commission overseeing that individual’s work, effective January 1, 1991.”
Joint Council, October 15/16, 1990

19:5

Membership: Policy regarding Paid Staff on Commissions:

The policy approved by the Joint Council in June 1993 states that “**paid staff may not serve** on any Commission or Committee which supervises their work,” except in an advisory capacity.

Executive Committee, May 26, 1994

Honoraria: **MMSC** - “that as recommended policy rather than as set policy, at the discretion of the receiver, that **honoraria** received by full-time staff for preaching, teaching or speaking engagements be turned over to The AALC General Fund.”

Executive Committee, June 16, 1992

STAFF BENEFITS

D. Holidays: Paid by The AALC

New Year’s Eve – one-half day

New Year’s Day

Presidents’ Day

Good Friday

Memorial Day

Fourth of July

Labor Day

Thanksgiving Day and the Friday following

Christmas Eve (all day)

Christmas

Monday after Christmas when Christmas falls on a Sunday.

(If a holiday falls on a Sunday, the following Monday is considered a holiday.)

B. Personal Days: for sickness or family or personal concerns.

Five (5) working days per year.

E. Vacation Days: Paid by The AALC

First year – five (5) days per year

Second year – ten (10) days per year

After ten years – three weeks vacation

D. Full-time employees of The AALC are eligible for the Life and Health Plan and the Pension Plan.