

Staffing Resources
for
Lutheran Schools

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The Objectives of Lutheran Education

1. In terms of their relationship to God, the Lutheran school attempts to help the student develop
 - a growing knowledge of the Triune God, a growing trust in Jesus Christ as the Savior from sin, and an increasingly sanctified life.
 - a growing knowledge of the Holy Scriptures as the Word of Life, a proper understanding of Law and Gospel and an increased ability to apply God's Word to life situations, and a desire to gain the blessings of Holy Baptism and the Lord's Supper.
 - an understanding of the nature, function, and responsibility of the church as the body of Christ, plus a willingness and ability to serve as an active member of that body and as a priest of God.

2. Concerning the student's relationship to self, the Lutheran school seeks to help those enrolled
 - develop knowledge, attitudes, and conduct needed to function effectively as God's children (spiritual powers).
 - understand their body and accept responsibility for its health, safety, and recreation (physical powers).
 - develop logical, scientific, and creative thinking habits, gain knowledge and communication tools, and acquire significant elements of their cultural heritage (mental powers).
 - develop social skills required to function competently and creatively (social powers).
 - understand and control their emotions, find security and a true picture of themselves through firm reliance on God and trust in Christ, and practice Christian love toward all human beings (emotional powers).

3. In addressing the student's relationship toward others, the Lutheran school attempts to assist its charges that they may
 - recognize all people to be God's creation and show respect, courtesy, and consideration for the rights and welfare of others.
 - respect parents as God's representatives and appreciate their privileges and responsibilities as a member of a family of which God is the Head.
 - develop Christian social responsibility and cooperative skills.
 - develop concern for the spiritual and material welfare of all people and show this concern through witnessing and welfare activities.
 - respect government as ordained by God and appreciate their privileges and responsibilities as a member of the community, state, nation, and world.

4. Students' relationship to nature will be so fostered by the Lutheran school that they will
 - understand that God is the Creator, Ruler, and Preserver of nature.
 - thank and praise God for the gifts of nature.

- develop knowledge, attitudes, and conduct needed to understand, use, and care for God's gifts in nature.
- willingly use nature to glorify God and serve others.^{1, 2}

Theological Considerations for Calling A Teacher

The Office of the Public Ministry - it is the divinely established of office referred to in Scripture as "shepherd," "elder," or "overseer." This term is equivalent to "the pastoral office." Within this of office are contained all the functions of the ministry of Word and sacrament in the church.

Auxiliary Offices - These are offices established by the church. Those who are called to serve in them are authorized to perform certain of the function(s) of the office of the public ministry. These offices are "ministry" and they are "public," yet they are not the office of the public ministry. Rather, they are auxiliary to that unique pastoral office, and those who hold these of offices perform their assigned functions under the supervision of 'the holders of the pastoral office. Such offices are established by the church as the need arises, and their specific functions are determined by the church. The most common auxiliary office today is the office of the teaching ministry.

The church has the right to distinguish such auxiliary offices of the church from each other. Some require extensive knowledge of Scripture, ability to teach or to counsel, or other capabilities that are closely related to the teaching and shepherding functions of the office of the public ministry. The church has always exercised the right to designate some of its offices as so involved in the spiritual functions of the office of the public ministry that it has provided specific training, is more formal in summoning members of the church to such offices, and has rightly included such offices within its concept of "ministry." Such offices call for functions that not only are necessary for the functioning of the public ministry but that only the church performs as an institution. Thus, the teaching of the faith in a Christian school is a function unique to the church. Properly speaking, a professional trained teacher who is called as a teacher by the church may be said to be performing a function of the office of the public ministry. The teaching of the faith to the children and youth of the flock is a major duty of the pastoral office. To refer to it as "the teaching ministry" is less awkward and readily understandable in the church.

By using the term "teaching ministry" we are indicating the special nature of the auxiliary office of teacher in our church. One who is in the "teaching ministry" (man or woman) meets the following qualifications established by the church. He or she

¹Nohl, *An Instrument for Evaluating Lutheran Elementary Schools*, 25–26.

²Rietschel, William C.: *An Introduction to the Foundations of Lutheran Education*. electronic ed. St. Louis, MO : Concordia Publishing House, 2001, c2000

- has been trained in the educational institutions of the church, that received specific training in the understanding and teaching of religion, and has been certified as suitable and eligible for the teaching ministry by a faculty of the church. In some cases the requirement have been met by means of a colloquy program that includes training and evaluation.
- has been placed into the teaching ministry formally and officially by a assignment of the Board of Assignments, which is the Council Presidents of the Synod.
- is given authority to function in the teaching ministry in specific place by the formal call of a congregation or other legitimate calling agency (e.g., a District, the Synod, or others).
- serves under the supervision of the called pastor in a congregation under other pastoral supervision in non-parish calls.
- does work that is specifically spiritual in nature. Although he/she may teach some “secular” subject, the philosophy of Lutheran education includes the demand that the faith of the church be evident in all activities of the school. Law and Gospel, sin and grace are operative in the curriculum and methodology of a Lutheran school.
- knows and publicly subscribes to the Lutheran Confessions.
- is accepted formally as a member of the Synod, with the obligation to attend official conferences and District conventions.
- may be chosen to represent groups of teachers as a delegate conventions of the Synod.
- is answerable for the confessional purity of his/her teaching and pledged to a life that befits the Gospel of Jesus Christ.
- may be removed from office because of impure doctrine, an ungodly life, or incompetence.
- is pledged to be concerned for the spiritual and eternal welfare those committed to his/her care.

Although not pledged to remain in the teaching office for a lifetime, the normal expectancy of the church and of teacher candidates is that, unless prevented by personal circumstances, the teaching ministry of an individual will be followed as a lifelong calling.

These are the criteria by which our church designates the occupants of its teaching ministry office.³

Call vs. Contract?

The position of Lutheran Teacher is an extension of the Pastoral Office. As such, the Lutheran School will want to call those teachers who are knowledgeable of and committed to the public

³*The Ministry: Offices, Procedures and Nomenclature* A Report of the Commission on Theology and Church Relations of the Lutheran Church--Missouri Synod, September 1981

teaching of Lutheran Church-Canada and are on the teacher roster of LCC. Roster teachers hold ecclesiastical certification which means that, beyond their teaching degree, they have taken additional courses in Lutheran doctrine, Old and New Testament studies, Church history, Lutheran Education and Team Ministry. They have been certified by LCC and are eligible to be called to a teaching office which is as an extension of the pastoral office in the congregation. Accordingly, the following priorities exist when seeking to fill a teaching position at a Lutheran School:

- a. A called Lutheran teacher;
- b. If a called Lutheran teacher is not available for the position, a contracted teacher who is a member in good standing of a Lutheran Church-Canada congregation. The church and school may well wish to encourage such a teacher to take courses to be colloquized as a rostered Lutheran Teacher of LCC.
- c. If a non-rostered Lutheran teacher is not available, then a member in good standing of a congregation of another Lutheran body. However, such a teacher must be willing publicly to support the teaching of LCC.
- d. If a teacher from another Lutheran body is not available, then a member in good standing of a congregation of a Christian denomination might be considered. However, such a teacher must be willing publicly to support the teaching of LCC.
- e. If not even a Christian from another denomination is available, then the position must remain unfilled.

Additional Considerations:

- Although the first priority is to obtain rostered Lutheran teachers, the school must make sure that when considering a rostered teacher that he or she is actually qualified for the position. It would not be advisable to call someone to teach grade twelve who has specialized in early childhood education.
- Our Lutheran schools are small by public standards and the pool of Lutheran teachers is also limited. While specialized skills would be nice, the reality is that Lutheran schools may need to learn to “make do” with specialized needs from within the general talent pool of the existing staff. The desire for specialized skills should, in most cases, not be the deciding factor in a hiring decision.
- Long-term considerations must always be given in the staffing of a Lutheran school. Unless clearly stated and understood by all parties and barring any mitigating circumstances, a contract, even for one year, carries with it expectations beyond that year.

- The congregation, through its pastor, school board and principal, has an obligation to instruct its non-called staff in a greater understanding of and appreciation for Lutheran education and the Lutheran school system of which they have become a part. A major consideration in the hiring of a teacher is that person's willingness to embrace our philosophy of Lutheran education and to undertake colloquy.
- When a teaching position becomes available, the school board should immediately inform the District President and the Executive Assistant for Parish & School Services. They will be able to recommend names of rostered and, if necessary, perhaps even non-rostered teachers who could be considered for the position.

The Staffing Process

- Preparations for the next school year should be taking place in January and February as part of the "teacher supervision" process. As the principal meets with teachers during the evaluation process, there may be some indication of changes on staff for the coming year. Confidential discussions may take place at this time with the District.
- The signing of contracts should happen as early as possible to allow for proper planning of the school and its staff. "Escape" clauses in contractual agreements will allow for unforeseen circumstances, making an earlier signing date more acceptable for both parties.
- Enrolment projections made during March/April registrations for the coming year may indicate the need for additional staff, or for realigning of current staff.
- In calling a teacher from the field, the calling congregation must consider the fact that the called teacher, if he/she accepts the call, will likely leave a vacancy on his/her current staff. The earlier the call can be extended, the better.
- A committee of the school board should be established for the purpose of dealing with staffing issues. Regarding the calling/contracting of staff, this committee would be responsible for recommending appropriate candidates to the board/congregation for contracting/calling. The committee should consist of the following people:
 - a. Principal
 - b. Pastor
 - c. Board Chair/Designate

- d. Chair of the Board of Elders/Designate (Note: In the case of a society-run school, this could be filled by a society member)
- The Committee should put together a job description which will be utilized in getting information out to appropriate people, and will eventually be used in the call/contract documentation. (Care should be taken however, in the actual call document, not to lock a person into a specific job which would require the reissuing of a call to make changes.) The following are typical considerations:
 - a. Grade level(s)
 - b. Subject concentrations (e.g. Math, Computers, Language Arts, etc.)
 - c. Needed skills (e.g. ability to teach multi-grade classes)
 - d. Possible non-essentials (a kind of "wish list")
 - e. Term of the position
 - f. Salary and benefits
 - When a teaching position becomes available, either through a vacancy or the addition of a new position, the principal should immediately contact the District President. The District President will then enlist the Executive Assistant for Parish and School Services and the Circuit Counselor to assist in the calling process. If no rostered teachers are available for the position, they may also be able to assist in identifying non-rostered teachers.
 - The congregation needs to be well-informed of any process to engage teachers. Members of the congregation should be encouraged to pray for God's provision and guidance both in public worship and in private devotions.
 - It is important to recognize this process as an opportunity for educating congregational members in the relationship of church and school and in the calling process.
 - Calls are issued by the congregation, not by a board or committee. Always check the congregation's constitution and bylaws regarding the calling process. As special congregational meetings are arranged to issue a call, keep in mind that such meetings typically need a couple weeks' notice. Note that it is generally easier to cancel an anticipated meeting, rather than to schedule a last minute meeting.

Administrative (Principal) Position

- The preferential order for calling/contracting spelled out in the section *Call vs. Contract?* should be given even greater weight when considering the principal and vice-principal positions.
- The procedures for calling/contracting an administrator will be similar to that of a teacher, other than the fact that the committee will be minus a principal. (The committee can substitute a vice-principal or teacher). If a suitable candidate cannot be secured, the committee should be prepared to recommend interim measures, while it continues the process. While an accepted call could mean the filling of the position during the school year, it is more likely that the candidate would complete the current year where he/she is serving.
- Interim measures may include the utilization of current staff, one of which would serve as “Interim Principal.” Should this occur, it is important for the congregation to compensate the individual accordingly, as well as provide necessary interim staffing to cover any vacancies during the time period. Contracting from outside of the school community is another possible means of providing interim coverage for the administrative position. If this occurs, the school board must recognize a greater responsibility in maintaining the Lutheran school focus within the church/school community. In this situation, the term of office for the contracted administrator must be clearly stated and understood by both parties.

Other Matters

- a. **Contracts**
Annual contracts should be issued by the congregation’s or society’s Board of Education to all teachers, whether called or not. In the case of a called teacher, the contract does not in any way displace the call. Rather, it defines the specific teaching responsibilities for the coming school year and lays out the salary and benefits which the congregation will provide. (See sample contract on page???)
- b. **Code of Conduct**
Some congregations include a code of conduct along with the contract to be signed.
- c. **The District Office makes every attempt to maintain accurate information on all of the rostered teachers of Synod using a standardized “Deacon Information Form.” This information will be made available to calling congregations.**

Deaconate Information Form



1. Personal Information

Name: _____

Last
First
Middle Initial
Maiden

Home Address: _____ Home Phone: _____

No./StreetCity, Prov.
Postal Code

Birthplace: _____ Birth date: _____ Sex: ____ Marital Status: _____

mm/dd/yyyy

Ethnic Background: _____ Language Abilities: _____

Present Position: _____

Classification
Congregation/ School
City

Church Membership: _____ District: _____ Synod: _____

Congregation
City

Enrolled in Worker Benefit Plan (y/n) ____ Current Salary _____

Spouse: _____ Vocation / Ability of spouse: _____

Date of Marriage: _____ Spouse's Birthdate: _____

Children:

- | | | |
|--------------------------------------|--------------------------------------|--------------------------------------|
| 1. _____ | 2. _____ | 3. _____ |
| First Name Birth Date gender | First Name Birth Date gender | First Name Birth Date gender |
| 4. _____ | 5. _____ | 6. _____ |
| First Name Birth Date gender | First Name Birth Date gender | First Name Birth Date gender |

Children at Home: _____

Health Problems or Other Matters: _____

2. Academic Background

Post - Secondary

School Name	Province / State	Emphasis / Major	Years Attended	Degree

Name: _____

Continuing Education

School / Course Provider	Province / State	Dates Attended	Certification

3. Certification

LCC Classification: _____ Colloquy Date: _____
(all that apply - Pastor, Teacher, DPS etc.)

Specialty _____
(teachers - grades and subjects / DPS - area of concentration)

Teaching Certificate: Province / State _____ Type _____ Expiration Date _____
 Province / State _____ Type _____ Expiration Date _____

Other Certifications: _____

4. Employment and Service Experience

Record of Service in Lutheran Ministries (include internship / vicarage)

Congregation / School	Location	Responsibilities	Grade(s) / Area(s) of concentration	Dates

Total number of years employment in Lutheran Ministries (exclude training during post-secondary) _____

Synodical/District/Community Service	Dates

Other Significant Occupational Experiences	Dates

Current Professional Organizations/Memberships	Dates

5. Experience/Service/Interest

Beside each appropriate item, place an X

E - experience S - current service I - interest

Community

E S I

__ __ __ Large Urban

- ___ Small Urban
- ___ Suburban
- ___ Rural
- ___ Multi cultural
- ___ Central City
- ___ All of These

Geographic Region

E S I

- ___ BC
- ___ Alberta
- ___ Saskatchewan
- ___ Manitoba
- ___ Ontario
- ___ Quebec
- ___ Atlantic
- ___ United States

Levels (teacher only)

E S I

- ___ Day Care/Infant
- ___ Day Care/Pre-school
- ___ Pre-school
- ___ Special Ed.
- ___ Kindergarten
- ___ Grade 1
- ___ Grade 2
- ___ Grade 3
- ___ Grade 4
- ___ Grade 5
- ___ Grade 6
- ___ Grade 7
- ___ Grade 8
- ___ Grade 9
- ___ Grade 10
- ___ Grade 11
- ___ Grade 12
- ___ Grade 13
- ___ College/University
- ___ Foreign Field
- ___ District/National Office
- ___ Multi Grade Class

Subjects (teacher only)

E S I

- ___ Art/Craft
- ___ Biology
- ___ Business Management
- ___ Business: Secretary
- ___ Chemistry
- ___ Computer Education
- ___ French
- ___ German
- ___ Geography

Subjects (continued)

- ___ Home Arts
- ___ Industrial Arts
- ___ Language Arts
- ___ Literature
- ___ Mathematics
- ___ Phys. Ed.
- ___ Physics
- ___ Psychology
- ___ Reading
- ___ Religion
- ___ Sociology/Anthropology
- ___ Vocational Education
- ___ Other: _____

Music

E S I

- ___ Adult Choir
- ___ Band
- ___ Bell Choir
- ___ Children's Choir
- ___ Guitar
- ___ Group Song Leader
- ___ Music Speciality
- ___ Orchestra
- ___ Organ
- ___ Piano
- ___ School Classroom
- ___ Youth Choir
- ___ Other: _____

Specialties

E S I

- ___ Adult Education
- ___ Bilingual Education
- ___ Bible Class
- ___ Coaching (list sports) _____
- ___ Drama
- ___ Evangelism
- ___ Family Life Ministry
- ___ Library
- ___ Marriage Counsel
- ___ Media
- ___ Multi cultural Ed.
- ___ Missions
- ___ Outdoor Education
- ___ Open Classroom
- ___ Photography
- ___ School Paper
- ___ Seniors Ministry

Specialties (continued)

Special Ed. (List Field)

- ___ Sunday School
- ___ Team Teaching
- ___ Teacher Training
- ___ VBS
- ___ Weekday School
- ___ Worship
- ___ Writing Articles
- ___ Yearbook
- ___ Youth Counseling
- ___ Youth Ministry
- ___ Other: _____

Congregational Admin.

E S I

- ___ DPS
- ___ Deaconess
- ___ Dir. Music: Parish
- ___ Dir. Youth Ministry
- ___ DCE
- ___ Other: _____

Elem./Pre-school Admin. (teacher only)

E S I

- ___ Dir. Special Ed.
- ___ Dir. Day Care
- ___ Dir. Pre-school
- ___ Dir. Athletics
- ___ Dir. School Music
- ___ Principal
- ___ Assistant Principal
- ___ Other: _____

Secondary Admin. (teacher only)

E S I

- ___ Superintendent
- ___ Executive Admin.
- ___ Principal
- ___ Assistant Principal
- ___ Dir. of Development
- ___ Business Manager
- ___ Counselor/Guidance
- ___ Registrar
- ___ Dir. of Athletics
- ___ Dean of Students
- ___ Dean of Chapel
- ___ Department Chair
- ___ Other: _____

Date Information Provided: _____

THIS AGREEMENT made the _____ day of _____, 200_____.

Between:

(NAME) LUTHERAN CHURCH & SCHOOL
a body corporate having its registered
office in the Town of (LOCATION),
in the Province of Alberta
(hereinafter referred to as the “**Employer**”)

OF THE FIRST PART

- and -

a resident of (LOCATION)
in the Province of Alberta
(hereinafter referred to as the “**Employee**”)

OF THE SECOND PART

INTERPRETATION

A. HEADINGS

The headings utilized in this Agreement are for convenience only and are not to be construed in any way as additions or limitations of the covenants and agreements contained in this Agreement.

B. TERMINOLOGY

All personal pronouns used in this Agreement, whether used in the masculine, feminine or neuter gender, shall include all other genders, the singular shall include the plural, and vice versa, and shall refer solely to the parties signatory thereto except where otherwise specifically provided.

RECITALS:

A.
The Employer is a private corporation incorporated, organized and existing under the laws of the province of Alberta, carrying on the business of, among other things, the provision of an educational facility under the guidance of the Lutheran Church-Canada, Alberta-British Columbia District, in the Town of (LOCATION); and

B.
The Employer has agreed to employ the Employee and the Employee has agreed to enter the employ of the Employer, and the parties have agreed to enter into an employment relationship for their mutual benefit, and:

C.

The parties are of the belief that the Employee has the qualifications and background to perform the duties required by the Employer, and therefore;

IN CONSIDERATION OF the covenants hereinafter set forth and provided to the respective parties and for other good and valuable consideration, the sufficiency and receipt of which is hereby acknowledged, THIS AGREEMENT WITNESSES that the parties have agreed that the terms and conditions of the relationship shall be a follows:

**1.
EMPLOYMENT**

(a)

In carrying out the herein described duties and responsibilities the Employee shall comply with all lawful and reasonable instructions as may be given by the Employer of the employee.

(b)

The Employee agrees to comply with and be bound by the terms and conditions of this Agreement, and further agrees that this Agreement requirements, remunerations and benefits, how so ever made.

(c)

In consideration for the Employee's agreement and Employee's performance in accordance with this Agreement, the Employer employs the Employee, in the position of teacher at the Lutheran Day School, (LOCATION), Alberta.

(d)

The Employee acknowledges and agrees that the effective performance of the Employees's duties requires the highest level of integrity.

(e)

The Employer reserves the right to unilaterally change the Employee's assignments, duties and reporting relationships.

(f)

The term of employment shall begin _____ and shall end _____, unless extended from time to time by the mutual agreement of the parties.

**2.
EXCLUSIVE SERVICE**

(a)

During the term of employment the Employee shall devote himself/herself exclusively to the business of the Employer and shall not during the term, be employed or engaged in any capacity in promoting, undertaking or carrying on any other business, without the prior written approval of the Employer.

(b)

The Employee is employed on a full-time basis for the Employer and it is understood that the hours of work involved may vary and those hours are required to meet the objectives of employment. The Employee acknowledges that this paragraph constitutes agreement to work those hours where such agreement is required by legislation.

3.

CONFIDENTIAL INFORMATION

The Employee acknowledges that he will acquire information about certain matters, things and students which are confidential to the Employer, and which information is the exclusive property of the Employer. The Employee acknowledges all student names, addresses, phone numbers and scholastic performance information relating to the students that is gathered and recorded at the school premises is recorded for the sole benefit of the Employer and shall become the exclusive property of the Employer.

4.

TEACHING SERVICES

(a)

The Employee agrees and undertakes to provide teaching services and instruction in the required areas recommended by the Employer.

(b)

It is hereby acknowledged by the Employee that these subjects will be taught by interpretation and reference to the beliefs of the Employer as set out in the (NAME) Lutheran School Statement of Faith and the (NAME) Lutheran School Policy Handbook.

(c)

It is further agreed that the Employee shall maintain membership in (NAME) Lutheran Church throughout the duration of this Agreement, unless expressly waived by the Employer.

5.

REMUNERATION AND BENEFITS

(a)

In consideration of the Employee's undertaking and the performance of the obligations contained in the Agreement, the Employer shall pay and grant the following salary and benefits for the provision of teaching services and instruction.

(i)

The sum of _____ (\$). Per annum. Monthly payments will be 1/12 of the total salary.

(ii)

The provision of medical and dental health care insurance through The Lutheran Church Canada Worker Benefit Plans.

6.

DISPUTE RESOLUTION

In the event of a disagreement or dispute between the Employee and Employer, the Employee and the Employer agree to submit to the reconciliation and adjudication procedures established by Lutheran Church-Canada (Bylaw, Article VIII) and to abide by its decision and ruling.

7.

TERMINATION

(a)

The parties understand and agree that employment pursuant to this Agreement may be terminated in the following manner in the specified circumstances:

(i)

by the Employee for any reason, on the giving of written notice of his intent to terminate this Agreement of at least one (1) month if the Employee has been employed by the Employer for more than three (3) months but less than two (2) years; or

(ii)

by the Employer at its absolute discretion and for any reason on giving the Employee advance notice in writing or on paying the Employee the equivalent termination pay of at least:

(A)

One (1) week if the Employee has been employed for more than three (3) months but less than one (1) year;

(B)

In all other circumstances, as set out in the Employment Standards Code or successor legislation.

(iii)

By the Employer for cause including but not limited to

(A)
any material breach of the provisions of this Agreement;

(B)
conviction of the Employee of an indictable criminal offense;

(C)
any mental or physical disability or illness which results in the Employee being unable to substantially perform his duties for a period of thirty (30) consecutive days. Failure by the Employer to rely on this provision in any given instance or instances, shall not constitute a precedent or be deemed a waiver.

(iv)
Should the Employee terminate the Agreement without complying with the notice provisions set out herein, he shall be liable to the employer for one (1) month salary. (excluding cause (ii) A above)

In cases of an individual receiving a call to a sister congregation of Lutheran Church-Canada or in cases of personal extenuating circumstances, clause (iv) is negotiable.

(b)
The parties understand and agree that the giving of notice or the payment of severance pay by the Employer to the Employee on termination shall not prevent the Employer from alleging cause for the termination.

8. DAYS OF WORK AND VACATION DAYS

The Employee shall be available for the provision of teaching services and instruction as requested by the Employer on and from _____ and will provide teaching services and instruction as required by the Employer and in fulfilment of the Department of Education, Alberta, requirements for each school year.

The Employee shall be entitled to a period of paid vacation in accordance with the established policies of the congregation.

9. GENERAL HOLIDAYS

The following holidays are paid days on which the School is not open:

- (i)
New Year's Day
- (ii)
Family Day
- (iii)
Good Friday
- (iv)
Easter Monday
- (v)
Victoria Day
- (vi)
Canada Day
- (vii)
Labour Day
- (viii)
Thanksgiving Day
- (ix)
Remembrance Day (only when it falls on a normal work day)
- (x)
Christmas Day
- (xi)
Boxing Day
- (xii)
Civic Holiday

**10.
ASSIGNMENT OF RIGHTS**

The rights which accrue to the Employer under this Agreement shall pass to its successors or assigns. The rights of the Employee under this Agreement are not assignable or transferable in any manner, provided that upon the death of the Employee, the Employee's estate shall be entitled to enforce any claim that the Employee would have against the Employer.

**11.
SEVERABILITY**

In the event that any provision or part of this Agreement shall be deemed void or invalid by a court of competent jurisdiction, the remaining provisions, or parts of it, shall be and remain in full force and effect.

**12.
ENTIRE AGREEMENT**

This Agreement constitutes the entire agreement between the parties with respect to the employment of the Employee and any and all previous agreements, written or oral, express or implied between the parties or on their behalf relating to the employment of the Employee by the employer are terminated and cancelled and each of the parties releases and forever discharges the other of and fro all manner of actions, causes of action, claim or demands whatsoever under or in respect of any agreement.

**13.
MODIFICATION OF AGREEMENT**

Any modification to this Agreement must be in writing, signed by the Employee and an officer of the Employer of it shall have no effect and shall be void.

**14.
GOVERNING LAW**

This agreement shall be governed by and construed in accordance with the laws of the Province of Alberta, and the parties hereto attorn to the jurisdiction of the courts situated in the Province of Alberta for an adjudication upon any term or condition herein.

**15.
NOTICES**

(a)
Any notice required or permitted to be given to the Employee shall be sufficiently given if delivered to the Employee personally or if mailed by registered mail to the Employee's address last known to the Employer.

(b)
Any notice required or permitted to be given to the Employer shall be sufficiently given if delivered to the Employer's office personally or if mailed by registered mail to the Employer's office.

(c)
Any notice given by mail shall be deemed to have been given sixty hours after the time it is posted.

Employment policies which the teachers of (NAME) Lutheran School operate under are found in the "(NAME) Lutheran School Policy Manual".

IN WITNESS WHEREOF the parties hereto have executed these presents on the date first above written.

(NAME) Lutheran Church & School

Employee's signature

Chairman's signature

Pastor's or Principal's signature
(as witness)

Staff Code of Conduct (NAME) Lutheran School

Preamble

(NAME) Lutheran School exists to provide students with an excellent academic education based on the foundation of Christ, helping students to grow in their faith and trust in Jesus Christ as Lord and Saviour. The school also sees itself as a witness to the meaning of integrating faith and life in its relationship with the community in which it exists. The aim of the school is to be a “community of learning” in every staff member, teachers, administrator and support staff inclusive, to serve as suitable and consistent role models for our students. For this very reason, we expect the conduct of every employee to be compatible with our statements of faith and our mission.

As a condition of employment, every teacher and staff member voluntarily agrees to the following statement of lifestyle and conduct as an expression of the privileges and responsibilities of working in a Christian academic community.

Staff Conduct and Lifestyle

As a teacher or employee of (NAME) Lutheran School, I on a regular or casual basis interact with students, recognize the importance of my work and lifestyle as a role model of the values taught in this school. To accomplish this I will:

1. make myself familiar with the Goals and Mission of the School, and agree to conduct myself in ways which promote the Goals and Mission;
2. respect my co-workers and deal with them in ways that reflect Christian ethical standards, including the avoidance of gossip and second-hand criticism and any other behaviour which may unjustly damage their professional and personal reputation;
3. honour and follow disciplinary and appeal procedures prescribed in the School’s policy manual;
4. abstain from practices which this school’s Christian community finds unacceptable because they are seen to be in conflict with scripture and this community’s standards for the role models of its children and young people, including
 - (a) the profession and practice of non-Christian beliefs,
 - (b) profane, abusive and blasphemous language,
 - (c) abuse of alcohol and other legal drugs and the use of illegal drugs,
 - (d) theft, fraud, or any other criminal activity,
 - (e) racial, religious or ethnic prejudice or membership in organizations that promote it,
 - (f) sexual activity of a promiscuous, extra-marital or homosexual nature,

(g)
violent or abusive behaviour or sexual and gender harassment.

As a staff member I understand that while the school community recognizes that all Christians have failings, it rightly calls me to live up to the expectations outlined above. I expect that allegations of failure to do so will be dealt with in a caring and loving manner which has forgiveness and reconciliation as its primary focus, and which is outlined in the discipline and appeals policy ie. follow a process according to Matthew 18. I also understand that unrepentant or persistent continuance in unacceptable behaviours or lifestyles constitutes grounds for dismissal from the school employment.

Staff Signature

Date

DOCUMENTS

for the calling of a

DEACON

(TEACHER / DIRECTOR OF CHRISTIAN EDUCATION)



LUTHERAN CHURCH-CANADA

DIPLOMA of VOCATION

FOR A DEACON
(Teacher/Director of Christian Education)

IN THE NAME OF GOD THE FATHER, THE SON, AND THE HOLY SPIRIT. AMEN.

To _____

of _____

Dear friend in Christ,

Having called on the Lord, our God, for guidance and in the exercise of the authority with which He has vested His church on earth, we, the members of _____ of _____, in lawful meeting on _____, have elected you as deacon, _____, and herewith extend to you this formal notification of your solemn call.

In the name of the Triune God and by His authority we ask you to assume the responsibilities of the office to which we have called you and faithfully to perform all the duties of your office according to the Word of God and the confessional standards of the Evangelical Lutheran Church as drawn from the Sacred Scriptures and contained in the Book of Concord. We ask you to do this according to the needs as specified in the accompanying document or as agreed on when new needs arise. To the end that you may be enabled to do this, we pledge you our wholehearted and continuing cooperation and support in word and deed and in our prayers to God in your behalf.

We pray God, the Father of our Lord Jesus Christ, who has moved us to extend our call to you, to convince you by His Holy Spirit that it comes from Him, to induce you to accept it, to conduct you safely to your field of labour, and to bless your ministrations to the glory of His holy name, the building of His church, the temporal and eternal welfare of many people, and your own great joy and blessing.

Signed this _____ day of _____ A.D. _____

on behalf of _____ by _____

SUPPLEMENT TO THE DIPLOMA OF VOCATION
DEACON

(Teacher or a Director of Christian Education)



To _____

Who is herewith called to the position of deacon, _____

of _____ at _____

In the name of the Triune God and by His authority we hereby authorize and obligate you:

To teach faithfully the Word of God, the Sacred Scriptures, in its truth and purity and as set forth in all the symbolical books of the Evangelical Lutheran Church;

To exemplify the Christian faith and life, to function in an atmosphere of love and order characteristic of the body of Christ at work, and to lead others toward Christian maturity;

To show a due concern for all the phases of ministry, especially to work for the promotion and improvement of all efforts in Christian education;

To exemplify Christian discipleship and witness, to live in Christian unity with the members of the congregation and co-workers, and to seek earnestly the advancement of the kingdom of God at home and abroad.

To enable you to do this, we hereby obligate ourselves:

To receive you as a called servant of Jesus Christ, loving and honouring, aiding and supporting you with our diligent, faithful assistance and prayers;

To review your skills of ministry and the skills of others in light of our needs in order mutually to redefine and rearticulate your responsibilities from time to time;

To make appropriate arrangements for your continuing education as a professional person in the ministry of the Gospel;

To provide for your proper maintenance according to our ability and to review your salary, housing arrangements, and all allowances periodically, beginning with the following arrangements:

The total cash salary for 12 months of service is: _____

Housing provisions _____ Description of housing _____

Does the congregation participate in the Synod's Worker Benefit Plans? Yes _____ No _____

Travel expenses paid to new location? Yes _____ No _____

Amount _____

Moving expenses paid to new location? Yes _____ No _____ Amount _____

Continuing education allowance Yes _____ No _____ Amount/yr _____

Other provisions _____

Signed this _____ day of _____, _____
Day Month Year

by (1) _____ (2) _____ (3) _____

on behalf of _____

Address: _____

Signature of district president _____ Date: _____

(District president's signature required for calling of candidate only)

INFORMATION REGARDING THE CALL

Name of Calling body _____

(Congregation or Organization)

(Synodical District)

Address _____
 (Street) (City) (Province) (Postal code)

Contact Person _____
 (Name) (Title/Position) (Telephone Number)

GENERAL CALL INFORMATION

Please check appropriate responses:

1. Call is ; is not for a candidate from the Board of Assignments.
2. Call is for either a male or female ; male only ; female only .
3. Call is of unlimited duration: yes ; no .
4. Call is renewable ; frequency _____
5. Date service and salary are to begin is _____
6. CALLED PERSON IS TO SERVE AS (check proper category and enter information. Also provide information in other categories if you believe it will help the candidate in understanding your call):

A. TEACHER

Teach grade(s): _____ Self-contained classroom

Estimated number of students in class(es): _____ Departmentalized program

Current number of students in school: _____ Subjects to be taught: _____

Non-graded classroom ; School _____

B. PRINCIPAL/ADMINISTRATOR

Number of teachers in program: _____ Number of classrooms in program: _____

Program to be administered (check all that apply):

Day Care Preschool Elementary K-3 Elementary K-6

Elementary K-8 Junior H.S. Senior H.S. College

Pre-school day care Post-school day-care Other _____

C. DIRECTOR OF ATHLETIC PROGRAM

Grades involved: _____ Total number of students involved: _____

Sports to be coached (grades, boys, girls, etc.): _____

Number and responsibilities of other coaches: _____

Other Director of Athletics responsibilities: _____

D. DIRECTOR OF SCHOOL MUSIC PROGRAM

Number of choirs to conduct: _____ Choir ability: Limited Good Superior

Number of bands to conduct: _____ Piano ability: Limited Good Superior

Number of music classes involved: _____ Limited Good Superior

(Other instrument) _____

E. DIRECTOR OF CHRISTIAN EDUCATION

Congregation programs involved: _____ Ages involved: _____

Education Youth Evangelism _____

_____ _____ _____ _____

F. DIRECTOR OF CONGREGATION MUSIC PROGRAM

Number of choirs involved: _____ Choir ability: Limited Good Superior

Number of voices involved: _____ Piano ability: Limited Good Superior

Number of largest choir: _____ Organ ability: Limited Good Superior

(Other instrument) _____ Limited Good Superior

G. OTHER

Number of people involved: _____ Brief description of program: _____

7. OTHER RESPONSIBILITIES. Rank by number the priority of other services that the candidate is **required** or **expected** to fulfil. Use number "1" as first priority, "2" as second priority, etc.

A. OTHER SCHOOL RELATED RESPONSIBILITIES

- Administrative Assistance [] _____
- Arts and Crafts Instruction [] _____
- Media Center/Library Administration [] _____
- Media Center/Library Assistance [] _____
- Athletic Program Assistance [] _____
- Music Program Assistance [] _____
- School Newspaper/Yearbook [] _____
- School Club Leadership/Sponsor [] _____
- Second Language Instruction [] _____
- Other _____ [] _____
- Other _____ [] _____

B. OTHER CONGREGATIONAL RESPONSIBILITIES

- Sunday School Administration [] _____
- Sunday School Teacher [] _____
- Youth Program Administration [] _____
- Youth Program Assistance [] _____
- Youth Bible Class Administration [] _____
- Youth Bible Class Teacher [] _____
- Adult Bible Class Administration [] _____
- Adult Bible Class Teacher [] _____
- Weekday School Administration [] _____
- Weekday School Teacher [] _____
- Evangelism Program [] _____
- Other _____ [] _____
- Other _____ [] _____

CALLING BODY AND COMMUNITY INFORMATION

In addition to the information requested on this form, calling bodies are encouraged to provide other important information on accompanying sheets.

CALLING BODY INFORMATION

Name: _____ (Synodical District)

Address: _____
(Street) (City) (Province) (Postal Code)

Year organized _____ Baptized members _____ No. of communicants _____ No. on pastoral staff _____

Congregation's total budget \$ _____ At-home budget \$ _____ Mission budget \$ _____ District subsidy \$ _____

Briefly describe ethnic composition of congregation: _____

SCHOOL INFORMATION

Name: _____ (Telephone)

Address: _____
(Street) (City) (Province) (Postal Code)

Single congregation school: Yes [] No [] Inter-parish School: Yes [] No [] Society School: Yes [] No []

School budget \$ _____ District to school \$ _____ Administrator: Full-time [] Part-time [] No time []

Number of teachers: Male _____ Female _____ Teacher Aides _____ Secretaries _____ Other staff _____

Year school established _____ Years of school additions _____ Year of school's last remodelling _____

Library: Yes [] No [] Cafeteria: Yes [] No [] Gymnasium: Yes [] No []

Percentage of sponsoring congregation's eligible children enrolled in the Lutheran school: _____ %

Percentage of Lutheran school's enrollment that is non-Lutheran: _____ % Unchurched: _____ %

Description of school facilities: _____

OTHER CALLING BODY INFORMATION

Check appropriate responses:

Part-time education programs offered:

Vacation Bible School []	Adult Bible Class: Yes [] No [] Sunday [] Weekday []
Sunday School []	Youth Bible Class: Yes [] No [] Sunday [] Weekday []
Weekday School []	Special Ed. Class: Yes [] No [] Sunday [] Weekday []

Growth potential for Christian education agencies: High [] Average [] Low []

DESCRIBE OTHER REQUIREMENTS/SPECIFICATIONS

Description of Church Facilities (Enclose pictures, pictorial directory; identify important features of facility and property that you believe would be important for the candidate to know):

ADDITIONAL COMMUNITY INFORMATION

Use additional pages to provide other appropriate information about your community in terms of:

Type of community in which church is located; areas served that differ from church location; relationship of church to community; relationship of school to community, population and growth factors; social, occupational, and economic factors; type and cost of housing and availability; type of public transportation and availability; cultural and educational opportunities; significant future community plans; major industries; other important aspects of your community.

ACCEPTANCE

I, _____, after prayerful consideration hereby accept this call and with the help of the Almighty God agree:

To assume willingly the obligations stated above and the responsibilities of this office as specified in this call document or as may be resolved and agreed on periodically;

To perform faithfully all duties of this office in accordance with the Word of God and the confessional standards of the Evangelical Lutheran Church as drawn from the Sacred Scriptures and found in the Book of Concord;

To exemplify the Christian life in all that I do and say, working in concert with all others in order that my ministry in your midst may be a blessing to many people, to our church, and especially to our Lord Jesus Christ.

Signed this _____ day of _____, A.D. _____

by _____

address _____

Note:

Upon acceptance, this form duly completed and signed, is to be returned to the calling body.

Upon declination, this form is to be returned together with a proper letter of declination.

DIRECTIONS FOR COMPLETING CALL DOCUMENTS

- This packet contains the following documents:
- | | |
|--------------------------------------|---|
| 1. Diploma of Vocation | 3. Information regarding the Call |
| 2. Supplement to Diploma of Vocation | 4. Calling Body and Community Information |
| | 5. Acceptance |

THESE DOCUMENTS ARE TO BE USED BY CALLING BODIES WHEN EXTENDING A CALL TO (1) A PERSON IN THE FIELD OR (2) A CANDIDATE THROUGH THE BOARD OF ASSIGNMENTS

NOTE: CALL DOCUMENTS SERVE AS THE OFFICIAL STATEMENT OF A CALLING BODY AT A GIVEN TIME. THEY NOT ONLY REPRESENT A CALL FROM GOD HIMSELF, BUT ALSO A SOLEMN AGREEMENT — CONTRACT BETWEEN THE PERSON AND THE CALLING BODY. THOSE AUTHORIZED TO ENTER INFORMATION OR SIGN THE CALL DOCUMENTS ARE COUNSELLED TO TAKE SERIOUSLY THIS OFFICIAL ACT IN BEHALF OF THE CALLING BODY. SPECIFIC ASSIGNMENTS IN THESE DOCUMENTS CAN BE ALTERED AS AGREED ON WHEN NEW NEEDS ARISE. NEVERTHELESS, IT IS IMPORTANT TO PORTRAY THE CALL AND ALL ITS ACCOMPANYING OBLIGATIONS ACCURATELY SO THAT EXPECTATIONS ARE UNDERSTOOD BY ALL PARTIES.

WHEN CALLING FROM THE FIELD

If you are calling a Lutheran educator who is currently serving in ministry, complete the DIPLOMA OF VOCATION, SUPPLEMENT TO THE DIPLOMA OF VOCATION, INFORMATION REGARDING THE CALL, and CALLING BODY AND COMMUNITY INFORMATION. Complete each document as fully as possible. Use additional pages as necessary to provide more information. If available, attach a detailed job description.

Appropriate steps to follow in calling experienced educators:

1. Determine specific requirements for the position to be filled. Inform your congregation members and district president or education executive of the vacancy and its requirements, and request names that can be considered by your call or screening committee. Procedures will vary by calling body.
2. In prayer and under the guidance of the Holy Spirit, your calling body will elect a candidate. The person called should be informed immediately by telephone.
3. Complete and mail special delivery all call documents as soon as possible. Photocopy a completed set of call documents for your calling body's official record.
4. Inform the district president or education executive of your action.

WHEN CALLING A CANDIDATE THROUGH THE BOARD OF ASSIGNMENTS

All requests for candidates through the Board of Assignments, male or female, open or designated, are solemn calls.

The DIPLOMA OF VOCATION and all other documents are to be completed when calling a teacher-trained candidate through the Board of Assignments. These candidates will graduate from or complete teacher colloquy requirements of a college of Lutheran Church—Canada. Therefore, they are eligible for their first call into the teaching ministry. They will be classified TEACHERS/DIRECTORS OF CHRISTIAN EDUCATION and members of the Synod.

If you are requesting two or more candidates through the Board of Assignments, complete a separate set of call documents for each call.

Procedures for calling a candidate through the Board of Assignments:

1. After completing the documents, send all copies to your district president for signature. One copy will be returned to the calling congregation, one retained by the district president, and the original plus one copy forwarded to the Board of Assignments.
2. When requesting a candidate through the Board of Assignments, it is assumed that you (the calling body) will be pleased to have either a male or female candidate assigned. If you (the calling body) have a preference or a unique need to be assigned a candidate of one sex rather than the other, this is to be indicated on the INFORMATION REGARDING THE CALL form. Explaining the reasons for your specific need on a separate page will be helpful to the Board of Assignments.
3. If the calling body desires to request a specific candidate by name (designated call), attach a letter indicating (a) the name of the candidate being requested and the college from which the candidate is being placed and (b) the manner in which you came to know of the candidate and the reasons for your request. Do not enter a candidate's name on any official document. Enter name only in cover letter.
4. When calling through the Board of Assignments, please honour the official call deadlines and cancellation dates as published in *The Canadian Lutheran*.

FOR ADDITIONAL INFORMATION REGARDING THE CALLING PROCESS AND THE USE OF THE CALL DOCUMENTS, CONTACT YOUR DISTRICT PRESIDENT OR EDUCATION EXECUTIVE.

**LUTHERAN CHURCH–CANADA
THE ALBERTA-BRITISH COLUMBIA DISTRICT**

CHURCH WORKERS SALARY GUIDELINES

2008

(Revised October 3, 2007)

The following guidelines are being suggested for implementation in the year 2008 by the Board of Directors of the Alberta-British Columbia District to provide assistance to congregations in the District and to encourage equitable treatment of workers in subsidized ministries.

The rationale for these guidelines is stated below. While recognizing that working in the church is a ministry, the reality is that we do need to be realistic in comparison to the secular salaries if we hope to retain our Lutheran Church Workers. The rationale used by the committee, particularly for teachers is stated below and is the basis for the suggested changes to the scale. The Salary Guidelines Committee welcomes input and suggestions from congregations regarding the rationale and the guidelines as a whole. If you have questions or need clarification please contact Kurt Robinson at District Office.

Congregations receiving subsidy should consider utilizing values at the low end of the ranges for both salary and travel reimbursement for its workers, unless extenuating circumstances dictate otherwise.

All congregations are encouraged to prayerfully consider what they provide as an increase for their church workers.

PREMISE to Guidelines:

The scriptural principles on which these guidelines are based include:

¹⁴In the same way, the Lord commanded that those who proclaim the gospel should get their living by the gospel.

1 Corinthians 9:14 (English Standard Version) and

¹⁷Let the elders who rule well be considered worthy of double honor, especially those who labor in preaching and teaching. ¹⁸For the Scripture says, "You shall not muzzle an ox when it treads out the grain," and, "The laborer deserves his wages."

1 Timothy 5:17-18 (English Standard Version)

PARTNERSHIP PHILOSOPHY to Guidelines:

When a church worker accepts a call to serve in a full-time position, he or she accepts responsibility to perform faithfully the obligations which are stated in the call documents. Similarly, the congregation accepts the obligation to care for and support the church worker in the performance of his or her duties. St. Paul reminds us "The laborer deserves his wages." (1 Tim. 5:18) This mutual care and support is the basis for the partnership philosophy of these guidelines. This should be undertaken in a positive and co-operative spirit.

With regard to the housing component, this is also an essential part of Church Worker remuneration. When a congregation does not provide a parsonage but expects the church worker to purchase a home, the congregation must recognize the uncertainties of the housing market. Recent dramatic increases in real estate costs in some parts of the District impose a significant financial burden on newly-called workers. Because of the partnership philosophy, the congregation should assist the worker to bear the burden. Congregations should both rejoice when their workers are blessed and stand ready to assist in challenging times.

RATIONALE for Guidelines:

1. Setting salaries for full time church workers is much more than a business decision. It is part of a budget setting process. Congregations are encouraged to take seriously their responsibilities in caring for the called servants of Christ. Christian congregations bring praise to the Lord as they commit themselves to the care and keeping of those servants whom God has placed in their midst. Attached are guidelines that congregations should consider using when establishing the remuneration it will be providing for the care of their church worker(s).
2. Full time church workers must be provided with a livable wage. These guidelines are reflective of a remuneration package that will adequately provide for the material needs of our church workers. The secular world pays premiums for experience and additional qualifications to the extent that starting wages are often very low and after many years are very high. The LCC-ABC District Salary Guidelines starts out with realistic remuneration and smaller experience increases. The base amounts reflected in the table are adjusted annually by cost of living factors.
3. The ultimate responsibility for ministry is part of the pastoral office and therefore the senior pastor should be the highest paid worker in the parish, compared to other full-time church workers with similar years of experience.

4. Pastors and full time church workers who qualify for tax free housing allowance receive an additional benefit. The value of this benefit will vary depending on the amount of the housing allowance and the income tax bracket of the church worker. Most workers are in the 40% tax bracket and therefore those receiving an annual housing allowance would have additional dollar value benefit because of the clergy housing deduction. The guideline assumes that lay workers and teachers have approximately the same amount of training and therefore are included in the same salary range. Teachers generally do not qualify for tax free housing, while other members of the LCC diaconate usually do qualify for the clergy housing deduction. This reality should be considered by congregations when establishing salaries for their workers.
5. The pay scale for teachers has been compared to the public system in Alberta and British Columbia. While there is no intention of trying to compete with the public boards we do need to consider where our guidelines are in relation to the secular system. The guidelines attempt to stay within 75% of the Edmonton Public School Board* salary for a 5 year degree teacher. The salary scale for the public school teachers reaches its maximum at year 11. The enclosed guidelines for teachers in the ABC District have a starting salary that is slightly lower than the public system. The guideline amounts fall farther behind the public scale until year 11 but get closer to the public scale as the years of teaching increase toward year 20.
6. Church workers are called by God to serve in ministry using the gifts and talents that He provides. Part of the calling is to serve where God directs and remuneration should not have to be a part of the consideration in responding to God's call. This means that cost of living factors and adequate housing provisions are part of salary considerations.
7. The range in each year's remuneration allows congregations to consider a whole lot of factors which cannot all be identified with specific percentages. This range allows congregations and school boards to give consideration to the amount of education, degree of responsibility and ministry that often goes beyond job descriptions and specifically identified tasks. Directors of Parish Services are required to complete a five year educational program, therefore the salary scale for teachers and lay workers would be applicable from the educational standpoint.

*The Committee feels that the Edmonton Public School District scale is fairly average and therefore the benchmark established for comparison.

PASTORS				LAY WORKER / TEACHERS			
Years	Base Salary		* Housing Allowance	Base Salary	* Housing Allowance		
	Range			Range			
0	\$32,234	- \$36,014	Plus Housing Allowance	\$24,169	- \$27,259	Plus Housing Allowance	
1	\$33,439	- \$36,529	Plus Housing Allowance	\$25,714	- \$28,804	Plus Housing Allowance	
2	\$33,964	- \$37,044	Plus Housing Allowance	\$27,259	- \$30,349	Plus Housing Allowance	
3	\$34,469	- \$37,559	Plus Housing Allowance	\$28,804	- \$31,894	Plus Housing Allowance	
4	\$34,984	- \$38,074	Plus Housing Allowance	\$30,349	- \$33,439	Plus Housing Allowance	
5	\$35,499	- \$38,589	Plus Housing Allowance	\$31,894	- \$34,984	Plus Housing Allowance	
6	\$36,014	- \$39,104	Plus Housing Allowance	\$32,512	- \$35,602	Plus Housing Allowance	
7	\$36,529	- \$39,619	Plus Housing Allowance	\$33,130	- \$36,220	Plus Housing Allowance	
8	\$37,044	- \$40,134	Plus Housing Allowance	\$33,748	- \$36,838	Plus Housing Allowance	
9	\$37,559	- \$40,649	Plus Housing Allowance	\$34,366	- \$37,456	Plus Housing Allowance	
10	\$38,074	- \$41,164	Plus Housing Allowance	\$34,984	- \$38,074	Plus Housing Allowance	
11	\$38,589	- \$41,679	Plus Housing Allowance	\$35,499	- \$38,589	Plus Housing Allowance	
12	\$39,104	- \$42,194	Plus Housing Allowance	\$36,014	- \$39,104	Plus Housing Allowance	
13	\$39,619	- \$42,709	Plus Housing Allowance	\$36,529	- \$39,619	Plus Housing Allowance	
14	\$40,134	- \$43,224	Plus Housing Allowance	\$37,044	- \$40,134	Plus Housing Allowance	
15	\$40,649	- \$43,739	Plus Housing Allowance	\$37,559	- \$40,649	Plus Housing Allowance	
16	\$41,061	- \$44,151	Plus Housing Allowance	\$37,971	- \$41,061	Plus Housing Allowance	
17	\$41,473	- \$44,563	Plus Housing Allowance	\$38,383	- \$41,473	Plus Housing Allowance	
18	\$41,885	- \$44,975	Plus Housing Allowance	\$38,795	- \$41,885	Plus Housing Allowance	
19	\$42,297	- \$45,387	Plus Housing Allowance	\$39,307	- \$42,297	Plus Housing Allowance	
20	\$42,709	- \$45,799	Plus Housing Allowance	\$39,619	- \$42,709	Plus Housing Allowance	

NOTE: Annual increases of \$300 per year should continue after year 20.

The “**Housing Allowance**” should be examined by your Church Council or Board of Elders to reflect the cost of accommodation and utilities in your Church Community. For assistance in calculating a fair and equitable Housing Allowance for your Church worker(s) please refer to page 5 of this document. If further assistance would be needed please contact **Kurt Robinson at: ABC District Office; 780-474-0063, (krobinson@lccabc.ca).**

STUDENT STIPENDS:

Vicar: \$19,000 annually, set by the Council of Presidents for 2007. Housing & utilities provided by the congregation. Amount includes the Vicarage Fee of \$1200. Vicars are responsible for paying this fee.

DPS Intern: \$16,125 annually, set by the Council of Presidents for 2007. Housing and utilities provided by the congregation. Congregations are responsible to pay an intern fee of \$1,000 to Concordia University College of Alberta.

**For additional information covering DPS internship costs please contact:
Director of Church Work Programs (780) 479-9348**

DEFINITIONS:

Base Salary:

Year Zero of appropriate salary scale: \$32,234 for Pastors, \$24,169 for other workers.

All multipliers and % add-ons are calculated on the base salary except the housing allowance which has been an annual minimum figure of \$12,000 for several years now. However, congregations are encouraged to establish the housing allowance in accordance with the statements defined below under “Housing Allowance”.

Housing Allowance:

By Revenue Canada’s definition this is rental cost or the fair market value of accommodations and utilities. Where utilities are paid by the congregation the utility allowance is taxable income and should be added to the taxable income of the worker.

Where rental cost is not utilized in determining the housing allowance, how should one establish the fair market value of accommodation?

Fair Market Value of Residence

The following factors should be considered in establishing the fair market value of accommodation:

- Type and size of accommodation
- Down payment amount
- Amortization period
- Property taxes
- Utilities

Contact a local real estate broker with this information and he/she will be able to give you an “average” cost of the defined home in your church area.

Illustration of Principals

For purposes of expressing how the parameters defined above would impact the determination of the allowance amount, the following assumptions were made:

- Accommodation – 3 bedroom bungalow or 2 storeys (approximately 1200 sq.ft.)
- Down payment – 15%
- Amortization – 30 years @ 5% interest
- Property Taxes – 0.125% of annual payments
- Utilities – \$200 per month
- Workers Marginal Tax bracket is 35%

To understand the significance of this approach, detailed below is calculations of the factors that should be considered in setting the housing allowance.

The impact of these two factors – property taxes and utilities – for an individual are highlighted in examples below:

Illustration of Suggested Housing Allowance Formula		
Accommodation used for example - 3 bedroom bungalow or 2 story home. Approximately 1200 sq. feet		
COMMUNITY	EDMONTON	CALGARY / VANCOUVER
Average Housing Cost	\$ 400,000.00	\$ 425,000.00
Mortgage = 85% of House Cost	\$ 340,000.00	\$ 361,250.00
Monthly Mortgage Payment @ 5% over 30 Yrs	\$ 1,825.19	\$ 1,939.27
Taxes Monthly @.125% of Monthly Payment	\$ 228.00	\$ 242.00
Utilities Monthly Set	\$ 200.00	\$ 200.00
Housing Allowance Formula		
Accounting for preferential tax treatment of Housing Allowance use 65% of monthly Mortgage payment	\$ 1,186.37	\$ 1,260.53
Taxes	\$ 228.00	\$ 242.00
Utilities	\$ 200.00	\$ 200.00
Suggested Monthly Housing Allowance	\$ 1,614.37	\$ 1,702.53
Suggested Annual Housing Allowance	\$ 19,372.48	\$ 20,430.31

Mortgage Calculator can be found at <http://www.moneychimp.com/calculator/popup/calculator.htm>

EQUALIZATION FACTORS:

Cost of Living:

This adjustment is based on consumer costs for food, household operations, health and personal care, transportation, clothing, recreation and reading and has been factored into Schedule 1 at 3% for 2007.

Housing Allowance:

See Housing Allowance in the Definitions section above for approaches to determining the housing allowance value

Congregations with Parsonage:

If a parsonage is provided, an equity allowance should be considered for the pastor and a suggested minimum of \$2000 annually should be placed in CEF to build equity for the pastor’s future needs.

RESPONSIBILITY FACTORS:

Pastors:

Lutheran School:

Add 5% to base salary (\$32,234) when a congregation operates a Lutheran School, that includes an elementary or high school education program with a student body of 100 or less.

Add 10% to the base salary when the school enrollment is over 100.

Multiple Staff:

Add 2% to the base salary (\$32,234), when a senior pastor has one or more assistant pastors, DCE, DPS, parish worker, etc, on the ministry team.

Multiple Parish:

Add 5% to the base salary (\$32,234), when a pastor serves two or more congregations on a regular basis.

Size of Congregation:

Add 5% to base salary (\$32,234) when pastors serve congregations with more than 300 communicants.

Principals:

Principals of a Lutheran School should receive an additional stipend depending on number of classrooms and numbers of students.

Add 10% of base salary (\$24,169) when school enrollment is under 100 students.

Add 15% of base salary (\$24,169) when school enrollment is over 100 students.

* Other factors, such as the amount of classroom time required of the principal, may affect the above percentages within the 10% to 15% range.

EDUCATION FACTORS:

Pastors:

The base salary of a pastor should be adjusted to reflect educational qualifications as defined:

Add 2% of base salary (\$32,234) when a Pastor receives an additional Masters Degree beyond a Master of Divinity.

Add 3% of base salary (\$32,234) when a Pastor earns a Doctoral Degree.

Deacons: (Teachers, DPS and DCE)

The base salary of deacons should be adjusted to reflect educational qualifications as defined:

Add \$2,000 to annual salary for rostered workers.

Add \$250 per colloquy course completed for those in the process of colloquizing to a maximum of \$2000.

Add 5% to base salary (\$24,169) for Masters Degree appropriate to vocation.

VACATION TIME:

Pastors/Lay Workers (Other than teachers):

Years in Ministry	Weeks of Vacation
0 – 5	3 weeks
6 – 15	4 weeks
16 and over	5 weeks

Teachers:

Vacations and days off will be determined in the teaching contract.

Travel Reimbursement:

The recommended reimbursement rate for 2008 is 44 cents per kilometer in British Columbia and 42 cents per kilometer in Alberta. Congregations that are paying a car replacement allowance may consider reimbursement at the maximum allowable rates established by CRA of 50 cents for the first 5,000 km and 44 cents per km thereafter (as of January 1, 2007). In this way the worker will receive a car replacement allowance tax exempt; any reimbursement above the maximum allowable rate is taxable income.

Travel reimbursement must be based on business travel logs submitted by workers in order to be considered a non-taxable benefit.

For up to date CRA mileage rates, visit their website at:

<http://www.cra-arc.gc.ca/tax/business/topics/payroll/benefits/automobile/allowance/menu-e.html>

The above salary guidelines may result in questions related as to how to interpret the information contained in this document. Detailed below are examples covering varying assumptions that might better illustrate the application of the parameters defined. Please review each example carefully to understand how the different annual remuneration amounts were derived.

EXAMPLES:

#1 A pastor in Vancouver, with 17 years experience in the pastoral ministry, has an assistant pastor, a Lutheran School with three teachers and congregation of 575 communicant members.

Base Salary:		=	32,324
Experience factor:	44,563–32,234	=	12,329
Housing allowance:	(1,300 x 12)	=	20,400*
Responsibility factors:			
Lutheran School: (under 100)	32,234 x 5%	=	1,612
Multiple Staff:	32,234 x 2%	=	645
Size of congregation:	32,234 x 5%	=	<u>1,612</u>
Total annual remuneration			68,532

#2 A teacher in the Okanagan, with 6 years experience, rostered with LCC (colloquized) and a Masters Degree.

Base Salary:		=	24,169
Experience factor:	35,602–24,169	=	11,433
Housing Allowance:		=	12,000*
Education factor:			
Masters Degree:	24,169 x 5%	=	1,208
LCC Rostered		=	<u>2,000</u>
Total annual remuneration			50,810

#3 A pastor in Magrath, with 13 years experience in the pastoral ministry, serves a dual parish.

Base Salary:		=	32,234
Experience factor:	42,709–32,234	=	10,475
Housing Allowance: (Suppose that mortgage cost of a 3 Bedroom home is \$550 per month)		=	7,524
Responsibility factors:			
Multiple Parish	32,234 x 5%	=	1612
Total annual remuneration:			51,845

Note: The examples used the high end of the salary range for the appropriate years when calculating salary.

Refer to housing allowance comments under “Definitions” when establishing the appropriate value for your church worker.

HONORARIUM:

Occasionally congregations require the services of a guest preacher or seminary student for supply preaching and the following guidelines are provided for consideration when determining amounts:

One Service	\$125 + mileage
Two Services	\$150 + mileage
One Service & Bible Study	\$150 + mileage
Two Services & Bible Study	\$175 + mileage

CARING FOR THE CALLED SERVANTS OF CHRIST GUIDELINES

Preface

Christian congregations love their Lord and Master, Christ Jesus who said to His disciples after His resurrection: “As the Father has sent me, I am sending you” (John 20:21). Christian congregations know that God’s Holy Word sets forth basic principles for a congregation’s care and concern for its workers. Christian congregations bring praise to the Lord as they commit themselves to the care and keeping of those servants whom God has placed in their midst.

I. Introduction: The Spirit of the Guidelines

Your Christian pastor responds to the “call” from God with a joyful heart and a willing dedication to serve within the sphere of pastoral duties. As not all of the pastor’s duties are detailed in the call documents or in the diploma of vocation, the possibilities for ministry within your congregations are limited only by the Holy Scripture. The mission vision of your congregation and the talents of your pastor and lay leaders contribute greatly to enacting possibilities.

Your other called or commissioned staff members (parochial school teacher, Director of Parish Services, Director of Christian Education, other) likewise respond from Godly dedications. Their duties may be somewhat more defined by the appropriate board within your congregation. Their commitment is to serve to the glory of God and the Christian growth of persons within the scope of their care.

Your congregation may employ other staff members as are necessary for secretarial, custodial or other purposes. Their duties and time commitment will probably be defined quite clearly. All employees of your congregation, whether called, commissioned, or hired, deserve the care that says: We are all servants of the Lord and we have a mutual concern for spiritual, emotional, and physical well being. Building and maintaining a caring relationship between your congregation and those who serve or minister is vital to the health of your congregation. Frederick A. Niedner wrote:

“Let him that is taught in the Word communicate unto him that teacheth in all good things’ (Galatians 6:6 KJV). To ‘communicate’ is to share. Sharing is a beautiful word that describes attitudes and actions which are mutually supportive. Certainly the connotation of the work infers willingness and joyfulness. The inclusion of ‘all good things’ is the Lord’s way of getting at every positive aspect of a relationship. The context of the passage is one of caring at its finest.”

As that caring takes place the whole people of God have the joyful privilege of participating in the ministry of Christ Jesus to the world - beginning right in the home parish. The Bible describes the relationship of the pastor and congregation as mutual love and support dedicated to the mission of Christ.

It would be well to keep this in mind as your congregation considers salary, study, and other appropriate remuneration and caring policies on a continued basis.

II. Caring for Church Workers: Spiritual Concern

The service of Installation for a Pastor might alert us to the congregation’s responsibility in this regard. Note the words addressed to the congregation:

“You have heard the solemn promise of him called to be your pastor. Will you now receive him? show him that love, honor and obedience in the Lord which you owe to the shepherd and teacher placed over you in your Lord Jesus Christ, and will you.... Pray for him always that in his labors he may retain a cheerful spirit and that his ministry among you may be abundantly blessed?” (similar words for those installed or commissioned into a teaching ministry)

“Receive”, “show”, “pray for” are all action words which note an ongoing concern by the congregation for those called to serve. That genuine concern needs to take some factors into account:

For the sake of others to whom he ministers, the pastor needs to take care of his own spiritual health;
If the religious problems of others warrant his attention, so also do his own;

Because religion is his vocation it can easily be professionalized;
Layty have the responsibility not only to receive care from the pastor, but also to give care to him.

In order to assist the Pastor in nurturing his spiritual life the congregation may want to consider encouraging him to take an annual 2-3 day retreat for meditation on the Word of God and for prayer; one of the elders might arrange to meet with the pastor on a regular basis in order to study the Word and to pray together. The pastor might be encouraged to have a “father confessor” or mentor who may be another pastor.

The Apostle Paul bid the church in Galatia to “carry each others burdens, and in this way you will fulfill the Law of Christ (Gal. 6:2).” Shall we do any less? What a blessing when pastor and people strive for and find a joyous partnership in the Gospel of God. (Phil. 1:5)

III. Caring for Church Workers: Emotional Demands

There are similarities between the problems of a business and those of a minister. This does not mean, however, that his problems are nothing but the problems of a businessman. William Hulme, a professor of pastoral counseling writes:

“The demands upon the minister are similar to those upon other professional men, but at least in one respect they are unique. The minister is a leader in faith. The qualities for this demand are deeply personal...His leadership in faith is different than having administrative ability, speaking ability, or even personality appeal...The defender of faith would also like to have more support from ‘sight’ ...As a professional religionist, the minister is continually burning his bridges behind him---putting himself out on a limb---in the pulpit, in the Bible class, at the sickbed, and at the graveside.”

Your staff members are very much human, with weaknesses and strengths, with likes and dislikes, with physical and emotional needs. You know this; your staff knows this. Sadly, the incidents of burn-out, pastoral fatigue, marriage problems and other symptoms of high stress – coupled with low personal satisfaction in many cases – are ever increasing.

What might be a goal to strive for? You must honestly face the truth if your servants in ministry have problems. You need not, however, dwell on these problems excessively. Of course, if the pastor is experiencing problems, he should be approached with gentleness and in private by one of the leaders of the congregation.

You will want to thank God for your servants in ministry. You will want to commend your pastor for his faithfulness. (Please note: God asks pastors to be faithful in Gospel sharing; He, our Lord, is responsible for the success of the Gospel.) You will want to help your pastor express his joys in ministry. You will want to dwell on the blessings which both he and you, through Him, have received from a gracious and loving God.

The preventive medicine of love, care and prayer support which your congregation can offer your professional staff should not be overlooked. Listening to the expressed concerns of your staff and watching for those unexpressed can be vital. An elder’s friendship visit in the staff members’ homes may be welcomed. Your congregation may explore many possibilities for giving a clear message: “We truly care!” The congregation may want to consider these possibilities: recognizing “Clergy Appreciation Month”; giving your staff Christmas and Easter gifts; providing your staff with an additional weekend off; encouraging members to send the staff handwritten thank you cards; inviting your staff and their families to members’ homes for supper etc. The elders might also encourage people to call the pastor at home only in the event of an emergency. One of the most important actions members of a congregation can take that will enhance the emotional welfare of the pastor and staff is a willingness on the part of the members to participate actively in the ministry and mission initiatives that the pastor and staff have started.

IV. A Word About Evaluations:

An item that might well be considered is an evaluation process for and with staff members. Roy K. Holm wrote that the purpose of this evaluation might be as follows:

“The review should not be approached with the intent to merely level criticism at one another. It should be an opportunity for a congregation to become aware of its effectiveness in supporting the needs and works of its pastor(s) and staff, and for the pastor(s) and staff to become aware of their effectiveness in serving the needs of the parish. The annual review is

intended to be a two way communication...to emphasize areas of strengths and hopefully to forestall problem situations.”

V. Caring for Church Workers: Physical Needs

There are many areas in the physical realm where Christian congregations might bring praise to God as they commit themselves to the care and keeping of those servants whom God has placed in their midst. Salary setting is always a basic concern because the physical and material needs of those called into the employ of the congregation need to be met. There are clear Scriptural principles to be considered.

1Our Lord said: “The laborer is worthy of his hire.” (Luke 10:7)

2Paul wrote to Timothy: “The laborer is worthy of his reward.” (1Tim 5:18)

3Paul wrote to Corinth: “...the Lord has commanded that those who preach the gospel should receive their living from the gospel.” (1Cor. 9:14)

Though salary setting is the responsibility of the whole congregation, the voters’ assembly might well be advised to study salary scales and bring recommendations through a select committee. Committee members should be persons who know the community, economically and socially, and who understand what it will take to permit church staff to live comfortably in the community.

The base salary is a key factor which normally needs review on an annual basis. Special gifts and perquisites (weddings, funerals, etc.) vary so much from year to year and person to person that such income should not be taken into account in budget setting. Nor is a working wife a major consideration.

What shall be taken into consideration is the minister’s ability (likewise the teacher or other staff member), the experience, the amount and kind of work, the purchase value of the dollar, and the financial ability of the congregation. In 1932, sainted Dr. Fritz wrote:

“it is a disgrace and a sin if a church that is able to pay its minister a living salary compels him, in order that he may make ends meet, to earn additional money at some other occupation. On the other hand, it is a disgrace and a sin if a minister whose congregation pays him an adequate salary nevertheless spends time which he ought to give to his congregation and for which his congregation is paying him in doing other work in order that he may get more money.”

Permit a caring suggestion. If the worker has expressed or somehow indicates an inability to manage finances, might not a trained financial manager be asked to help on a confidential basis. If a professional staff member suffers from financial concerns, his or her ministry might suffer as a result. It might also be noted that the failure to derive job satisfaction is often translated into complaints about salary, persons, etc. Let a caring and loving evaluation committee be very perceptive.

Conclusion:

None of us reaches maturity by ourselves; it is the community that enfolds us and nourishes us, and the community becomes more unified as we learn this together. St. Paul describes this reality well when he writes to the Christian leaders and members of the church in Ephesus, “It is he [Christ] who gave some to be apostles, some to be prophets, some to be evangelists, and some to be pastors and teachers, to prepare God’s people for works of service, so that the body of Christ may be built up until we all reach unity in the faith and in the knowledge of the Son of God and become mature, attaining to the whole measure of the fullness of Christ...From him [Christ] the whole body, joined and held together by every supporting ligament, grows and builds itself in love, as each part does its work.”(Ephesians 4:11-13, 16)