



Bylaws

Synod of Alberta and the Territories
Evangelical Lutheran Church in Canada

Approved June 2018

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Part I Headquarters Offices

Section 1.

The headquarters head office of this synod shall be located in Edmonton.

Section 2.

All executive offices shall be located at the headquarters of the synod unless otherwise approved where designated by the council of this synod council.

Part II Organizational Relationships

Section 1. Congregations

- a. In relating to congregations within its territory, the this synod shall organize, recognize, receive, release and exclude congregations, and approve or disapprove of the relocation or the merger of congregations.
- b. Congregations may petition this synod according to the procedures set forth in these bylaws, Part V, Section 8.
- c. A lay member of a congregation who wishes to appeal discipline imposed by the congregation on that member shall appeal in writing to the bishop of this synod within thirty (30) days after the disciplinary action has been taken. The appellant shall send copies of the appeal to the rostered minister and to the secretary of the congregation. The bishop of this synod shall appoint a special committee to investigate the appeal. The decision of the committee shall be reported to the appellant, the rostered minister and secretary of the congregation, and to the bishop of this synod. The decision of the committee shall be final.

Section 2. Synodically Recognized Ministries

Synodically recognized ministries are groups and organizations other than congregations who promote and implement the mission of this church.

This synod may organize, recognize, receive, release and exclude synodically recognized ministries within its geographical boundaries.

A lay member of a synodically recognized ministry who wishes to appeal discipline imposed by the synodically recognized ministry on that member shall appeal in writing to the bishop of this synod within thirty (30) days after the disciplinary action has been taken. The appellant shall send copies of the appeal to the synodically recognized ministry. The bishop of this synod shall appoint a special committee to investigate the appeal. The decision of the committee shall be reported to the appellant, the synodically recognized ministry and to the bishop of this synod. The decision of the committee shall be final.

Section 3. Areas and Area Leadership Teams

- a. Areas are groups of congregations, synodically recognized ministries and specialized ministries that work together in mission led by an area leadership team.
- b. The council of this synod, in consultation with the bishop of this synod, shall determine the number of areas and their geographical boundaries.
- c. The council of this synod, in consultation with the bishop of this synod, shall appoint an area leadership team for each area based on gifts for leadership.
- d. Area leadership teams shall consist of one youth (up to thirty years of age), two lay and two

rostered leaders (one of whom shall be appointed dean) and a treasurer who may or may not be a member of the area leadership team.

- e. The role of the area leadership team is to:
 - i. Develop a discerning, learning community within the area who seek to follow where God leads;
 - ii. Strive to be an expression and catalyst of this synod's mission priorities in the area;
 - iii. Encourage and equip congregations and ministries within the area to collaborate and implement the mission priorities of this synod;
 - iv. Annually arrange, together with synod staff, for continuing education opportunities for rostered and lay leaders to support and encourage learning and collaborative area ministries;
 - v. Encourage networking and mutual support among rostered and lay leaders;
 - vi. Provide pastoral support to area rostered ministers as required.
 - vii. Maintain contact with the bishop of this synod;
 - viii. Serve as the bishop's representative, as requested, at installations, assisting with the call process, and conducting exit interviews;
 - ix. Provide recommendations to the bishop of this synod and synod council regarding the appointment of area leadership team members.
- f. Area leadership teams shall report to the bishop of this synod annually or as requested by the bishop.
- g. Area leadership team members shall be appointed for three-year terms and are eligible for reappointment. In the event an area leadership team member is unable or unwilling to serve the full term, the bishop of this synod may appoint a replacement to complete the term.
- h. The area leadership team deans and the bishop of this synod shall meet at least once a year for spiritual renewal and for general discussion of programs, plans and missional discernment.

Section 4. Evangelical Lutheran Church in Canada

This synod shall recognize all organizations recognized by the Evangelical Lutheran Church in Canada.

Section 5. Theological Institutions

- a. The Lutheran Theological Seminary in Saskatoon is owned by the Synods of Manitoba/Northwestern Ontario, Saskatchewan, Alberta and the Territories, and British Columbia. Its Board of Governors is made up of the bishops of those synods, a lay and rostered representative from each of those synods, and one rostered and two lay representatives appointed by this church. Advisory members are the president of the Lutheran Theological Seminary and the national staff person assigned to relate to theological institutions.
- b. In relating to Lutheran Theological Seminary, Saskatoon, this synod in convention shall elect one rostered minister and one lay person to the Lutheran Theological Seminary Board of Governors, according to the terms determined by the seminary.

Part III Rostered Minister – Ordained

Section 1.

Ordination of approved candidates shall take place at a time and place designated by the bishop of this synod.

Section 2.

This synod shall have a call process manual approved by the synod council. A congregation wishing to

extend a call shall follow the general procedures set out in the call process manual unless otherwise advised by the bishop of this synod due to unusual circumstances.

Section 3.

Each minister, except those who are retired, disabled, on leave from call, or suspended from pastoral ministry, shall be in possession of a proper call from a congregation, this synod or this church itself. Before issuing the call, the calling agency shall consult with the bishop of this synod.

Section 4.

A minister shall inform the congregational council and the bishop of this synod immediately upon receipt of a call to another ministry and shall inform the same of any decision made within thirty days unless an extension is granted by mutual consent of all the parties involved. A minister shall terminate an existing call within two months of accepting another call, unless an extension is granted by mutual consent of all the parties involved.

Section 5.

If a conflict arises within a congregation that cannot be resolved internally, the minister or the council chairperson shall notify the bishop of this synod in order that a mediation counsellor or other person with special expertise may be called in for the purpose of resolution and reconciliation. This process may be requested by the minister(s), the congregational council, or one quarter of the members in good standing of the congregation. Recommendations from the mediator shall be dealt with at a meeting of the congregation called for this purpose. If the conflict cannot be resolved satisfactorily by this process, the bishop of this synod shall be advised for follow up action.

Section 6.

A regular call accepted by a minister to a congregation shall constitute a relationship which may be terminated only for the following causes:

- a. Resignation of the minister;
- b. Disqualification of the minister as a result of discipline;
- c. Division, dissolution or realignment of the pastoral charge;
- d. Incapacity of the minister, either physical or mental;
- e. Continued neglect of ministry by the minister; or
- f. Inability to conduct the ministerial office satisfactorily in a congregation in view of local conditions, without reflection on the moral and spiritual character of the minister.
- g. Where the conditions set out in Section 6 d, e, f, are alleged the bishop of this synod may appoint an advisory committee of two rostered ministers and two lay members to investigate. Upon the request of the congregational council, or on receipt of a petition signed by at least one-third of the voting members of a congregation, the bishop of this synod shall appoint an advisory committee to investigate.
- h. The bishop of this synod may, with the concurrence of the congregational council, suspend the minister from ministerial duties pending the outcome of the formal proceedings
- i. The advisory committee shall secure medical testimony to confirm or refute an allegation of physical or mental disability. If incapacity is confirmed, the bishop of this synod may, on the advice of the committee and with the concurrence of the congregational council, declare the pastorate vacant. Should the minister be restored to health, the bishop of this synod shall take steps to enable the minister to resume ministry in the congregation last served or in another ministry.
- j. The advisory committee shall provide an opportunity for all concerned parties to be heard. At the conclusion of the investigation, the bishop of this synod, in company with the committee,

shall bring recommendations to the minister and the congregation for consideration and action. Such counsel shall be offered in Christian love and is not to be regarded as a disciplinary measure. If the situation cannot be resolved amicably, the minister may resign, or the congregation may terminate the call by a majority vote at a properly called and conducted congregational meeting.

- k. The foregoing procedure shall not be invoked when questions of doctrine or morality are involved. Such cases shall be treated as disciplinary matters.

Section 7.

Between called ministers an interim minister shall be appointed by the bishop of this synod in consultation with the congregational council in accordance with procedures set forth in the call process manual. An interim minister shall have the rights and duties of a regularly called minister. An interim minister shall not be eligible for call to the congregation they are serving as interim unless provision for a call is stated within the interim contract. Interim ministers or ministers providing occasional pulpit supply during an interim shall refrain from exerting influence in the call process.

Section 8.

A minister shall preach the Word, administer the Sacraments of Holy Communion and Holy Baptism, and conduct public worship in harmony with the faith and practices of the church; equip, train, and mentor all God's people for ministry, in all areas of spiritual renewal and faith formation; confirm and marry in accordance with the teaching of this church and with the laws of the province or territory, visit the sick and distressed and bury the dead; strive for righteousness, godliness, faith, love, endurance, and gentleness; install members of the congregational council and, with the council, administer discipline; seek out and encourage qualified persons to prepare for rostered ministry; encourage the members to be generous in support of the ministry of the congregation, this synod and this church; commend members who move to the pastoral care of the parish in which their new home is located; and, participate, if applicable, in the synodical First Call Program for newly ordained ministers in the Evangelical Lutheran Church in Canada.

Section 9.

A minister shall not preach or perform any ministerial act within the parish of another minister except at the latter's request or consent or visit or perform ministerial acts in a time of a ministerial vacancy, except by invitation of the interim minister or congregational council.

Section 10.

The minister shall ensure that the congregation keeps accurate records of membership, baptisms, confirmations, marriages, burials and communicants, and shall report such statistics annually to the secretary of this synod on the forms prescribed by this church. These records shall be certified as being correct by the congregational secretary on the same forms. The congregational records shall be kept in a separate book which shall remain the property of the congregation.

Section 11.

All ministers serving under call are expected to attend all conventions of this synod and the meetings of the areas to which they belong.

Part IV Rostered Minister - Diaconal

Section 1.

Consecration of approved candidates shall take place at a time and place designated by the bishop of this synod.

Section 2.

This synod shall have a call process manual approved by synod council. A congregation wishing to extend a call shall follow the general procedures set out in the call process manual unless otherwise advised by the bishop of this synod due to unusual circumstances.

Section 3.

Each diaconal minister, except those who are retired, disabled, on leave from call, or suspended from pastoral ministry, shall be in possession of a proper call from a congregation, this synod or this church itself. Before issuing the call, the calling agency shall consult with the bishop of this synod.

Section 4.

A diaconal minister under call shall inform the congregational council or calling agency and the bishop of this synod immediately upon receipt of a call to another ministry and shall inform the same of any decision made within thirty days unless an extension is granted by mutual consent of all the parties involved. A minister shall terminate an existing call within two months of accepting another call, unless an extension is granted by mutual consent of all the parties involved.

Section 5.

If a conflict arises within a congregation that cannot be resolved internally, the minister or the council chairperson shall notify the bishop of this synod in order that a mediation counsellor or other person with special expertise may be called in for the purpose of resolution and reconciliation. This process may be requested by the diaconal minister(s), the congregational council, or one quarter of the members in good standing of the congregation.

Recommendations from the mediator shall be dealt with at a meeting of the congregation called for this purpose. If the conflict cannot be resolved satisfactorily by this process, the bishop of this synod shall be advised for follow up action.

Section 6.

A regular call accepted by a diaconal minister to a congregation shall constitute a relationship which may be terminated only for the following causes:

- a. Resignation of the diaconal minister;
- b. Disqualification of the diaconal minister as a result of discipline;
- c. Division of the pastoral charge;
- d. Incapacity of the diaconal minister, either physical or mental;
- e. Continued neglect of ministry by the diaconal minister; or
- f. Inability to conduct the ministerial office satisfactorily in a congregation in view of local conditions, without reflection on the moral and spiritual character of the diaconal minister.
- g. Where the conditions set out in Section 6 d, e, f, are alleged the bishop of this synod may appoint an advisory committee of two rostered ministers and two lay members to investigate. Upon the request of the congregational council, or on receipt of a petition signed by at least one-third of the voting members of a congregation, the bishop of this synod shall appoint an advisory committee to investigate.
- h. The bishop of this synod may, with the concurrence of the congregational council, suspend the diaconal minister from ministerial duties pending the outcome of the formal proceedings.
- i. The advisory committee shall secure medical testimony to confirm or refute an allegation of physical or mental disability. If incapacity is confirmed, the bishop of this synod may, on the advice of the committee and with the concurrence of the congregational council, declare the position vacant. Should the diaconal minister be restored to health, the bishop shall take steps to enable the diaconal minister to resume ministry in the congregation last served or in another ministry.
- j. The advisory committee shall provide an opportunity for all concerned parties to be heard. At the conclusion of the investigation, the bishop of this synod, in company with the committee, shall bring recommendations to the diaconal minister and the congregation for consideration

and action. Such counsel shall be offered in Christian love and is not to be regarded as a disciplinary measure. If the situation cannot be resolved amicably, the diaconal minister may resign, or the congregation may terminate the call by a majority vote at a properly called congregational meeting.

- k. The foregoing procedure shall not be invoked when questions of doctrine or morality are involved. Such cases shall be treated as disciplinary matters.

Section 7.

A diaconal minister shall exemplify the life of Christ-like service in a manner informed by the Word of God in a public ministry of witness to the Gospel; demonstrate competence and expertise in their particular discipline, making connections between the church and the world, extending the witness of the church into the larger community; in cooperation with other leaders, lay and rostered, lead and equip the baptized for ministry, discerning, encouraging and supporting in others their own gifts; give particular attention to ministries at the boundaries between church and world, speaking for the needs of God's world to the church as well as applying God's saving gospel to the needs of the world through the actions of God's people both individually and collectively; be grounded in community with other diaconal ministers committed to a common calling which serves as a reminder and model for building community in all ministry settings; and, participate, if applicable, in the synodical First Call Program for newly consecrated ministers in the Evangelical Lutheran Church in Canada.

Section 8.

All diaconal ministers serving under call are expected to attend all conventions of this synod and the meetings of the areas to which they belong.

Part V Conventions

Section 1.

The regular conventions of this synod shall be held in the year preceding regular national conventions.

Section 2.

The secretary of this synod shall publish the time and place of each regular convention at least six months in advance. The secretary of this synod shall send out a bulletin of reports to all voting members at least thirty (30) days before each regular convention.

Section 3. The voting membership of conventions shall consist of:

- a. One lay delegate from each congregation and, from congregations having more than three hundred (300) baptized members, one lay delegate for each additional two hundred (200) baptized members. A congregation is entitled to one extra voting delegate if that person is between the ages of 16 and 22 years as of December 31 of the convention year;
- b. Ordained ministers on the roster of this synod;
- c. Diaconal ministers on the roster of this synod; and
- d. All lay members of synod council.

Section 4. At least sixty days prior to the opening day of the convention,

- a. Each congregation shall submit the name(s) and address(es) of its lay delegates to the synod secretary; and
- b. Each rostered minister, active, non-parish, and retired, shall submit their name and address to the secretary of this synod.

Section 5. One-third of the voting members shall constitute a quorum.

Section 6. Seat and voice at conventions shall be granted to:

- a. The Bishop of the Evangelical Lutheran Church in Canada and such other official representatives

- of this church as may be designated by the national church council;
- b. Chairpersons of synodical committees and of ministry teams in connection with their reports;
- c. Representatives chosen by synodically recognized ministries of this synod; and
- d. Official guests, upon invitation of the council of this synod.

Section 7.

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

Section 8.

Congregations may petition this synod in convention by submitting the petition in writing to the secretary of this synod for inclusion in the bulletin of reports. If the petition is too late for inclusion in the bulletin of reports, the secretary shall deliver the petition to the Reference and Counsel Committee for presentation to the convention.

Section 9.

The council of this synod shall approve the convention budget which will include the participation of all delegates – lay and rostered. Convention costs shall be shared among the congregations by dividing the total convention costs by the total number of confirmed members in this synod times the number of confirmed members last reported by each congregation.

Section 10.

Special Conventions

- a. Special conventions for specified purposes shall be called by the chairperson of this synod within ninety days of receiving in writing a request for such a convention from:
 - i. The council of this synod by at least a two-thirds majority vote; or
 - ii. One-fifth of the congregations of this synod and one-fifth of the rostered ministers under call on its roster.
- b. The secretary of this synod shall give written notice of a special convention to each congregation, each synodically recognized ministry and each rostered minister, and shall publish the same at least thirty days prior to the opening date of the convention.
- c. The voting members at a special convention shall consist of:
 - i. The lay delegates who were seated in the preceding regular convention provided that they have not been disqualified by termination of membership in the congregation they represented. Vacancies in the lay delegates shall be filled by the congregations affected at a properly called and conducted congregational meeting. Vacancies thus filled shall be reported to the secretary of this synod not less than five days before the special convention;
 - ii. Lay council members of this synod; and,
 - iii. Rostered ministers on the roster of this synod at the time of the special convention.;

Section 11. Nominations and Elections

- a. The convention shall elect synod council members, officers of this synod, and the bishop of this synod in the following manner:
 - i. The committee on nominations shall nominate at least two persons for each synod council position.
 - ii. Additional nominations may be made from the floor for all positions except that of the bishop and the chairperson, with the prior consent of the person being nominated.
- b. The council of this synod shall nominate the secretary and the treasurer. Nominations for chairperson of this synod shall be made by secret ballot without oral nomination. Nominations for two of the three synod officer positions shall be limited to lay persons.

- c. Nomination for bishop of this synod shall be made by secret ballot without oral nomination and shall be limited to those who are on the roster of ordained ministers of this church.
- d. All elections shall be by secret ballot.
- e. In all elections, except for the offices of the bishop of this synod and chairperson of this synod, a majority of the votes cast shall elect.
- f. The election of the bishop of this synod and the chairperson of this synod shall be held on alternate convention years.
- g. If an election does not occur on a first ballot for any position except that of the bishop of this synod and the chairperson of this synod, voting on a second ballot shall be limited to the two persons receiving the highest number of votes cast on the first ballot.
- h. The election of the bishop of this synod and the chairperson of this synod shall be by secret ballot without oral nomination, and shall proceed in the following manner:
 - i. On the first ballot, three-fourths of the votes cast shall elect. If the first ballot does not result in an election, it shall be considered a nominating ballot. Thereafter, voting shall be limited to those persons named on the first ballot.
 - ii. On the second ballot, two-thirds of the votes cast shall elect. If the second ballot does not result in an election, voting shall be limited to the four persons receiving the highest number of votes cast.
 - iii. On the third ballot, a majority of the votes cast shall elect. If the third ballot does not result in an election, voting shall be limited to the three persons receiving the highest number of votes cast.
 - iv. On the fourth ballot, a majority of the votes cast shall elect. If the fourth ballot does not result in an election, voting shall be limited to the two persons receiving the highest number of votes cast.
 - v. On the fifth ballot, a majority of the votes cast shall elect.
- i. The result of each ballot in every election shall be announced to the convention.
- j. Election of synodical representatives to the Lutheran Theological Seminary shall proceed as follows:
 - i. The council of this synod council, in consultation with the seminary, shall nominate one or more persons for each position for which election is required.
 - ii. Nominations may be made from the floor with the consent of those nominated.
 - iii. Normally, nominations will be presented in such a way that representation reflects gender balance. will reflect the diversity of this church.
 - iv. A majority of the votes cast shall elect. If an election does not occur on a first ballot, voting on a second ballot shall be limited to the two persons receiving the highest number of votes cast on the first ballot.
- k. Eligibility for positions as synod officers, synod council members and synod representatives to the Lutheran Theological Seminary Board of Governors shall be limited to the confirmed membership of the member congregations of this synod, members of synodically recognized ministries of this synod, and of those church bodies in shared ministry within the Synod with whom the Evangelical Lutheran Church in Canada is in full communion.

Section 12.

The convention procedures shall be published in a convention manual approved by the synod council.

Part VI Nominations and Elections of Delegates to the National Church Convention

Section 1. Nominations for Delegates

- a. Six months in advance of a synod convention at which delegates to a national convention will be elected, the secretary of the synod council shall call for nominations for lay, youth and rostered delegate positions. Nominations shall close 60 days prior to the opening of the convention at which the elections will take place. There will be no nominations from the floor for delegates to national convention during the synod convention.

- b. Complete information including nomination process, conference, congregational membership and biographical details must be received at the office of this synod-30 days prior to the opening of the convention for the nomination to be accepted. Nomination forms will be available through the office of this synod.
- c. Eligible nominees shall be:
 - i. rostered members who are members in good standing of a congregation within the existing area boundary;
 - ii. lay members in good standing of a congregation within the existing-area boundary; and
 - iii. youth members in good standing of a congregation of this synod who will be between the ages of 16 and 25 inclusive on the first full day of the next national convention.
- d. There shall be no restriction on the number of nominees who hold membership in any given congregation; however, congregations may only be represented by one delegate with the exception of youth delegates. In the event of the election of more than one delegate from a congregation, with the exception of youth delegates, the elected delegates' congregational council will be advised of the election following the synod convention by the secretary of this synod. In consultation with the executive committee and/or the-bishop of this synod and the elected delegates, the congregational-council will determine who will serve as delegate.
- e. Nominations for lay and youth delegates will be accepted within area boundaries provided:
 - i. the nomination form is signed by 10 members in good standing of congregations of this synod; or
 - ii. the nominee is endorsed by either a congregational council or a congregational annual meeting-
- f. Nominations for rostered delegates will be accepted within existing conference area boundaries provided:
 - i. the nomination form is signed by 10 members in good standing of congregations of this synod; or
 - ii. the nominee is endorsed by either a congregational council or a congregational annual meeting of a member congregation.
 - iii. A list of all nominees and their biographies shall be published in the convention docket.

Section 2. Allocation of Lay, Rostered and Youth Delegates

- a. This synod in convention will elect two lay delegates and one rostered delegate to the national convention from each of the synod's areas (as defined in the synod bylaws). Two youth delegates shall be elected on an "at-large" basis without reference to a particular area. If the allotted number of seventeen delegates are not elected during synod convention for any reason, the council of this synod council shall appoint the necessary number lay, rostered or youth delegate(s) at its next regularly scheduled meeting.
- b. The council of this synod shall appoint any remaining lay and/or rostered delegates at its next regularly scheduled meeting to meet the total number of delegates eligible to attend national convention as allotted by the ELCIC. These appointments will seek to reflect human diversity, geographical and diaconal/ordained minister representation.
- c. Elected lay, rostered and youth delegates are eligible to attend two, but not three, consecutive national conventions.

Section 3. Order of Election

- a. Nominees (rostered, lay and youth) receiving the greatest number of votes on the first ballot from each area shall be declared elected. Where multiple positions are being filled for any one delegate category, nominees shall be declared elected on the basis of the highest number of votes received on the first ballot. If necessary, second ballots shall be held to break ties.

Section 4. Replacement of Delegates

- a. In cases where elected delegates are unable to attend the executive committee and synod bishop of this synod shall appoint a replacement. Whenever possible, the replacement shall be the

nominee who received the next greatest number of votes during the balloting process at the relevant convention of this synod.

Part VII Synod Council

Section 1.

The elected membership of the council of this synod shall consist of one rostered and one lay representative from each conference area in this synod. Appointed membership shall consist of one representative of a full communion partner who is actively serving in that partner church. This person shall have seat, voice and vote. Members shall serve for three-year terms. No elected member is eligible to serve for more than three consecutive terms.

Section 2. The council of this synod council shall:

- a. Plan, coordinate, supervise and evaluate the activities of this synod in carrying out its mission and ministry, including development of appropriate policies for the council of this synod;
- b. Be the directors of the corporation and trustees for this synod;
- c. Elect Hire executive staff if and when such positions are created by this synod in convention;
- d. Issue letters of call to rostered ministers who are full-time officers or staff officials of this synod, or who are called to special service;
- e. Fill vacancies until the next convention of this synod except as otherwise provided;
- f. Determine the fact of the incapacity of an officer of this synod according to the procedures in the constitution and bylaws of this church;
- g. Approve candidates for call, ordination or consecration, and admission to this synod's roster of ministers.
- h. Appoint all committees for which there is no other provision;
- i. Carry out duties in good faith with a reasonable degree of diligence, care, and skill;
- j. Expect the same standard of conduct from all members;
- k. Make and enforce its own policies, including the discipline of its members; and
- l. Perform such additional duties as prescribed in the constitution, the bylaws, or by resolutions of this synod in convention.

Section 3.

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

Section 4.

The council of this synod shall hold at least two meetings annually.

Section 5.

Special meetings of the council of this synod may be called by the bishop of this synod or chairperson of this synod when circumstances warrant.

Section 6.

A majority of the members of the council of this synod shall constitute a quorum.

Part VIII Synod Officers

Section 1.

Officers of this synod shall serve for a term of six years, without limitation.

Section 2.

The chairperson of this synod shall:

- a. Convene and preside over conventions of this synod and meetings of the council of this synod,

- and
- b. Perform additional duties as described in the policies of the Governance Manual of the council of this synod.

Section 3.

The secretary of this synod shall oversee all secretarial and record keeping duties on behalf of this synod as prescribed in these bylaws and as described in the policies of the Governance Manual of the council of this synod.

Section 4.

The treasurer of this synod shall:

- a. Oversee all financial affairs and accounts of this synod, including deeds, mortgages, contracts, trust funds, investments, etc.,
- b. Be bonded under the fidelity coverage provided by this synod, and
- c. Perform additional duties as described in the policies of the Governance Manual of the council of this synod.

Part IX The Synod Bishop

Section 1.

The bishop of this synod shall be elected by synod convention for a term of six years, without limitation.

Section 2. The bishop of this synod shall:

- a. Provide spiritual leadership and counsel to this synod, its conventions, and areas;
- b. Ordain or consecrate approved candidates for rostered ministry;
- c. Oversee the call process as outlined in the call process manual;
- d. Attest to all official documents of this synod as may be required;
- e. Appoint the synod archivist/necrologist to maintain historical records on behalf of this synod;
- f. Discipline staff and committee members in keeping with Biblical principles;
- g. Report to the council of this synod and the synod convention all significant matters affecting the mission and ministry of this synod; and
- h. Perform other duties as prescribed in the constitutions and bylaws of this church and this synod, and as described in the policies of the Governance Manual of the council of this synod.

Part X Synod Council Standing Committees

Section 1. Examining Committee

- a. The Western Synods' Examining Committee, in which this synod shall participate, shall interview all candidates for rostered ministry and all persons applying for admission to the roster and shall ensure their acceptance of and adherence to the Confession of Faith of this church; fulfillment of academic requirements; and qualifications for carrying out the functions of rostered ministry.
- b. Terms of reference for the Examining Committee shall be articulated in the Governance Manual of the council of this synod.
- c. Further terms of reference for, and procedures of, the Examining Committee shall be defined in the Candidacy Manual of this church.

Section 2. Candidacy Committee.

- a. The Candidacy Committee shall select and endorse candidates for the rostered ministry; review applications to the ministries of this synod by persons seeking readmission to the rosters of this synod; receive applications from candidates who come from Lutheran churches with whom mutual recognition of ministry has not yet been established, or who come from other churches; and refer candidates to the Examining Committee for colloquy according to the policies and procedures established by this church.

- b. Terms of reference for the Candidacy Committee shall be articulated in the Governance Manual of the council of this synod.
- c. Further terms of reference for, and procedures of, the Examining Committee shall be defined in the Candidacy Manual of this church.

Section 3. Congregation Constitutional Review Committee

- a. The Congregation Constitutional Review Committee shall review congregations' constitutions and proposed amendments; be available to confer and/or meet to discuss proposed amendments and assist congregations to make amendments acceptable to the council of this synod; and, make recommendations to the council of this synod regarding the Model Constitution for Congregations of this church, its procedures and other related matters.
- b. Amendments to congregational constitutions shall be effective upon ratification of the council of this synod.
- c. Terms of reference for the Congregation Constitutional Review Committee shall be articulated in the Governance Manual of the council of this synod.

Section 4.

The council of this synod may appoint other ad hoc committees for a specific purpose and duration as deemed necessary.

PART XI TRANSITION

Section 1.

Where the provisions of Part XI conflict with provisions contained elsewhere in the Bylaws of the Synod of Alberta and the Territories, the provision of Part XI shall prevail.

Section 2.

The terms of all officers, synod council members, and Lutheran Theological Seminary representatives elected at convention in 2016 shall be five years.

Section 3.

The convention of this synod following 2016 shall be in 2018.

Section 4.

The terms of all officers, synod council members, and Lutheran Theological Seminary representatives elected at convention in 2018 shall be three years.

Section 5.

The convention of this synod following 2018 shall be in 2021.

Section 6.

The term of the bishop of this synod elected in 2018 shall be six years.