

RULES AND REGULATIONS

of
the Lutheran Church
in Great Britain

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Please update your file with new or amended Rules as they are sent to you.

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LCIGB STATEMENT OF FAITH

The Lutheran Church in Great Britain confesses one Triune God, Father, Son and Holy Spirit, our Creator, Redeemer and Sanctifier.

1. This church confesses Jesus Christ, truly God and truly human, as Lord of the Church and Saviour of the world. In Christ, God's Word Incarnate, God reveals His divine love to all sinful humankind. The proclamation of God's gracious action in Jesus Christ towards all of creation is Gospel or Good News to all humanity. This Church holds that through the Gospel, God's Holy Spirit calls and sustains the Church through the gift of faith. In this gift of faith God reconciles us to Himself and frees believers to live in love towards God, one another and all people.

2. This Church acknowledges the Holy Scriptures as the sole norm for the faith and the life of the Church. The Holy Scriptures are the divinely inspired record of God's redemptive act in Christ, for which the Old Testament prepared the way and which the New Testament proclaims. In the continuation of this proclamation in the Church, God still speaks through the Holy Scriptures and realises His redemptive purpose generation after generation.

3. This Church accepts the Three Ecumenical Creeds and the Lutheran Confessions, especially the Unaltered Augsburg Confession, and Luther's Small Catechism, as pure expositions of the Word of God, and acknowledges as one with it in faith and doctrine all churches that likewise accept the teaching of these symbols.

4. This Church accepts the other symbolical books of the evangelical Lutheran faith; i.e. The Apology of the Augsburg Confession, The Smalcald Articles, Luther's Large Catechism and the Formula of Concord as further valid interpretations of the confession of this Church.

5. This Church affirms that the Gospel is transmitted by the Holy Scriptures, to which the creeds and confessions bear witness. It is the true treasure of the Church, the substance of its proclamation and the basis of its unity and continuity. In both Word and Sacraments Christ comes to us, and the Holy Spirit creates and sustains Christian faith and life; in Baptism we are incorporated into Christ, and in Holy Communion Christ comes to us most personally and gives us forgiveness of sins, life and salvation.

6. This Church affirms that as baptized Christians we are all children of God, at once sinners and saints. We welcome each other as worshippers and servants of Christ. We encourage all Christian people, having thus been incorporated into the priesthood of all believers, to express their faith in the Church and in daily life.

7. This Church affirms the special ministry of proclamation of the Gospel in the Apostolic tradition and administration of the Sacraments. Through the ministry of Word and Sacraments, exercised together with diaconal service, the Church fulfils its divine mission and purpose.

8. This Church affirms the call of the Gospel to unity, reconciliation and healing. We therefore commit ourselves to the pursuit of all that makes for unity within the One Body of Christ.

9. This Church affirms the God-given human dignity of all people, rejoicing in the diversity of God's creation. We commit ourselves to always struggle for justice, peace and the integrity of creation.

CONGREGATIONS AND THEIR MEMBERSHIP IN LCiGB

DEFINITION OF A CONGREGATION

1. A congregation is a community of baptised Christians who meet regularly for the proclamation of the Gospel and the administration of the Sacraments.
2. A congregation will participate in the universal mission of God by
 - a. Meeting regularly for worship, teaching and fellowship
 - b. Witnessing to the Gospel in the world
 - c. Serving God's creation
 - d. Providing pastoral care for members
 - e. Serving and ministering to the community
 - f. Reflecting the love of God by proclaiming and living the Good News in the wider world

CONGREGATIONS WITHIN THE LCiGB

1. Membership Criteria

The Council and Synod of the LCiGB will receive into membership and maintain the membership of those congregations that fulfil the following criteria. They:

- a. Gather regularly as a community around the Word and Sacraments
- b. Accept and uphold the Statement of Faith of the Lutheran Church in Great Britain
- c. Accept and uphold the Governing Documents (Constitution and Rules and Regulations) of LCiGB
- d. Accept and uphold as their own Constitution either the recommended LCiGB Congregational governing documents, or governing documents approved by the Council of LCiGB as being consonant
- e. Support the life and work of LCiGB through prayer and with good stewardship of resources, time and talents
- f. Call, employ or otherwise engage only pastors who are approved by the LCiGB in accordance with the LCiGB's constitution and rules.

2. Functions of a congregation.

Each Congregation of the Lutheran Church in Great Britain shall, as far as its resources and abilities make it possible, carry out these functions:

- a. Provide services of worship at which the Word of God is preached and the Sacraments are administered
- b. Provide pastoral care, and empower mutual care among its members
- c. Enable all members to discern and carry out their own particular role within the priesthood of all baptised believers
- d. Teach both adults and children through Bible studies, Confirmation and Baptism classes and other appropriate media
- e. Encourage responsible and appropriate stewardship among members
- f. Take part in the mission of the church through diaconal work (service and care for the world) and response to human need (justice and peace issues)
- g. Reach out to others, both people in the local geographical area and members of the community gathered around the congregation (confessional, cultural or linguistic)

3. Governance

- a. Each Congregation of the Lutheran Church in Great Britain shall structure and govern itself in such a way as to comply with legal requirements, for example those concerned with charity, employment and taxation law.

RECEPTION OF NEW CONGREGATIONS, OR THOSE TRANSFERRING MEMBERSHIP TO THE LUTHERAN CHURCH IN GREAT BRITAIN

Congregations shall be received into membership of LCiGB by the following process:

- a. The process will at all times be governed by the Memorandum and Articles of LCiGB, especially Articles 6-21, and the LCiGB's Rules and Regulations.
- b. The Congregation shall write a letter to the Council of LCiGB, asking for admission to membership, and providing the following information:
 - i. Names and contact details for members of the Congregational Council
 - ii. Accounts (unaudited) for at least the previous 12 months
 - iii. Records of attendance at services for at least the previous 12 months
 - iv. Minutes of an authorised meeting approving the request to enter membership of LCiGB
 - v. A record of voting and baptised members as defined in the Rules of LCiGB
 - vi. The name of an Appointed Representative for meetings of the Synod of LCiGB
 - vii. Its governing documents

- c. After LCiGB Council has assessed the application, Synod, after due consideration, will either approve or refuse to nominate the Congregation for membership, and will inform the Council of its decision.
- d. The LCiGB Council will receive the Congregation into membership. In the event of the refusal of LCiGB Council to approve a decision of Synod, Article 10 of the Articles of Association will be observed.

TERMINATION OF MEMBERSHIP

A Congregation's membership of LCiGB may be terminated by LCiGB under the terms of Articles 20 and 21. A Congregation may terminate its membership by the following process:

1. The Congregation shall hold a legally called and convened Special Meeting to discuss the withdrawal, and shall vote by a two thirds majority of the voting members present to terminate its membership of LCiGB.
2. The Council of the Congregation shall write to the Council of LCiGB, stating its intent to withdraw from LCiGB, and the reasons for so doing.
3. During a period of at least 90 days from receipt of the notification the Bishop and/or the Dean of LCiGB, or if appropriate the Officers of LCiGB, shall meet with the Council and members of the congregation to discuss the reasons for withdrawal and to try to find a path of reconciliation. The consequences for the Congregation must be clearly understood by all voting members and by the Council of LCiGB. During this period, times of mutual conversation and counselling are encouraged.
4. At the end of 90 days, the Congregation shall hold another legally called and convened Special Meeting in the presence of the Bishop and/or Dean. The vote shall be held again, and if a two thirds majority again vote to leave LCiGB, the Congregation shall be deemed to have made its decision.

If a congregation fails to fulfill any of the Membership Criteria stated above under 'Congregations within the LCiGB', the LCiGB will take action in accordance with Article 21, which may result in the termination of the congregation's membership in the LCiGB.

INDIVIDUAL MEMBERSHIP IN A CONGREGATION OF THE LCiGB

VOTING MEMBER

1. A voting member in a congregation of the LCiGB is a baptised person aged 18 years or over who has publicly confessed the Christian faith after a period of instruction in the teachings of the Lutheran Church, based upon Luther's Small Catechism, and who has been duly received into membership of the congregation by its council.
2. The council of the congregation will maintain a list of voting members and review it before every Annual General Meeting, removing the names of those who have died and, at its discretion, those who have not supported the life and worship of the congregation over a significant period of time or in a manner befitting a faithful follower of Christ. The council will terminate voting membership immediately if a person has resigned or formally transferred membership to another congregation.
3. Membership may be held in only one congregation of the LCiGB. Holding voting membership in another non-LCiGB congregation, however, will not in itself preclude voting membership of a congregation of the LCiGB, provided that the teachings of the other congregation are compatible with those of the Lutheran Church.

BAPTISED MEMBER

1. A baptised member is a person who has been duly baptised in the name of the Father and of the Son and of the Holy Spirit. The council will maintain a list of baptised members of the congregation and review it before every Annual General Meeting, removing the names of those who have died and, at its discretion, those who have not supported the life and worship of the congregation over a significant period of time or in a manner befitting a faithful follower of Christ.

UNDERSTANDING THE ROLE OF A CONGREGATIONAL COUNCIL MEMBER (TRUSTEE)

The LCiGB relies on members who volunteer their time, talents and energies to serve the church in various ways. Without the involvement of willing and capable people, LCiGB would struggle to fulfil its objectives.

A very important role in the church belongs to members of Congregational Councils, who participate in the leadership of the LCiGB congregations and who bear considerable responsibility.

Persons elected or appointed to a Congregation's Council in the LCiGB are trustees of the charity, whether it is registered officially or not (as well as directors of the company if the congregation is so registered).

Some people are disqualified by law from acting as trustees. All trustees will be expected to sign and return to the Congregation and to the LCiGB the '*Declaration of eligibility for newly appointed trustees*', which is produced by the Charity Commission and is attached to this document. Please read it carefully. If you have any questions about the meaning of the declaration, please raise these with your pastor and with the Bishop or Dean.

You are also asked to read carefully this Rule, *Understanding the role of a member of a Congregational Council (trustee) in the LCiGB*, which spans several pages and concludes with a Declaration and then form CSD 13-82 from the Charity Commission.

To confirm that you agree to serve as a trustee, please:

- Return two signed copies of the Declaration at the end of this guidance, one to the Chair of your Congregational Council and one to the LCiGB office;
- Return the signed form CSD 13-82 to your Congregational Council, and forward a photocopy to LCiGB;
- Keep a copy of each on your own file, as a record and reminder.

1. ESSENTIAL RESPONSIBILITIES OF A TRUSTEE

Trustees of Trustees of charities have specific legal responsibilities. The list that follows in italics is taken from Section 2 of **‘The Essential Trustee: What you need to know’**, a publication of the Charity Commission (Guidance reference **CC3 – revised July 2015**), which you are advised to read in its entirety.

See this link for the full guidance: <https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3>

Note the following use of words in the guidance:

- **‘must’** means something is a legal or regulatory requirement or duty that trustees must comply with
- **‘should’** means something is good practice that the commission expects trustees to follow and apply to their charity.

Charity trustees are the people who serve on the governing body of a charity. They may be known as trustees, directors, board members, governors or committee members. Within an LCiGB congregation they are also known as members of the Congregation’s Council. The principles and main duties are the same in all cases.

The following text is taken from **The Essential Trustee (Section 2)**

Section 2. Trustees’ duties at a glance

This is a summary of trustees’ main legal responsibilities, which are explained in detail in the rest of this guidance. You should read this section as a minimum, and ensure you fully understand your responsibilities by referring to the rest of the guidance as necessary.

Before you start - make sure you are eligible to be a charity trustee

You must be at least 16 years old to be a trustee of a charity that is a company or a charitable incorporated organisation (CIO), or at least 18 to be a trustee of any other charity.

You must be properly appointed following the procedures and any restrictions in the charity’s governing document.

You must not act as a trustee if you are disqualified under the Charities Act, including if you:

- *have an unspent conviction for an offence involving dishonesty or deception (such as fraud)*
- *are bankrupt or have entered into a formal arrangement (eg an individual voluntary arrangement) with a creditor*
- *have been removed as a company director or charity trustee because of wrongdoing*

There are further restrictions for charities that help children or vulnerable people. See section 3 for more information.

Ensure your charity is carrying out its purposes for the public benefit

You and your co-trustees must make sure that the charity is carrying out the purposes for which it is set up, and no other purpose. This means you should:

- *ensure you understand the charity's purposes as set out in its governing document*
- *plan what your charity will do, and what you want it to achieve*
- *be able to explain how all of the charity's activities are intended to further or support its purposes*
- *understand how the charity benefits the public by carrying out its purposes*

Spending charity funds on the wrong purposes is a very serious matter; in some cases trustees may have to reimburse the charity personally.

See section 4 for more information.

Comply with your charity's governing document and the law

You and your co-trustees must:

- *make sure that the charity complies with its governing document*
- *comply with charity law requirements and other laws that apply to your charity*

You should take reasonable steps to find out about legal requirements, for example by reading relevant guidance or taking appropriate advice when you need to.

See section 5 for more information.

Act in your charity's best interests

You must:

- *do what you and your co-trustees (and no one else) decide will best enable the charity to carry out its purposes*
- *with your co-trustees, make balanced and adequately informed decisions, thinking about the long term as well as the short term*
- *avoid putting yourself in a position where your duty to your charity conflicts with your personal interests or loyalty to any other person or body*
- *not receive any benefit from the charity unless it is properly authorised and is clearly in the charity's interests; this also includes anyone who is financially connected to you, such as a partner, dependent child or business partner*

See section 6 for more information.

Manage your charity's resources responsibly

You must act responsibly, reasonably and honestly. This is sometimes called the duty of prudence. Prudence is about exercising sound judgement. You and your co-trustees must:

- *make sure the charity's assets are only used to support or carry out its purposes*

- *avoid exposing the charity's assets, beneficiaries or reputation to undue risk*
- *not over-commit the charity*
- *take special care when investing or borrowing*
- *comply with any restrictions on spending funds or selling land*

You and your co-trustees should put appropriate procedures and safeguards in place and take reasonable steps to ensure that these are followed. Otherwise you risk making the charity vulnerable to fraud or theft, or other kinds of abuse, and being in breach of your duty.

See section 7 for more information.

Act with reasonable care and skill

As someone responsible for governing a charity, you:

- *must use reasonable care and skill, making use of your skills and experience and taking appropriate advice when necessary*
- *should give enough time, thought and energy to your role, for example by preparing for, attending and actively participating in all trustees' meetings*

See section 8 for more information.

Ensure your charity is accountable

You and your co-trustees must comply with statutory accounting and reporting requirements. You should also:

- *be able to demonstrate that your charity is complying with the law, well run and effective*
- *ensure appropriate accountability to members, if your charity has a membership separate from the trustees*
- *ensure accountability within the charity, particularly where you delegate responsibility for particular tasks or decisions to staff or volunteers*

See section 9 for more information.

2. FREQUENCY OF MEETINGS AND PREPARATION

Section 8 of "The Essential Trustee" - Act with reasonable care and skill, says:

"As someone responsible for governing a charity, you:

- *must use reasonable care and skill, making use of your skills and experience and taking advice when necessary*
- *should give enough time, thought and energy to your role, for example by preparing for, attending and actively participating in all trustee meetings*

This is sometimes called the duty of care...”

Essentially, this means that trustees must meet as often as necessary to do justice to the affairs of the charity, and make well-informed decisions. Trustees who do not meet often enough risk breaching their duty of care.

Being a trustee will involve preparation for and attendance at trustee meetings, and sometimes also at other meetings and functions.

It is essential that trustees are able to devote enough time to these essential duties of being a trustee. This means they should be aware of their responsibilities and duties and how much time they will need to give.

Running a charity can be complex and trustees need to be up to date on the operating environment for their charity.

3. CONFLICT OF LOYALTIES

Trustees of a congregation in the LCiGB have a duty to promote and protect the interests of the congregation and those of the LCiGB. Any relationship that they might have with another group or another individual must not interfere with their responsibilities as a trustee of a congregation in the LCiGB.

Trustees should bear in mind that when they are dealing with the business of the charity, their overriding duty is to act in the best interests of the charity.

Any trustee who has a conflict of loyalties should declare this and it should be included in the register of interests. They should also declare the interest at the beginning of any meeting at which an issue is to be discussed that is subject to the conflict and should take no further part in the discussions on the issue. This will help to ensure transparency and avoid any accusations of impropriety.

4. COLLECTIVE RESPONSIBILITY

All decisions by the trustees concerning a charity are taken together by all the trustees, i.e. acting collectively and as a team.

However, decisions need not be unanimous; a majority decision is sufficient unless the charity’s governing document states otherwise.

Subject to any power of delegation, there is a general rule that trustees must take personal responsibility for their decisions, and that all decisions concerning the charity must be taken by the trustees acting together.

Trustees can always invite some of their number to look into particular matters and make recommendations. The decision whether or not to act on the recommendations is for the trustees to take together.

5. LIABILITIES OF TRUSTEES

A conscientious and committed trustee need have few worries about personal liability.

But it is important for all trustees to understand that if trustees act prudently, lawfully and in accordance with the governing document, then any liabilities (i.e. debts or financial obligations) that they incur as trustees can normally be met out of the charity's resources.

However, if trustees incur liabilities or debts that amount in total to more than the value of the charity's assets they may not be able to cover themselves in full out of the charity's property, even if the liabilities have been properly incurred.

If the trustees act imprudently, negligently or malignantly, or are otherwise in breach of the law or the governing document, trustees may be personally responsible for liabilities incurred by the charity, or for making good any loss to the charity.

See section 10 of "The Essential Trustee" for more information.

6. DECLARATION

Name of trustee: _____ (*print name*)

I confirm that I have read the information on these sheets and agree to act as a trustee of the Congregation of the Lutheran Church in Great Britain, making my best efforts to serve in accordance with the expectations and principles outlined above.

Signature: _____

Date: _____

Please return two signed copies of this Declaration to the Chair of your Congregational Council and the LCiGB office.

At the same time, please sign and return the Charity Commission form "Declaration of eligibility for newly appointed trustees" (form CSD 13-82), which can be accessed through this link and forms part of this Rule:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/490837/trustee_declaration_v_8.pdf

*Adopted as a rule at a meeting of the LCiGB Council held on 17.12.11
and updated on 14.01.16*

REMOVAL OF CONGREGATIONAL COUNCIL MEMBERS BY LCIGB IN EXCEPTIONAL CIRCUMSTANCES

1. If the Bishop or a member of the LCiGB Council believes that the general well-being of a congregation of the LCiGB is at significant risk, such that its stability or viability are in jeopardy, based upon direct evidence or reports from others, then the Bishop or Council member will bring full details of the concerns to a meeting of the LCiGB Council, which will carefully consider the matter and decide how to proceed.

Examples (not an exhaustive list) of matters that could be grounds for such concerns include:

- persistent or serious failure to comply with legal or constitutional requirements;
- financial irregularities or mismanagement;
- serious departure from the LCiGB Statement of Faith;
- persistent or serious failure to observe the Rules of the LCiGB;
- actions that bring the congregation or the LCiGB into disrepute.

2. The outcome of the LCiGB Council's deliberation may be one of the following:

i) no action is taken because the concerns are not deemed to be sufficiently serious;

ii) obtain further information about the concerns, which must include communicating in writing with the Pastor and Council of the congregation, and inviting the Pastor and congregational Council members to meet the Bishop and representatives of the LCiGB Council.

3. If the LCiGB Council continues to have significant concerns about the congregation, then it will write to the Council of the congregation to explain the concerns (being as specific, comprehensive and clear as possible) and request a written response from the congregation's Council within 28 days.

4. If, after reading the written response from the congregational Council or receiving none, the LCiGB's concerns persist, then the Bishop will consult the Ministerium (the licensed clergy) for its views about the concerns of the LCiGB and will provide a Council-agreed confidential summary in writing of the LCiGB's communication with the congregational council.

5. If the Ministerium accepts that the concerns are valid, and the LCiGB Council concludes that the concerns remain and are not being dealt with effectively by the Council of the congregation, then the Bishop and Council of the LCiGB will inform the Council of the congregation what improvements are required and will give the Council of the congregation a reasonable time, as determined by the Council of the LCiGB, to

achieve the required improvements. The required improvements must be clearly identified and quantified by a stated deadline.

6. If, after the indicated time has elapsed, the required improvements have not been achieved, as determined by the Bishop and the LCiGB Council, then the Bishop and Council of the LCiGB will inform the Council of the congregation that the LCiGB may remove one or more members of the congregational council, in accordance with the constitutional provision giving them the power to do so (Article 7 in the LCiGB standard constitution: A Trustee's term of office as such automatically terminates if he... receives a written notice from the Church signed by the Bishop a copy of which will be deposited at the Charity's office). The Council of the congregation will be given 14 days to make a further response to the Bishop and Council of the LCiGB.

7. If no response is received within 14 days or if a response received is not sufficient to alleviate the concern(s) of the Bishop and Council of the LCiGB, then the Bishop and Council of the LCiGB will inform the Council of the congregation that it is removing one or more members of the congregational council, as named, in accordance with the constitutional provision giving them the power to do so. If the Bishop and Council of the LCiGB determine that it is in the best interest of the congregation to appoint other council members in place of those persons removed, it will take steps to do so and, as soon as possible, inform the congregational council of their names.

8. If the Bishop and the LCiGB Council agree (by at least a 75% majority) that the concerns about a congregation are so serious that remedial action must be taken urgently, and the congregational Council cannot or is unwilling to make the required improvements immediately, then the Bishop and Council of the LCiGB may inform the Council of the congregation that it is removing one or more members of the congregational council, as named, in accordance with the constitutional provision giving them the power to do so. If the Bishop and Council of the LCiGB determine that it is in the best interest of the congregation to appoint other council members in place of those persons removed, it will take steps to do so and, as soon as possible, inform the congregational council of their names.

9. The Bishop and Council of the LCiGB will monitor the performance of the congregational council to assess if the required improvements are being achieved.

10. If the required improvements are not being achieved, the Bishop and/or the Council of the LCiGB may initiate further action under this rule.

11. To amend this Rule, a 75% majority of all LCiGB Council members will be required.

(Approved by Council of the LCiGB on 13 October 2012)

THE ANNUAL SYNOD

The Annual Synod of the LCIgB is a meeting of congregations or persons that have been duly approved, elected or appointed and are entitled to vote at the meeting. The members of the Synod are:

- a. Congregations of the LCIgB
 - b. All ordained pastors who have been approved by the LCIgB
 - c. The board of trustees of the LCIgB
 - d. Other individuals who have been nominated by synod and approved by the board
1. Congregations of the LCIgB must choose an Appointed Representative to vote and act on their behalf at synods and general meetings. Normally Appointed Representatives should serve in that capacity for three years but congregations may replace them sooner if necessary. The full name and current address of each congregation's Appointed Representative must notified to the LCIgB. Only those persons whose names and addresses have been notified to the LCIgB at least 30 working days before a Synod or other general meeting will be entitled to attend and vote at the meeting.

The Annual Synod consists of two parts:

1. THE ANNUAL GENERAL MEETING

1. An annual general meeting (AGM) must be held each year, at a time and place approved by the board of trustees. Annual general meetings are a constitutional requirement for the LCIgB.
2. At the annual general meeting, members of the Synod (including Appointed Representatives of congregations) will:
 - a. Elect trustees
 - b. Receive the trustees' annual report and the audited or examined accounts
 - c. Appoint an auditor or examiner or authorise the board to do so
 - d. Authorise the trustees to fix the remuneration of the auditor
 - e. Approve amendments to the Memorandum or Articles of Association
 - f. Vote on duly submitted resolutions
 - g. Advise the trustees

3. Resolutions from members may be considered at any annual general meeting, provided that they have been duly requested (as required by the Companies Act). Members representing 5% of the voting rights may request that a written resolution be circulated to members and be put to the AGM; they may circulate a statement of up to 1000 words about any resolution. The signed resolution and statement must be delivered to the registered address of the LCiGB at least six weeks before the AGM at which it is to be proposed. The resolution and statement must then be circulated with the notice of the meeting.

2. THE CHURCH SESSION

1. The Church Session will consider the spiritual programme and leadership of the LCiGB, which is the constitutional responsibility of the bishop, the dean and the synod.
2. Its regular agenda will include:
 - a. Worship
 - b. Theological issues
 - c. Outreach, missions & service
 - d. Training of pastors and other ministers
 - e. Congregational developments
 - f. Communications
 - g. Relationships with other Lutheran churches
 - h. Ecumenical relationships
 - i. Other matters pertaining to the spiritual growth of the LCiGB

SPECIAL GENERAL MEETINGS

1. Special general meetings may be called by the board of trustees at any time or by the written request to the trustees of at least 10 members of the Synod or 10 % of the membership of Synod, whichever is the greater. The request must state the nature of the business to be discussed. If the trustees fail to hold the meeting within 28 days of the request, the members may call a special general meeting. In so doing, they must comply with the provisions of the Articles of Association (Articles 22-66 on General Meetings).

THE ROLE OF THE BISHOP

ELECTION

1. The Bishop shall be elected by a majority of the Members of Synod. All Ministers of this Church who have been ordained for five years or more and are eligible to be called as the senior pastor of a congregation shall be eligible to stand for election. The term of office for the Bishop shall be six years. After being elected, the Bishop shall be given documents of Call and shall be episcopally consecrated and installed at a Service of Worship. In the event of successive re-election the Bishop shall not be re-installed.

ROLE

2. Within the one Ministry of Word and Sacrament, the Bishop shall have the special function of providing care, counsel and oversight to the ordained Ministers and congregations of the Church in matters spiritual and temporal.
3. As a trustee and director of the Church, with legal responsibilities under charity and company law, the Bishop will ensure that all of his or her actions comply with all relevant laws and regulations, as well as the governing documents and agreed policies of the Church.
4. The Bishop's specific duties shall include:
 - a. to ordain duly approved and called Ministers of this Church;
 - b. to act as mediator in disputes between member congregations and Ministers and within congregations;
 - c. in co-operation with the Council of the Church, to ensure the appointment of pastors-in-charge where there are pastoral vacancies;
 - d. to offer pastoral counsel and support to ordained Ministers of the Church;
 - e. to chair and organise meetings of the Ministerium;
 - f. to carry out episcopal visitations to congregations and chaplaincies to ensure the maintenance of good practice and order within the church, and to enable good communication and cooperation between congregations and the Council of the Church;
 - g. In accordance with the Rules of the Church, to exercise discipline over ordained ministers and congregations of the Church;
 - h. to ensure that the Church is represented at Lutheran, ecumenical and other church events, as well as interfaith occasions, as time and resources permit;

- i. to maintain episcopal collegiality with other Lutheran bishops and church leaders of other communities to further the cause of Christian unity.
 - j. to undertake other appropriate duties as agreed by the Council from time to time.
5. When dealing with matters that could damage the reputation of the Church or that might have significant financial, legal or operational consequences, the Bishop will consult the other officers of the Church, or at least Chair and the Dean, before taking action. Administrative management is delegated to other officers or employees of the Church and the Bishop will not normally be directly involved in administration, unless urgent or important needs require such involvement.

Approved by the LCiGB Council on 31 July 2012 and updated 14 January 2016

THE ROLE OF THE DEAN

ELECTION

1. The Dean shall be elected by a majority of the Members of Synod. All Ministers of this Church who have been ordained for five years or more and are eligible to be called as the senior pastor of a congregation shall be eligible to stand for election. The term of office for the Dean shall be five years. After being elected, the Dean shall be installed at a Service of Worship. In the event of successive re-election the Dean shall not be re-installed.

ROLE

2. Within the one Ministry of Word and Sacrament, the Dean shall have the special function of assisting the Bishop of the Church and to advise the Council, Ministers and congregations on matters related to administration and governance.
3. As a trustee and director of the Church, with legal responsibilities under charity and company law, the Dean will ensure that all of his or her actions comply with all relevant laws and regulations, as well as the governing documents and agreed policies of the Church.
4. The Dean's specific duties shall include:
 - a. to deputise for the Bishop as required or invited, except ordinations (which remain the Bishop's responsibility at all times);
 - b. to take over all functions of the Bishop in the event of his/her incapacity (except ordinations);
 - c. to represent the Church officially as requested by the Bishop or Council of Church;
 - d. to maintain a good knowledge of the Church's governing documents, Rules and Guidance, and legislation affecting the Church;
 - e. to participate in episcopal visitations;
 - f. in accordance with the Rules of the Church, to participate in disciplinary proceedings related to ordained ministers of the Church;
 - g. to undertake other appropriate duties as agreed by the Council from time to time.

5. When dealing with matters that could damage the reputation of the Church or that might have significant financial, legal or operational consequences, the Dean will consult the other officers of the Church, or at least Chair and the Bishop, before taking action.

Adopted as a rule by the LCiGB Council on 31 July 2012 and updated 14 January 2016

THE ROLE OF THE MINISTERIUM

1. The Ministerium of the Lutheran Church in Great Britain shall consist of all the active licensed Ministers of the Church. As and when appropriate, other ministers may be invited to meet with the Ministerium, with voice but no vote.
2. The Ministerium shall meet at least twice a year.
3. The Ministerium shall be a standing advisory body of the Church. It shall discuss issues that relate to the life and witness of the church, and provide opportunities for mutual counselling, continuing education and fellowship.
4. The Ministerium shall have the right to submit proposals to the Synod, following constitutional provisions.
5. It shall normally be the responsibility of the Bishop to organise all the meetings of the Ministerium, and to chair such meetings.
6. The Ministerium shall appoint a Minutes Secretary.

Rule amended by LCiGB Council on 27 June 2014

CODE OF CONDUCT FOR LCIGB COUNCIL MEMBERS (TRUSTEES)

This Code of Conduct is based on NCVO's publication 'Best Behaviour: Using trustee codes of conduct to improve governance practice'. ISBN: 0 7199 1646 1

VALUES OF THE LCIGB

As a member of the Council of the LCiGB and a trustee of the charity, I promise to respect the LCiGB's Statement of Faith and abide by the fundamental values that underpin all the activity of the LCiGB. These include:

ACCOUNTABILITY

Everything the LCiGB does will be able to stand the test of scrutiny by the members of the church, the wider public, the media, charity regulators, other legal authorities, funders and the courts.

INTEGRITY AND HONESTY

Integrity and honesty will be the hallmarks of all conduct when dealing with colleagues within the LCiGB and equally when dealing with individuals and institutions outside it.

TRANSPARENCY

The LCiGB strives to maintain an atmosphere of openness throughout the church to promote the confidence of the members, the public, stakeholders, staff and legal regulators.

Additionally, I agree to the following points:

LAW, MISSION, POLICIES:

- I will not break the law or go against charity regulations in any aspect of my role of trustee.
- I will support the mission of the LCiGB and consider myself its guardian.
- I will abide by policies and procedures of the LCiGB.

CONFLICTS OF INTEREST AND LOYALTY:

- I will always strive to act in the best interests of the LCiGB.
- I will declare any conflict of interest or loyalty, or any circumstance that might be viewed by others as a conflict of interest or loyalty, as soon as it arises.
- I will submit to the judgement of the board and do as it requires regarding potential conflicts of interest.

PERSON TO PERSON:

- I will not break the law, go against charity regulations or act in disregard of LCiGB policies in my relationships with fellow trustees, staff, volunteers, members, service recipients, contractors or anyone I come into contact with in my role as trustee.
- I will strive to establish respectful, collegial and courteous relationships with all I come into contact with in my role as trustee.

PROTECTING THE ORGANISATION'S REPUTATION:

- I will not speak as a trustee of the LCiGB to the media or in a public forum without the prior knowledge and approval of the Bishop or Chair.
- When it is impossible to obtain prior consent, I will inform the Bishop or Chair at once when I have spoken as a trustee about the LCiGB to the media or in a public forum.
- When I am speaking as a trustee of the LCiGB, my comments will reflect current LCiGB policy even when these do not agree with my personal views.
- When speaking as a private citizen I will strive to uphold the reputation of the LCiGB and those who work in it.
- I will respect the LCiGB Council and individual confidentiality.
- I will take an active interest in the LCiGB's public image, noting news articles, books, television programmes and the like about the LCiGB, about related churches or about important issues for the LCiGB.

PERSONAL GAIN:

- I will not personally gain materially or financially from my role as trustee, or permit others to do so as a result of my actions or negligence.
- I will document expenses and seek reimbursement according to LCiGB financial policies and procedures.
- I will not accept substantial gifts or hospitality in my capacity as a trustee without prior consent of the Chair.
- I will use LCiGB resources responsibly, when authorised, in accordance with procedure.

IN MEETINGS OF THE COUNCIL:

- I will strive to embody the principles of leadership in all my actions and live up to the trust placed in me by the members of the LCiGB
- I will abide by Council governance procedures and practices.
- I will strive to attend all Council meetings, giving apologies ahead of time to the Chair if unable to attend.
- I will study the agenda and other information sent me in good time prior to the meeting and be prepared to debate and vote on agenda items during the meeting.
- I will frequently access my LCiGB emails (normally not less than every 48 hours) and respond promptly to requests for comments or decisions; and will use the out-of-office message when I will be out of contact for more than three days.
- I will contribute my knowledge and skills to accomplishing tasks assigned to me by the Council and will endeavour to complete them by deadlines.
- I will honour the authority of the Chair and respect his or her role as meeting leader.
- I will engage in debate and voting in meetings according to procedure, maintaining a

- respectful attitude toward the opinions of others while making my voice heard.
- I will accept and honour a majority Council vote on an issue as decisive and final.
 - I will maintain confidentiality about what goes on in Council meetings unless authorised by the Chair or board to speak of it.

ENHANCING GOVERNANCE:

- I will participate in induction, training and development activities for trustees.
- I will continually seek ways to improve board governance practice.
- I will strive to identify good candidates for trusteeship and appoint new trustees on the basis of merit.
- I will support LCiGB staff in their roles and, with my fellow Council members, seek development opportunities for them.

LEAVING THE BOARD:

- I understand that substantial breach of any part of this code may result in my removal from the Council by a decision of the Council.
- Should I resign from the board, I will inform the Chair in advance in writing, stating my reasons for resigning. Additionally, I will participate in an exit interview.

(Approved by the Council of LCiGB on 22 October 2011)

THE ROLE OF THE PASTOR IN AN LCiGB CONGREGATION

'Keep watch over yourselves and over all the flock of which the Holy Spirit has given you charge, as shepherds of the church of the Lord.' Acts 20.28

1. The pastor of a congregation of the LCiGB is both a servant and a shepherd, ministering to the spiritual needs of the community and exercising general oversight of the congregation.
2. Above all the pastor is responsible for ensuring that the Gospel of Christ is preached and taught, and that the Sacraments are properly administered. As a shepherd the pastor takes care that the flock is regularly fed and nourished by Word and Sacrament, is supported in its various needs and guided through the snares and pitfalls that may harm its well being. As a shepherd, the pastor keeps an eye open also for legal or financial risks that might arise and could stand in the way of the congregation's mission or jeopardise its existence.
3. An ordained pastor has several specific functions in the congregation:
 - a. **Proclamation** – continuing the apostolic witness by proclaiming the word of God, using a variety of means, and always emphasising the Gospel.
 - b. **Teaching** – having responsibility for the education of the members of the body of Christ.
 - c. **Healing** – providing care and healing, centred in sacramental ministry, chiefly Baptism and Holy Communion, but also the ministry of absolution, pastoral counselling, and care for the sick, dying and bereaved.
 - d. **Administrative** – having oversight of the general programme of the congregation, including the stewardship of resources and facilities.

(See The Encyclopedia of the Lutheran Church, 'Ministry')

4. In the Lutheran Church in Great Britain (LCiGB), congregations elect councils, who act as the trustees of the congregation and are collectively responsible for managing the administration of the congregation. The pastor (or pastors) is a member of the church council by virtue of his or her office. Legally, a pastor is no more responsible for ensuring that the congregation is prudently and lawfully managed than any other trustee. In this regard, all trustees are equally responsible and accountable, and no one trustee should act as a ruler over the others. Nonetheless, the pastor has a unique leadership role in the congregation, as shepherd of the flock, and the pastor's view in all matters should be heard with seriousness and respect. Although the pastor has chief responsibility for the worship and spiritual life of the congregation, the pastor's input and experience in other areas of congregational life are important and should be respected.
5. If conflicts arise between the pastor and the church council, the Bishop of the LCiGB should be consulted.

Approved by the Council of the LCiGB, 17 December 2011

THE STATUS AND ROLE OF A PASTOR-IN-CHARGE OF A CONGREGATION

1. All congregations of the LCiGB must be served by and under the guidance of a licensed pastor of the LCiGB.
2. If a congregation does not have a pastor whom it has duly called, such as during a pastoral vacancy, then the bishop of the LCiGB will appoint a licensed LCiGB pastor to serve as the pastor-in-charge. Such appointment by the bishop will be deemed to be a call by the LCiGB and will be expressed in writing to the pastor.
3. Before appointing a pastor-in-charge, the bishop will consult the congregation and try to accommodate its needs as far as possible; the bishop will also consult the dean and obtain the approval of the LCiGB Council before appointing a pastor-in-charge.
4. The congregation, bishop and pastor-in-charge will review the appointment of the pastor-in-charge after six months and then annually. This normally will take the form of an appraisal exercise.
5. The pastor-in-charge will be expected to comply with the LCiGB's code of conduct for clergy and the LCiGB's disciplinary policy and procedures will apply.
6. The bishop may appoint a different pastor-in-charge at any time, should circumstances require it and subject to any legal requirements.
7. The congregation will reimburse the reasonable expenses of the pastor-in-charge on the provision of receipts for the expenses in accordance with the congregation's expenses policy. The payment of a stipend or honorarium will be negotiated between the LCiGB and the congregation. The congregation will be responsible for paying the agreed stipend or honorarium to the LCiGB in a timely manner in accordance with procedures stipulated by the LCiGB. The LCiGB will ensure that the agreed payment will be made to the pastor-in-charge through its PAYE procedures, i.e. after the deduction of taxes or other permitted or legally required deductions.
8. The relationship between the LCiGB and the pastor-in-charge will be defined in a contract of employment, whether the post is paid or non-stipendary, as will the pastor-in-charge's responsibilities to the congregation. These documents will include information such as exact duties, hours to be worked, leave and other matters required by law or in observance of good practice.
9. The fundamental duty of the pastor-in-charge is to have overall responsibility for the spiritual leadership of the congregation and to ensure that the ministry of Word & Sacrament are provided for the congregation in accordance with the rules of the LCiGB.
10. The pastor in charge will maintain oversight over the governance and general operations of the congregation by attending meetings of the church council and, if required by the constitution, or if elected according to the congregation's constitution, to serve as a member of the council while being pastor in charge.

Approved by the LCiGB Council on 4 July and 13 October 2012

POLICY AND PROCEDURE FOR RECRUITMENT OF PASTORS

The LCiGB's policy and procedure for the recruitment of staff outlines the basic principles it follows when recruiting pastors from outside the LCiGB. This document, therefore, should be read in conjunction with the general recruitment policy and procedures. Whilst the basic procedures will be followed in all cases of recruiting pastors, there are particular requirements related to pastors.

When a vacancy occurs in a congregation of the LCiGB, the council of the congregation will inform the Bishop. A pastor-in-charge may be appointed to cover the period of vacancy or, in the absence of an appointed pastor-in-charge, the Bishop will act in that capacity.

STEP 1: Exchange of information

1. Congregation informs LCiGB Bishop about the vacancy.
2. Congregation's Council appoints a call-committee with a designated person acting as chair.
3. Bishop and Dean meet the call committee to discuss the particular requirements for a pastor for that congregation.
4. Bishop and Dean provide the call committee with:
 - the basic terms and conditions of employment for pastors in the LCiGB (including sample budget)
 - basic job description for a pastor
 - information about policies and procedures for the employment of pastors
5. Call committee agrees with the Congregational Council a specific congregational budget for the employment costs.
6. The congregation confirms that it is operating appropriate employment procedures and systems, as detailed in the LCiGB's document 'Being a responsible employer' (see Appendix following this Rule).
7. The LCiGB and call committee agree a job description and person specification that includes the LCiGB standard documents plus any specific specifications required by the congregation.

STEP 2: Recruitment

1. A recruitment strategy is discussed and agreed that includes text of a job advertisement, where to advertise, networks through which to pursue contacts, specific circulation possibilities, including local, national or international Lutheran churches, ecumenical contacts/networks, etc.
2. A Selection Panel is agreed, to include the Bishop, the Dean, two members of the congregational call committee or members of the congregation's council and one other person not being a member of the call committee or congregational council

3. Application procedure is agreed – principles of best practice in recruitment and selection of staff are to be followed through this stage

STEP 3: Selection

1. Applications are received and information verified.
2. Applicants are shortlisted by the selection panel for interviewing.
3. Interview procedure should be agreed to include format, content, expenses reimbursements, timeframe, etc.
4. Applicants to be scored by each person on the selection panel against person specification criteria (essential and desirable).
5. The successful candidate is chosen and, if possible, a second choice identified.

STEP 4: Conditional Offer subject to satisfactory references and checks

1. The successful candidate is contacted by the Bishop and offered the post subject to:
 - Satisfactory references that include the Bishop of the candidate's previous church or diocese, the council of the individual's current or previous congregation, and a character reference (if the candidate is from outside the LCiGB)
 - If required the Home Office's permission to work in the UK
 - An acceptable Disclosure Certificate, obtained through a criminal record check by CAS through the Data and Barring Service.
 - A licence from the vocations committee and the Council of the LCiGB to serve as a pastor.
 - Completion of satisfactory probation period – 9 months.
2. A verbal offer is followed up by an official letter (standard letter provided by LCiGB).

STEP 5: Logistics

1. Once conditions 1-4 above are met, the offer of the post is confirmed, and an employment contract issued and signed by both parties (the standard contract of employment of the LCiGB is used).
2. Employment personal details obtained – application for National Insurance number made, etc.
3. Travel and removal arrangements and reimbursable expenses are agreed.
4. Accommodation issues sorted.

STEP 6: Induction

Induction is two parts: LCiGB & congregation, to include networking and events to welcome An LCiGB mentor may be assigned to assist the new pastor to settle.

STEP 7: Appraisal of induction period

Once probation is completed satisfactorily, the pastor is confirmed in post.

Approved by LCiGB Council on 22 June 2013

Being a Responsible Employer

BEING A RESPONSIBLE EMPLOYER

Congregations calling and employing pastors should operate the following policies, procedures and systems:

1. Being a registered employer for PAYE.
2. A system for ensuring that the correct salary payments are made on time.
3. A clear expenses policy.
4. A system for authorising & recording of leave - annual, sickness etc.
5. A person responsible for ensuring that the pastor and other relevant employees or volunteers are certified as being able to work with children and vulnerable adults.
6. A system for conducting appraisals and salary reviews.
7. A pension programme that meets legal requirements.
8. A person responsible for monitoring and ensuring health & safety at work.
9. Valid employers' liability insurance, with the certificate correctly displayed.
10. For non EEA employees requiring permission to work:
 - Valid sponsorship certificate
 - Appointed responsible person
11. An agreement for persons serving the congregation as volunteers, when appropriate.

Appendix approved by LCiGB Council, 9 June 2015

EXECUTIVE COMMITTEE

BACKGROUND

The Charity Commission expects trustees to take decisions collectively. *The Essential Trustee: what you need to know* (CC3) says:

'All decisions by the trustees concerning a charity are taken by all the trustees, acting collectively and as a team. However, the decisions need not be unanimous; a majority decision is sufficient unless the charity's governing document states otherwise....Subject to any power of delegation there is a general rule that trustees must take personal responsibility for their decisions, and that all decisions concerning the charity must be taken by the trustees acting together....Trustees can always invite some of their number to look into particular matters and make recommendations. The decision whether or not to act on the recommendations is for the trustees to take together. In some cases the governing document of a charity may permit the trustees to set up committees with delegated powers to carry out particular functions.'

ROLE

The Council of the Lutheran Church in Great Britain authorises an Executive Committee to meet from time to time, as determined by the Chair of the Council, for the following purposes:

- Consider the agenda of forthcoming meetings of the Council and agree which matters should have priority;
- Discuss relevant information in relation to agenda items in order to facilitate consideration of them by the Council;
- Before the next scheduled meeting of the Council, the Executive Committee will communicate recommendations to the Council related to actions or decisions that will need consideration either at the next full meeting of the Council or earlier by email voting, ensuring that a record of any such decisions by the Council is kept and included in the minutes of the next meeting of the Council.

MEMBERSHIP

The members of the Executive Committee are:

The Chair
The Deputy Chair
The Secretary
The Treasurer
The Bishop
The Dean

MEETINGS

The Chair of the Council will normally chair the meetings of the Executive Committee. If the Chair is absent, the Deputy Chair or another member may chair the meetings. The Secretary or another member will take notes. Meetings may be held by electronic means or individuals may participate by electronic means.

Minutes of the Executive Committee will be circulated to those present at the meeting for approval and, once approved, will be circulated to the full Council. Minutes will be formally received by Council at the next Council meeting.

Approved by Council of the LCiGB on 22 October 2011

VOCATIONS COMMITTEE

MEMBERSHIP

The membership of the Vocation Committee includes:

1. The Bishop of the LCiGB (Chair of the Committee)
2. The Convenor of the Committee, who may be either a minister of the church or a lay person
3. Three persons with theological knowledge, pastoral experience and/or background in education appointed by the Council of the LCiGB.

The Council of the LCiGB may make changes to the membership at any time.

MEETINGS

The committee will meet 3 – 4 times per year.

TERMS OF REFERENCE

The Vocations Committee of the Lutheran Church in Great Britain (LCiGB) shall be responsible for:

1. assessing the suitability of clergy from other Lutheran churches and other Christian churches for ministry in the LCiGB, and
2. supervising, mentoring and examining candidates for ordination in the LCiGB, and
3. making recommendations to the Council of the LCiGB about licensing or ordaining such persons.

All decisions about whether to license clergy from other churches or ordain persons as pastors shall be taken by the Council of LCiGB, after considering the recommendation of the Vocations Committee.

The Vocations Committee must be satisfied that a person being recommended for licensing or ordination is proficient in idiomatic and theological English in speech, listening and writing. If the person's first language or the primary language spoken at home is not English, then he or she will be required to achieve a satisfactory result on an English language examination that is recognised by universities in the UK (normally IELTS).

RECEPTION OF ORDAINED CLERGY INTO LCiGB AND ORDINATION OF PASTORS IN LCiGB

1. CLERGY ORDAINED IN OTHER LUTHERAN CHURCHES

For clergy coming from other Lutheran churches, the procedure is as follows:

- a) The Minister makes contact with the Bishop, who will inform the Convenor of the Vocations Committee. The Convenor will ask the enquirer to submit his/her C.V., a letter of introduction and appropriate references, of which one must be from the Bishop (or equivalent) of the Church where they last worked in a pastoral position.
- b) Other requirements may include references from the Minister's seminary, and psychological and health assessments.
- c) The Minister will be invited to meet with the Vocations Committee, after which the Vocations Committee will recommend to the Council of the LCiGB whether or not to license the minister for work in the LCiGB. The Council will inform the minister of its decision in writing.
- d) When the Council or a congregation of the LCiGB has issued a call to the minister and the minister has been installed into office, the minister is then a full member of the Ministerium and a Member of the Synod and the registered Company of the LCiGB.

2. CLERGY ORDAINED IN NON-LUTHERAN CHURCHES

For clergy coming from other non-Lutheran churches, the procedure is as follows:

- a) The Minister makes contact with the Bishop, who will inform the Convenor of the Vocations Committee. The Convenor will ask the enquirer to submit his/her C.V., a letter of introduction and appropriate references, of which one must be from the Bishop (or equivalent) of the Church where they last worked in a pastoral position. In addition, evidence of theological education and ordination must be submitted.
- b) The Minister must join a congregation of the LCiGB, be active as a member of that congregation for at least one year and undergo Lutheran study as required.
- c) The Minister will be invited to meet the Vocations Committee as often as necessary; the Vocations Committee may ask the candidate to prepare a sermon or a theological paper for it to consider. The Vocations Committee may assign a pastor or one of its members to act as mentor to the candidate.
- d) A reference will normally be sought from the Pastor or the Council of the LCiGB congregation attended.

- e) The Vocations Committee will recommend to the Council of the LCiGB whether or not to license the minister for work in the LCiGB. The Council will inform the minister of its decision in writing.
- f) When the Council or a congregation of the LCiGB has issued a call to the minister and the minister has been installed into office, the minister is then a full member of the Ministerium and a Member of the Synod and the registered Company of the LCiGB.
- g) The rite of ordination will be required in cases where this has not occurred in a form that is in accordance with provisions of the Constitution of the LCiGB and its Rules and Regulations.

3. PERSONS WITH PREVIOUS THEOLOGICAL EDUCATION

For members of congregations of the LCiGB who are seeking ordination and who have already obtained a relevant degree in Theology or a diploma from a recognised ordination Course (eg Yorkshire Ministry Course, South East Institute of Theological Education), the procedure is as follows:

- a) The enquirer makes contact with the Bishop, who will inform the Convenor of the Vocations Committee. The Convenor will ask the enquirer to submit his/her C.V., a letter of introduction and appropriate references. A document describing the person's spiritual journey and sense of vocation will also be required. The enquirer may be asked to undertake assessment exercises. The congregation of the enquirer will be asked to provide a letter of reference, indicating also the level of financial assistance that it could offer.
- b) The person meets the Vocations Committee to discuss the background to the decision to seek ordination, as well as his/her educational and vocational history.
- c) If the Vocations Committee decides that the person may be suitable for a formal programme of pre-ordination preparation, she or he will be required to complete a period of reflection based upon visits to several LCiGB congregations and conversations with LCiGB ministers, and study of the history, current work and organisational structure of the LCiGB. The length of the period of reflection will be decided by the Vocations Committee in each case. At the end of the period of reflection, the Vocations Committee will decide whether the person may embark upon a formal programme of pre-ordination preparation and, if so, what the programme should include. Such persons will be referred to as 'candidates' for ordination but the use of this term does not imply that the LCiGB will ordain the candidate. The LCiGB will investigate possible funds to support the candidate during pre-ordination training.
- d) The candidate will undertake a period of study, normally for one or two years, which may include attending an Ordination Course, additional Lutheran studies or other forms of study recommended by the Vocations Committee. During this time the candidate will meet the Vocations Committee as required, normally one

or twice a year. The Vocations Committee will assign one of its members to act as mentor to the candidate. The candidate will satisfactorily complete a period of practical pastoral experience in a congregation approved by the Vocations Committee.

- e) At the end of the pre-ordination programme, the candidate will be examined by the Vocations Committee, which will decide whether or not to recommend to the Bishop and the council of the LCiGB that the candidate should be ordained.
- f) When the candidate has received a call from the LCiGB or one of its congregations and has been ordained in accordance with the requirements of the LCiGB, he or she will be a member of the Ministerium and a Member of the Synod and the registered Company of the LCiGB. The Vocations Committee, in consultation with the Bishop and Council of the LCiGB, may recommend that the newly-ordained minister serve as a curate in an assisting capacity for a period of time.

4. PERSONS WITH NO PREVIOUS THEOLOGICAL EDUCATION

For members of LCiGB congregations who are seeking ordination but who have no previous theological education or training, the procedure is as follows:

- a) The enquirer makes contact with the Bishop, who will inform the Convenor of the Vocations Committee. The Convenor will ask the enquirer to submit his/her C.V., a letter of introduction and appropriate references.. A document describing the person's spiritual journey and sense of vocation will also be required. The enquirer may be asked to undertake assessment exercises. The congregation of the enquirer will be asked to provide a letter of reference, indicating also the level of financial assistance that it could offer.
- b) The person meets the Vocations Committee to discuss the background to the decision to seek ordination, as well as his/her educational and vocational history.
- c) If the Vocations Committee decides that the person may be suitable for a formal programme of pre-ordination preparation, she or he will be required to complete a period of reflection based upon visits to several LCiGB congregations and conversations with LCiGB ministers, and study of the history, current work and organisational structure of the LCiGB. The length of the period of reflection will be decided by the Vocations Committee in each case. At the end of the period of reflection, the Vocations Committee will decide whether the person may embark upon a formal programme of pre-ordination preparation and, if so, what the programme should include. Such persons will be referred to as 'candidates' for ordination but the use of this term does not imply that the LCiGB will decide at the conclusion of the programme that the person will be ordained. The LCiGB will investigate possible funds to support the candidate during pre-ordination training.

- d) The Vocations Committee will expect the candidate to follow one of two paths :
- e) a relevant course leading to a Bachelor's Degree in theology,
- f) or a recognised Ordination Course.
- g) During this time the candidate will meet the Vocations Committee as required, normally one or twice a year. The Vocations Committee will assign one of its members to act as mentor to the candidate.
- h) At the end of the course the candidate will serve a one or two year pastoral assistantship, during which time they will be expected to develop pastoral skills, possibly within a recognised Ordination Course, and will undertake Lutheran studies as required, in particular achieving a good understanding of the Lutheran confessions and LCiGB practice.
- i) At the end of the pre-ordination programme, the candidate will be examined by the Vocations Committee, which will decide whether or not to recommend to the Bishop and the Council of the LCiGB that the candidate should be ordained.
- j) When the candidate has received a call from the LCiGB or one of its congregations and has been ordained in accordance with the requirements of the LCiGB, he or she will be a member of the Ministerium and a Member of the Synod and the registered Company of the LCiGB. The Vocations Committee, in consultation with the Bishop and Council of the LCiGB, may recommend that the newly-ordained minister serve as a curate in an assisting capacity for a period of time.

5. LINES OF RESPONSIBILITY

At all times the procedures described in this Rule will be under the supervision of the Vocations Committee, which will consult with the Bishop and Council of the LCiGB as necessary, to ensure (insofar as possible) that all candidates who are ordained have been adequately prepared both theologically and pastorally, and are otherwise suitable to serve as pastors of the LCiGB.

(Vocations Committee was amended and approved by LCiGB Council on 5 January 2013)

FINANCE COMMITTEE

It was agreed at the Synod meeting of the Lutheran Church in Great Britain (LCiGB) held on 4th October 2008 to set up a Finance Committee which reports to the Council of the LCiGB.

MEMBERSHIP

The membership of the Finance Committee includes:

1. The Treasurer of the LCiGB (Chair of the Committee)
2. The Assistant Treasurer of the LCiGB (Deputy Chair of the Committee)
3. Three persons with demonstrated financial skills appointed by the Council of the LCiGB from its member congregations.

The Council of the LCiGB may make changes to the membership at any time.

MEETINGS

The committee will meet 3 times per annum, in the first, second and fourth quarters of each calendar year. The Council of the LCiGB may call extraordinary meetings of the Finance Committee.

TERMS OF REFERENCE

The Committee reports to the Council and is responsible for:

1. Making recommendations on long term financial strategies for the church
2. Proposing policies and/or procedures for investments, for cash flow in relation to budgets, for monitoring and managing the finances of LCiGB and its congregations
3. Keeping abreast of (and communicating to the Council) new developments in charity finance
4. Assessing the needs of congregational treasurers for staff development and proposing specific training events accordingly both for new and current treasurers
5. Proposing fund raising initiatives
6. Maintaining an up-to-date record of congregational treasurers

7. Providing a programme of events and activities for congregational treasurers as necessary
8. Providing and maintaining documentation that outlines good practice for church treasurers (e.g. induction documents and instruction sheets for treasurers) including documents relating to Charity finance
9. Communicating opportunities both outside and within the LCiGB for project funding for congregations
10. Raising financial concerns of congregations with the Council of the LCiGB
11. Providing regular reports on its meetings and activities to the Council of the LCiGB
12. Undertaking any other financial duties that are reasonably requested by the Council.

The committee may, from time to time, call upon external consultants with financial expertise to provide additional help and advice as appropriate and with the prior agreement of the Council.

RESPONSIBILITIES AND DUTIES OF PASTORS WITHIN LCiGB

All ordained ministers in the active service of the LCiGB are expected to support the agreed programmes of the LCiGB, to cooperate with the decisions of the Council and to conduct themselves in accordance with the Rules of the LCiGB, including:

1. faithfully upholding the Statement of Faith
2. ensuring that the gospel is proclaimed and the sacraments are administered faithfully, regularly and in accordance with the teachings and worship traditions of the Church, and ensuring that pastoral care is provided for members of the congregation
3. regularly attending meetings of the Ministerium
4. accepting the oversight of and maintaining regular contact with the bishop and responding promptly to communications from the bishop and other officers of the LCiGB
5. serving as a channel of communication between the Church and the congregation
6. ensuring that the pastor and the congregation comply with all current legal requirements that relate to the life and work of the congregation
7. ensuring that the facilities and buildings owned or used by the congregation are properly maintained and are suitable for Christian worship
8. maintaining the high standards of conduct and professional practice expected of pastors, in accordance with 1 Timothy 3.
9. when disputes occur within the congregation, ensuring that the procedures of the LCiGB are followed and that the bishop is informed of the problems at the earliest opportunity
10. ensuring good cooperation when episcopal visitations are conducted
11. undertaking continuing education studies as recommended by the Church
12. maintaining confidentiality in matters disclosed confidentially, except when the law requires disclosure
13. regularly attending congregational and LCiGB meetings, responding to correspondence and keeping orderly records, complying with the Data Protection Act

14. accounting accurately and clearly for all expenses incurred in the course of pastoral duties
15. not undertaking duties while under the influence of alcohol or drugs, unless the latter is prescribed by a doctor
16. seeking advice from colleagues or other professionals if in doubt about the best practice or procedure to follow
17. cooperating with the disciplinary procedures of the Church
18. participating in self-appraisals and reviews
19. ensuring that the Bishop and administrative office of the LCiGB are informed of any change of personal or congregational address, telephone number, email and the like
20. refraining from any actions or comments that could bring the LCiGB into disrepute
21. using social networking and other electronic media with a care for confidentiality and the need to maintain a professional and pastoral role with parishioners.
22. respecting the diversity of cultures and spirituality within the LCiGB
23. refraining from membership of the Freemasons or similar organisations
24. maintaining good relationships with other Christian churches and faith groups

Failure to observe the duly approved Rules of the Lutheran Church in Great Britain could result in disciplinary action, conducted in accordance with the disciplinary procedure of the Church, which is stated in a separate document.

DISCIPLINARY PROCEDURE FOR PASTORS OF THE CHURCH

INTRODUCTION

A document entitled **Responsibilities and duties of pastors in the Lutheran Church in Great Britain** is an approved Rule of the LCiGB.

It says that ‘all ordained ministers in the active service of the LCiGB are expected to support the agreed programmes of the LCiGB, to cooperate with the decisions of the Council and to conduct themselves in accordance with the Rules of the LCiGB... failure to observe the duly approved Rules of the Lutheran Church in Great Britain could result in disciplinary action, conducted in accordance with the disciplinary procedure of the Church...’.

The procedure that follows will be applied to LCiGB pastors when evidence indicates that they have failed to observe the Rules of the LCiGB in a serious or persistent manner.

STEP ONE

The Bishop, Dean and Chair of the LCiGB will meet to determine whether a particular pastor’s performance, behaviour, practices or beliefs are of sufficient concern, in relation to the Rules, to raise the matter with the pastor. If that is the case, then Step Two follows as soon as possible.

STEP TWO

The Dean or Bishop will invite the pastor to a meeting and will there give him or her details of the way(s) in which the Rules have not been observed. The concerns will be set out in writing and, whenever possible, clear examples will be given. The pastor will be given an opportunity to respond in the meeting. A note taker will be present. As soon as possible after the meeting, the Bishop, Dean and Chair will consider the pastor’s response. If all three agree on the basis of the pastor’s responses that the concerns are unwarranted, then the matter may end there and the pastor will be informed accordingly. If any concerns persist, then Step Three follows as soon as possible.

STEP THREE

The Bishop will invite, in writing, the pastor to a second meeting and will set out details of the concerns that remain and which will be discussed. The Dean or Chair will also be present, in addition to a note taker. The pastor may ask a colleague to be present. Following the discussion with the pastor, the Bishop, the Dean and the Chair will agree

what action to take, which could be any one of the following:

1. No action, in which case the pastor will be informed orally or in writing.
2. A written statement to the pastor indicating what performance, behaviour, practices or beliefs are unacceptable and what improvements or changes are required by the LCiGB; and what further action could be taken if the pastor does not achieve the required improvements or changes within a specified time.

Coaching or professional counselling may be offered if it is felt that this could help to resolve the problems. If the pastor does not achieve the improvements or changes required within a reasonable time, as determined by the Bishop, the Dean and Chair, then Step Four will follow as soon as possible.

STEP FOUR

The Bishop will recommend to the Council of the LCiGB that the pastor's licence or permission to function as pastor of the LCiGB be withdrawn. If the Council agrees, then the pastor and any congregation being served by him or her will be informed of that decision orally and in writing. If the pastor is serving in any other capacity in the LCiGB, the body or committee or the like will be similarly informed. A congregation or other LCiGB body that allows an unapproved pastor to serve may be disciplined in accordance with the appropriate Rule. The pastor must be informed of the procedure to appeal against a decision to withdraw permission to serve as a pastor of the LCiGB. (Appendix A, attached to this document, explains the consequences of the withdrawal of permission to function as a pastor of the LCiGB.)

GROSS MISCONDUCT

Where an allegation of gross misconduct is raised against a pastor, the LCiGB is not obliged to follow the procedures set out above but may, in the event that gross misconduct is proven to the satisfaction of the Bishop or, in the Bishop's absence, the Dean, suspend the pastor summarily without giving any notice, by the action of the Bishop or, in the Bishop's absence, the Dean. Examples of gross misconduct include the following (note that the list is not exhaustive):

1. theft, fraud, deliberate falsification of records;
2. deceit or dishonesty affecting LCiGB affairs;
3. fighting or assault on another person;
4. deliberate damage to organisational property;
5. serious incapability or incapacity through alcohol or being under the influence of illegal drugs;

6. serious negligence which causes unacceptable loss, damage or injury;
7. serious act of insubordination;

Where an allegation of gross misconduct is made, the LCiGB may suspend the pastor for a period not exceeding seven days pending an investigation of the alleged complaint by the Bishop, Dean and Chair of the LCiGB. The pastor will be notified of any suspension and be given reasons for this in writing.

The Bishop may hold an initial investigative meeting with the pastor to discuss the allegations of gross misconduct in order to determine whether or not formal action is necessary. In the event that an investigative meeting is held, then the pastor will be entitled to be accompanied by a colleague. The Dean or Chair of the LCiGB will also be present, as well as a note taker.

If the Bishop concludes that formal disciplinary action is necessary in respect of allegations of gross misconduct, either following an investigative meeting or in any event, then the pastor will be required to attend a disciplinary hearing before a panel of LCiGB Council members chosen by the Bishop. The pastor will be given at least three working days' notice of the disciplinary hearing.

The pastor will be provided with written details of the allegations made against the pastor together with details of all the evidence in support of those allegations. The pastor will, at the disciplinary hearing, have the opportunity to challenge the evidence presented and/or explain any mitigating circumstances in connection with the allegations which the pastor may wish to put forward for the consideration of the Bishop and Council of the LCiGB. The pastor will be entitled to be accompanied by a colleague.

In the event that the Bishop and Council of the LCiGB decide to withdraw permission for the pastor to serve as a pastor of the LCiGB by reason of gross misconduct, then the pastor will have the right to appeal against dismissal following the procedure set out below.

APPEAL

If a pastor wishes to appeal against a decision of the LCiGB to withdraw permission to serve as a pastor of the LCiGB, s/he must request an appeal within five days of being informed that permission has been withdrawn. The pastor's request for an appeal must be put in writing to the Bishop, and must include a statement of the grounds for the appeal.

A Board of Appeal to hear appeals from a pastor will be appointed by the LCiGB Council, and will normally include the Deputy Chair and two other officers or Council members. The Board will endeavour to hear appeals within five working days of receipt of notice of appeal or as soon as reasonably practicable thereafter. The following procedure will be followed for appeals:

1. The Bishop or Dean will state the case before the panel and the appellant and may call witnesses.
2. The appellant may put questions to the Bishop or Dean and to the witnesses.
3. The Board may put questions to the Bishop or Dean and the witnesses.
4. The appellant may make a statement to the Board in the presence of the Bishop or Dean and may call witnesses.
5. The Bishop or Dean may put questions to the appellant and witnesses.
6. The Board may put questions to the appellant and witnesses.
7. The Bishop, the Dean, the appellant and witnesses shall withdraw in order to permit the Board to deliberate in private, only recalling the parties to clear up points of uncertainty on facts already given. If recall is necessary, both parties are to return even if only one is concerned with the point giving rise to doubt.
8. The Board shall announce the decision to the Bishop and the appellant personally or in writing as they may determine within three working days and such decision shall be final.

INABILITY OR UNWILLINGNESS TO ATTEND A DISCIPLINARY MEETING

If the pastor indicates that s/he is unable or unwilling to attend a disciplinary meeting, the Bishop or, for an appeal, the chair of the Board of Appeal, will take into account the seriousness and urgency of the matter and the pastor's state of health in determining how to proceed. If the pastor continues to be unavailable, the Bishop or chair of the Board of Appeal may conclude that a disciplinary decision will be made on the basis of the evidence available without the pastor being present.

SUBSTITUTIONS

If the Bishop is the subject of the allegations, the Dean will take the Bishop's part in all stages of the procedure, the Chair will take the Dean's part and the Deputy Chair will take the Chair's part.

If the Dean is the subject of the allegations, the Chair will take the Dean's part in all stages of the procedure and the Deputy Chair will take the Chair's part.

(Disciplinary Procedure for Pastors of the Church approved by LCiGB Council 11 May 2011)

REMOVAL OF A PERSON FROM THE LIST OF APPROVED PASTORS OF THE LCiGB AS A RESULT OF DISCIPLINARY ACTION

If an individual has been informed of his or her removal from the list of approved pastors of the LCiGB as a result of action being taken in accordance with 'Disciplinary Procedure for Pastors of the Church', then the following consequences will apply.

The person may not:

1. In respect of her or his associations with the LCiGB or any of its congregations, ministries, committees and the like, use any title or designation that implies that she or he is functioning as a pastor of the LCiGB, including 'pastor', 'minister', 'priest', 'Reverend' and the like;
2. Indicate or imply in any context, by word, wearing apparel or in any other way, either within the LCiGB or elsewhere, that she or he is recognised or functioning as a pastor of the LCiGB;
3. Perform any pastoral act within the LCiGB or any of its congregations or ministries, including administration of the Sacraments, preaching, and conducting weddings, baptisms or confirmations, unless the bishop of the LCiGB, with the agreement of the Council, permits such a pastoral act because of exceptional circumstances.

The person must:

4. Immediately return to the LCiGB any of its property held by her or him, including vestments, pectoral crosses, books, documents/files, equipment and the like, and repay in full any outstanding loans from the LCiGB;
5. Immediately vacate any office space or other facilities provided by the LCiGB and return keys.
6. Immediately stop making any changes to LCiGB-related websites or social networking pages and discontinue use of LCiGB online banking facilities.

(Appendix A of the Disciplinary Procedure for Pastors of the Church approved by LCiGB Council on 8 June 2011)

LICENSED CLERGY

Licensed clergy of the LCiGB will be in one of two categories:

1. Active

Active clergy are those who:

- a) have met the requirements of the Vocations Committee and
- b) are approved by the Council of the LCiGB and
- c) possess a call from a member congregation or the Council of the LCiGB and are functioning in accordance with that call.

2. Inactive

Inactive clergy are those who:

- a) fulfil conditions 1a and 1b but do not possess a call from a congregation or the Council of the LCiGB and
- b) apply in writing to the Council of the LCiGB requesting inactive status.

Reasons for requesting inactive status may include, but are not limited to, the following circumstances:

- a) Retirement
- b) Work commitments
- c) Family considerations
- d) Extended travel or temporary residence outside the UK

Removal of persons from the list of licensed clergy

Individuals will be removed from the list of licensed clergy if:

- a) they resign from the LCiGB, or
- b) their permission to function as a pastor in the LCiGB has been withdrawn in accordance with the LCiGB's disciplinary procedures, or
- c) they are deceased.

Members of Synod and of the Company

For the purposes of the Rule on The Annual Synod and the Articles of Association of the LCiGB, only **active** licensed pastors will be entitled to vote at Synods or will be deemed to be Members of the Company.

(Licensed Clergy approved by Council on 3 March 2012, amended on 12 April 2014)

PERMISSION TO PREACH IN LCiGB CONGREGATIONS

The LCiGB takes seriously its responsibility to ensure that the ministry of Word and Sacrament is duly provided in accordance with the confessions of our church. This church will exercise due care in overseeing the selection of persons to provide such ministry. Because there is a shortage of ordained Lutheran pastors who can be called upon to preach in the congregations of the LCiGB, it might be necessary from time to time to invite other persons to preach the sermon in services of public worship.

Until further notice, ordained ministers (priests) of the following churches may be invited to preach in LCiGB congregations:

- The Anglican churches of Britain and Ireland (e.g., Church of England)
- The Methodist Church of Great Britain
- The Moravian Church
- The Roman Catholic Church
- The United Reformed Church
- The Church of Scotland

If an ordained minister of the Lutheran Church or one of the six churches listed above is not available to preach, then an authorised lay person may be invited to preach, namely:

1. Licensed lay ministers of the LCiGB who have been authorised by the LCiGB to preach and who are members of the congregation in question may be invited by the pastor in charge to preach at any time, in accordance with the procedures related to LCiGB lay ministers.

2. Students who are following an approved course of studies in preparation for ordination in the LCiGB and have completed the second year of the programme.

3. Other lay persons may be authorised by the Bishop or by the pastor responsible for the congregation, who will take account of the person's written responses to the following questions:

1. What brings us into a right relationship with God?
2. In relation to the Word of God, what is meant by Law and Gospel?
Which is more important?
3. In what way is Christ present in Holy Communion?
4. What are the benefits of Baptism? Why are infants baptised?
5. What is the purpose of a sermon in the worship service?
6. What process do you follow to understand the meaning of a Bible passage or sermon text? What books and other sources of information do you use?

Such lay persons authorised to preach by the Bishop or by the pastor responsible for the congregation may do so when invited by the pastor or by congregation's council. Such authorisation will be reviewed by the Bishop or pastor every 24 months and may be withdrawn by them at any time.

No other person will be authorised to preach in a congregation of the LCiGB. It is possible, however, for a lay minister or another member of an LCiGB congregation to read a sermon from a collection of sermons approved by the LCiGB.

Lay persons (including lay ministers and students) who are authorised to preach will give copies of their sermons to the pastor in charge of the congregation so that the pastor can comment before the sermon is preached.

(Approved by Council of the LCiGB on 12 February 2011, and amendments approved on 3 September 2011)

REGULATIONS & PROCEDURES FOR LAY MINISTERS

A Lay Minister is a man or woman who, though not ordained, has received an appropriate training and is commissioned by the LCiGB to exercise a public ministry, primarily within his or her home congregation, under the guidance of the church council and pastor.

Lay Ministers are men and women who, having received appropriate training, are recognized by the LCiGB as being competent in one or more of three areas:

- leading non-sacramental public worship, including, if agreed with the Council of the LCiGB, preaching;
- teaching of adults and children;
- pastoral care.

Their ministry is to be carried out under the guidance of the church council of the local congregation and its pastor.

The LCiGB adopted the following regulations related to lay ministers in 2003, which were reviewed by the Ministerium in 2010 and affirmed by the Council of the LCiGB in 2011:

- a) Lay ministers must be approved by the LCiGB as having received appropriate training and being competent to carry out their tasks;
- b) In the first instance candidates must be approved by their pastor and congregation's church council;
- c) They must then complete a training course approved by the LCiGB and be examined by the LCiGB;
- d) If successful, candidates will be recognised by the LCiGB as lay ministers and will be installed by the local pastor and church council;
- e) Lay ministers must participate in approved in-service training on an annual basis and attend an annual conference for lay ministers;
- f) All lay ministers must participate in an annual appraisal, conducted by the pastor and church council of the local congregation, and must submit a written report to the LCiGB in a format agreed by the LCiGB, and the appraisal meeting must be attended by a representative of the LCiGB;
- g) The recognition of all lay ministers must be reviewed every three years by the LCiGB;
- h) Individual lay ministers are permitted to preach only with the agreement of the LCiGB Council.

In order to ensure that these regulations are observed, the Council of the LCiGB delegates the following responsibilities to the Vocations Committee:

1. ensuring that lay ministers are adequately trained;
2. examining them to ensure that they are qualified to undertake the tasks of a lay minister before making recommendations to the LCiGB Council about the suitability of persons to be recognised as lay ministers;
3. approving the annual appraisal format and ensuring that congregations are made aware of it;
4. organising persons to represent the LCiGB at annual appraisal meetings;
5. considering whether a lay minister may preach in LCiGB congregations and making a recommendation to the LCiGB Council;
6. reviewing the recognition of lay ministers every three years and making a recommendation to the LCiGB Council;
7. ensuring that in-service training and an annual conference for lay ministers are provided.

Lay ministers who are authorised to preach will give copies of their sermons to the pastor in charge of the congregation so that the pastor can comment before the sermon is preached.

Recognised lay ministers may wear an alb or a similar gown when participating in the leading of worship services or preaching but they may not wear any other vestments, such as stoles.

(Approved by Council of the LCiGB on 3 September 2011)