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From the Office of the Secretary  
Rev. Paul Schallhorn

Nov. 2, 2016

Dear Fellow Redeemed in Christ:

As we prepare for the tenth convention of Lutheran Church–Canada to be held in 2017, the Committee of Convention Nominations has prepared the enclosed documents for your participation in the process of nomination future leaders for the Synod.

Any individual member of the church may recommend one or more persons for nominations to the following offices:

Board of Directors

To be elected: 1 lay person Central; 2 lay people ABC; 1 pastor at large

Commission on Adjudication

To be elected: 1 pastor ABC; 1 lay person Central; 1 lay person East  
One person must be a lawyer

Commission on Theology and Church Relations

To be elected: 1 lay person

Board of Regents, Concordia Lutheran Seminary, Edmonton AB

To be elected: 1 pastor; 2 lay/deacon (in total one from each district)

Board of Regents, Concordia Lutheran Theological Seminary, St. Catharines ON

To be elected: 1 pastor; 2 lay/deacon (in total one from each district)

It is not necessary for a congregation to vote on individuals recommended for nomination. A description of the major responsibilities and desirable qualifications for each position is attached.

You should note that not all candidates for elected office are nominated by this process. The exceptions are:

**President:** Each congregation will be sent an official nominating ballot. Candidates for office of the president must be nominated by a duly called meeting of the Voter's Assembly of the congregation. The five candidates who receive the

highest number of nominations will constitute the ballot at the convention.

**Vice-president:** Each congregation will be sent an official nominating ballot. Candidates for office of the vice-president must be nominated by a duly called meetings of the Voter's Assembly of the congregation. The three candidates from each district who receive the highest number of nominations will constitute the ballot at the convention.

All other candidates will be nominated by the Committee on Convention Nominations which will select nominees and alternates from recommendations submitted on the enclosed forms. Additional nominations may be made from the floor of the convention provided the candidate has given written consent.

The committee will need your prayerful recommendations as soon as possible. Please duplicate the form should you wish to recommend more individuals. Individuals may be recommended for as many positions as you desire.

To assist the committee in completing their work in an orderly manner, please ensure that all recommendations are returned to Lutheran Church – Canada office in Winnipeg ***NO LATER THAN January 31, 2017***. Your cooperation and assistance in distributing the enclosures is greatly appreciated. I have also enclosed the names, addresses and telephone numbers of the Committee on Convention Nominations. Should you have any questions concerning the process, please contact one of the committee members.

**PLEASE NOTE:** As you know, there will be structure changes proposed at convention. The recommendations for nominations requested in this letter are based on the current structure. As the restructuring planning continues to develop, there may be a need for recommendations for nominations for positions that may exist under the proposed new structure if passed at convention.

This letter constitutes the official notice of solicitation of names for nomination as outlined in the constitution and bylaws of Lutheran Church–Canada. May our gracious God bless you and guide you in your deliberations.

Think of God loving you,



Rev. Paul Schallhorn, secretary

P.S. Please copy the *Recommendation for Nomination* form for wider distribution.

# LUTHERAN CHURCH–CANADA

## ELECTED BOARDS AND COMMISSIONS

### **Common Responsibilities and Qualifications for the Boards and Commissions at the National Level.**

All candidates for offices and board memberships are expected to be fully committed to the Scriptures and Lutheran Confessions, to honouring and upholding the constitution and resolutions of the Synod, and to the mission of the Synod as demonstrated by participation and leadership of congregational involvement in that mission. Each candidate should possess the ability and willingness to work with others. Specific board responsibilities are noted in various sections of the bylaws. Desired qualifications of members for individual boards are noted below. Candidates should be aware that they serve without remuneration.

#### **1. Board of Directors** (Statutory Bylaws Article XI - XV)

*Responsibilities:* The Board of Directors is responsible for the legal, property, and financial affairs of the Synod, including planning, budgeting, finance, personnel and program review. It oversees the work of its appointed committees in the areas of communications and missions.

*Desired Qualifications:* Board members should be able to see the “big picture” both nationally and internationally. Experience on district or national boards is desirable, particularly for the clergy. Experience in law, finance, personnel, general administration and corporate planning is always helpful as well as representation from the more typical lay persons who are active in the congregation and are users of the various services available through district and Synod. The candidate must be available for at least three meetings of two days each, normally held over weekends.

#### **2. Board of Regents** (Synodical Bylaws 6.01 - 6.03)

*Responsibilities:* Boards of Regents of the seminaries are responsible for the educational programs of the institution. They assure themselves that the work of the institution is carried on effectively and are responsible for its business management. They are also responsible for the general welfare of faculty, staff and students.

*Desired Qualifications:* Board members should be acquainted with current trends in education and should have a strong commitment to Christian education at all levels, with special interest in the objectives of preparing church workers. It is desirable to have had experience on a governing board of an elementary or secondary school, or on the board of regents, or faculty of a college or university. Experience in finance, personnel, general corporate administration, or corporate planning is helpful. The time requirements for meetings vary with the institution.

### **3. Commission on Theology and Church Relations (Synodical Bylaws 2.105 - 2.107)**

*Responsibilities:* The Commission on Theology and Church Relations is responsible for assisting the president of the Synod, at his request, in fostering internal unity in the Synod and in relating to other church bodies. The Commission is also responsible for providing guidance to the Synod in matters of theology.

*Desired Qualifications:* Members of the Commission should be well grounded in their knowledge of and commitment to the Holy Scriptures and the Lutheran Confessions and the doctrinal position of the Synod. They should have a good understanding of the internal workings of Lutheran Church–Canada. Above all, they should be motivated by a love for the Lord Jesus Christ which shows itself in concern for the pure teaching of the Gospel and the right administration of the Sacraments and for God-pleasing relationships with all members of the body of Christ. The candidate must be available for meetings twice a year, two days normally, held on weekends.

### **4. Commission on Adjudication (Synodical Bylaws 8.35-8.39)**

*Responsibilities:* The Commission on Adjudication serves as the judicatory head of the Synod having jurisdiction over cases under Article XIII of the Synodical Bylaws, cases in which a member is removed from Synod as well as all cases in which the Synod, a district of the Synod or one of its institutions or organizations is a “party.”

*Desired Qualifications:* Members of the Commission on Adjudication should be grounded in their knowledge of and commitment to the Scriptures and the Lutheran Confessions. They should also have a good understanding of the internal workings of LCC. Because of the judicial nature of this commission, members should have a basic understanding of natural law, and some understanding of legal procedures with the ability to filter information in a logical manner.

**LUTHERAN CHURCH-CANADA**  
**RECOMMENDATION FOR NOMINATION**  
Convention 2017

Note to persons making recommendations for nominations:

- A. The following statements concerning qualifications for synodical office are based on the provisions of the constitution and bylaws of Lutheran Church-Canada
- 1) Any officer or any member of any board or commission must be a member of a congregation affiliated with Synod.
  - 2) Nominations for the offices of president and vice-presidents are not made through the Committee for Convention Nominations. Therefore, recommendations for nominations for these offices should not be made on this form.
- B. The synodical Committee for Convention Nominations assumes that persons recommended for nomination meet the following basis qualifications:
- 1) He or she is a credit to his/her congregation and to the church-at-large in faith and life.
  - 2) He/she, to the best of your knowledge, will uphold and honour the constitution and bylaws of Synod as it strives to achieve its covenant and objectives.
  - 3) He/she is well qualified for the position for which he/she is being considered as a possible nominee.

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I recommend the following person:

NAME \_\_\_\_\_  
STREET \_\_\_\_\_  
CITY PROV PC \_\_\_\_\_

for the following office, board or commission \_\_\_\_\_

The above person is a Clergyman  Deacon  Layperson

Age: \_\_\_\_\_ (approximate if not known)

His/her congregation is NAME \_\_\_\_\_  
CITY PROV PC \_\_\_\_\_

SYNODICAL DISTRICT \_\_\_ABC \_\_\_CENT \_\_\_EAST

His/her pastor is NAME \_\_\_\_\_  
STREET \_\_\_\_\_  
CITY PROV PC \_\_\_\_\_

His/her circuit counselor is NAME \_\_\_\_\_  
STREET \_\_\_\_\_  
CITY PROV PC \_\_\_\_\_

*Please turn over* ➡

1. In what capacity do you know this person? \_\_\_\_\_  
\_\_\_\_\_

2. Do you know this individual personally? Yes  No   
If yes, how long? \_\_\_\_\_

3. Special qualifications of the person recommended \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. In your opinion, what experience at the congregational, district and synodical level has this person had which qualifies him/her for the recommended position?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Please check on the list below, the areas in which the person you recommend has particular strengths.

- |                             |                          |                     |                          |
|-----------------------------|--------------------------|---------------------|--------------------------|
| Analytical thinking         | <input type="checkbox"/> | Judgement           | <input type="checkbox"/> |
| Creative thinking           | <input type="checkbox"/> | Leadership          | <input type="checkbox"/> |
| Ability to work with others | <input type="checkbox"/> | Command of Language | <input type="checkbox"/> |
| Theological Understanding   | <input type="checkbox"/> | Financial Skills    | <input type="checkbox"/> |
| Management Skills           | <input type="checkbox"/> | Initiative          | <input type="checkbox"/> |
| Communication Skills        | <input type="checkbox"/> |                     |                          |

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**PLEASE COMPLETE AND SIGN** I am a Clergyman  Deacon  Layperson

**Return to:** Committee on Convention Nominations  
Lutheran Church-Canada  
3074 Portage Avenue  
Winnipeg MB R3K 0Y2

Signed: \_\_\_\_\_  
Street: \_\_\_\_\_  
City Prov PC \_\_\_\_\_

**Return no later than January 31, 2017**

Please duplicate if additional forms are needed.

(Revised 2004)