

## **Parish Agreement The Kindred Lutheran Parish**

**Kindred Lutheran Parish Purpose Statement: To invite people together and strengthen relationships by sharing God's Word and answering God's call through worship, fellowship and friendship.**

### **Preamble:**

We believe that the mission of God is served best when we are Church together. In the spirit of cooperation and in service of the Gospel, we join together to form one parish, working together to provide Word and Sacrament ministry and a common witness to our communities. The congregations which make up the Kindred Lutheran Parish are:

Calvary Lutheran Church, Antigo  
St. John's Lutheran Church, Birnamwood

### **Ministry Identity**

The Parish shall be called the Kindred Lutheran Parish.

### **Organization**

1. The organization of the Kindred Lutheran Parish shall be in accord with the required provisions of Chapter 20 (Parish Authorization) of the Model Constitution for the Congregations of the Evangelical Lutheran Church in America.
2. Each congregation shall maintain its own identity, corporate structure, and its own program of activities. Cooperative work is encouraged between the congregations particularly in the areas of worship, service and fellowship activities.
3. A Parish Council will be composed of three (3) representatives from each congregation with at least one (1) of the three (3) from each congregation being a Congregation Council member.
  - a. Each congregation will elect its representatives for the Parish Council. The pastor(s) and deacon(s) will serve as non-voting advisory member(s) to the Parish Council.
  - b. The Parish Council terms will be three (3) years, and no more than two (2) terms in succession may be served unless waived by the respective congregation. Initial selection of Parish Council members will have the following terms:
    - i. One member from each congregation will serve a one (1) year term.
    - ii. One member from each congregation will serve a two (2) year term.
    - iii. One member from each congregation will serve a three (3) year term.
  - c. The Parish Council will select its own President, Secretary, and Treasurer annually for a one (1) year term. Parish officers can only serve two (2) consecutive terms.
  - d. The Parish Council will oversee the enhancing, funding, and evaluating of shared parish ministries.
  - e. The Parish Council will be responsible for evaluating parish staff salaries and responsibilities.
  - f. As the fiscal year will be January 1 through December 31, the Parish Council will prepare an annual budget by November 1, for presentation to Congregation Councils and approval by the congregations at their annual meeting.

4. The Parish Council will meet at least every other month in order to keep communication open, discuss issues in a timely manner, and keep both congregations up-to-date on one another's activities.
5. A Call Committee will be composed of three (3) representatives from each congregation. An additional representative from each congregation will be selected as an alternate. Each congregation will develop its own method for determining how its representatives will be selected for the call committee.
  - a. The Call Committee members will select a chairperson.
  - b. All call procedures will be made in consultation with the Bishop's Office of the East Central Synod of Wisconsin.
  - c. Each congregation will vote to extend a call to a pastor or deacon. The vote must pass by 2/3 majority in each congregation for the call to be extended.
  - d. If any congregation of the Parish should fail to approve the call, the other congregation(s) of the Parish shall have the right to terminate the Parish Agreement.
  - e. The Call Committee members will serve as the Mutual Ministry Committee for the first year of a pastor or deacon's call to the Kindred Lutheran Parish.
6. A Mutual Ministry Committee
  - a. The Mutual Ministry Committee will be composed of three (3) representatives from each congregation, selected by the pastor or deacon called to the Parish after his/her first year of ministry in the Kindred Lutheran Parish in consultation with the president of each congregation.
  - b. The Mutual Ministry Committee members will select a chairperson from the Committee.
  - c. The Mutual Ministry Committee will meet at least quarterly.
  - d. The Mutual Ministry Committee is charged with the following responsibilities:
    - i. Develop open communication about expectations, attitudes and concerns within the parish, the community, and the pastor/deacon.
    - ii. Maintain confidentiality.

## **Staff**

1. Pastoral and program staff
  - a. The pastor(s) and deacon(s) will be involved with each congregation within the parish.
  - b. All pastor(s) and deacon(s) will be compensated with a consideration toward synod guidelines.
  - c. The exact make-up of pastoral and program staff will be determined by availability and needs.
    - i. Options include pastor, visitation pastor, youth director, musician, etc.
  - d. The Pastoral Head of Staff supervises staff members and helps to coordinate activities and services for the congregations.

2. Office support staff
  - a. A central parish office will be staffed as needed, with compensation funded by the Kindred Lutheran Parish at a ratio of 60% Calvary Lutheran Church and 40% St. John's Lutheran Church.
  - b. A joint Parish newsletter will be published featuring news from each congregation.
  - c. One joint weekly worship bulletin will be published for all congregations in the Parish.

## **Worship**

1. Congregation members of both churches will be encouraged to worship at any Kindred Lutheran Parish congregation as it works best in their personal schedule. Any offering envelopes received for another Parish congregation will be sent to the appropriate congregation within a week of the worship service in which the offering envelope was received.
2. **Weekly worship times** will alternate time and location every four months beginning July 1, 2020:

St. John's Lutheran Church	8:30 a.m.
Calvary Lutheran Church	10:30 a.m.

3. A schedule for **holiday and special worship** services are agreed upon as follows:

### **Ash Wednesday**

4:00 p.m. at St John's Lutheran Church  
7:00 p.m. at Calvary Lutheran Church

**Wednesdays in Lent** – joint participation in Ecumenical Round Robin

**Maundy Thursday – joint worship** (rotates location annually)

7:00 p.m. at St. John's Lutheran Church (2021)

**Good Friday** (evening worship rotates location annually)

Noon Ecumenical Good Friday Worship Service  
7:00 p.m. at Calvary Lutheran Church (2021)

### **Easter**

7:00 a.m. at St. John's Lutheran Church  
10:30 a.m. at Calvary Lutheran Church

**Christmas Eve** (rotates time and location annually)

4:00 p.m. at St. John's Lutheran Church (2020)  
7:00 p.m. at Calvary Lutheran Church (2020)

## Finances

1. The congregations agree to share responsibility for the Parish expenses including, but not limited to, pastor/deacon compensation package, office support staff compensation package, pastor/deacon mileage, continuing education, books/periodicals, etc. Calvary Lutheran Church will pay into the Parish Fund 60% of joint expenses with St. John's Lutheran Church paying 40% of expenses.
2. While the pastor(s)/deacon(s) is called by the Parish, with each congregation voting separately, Calvary Lutheran Church is the calling congregation of record. The calling congregation of record may be rotated in future call processes.
3. The Kindred Lutheran Parish checking account will be established under Calvary Lutheran Church, using that congregation's tax ID number. The Parish Treasurer will be responsible for this account and tracking all Parish expenses in accordance with standard accounting principles.
4. The Parish Treasurer will receive funds from individual congregations for joint parish expenses and will disburse them accordingly. This will include salaries and benefits for all parish-wide staff. The Parish Treasurer and one other Parish Council member from a differing congregation shall be authorized to sign checks. The Parish Treasurer will supply a financial report to the Parish Council at their regularly scheduled meetings.
5. Each congregation shall deposit 150% of their monthly estimated portion of the pastor/deacon compensation, office support compensation, and parish-wide expenses as startup money for the Kindred Lutheran Parish Fund. Thereafter, each congregation will pay its share of the monthly expenses by the 30th of every month to the Parish Fund.
6. Clergy travel reimbursement will be paid to the pastor from the Parish Fund.
7. Salaries for any other staff whose primary responsibilities are not parish-wide will be paid by the individual congregations. These staff members are employees of the individual congregations, with immediate supervision, hiring/firing, and salary negotiations delegated to individual congregations.
8. During scheduled periods of absence by the pastor, the pastor, in conjunction with the Parish Council, will be responsible for arranging for pastoral coverage for emergencies and worship.

## **Commitments**

1. The congregations of The Kindred Lutheran Parish adhere to this initial Agreement for a period of three (3) years. However, it is understood that **this is an evolving Agreement**, and changes or additions to it may occur. Amendments and/or changes to this Agreement may be made by a majority vote of the Parish Council, deferring to Congregational Councils when deemed necessary. Changes to this Agreement will be made in consultation with the Bishop's Office of the East Central Synod of Wisconsin of the Evangelical Lutheran Church in America.
2. This Parish Agreement will be reviewed every year by the Parish Council.
3. As this ministry is intended to build community within and between congregations, we move forth in this venture on a basis of trust between the congregations involved. Any concerns or disagreements will be discussed openly in meetings of the Parish Council.
4. All congregations agree to keep the Bishop's Office informed of their progress.
5. If disagreements should arise that cannot be resolved by the Parish Council, the Bishop's Office will be notified in a timely manner in order to offer mediation support.

## **Procedure for Implementation**

1. This ministry partnership and the agreements set forth in this document become effective on May 1, 2020, provided that the following steps have been implemented:
  - a. Approval by the Bishop's office of the East Central Synod of Wisconsin
  - b. Approval by each congregation to become part of the parish by a 2/3 majority vote at a properly called congregational meeting.
  - c. The Parish Council is elected and convened.

## **Procedures for Congregations to Join the Kindred Lutheran Parish (in order):**

1. A congregation may request to join the Kindred Lutheran Parish by written letter from their Congregation Council to the Kindred Lutheran Parish Council expressing their desire to join.
2. Each congregation's council of the Kindred Lutheran Parish must give the initial approval to proceed with the process.
3. The prospective congregation will set up a task force to meet with the Kindred Lutheran Parish Council to discuss visions, goals, and dreams for all concerned.
4. There will be an open meeting at the prospective congregation to which people from the Parish are invited (questions, get acquainted time).
5. The pastor from the Parish will begin to attend the council meetings at the prospective congregation, at least in part, to field questions and share dreams, visions, and goals.
6. Changes to the Kindred Lutheran Parish Agreement – to accept a new congregation to the Kindred Lutheran Parish – shall be drafted by the Parish Council and approved by 2/3 majority of each Parish congregation at properly called congregational meetings.
7. Congregational meetings, at each Kindred Lutheran Parish congregation, and the prospective congregation, are held to approve a Parish budget. A simple majority is all that is needed to approve the budget.

## **Withdrawal Provisions**

1. In order to withdraw from the Kindred Lutheran Parish, a congregation must give advance notice in writing to the Bishop and the other congregation(s) of the Parish at least one (1) year prior to the date the congregation wishes to withdraw.
2. Prior to withdrawing from the Kindred Lutheran Parish, the congregation wishing to withdraw shall discuss the reasons with the Parish Council to seek options for remaining in the Parish.
3. Should the Parish Agreement be terminated, the call of any rostered minister serving the Parish is terminated. If any congregation that was formerly part of the Parish Agreement desires to issue a new call to that rostered minister, it may do so in accordance with the call process of this church. [See constitution 20.06]

It is the goal of these congregations to maintain a spirit of peace and harmony, to adhere to the commitments set forth in this Agreement, to provoke the congregations in love to a wholesome partnership in the doing of good works, and in all things, seek the greatest good of both congregations while serving our Lord Jesus Christ.

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Calvary Lutheran Church Council President

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Date

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St. John's Lutheran Church Council President

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Date

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Calvary Lutheran Church Council Secretary

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Date

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St. John's Lutheran Church Council Secretary

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Date

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Bishop, East Central Synod of Wisconsin

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Date