



Evangelical Lutheran Church in America

God's work. Our hands.

April 9, 2014

TO: Bishops of synods of the Evangelical Lutheran Church in America
 Vice Presidents of synods of the Evangelical Lutheran Church in America
 Secretaries of synods of the Evangelical Lutheran Church in America
 Members of the Church Council of the Evangelical Lutheran Church in America
 Administrative Team of the churchwide organization
 Chief executive officers of separately incorporated ministries
 Seminary presidents
 Regional coordinators

FROM: The Rev. Wm Chris Boerger, secretary *WCB*

SUBJECT: Report of Actions of the Church Council (April 4–6, 2014)

The Church Council of the Evangelical Lutheran Church in America (ELCA) met at the Lutheran Center, Chicago, Illinois, April 4–6, 2014. Here is a summary of particular actions along with background information.

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1. CHURCH COUNCIL NOMINATIONS AND ELECTIONS

Background:

Mr. Iván A. Pérez (5A), the Rev. Amsalu T. Geleta (8G), and Ms. Feronika Raming (7B) resigned from the Church Council. In accordance with ELCA constitutional provision 14.15., the secretary of this church declared vacancies on the council.

The Metropolitan Chicago Synod (5A) nominated Mr. Fernando Mercado, Warrenville, Ill., to complete the term of Mr. Pérez. The Metropolitan Washington, D.C. Synod (8G) nominated the Rev. Karsten Decker, Paget, Bermuda, from its clergy roster to complete the term of Pr. Geleta. The New England Synod (7B) nominated Ms. Man Hei Yip, North Quincy, Mass., to complete the term of Ms. Raming.

Church Council Action:

To elect Mr. Fernando Mercado, Warrenville, Ill. (5A), to the Church Council for a term ending in 2015;

To elect the Rev. Karsten Decker, Paget, Bermuda (8G), to the Church Council for a term ending in 2015; and

To elect Ms. Man Hei Yip, North Quincy, Mass. (7B), to the Church Council for a term ending in 2015.

2. EXTENSION FOR DEVELOPMENT OF A SOCIAL MESSAGE ON GENDER-BASED VIOLENCE

Background:

The Program and Services Committee of the Church Council received a report from staff of the Theological Discernment Team regarding progress on development of a social message on gender-based violence and recommended the council take the following action.

Church Council Action:

To reaffirm the commitment of the ELCA Church Council to the completion of a social message on gender-based violence that speaks carefully and comprehensively to the issues;

To extend the time for the development of the social message until the April 2015 Church Council meeting; and

To ask staff to provide progress reports to the fall 2014 meetings of the Conference of Bishops and the Church Council.

3. PLANNING AND REPORTING FRAMEWORK OF THE CHURCHWIDE ORGANIZATION OPERATIONAL PLAN

Background:

Among the responsibilities of the Church Council, ELCA bylaw 14.21.02. says the council “shall review the procedures and programs of the churchwide units to assure that churchwide purposes, policies, and objectives are being fulfilled.”

At its November 2013 meeting, the Church Council voted [CC13.11.59] “to affirm the strategic intent of Part A of the 2014–2016 Churchwide Operational Plan.”

Church Council Action:

To approve the Planning and Reporting Framework of the Churchwide Organization Operational Plan.

4. PORTION OF PROCEEDS FROM TONNER COLLECTION TO SUPPORT REGIONAL ARCHIVES

Background:

It was reported in November 2013 to the Budget and Finance Committee that, in the 1980s, Ms. Florence Foerderer Tonner passed away leaving various bequests to the Lutheran Church in America (LCA). A portion of the LCA bequest included a number of Bibles and religious-oriented books and artwork (collectively, the Tonner Collection). For the past 25 years, the Lutheran Theological Seminary at Philadelphia (LTSP) has had possession of the Tonner Collection. The collection was loaned to LTSP by the LCA for storage, display, and preservation. In 2013, LTSP contacted the churchwide organization, indicating a desire to no longer house the Tonner Collection and for the possible sale of the Tonner Collection. LTSP explained that the cost to house and preserve these rare books had been considerable. In consultation with the Office of the Presiding Bishop, Office of the Secretary, and Office of the Treasurer, the Tonner Collection was placed with Sotheby’s for auction. As of January 31, 2014, approximately \$1.26 million in proceeds had been received.

In February 2014, the Administrative Team of the churchwide organization approved a recommendation for the distribution of proceeds as follows: 60 percent retained by the churchwide organization and 40 percent deposited into LTSP’s endowment held within the ELCA Endowment Fund Pooled Trust. Of the share retained by the churchwide organization, 50 percent designated for ELCA Fund for Leaders (a portion of which will generate scholarships named in honor of Florence Foerderer Tonner), 25 percent designated for purposes beyond the regular operating budget (e.g., additional seminary support, initiatives proposed by the Theological Education Advisory Council), and 25 percent designated for a fund functioning as endowment in support of regional archives. Establishment of this regional archives fund required Church Council action.

Church Council Action:

To place twenty-five percent of the proceeds retained by the ELCA from the sale of the Tonner Collection into a Church Council designated fund functioning as endowment;

To make income from the fund available for support of regional archives;

To request that guidelines for distribution be developed by the Office of the Secretary in consultation with the treasurer and executive for administration; and

To authorize that distributions from the fund be made with the approval of the secretary of this church.

5. AMENDMENT OF AN ELCA CONTINUING RESOLUTION

Background:

At its October 2013 meeting, the Conference of Bishops approved a proposed change to an ELCA continuing resolution concerning the organization of the Conference of Bishops.

Church Council Action:

[Two-Thirds Vote]

To approve the following amendment to the *Constitution, Bylaws and Continuing Resolutions of the Evangelical Lutheran Church in America.*

10.91.B1314. *Organization of the Conference of Bishops*

The Conference of Bishops may establish committees as the members, from time to time, may determine to assist in fulfillment of assigned responsibilities. Quadrennially, the Conference of Bishops shall elect a chair and vice chair to preside at meetings and serve as ex officio members of the executive committee of the conference with the presiding bishop and secretary. Three synodical bishops also shall be elected by the conference as members of the executive committee. The Conference of Bishops shall establish criteria and terms for three synodical bishops to be elected by the conference as members of the executive committee.

6. AMENDMENTS TO THE BYLAWS OF LUTHERAN SERVICES IN AMERICA

Background:

Lutheran Services in America (LSA) is a nonprofit corporation of social ministry organizations affiliated with the ELCA or recognized by The Lutheran Church–Missouri Synod. The social ministry organizations are Class A members of LSA and the two church bodies are its Class B members. LSA governing documents “may be amended by an affirmative vote of the majority of the Class A members and with the written concurrence of the Class B members.” The Church Council represents the ELCA in such actions.

Church Council Action:

To approve the amendments to the Lutheran Services in America governing documents.

7. REVISION OF ELCA GLOBAL MISSION UNIT PERSONNEL POLICIES AND EXPECTATIONS

Background:

ELCA continuing resolution 16.12.B10.b. states:

The Global Mission unit will develop personnel policies for long-term and other missionaries in consultation with the Human Resources of the Office of the Bishop, and administer such policies after their approval by the Church Council.

This continuing resolution was approved at the November 2013 Church Council meeting. Proposed amendments and the final text of the ELCA Global Mission Personnel Policies and Expectations were presented in Exhibit J, Part 1.

Church Council Action:

To approve the revisions to the ELCA Global Mission Unit Personnel Policies and Expectations as detailed in Exhibit J, Part 1 [attached].

8. OTHER NOMINATIONS AND ELECTIONS

Background:

The Church Council has the responsibility of electing people to fill terms on certain committees and on boards of separately incorporated ministries, social ministry organizations, and seminaries. ELCA constitutional bylaws 8.31.03. and 8.31.04. outline basic parameters for the election of members to the boards of ELCA seminaries.

Church Council Action:

To elect to the Publishing House of the ELCA (Augsburg Fortress, Publishers) Board of Trustees to a two-year term expiring in 2016: the Rev. Clint A. Schnekloth;

To elect to the Board of Directors of Lutheran Theological Seminary at Gettysburg to a four-year term expiring in 2018: Mr. David A. Russell;

To elect to the Board of Directors of Lutheran Theological Seminary at Philadelphia to three-year terms expiring in 2016: the Rev. Audrey E. Moody and Mr. Robert J. Smith; and

To elect to the Advisory Board of Pacific Lutheran Theological Seminary to six-year terms expiring in 2020: the Rev. Anne T. Carlson and Ms. Gladys Chow; and

To re-elect to the Advisory Board of Pacific Lutheran Theological Seminary to a six-year term expiring in 2020: the Rev. Ruben F. Duran; and

To elect to the Committee of Hearing Officers to a three-year term expiring in 2017: Mr. David D. Swartling.

ELCA GLOBAL MISSION UNIT (ELCA/GM)

**PERSONNEL POLICIES
AND
EXPECTATIONS**

PREFACE

A. ~~“The Church is a people created by God in Christ, empowered by the Holy Spirit, called and sent to bear witness to God’s creative, redeeming, and sanctifying activity in the world. The Evangelical Lutheran Church in America (ELCA) is a people created by God in Christ, empowered by the Holy Spirit, called and sent to bear witness to God’s creative, redeeming and sanctifying activity in the world.”~~ (ELCA Constitution 4.01 [201105]).

B. ~~“The Global Mission unit shall provide integrated support of this church’s work in other countries and be the means through which churches in other countries engage in mission to this church and society. The Global Mission unit shall be responsible for this church’s mission in other countries and shall be the channel through which churches in other countries engage in mission to this church and society.”~~ (ELCA Constitution 16.12.B1005 [201105]). In fulfilling ~~the ELCA~~this mandate, the ELCA/GM recruits, appoints, prepares, and supports global personnel to carry out its mission.

C. The ELCA Constitution provides that the ELCA/GM will develop personnel policies for global personnel in consultation with the Human Resources team of the Office of the Presiding Bishop, and administer such policies after their approval by the Church Council. Any revisions to the personnel policies as approved by the Church Council revoke and supersede any and all previous versions of the policies.

D. ~~ELCA/GM~~All global personnel ~~serv~~ing under the auspices of the ELCA Global Mission unit are subject to the *ELCA/GM Personnel Policies and Expectations*. A copy of this document and any amendments are provided to global personnel. It is the responsibility of each global personnel to read and comply with the personnel policies and any revisions made to them.

~~E. The ELCA Church Council has the authority to make changes to the *Personnel Policies and Expectations* without prior notice. In addition, the ELCA/GM may deviate from its stated policies at its sole discretion as individual circumstances warrant. These policies and any revisions revoke and supersede any and all previous versions of the policies.~~

~~EE.~~ The ELCA/GM staff has the responsibility of developing and administering supplemental provisions and procedures of support for all global personnel.

~~EF.~~ These personnel policies and any supplemental provisions and procedures of support do not create, imply, or express a promise of continued appointment or employment of any person. ELCA global personnel are at-will employees. ~~Both the ELCA/GM and mission personnel have the right to terminate appointment or employment at any time.~~

1.0 SERVICE CONTEXTS IN THE GLOBAL MISSION OF THE ELCA

The global mission of the ELCA is usually carried out in companionship and mutuality with the community of faith in a given location. The companion church or agency has the primary responsibility for leading and directing its mission, which may include inviting the ELCA to provide global personnel. The ELCA/GM may in special circumstances develop **mission-service** positions in regions where there is no identifiable companion.

The ELCA/GM utilizes various categories of service and patterns of support for global personnel, including employment by the ELCA/GM as well as self-funded volunteers. In addition, the ELCA/GM may develop special contractual arrangements with persons, other churches or agencies.

All persons serving under appointment of the ELCA/GM are considered ELCA global personnel, regardless of duration, category of service, pattern of support or type of ministry, and they carry both the responsibility and privilege of serving this church's mission.

Global personnel live out their vocations within the context of God's call to the global church. They are called by the ELCA to live and work in varied national and cultural contexts as an expression of the mission of the ELCA in companionship with other churches. Global personnel serve the ELCA in international settings and also provide important channels of communication through which the ELCA can be enriched and challenged by the global church.

2.0 ACCOUNTABILITIES

The nature of cross-national and cross-cultural mission requires multiple accountabilities. Global personnel are accountable in three principal relationships.

2.1 ELCA Accountabilities

Global personnel are appointed by the ELCA and are accountable to the ELCA.

This relationship of accountability and support occurs through the ELCA/GM, primarily with the Area Program Desk and also with the Global Service and Finance teams.

As representatives of the ELCA, global personnel serve in a manner congruent with the ELCA/GM's stated practice of mission through the accompaniment model.

2.2 Companion Church or Agency Accountabilities

Global personnel are invited and received by the companion church or agency in the country or by an organization responsible for a particular ministry. They are also accountable to the companion church or agency and are expected to respond appropriately to its expectations.

2.3 Local Supervisor Accountabilities

Global personnel are accountable to and receive on-site supervision from the leadership of the institution or program under which the ministry is carried out. Global personnel need to pay particular attention to developing relationships with the supervisor and local leadership, as this will have a direct impact on the ministry.

3.0 WORK ASSIGNMENTS

Global personnel are invited by and receive their assignments from the companion church or agency in coordination with the ELCA/GM. Global personnel will not make changes in the work assignment nor assume new or additional responsibilities unless approved by the appropriate local leadership, **in consultation with the Area Program Desk.**

Changes in the details and expectations of an assignment may occur. Minor changes should be reported to the Area Program Desk. The Area Program Desk should be involved in the discussions if the proposed changes are substantial or change the nature of the assignment.

All global personnel are expected to carry

out their tasks with a commitment to faithful service.

4.0 ROLES AND RELATIONSHIPS

Global personnel are committed to mission shaped by the cross and characterized by humility, compassion, and servanthood. This implies avoiding inappropriate use of power, position, or resources to gain control and influence or for personal gain or advantage. Global personnel call forth the God-given potential in others. They assist in developing and strengthening local leadership wherever possible.

4.1 Relationships with Coworkers

Global personnel are expected to treat coworkers with respect, including companion church or agency's leaders and members and other global personnel. They should keep confidences and encourage an environment of trust.

4.2 Global personnel in Leadership Positions

Global personnel may not serve in elected positions nor assume leadership roles in the companion church or agency without prior authorization from the ELCA/GM and after it has the opportunity to consult with its companions. Global personnel will not assume any official role in the companion church or agency or serve as one of its official representatives unless granted express permission from the ELCA/GM.

4.3 Relationship to the ELCA

Global personnel share the gifts and witness of companion churches with the ELCA and provide an important channel of communication through which the ELCA is enriched and challenged by the global church. This is done in cooperation with the ELCA/GM's Mission Formation team.

Global personnel employed by the ELCA/GM participate in the missionary sponsorship program and maintain contact with sponsors through regular correspondence and visits. Self-funded volunteers maintain contact with their home

congregation and other supporters.

5.0 COMMUNITY IN WHICH GLOBAL PERSONNEL SERVE

Living in a cross-national and cross-cultural setting can be both rewarding and challenging. Global personnel will be enriched by the depth and richness of relationships built over time with people in the country of service. Global personnel should be sensitive to local customs and mores to learn what is acceptable and appropriate in cross-cultural relationships.

Communal life is developed through participation in church and local community activities, as well as in the context of the mission community (as applicable).

5.1 Christian Faith and Practice

Global personnel live out the Christian faith in a way that is compatible with the gospel of grace through faith. Expressions of faith include regular participation in local corporate worship and church life, as well as personal worship and prayer.

5.2 Language and Culture

Global personnel are encouraged to acquire as much facility as possible in the local language, given the length of service and language learning assistance available. Global personnel should be committed to ongoing learning about the host culture(s) in order to be effective in cross-cultural ministry.

5.3 Living in Community

Relationships contribute greatly to the global personnel's sense of fulfillment and effectiveness. Global personnel are to be respectful, accepting of others and hospitable. This includes a commitment to inclusivity and overcoming racism, sexism and classism. While participating in the life of the church and community, global personnel should refrain from voicing destructive criticism or taking an active role in local disputes.

6.0 STANDARDS OF CONDUCT

Global personnel conduct themselves personally and professionally in ways that convey dignity and self-respect and reflect well on the church. The mission vocation carries expectations of behavior that differ from those in the “secular world.” Some of these expectations are described in the standards of conduct below.

6.1 Lifestyle

Global personnel are to adopt a modest standard of living appropriate to the gospel and to the context in which they serve. An appropriate lifestyle implies a responsible and ecologically sound use of both natural and financial resources.

6.2 Finances

Ethical handling of finances is required, including maintaining accurate up-to-date records and documentation. Global personnel follow ELCA guidelines, as well as those established by the companion church or agency in the handling and accounting of funds. The Executive Director of the Global Mission unit will be notified of any fiduciary mismanagement.

6.3 Alcohol, Tobacco and Illegal Substances and Tobacco

Personal use of alcohol or tobacco should be in moderation and respectful of local norms and customs. Use of illegal substances ~~drugs~~ is prohibited.

6.4 Dating Relationships

Single global personnel are expected to live a chaste life.

Married global personnel are expected to live in fidelity to their spouse, giving expression to sexual intimacy exclusively within the marriage relationship.

Global personnel in a publicly accountable lifelong, monogamous same-gender relationship are expected to live in fidelity to their partner, giving expression to sexual intimacy exclusively within the publicly

accountable relationship.

Single global personnel should seek guidance from the Area Program Desk and local persons familiar with cultural expectations before entering into a relationship. Courtship should be conducted with full respect for and attention to local customs.

6.5 Disclosure of Sexual Orientation

In many cultures, disclosure of one’s own or another’s sexual orientation can jeopardize both ministry and personal safety. Questions regarding disclosure will be addressed only to the Area Program Desk.

6.6 Sexual Conduct

Global personnel are expected to reject sexual promiscuity, the manipulation of others for purposes of sexual gratification, and sexual harassment, including taking physical or emotional advantage of others. ~~Single mission personnel are expected to live a chaste life. Married mission personnel are expected to live in fidelity to their spouse, giving expression to sexual intimacy exclusively within the marriage relationship.~~

In many cultures, disclosure of one’s own or another’s sexual orientation can jeopardize both ministry and personal safety. Questions regarding disclosure will be addressed only to the Continental Area Program Desk.

6.7 Harassment

It is the policy of the ELCA/GM to maintain a working and living environment free of any form of harassment. Harassment consists of unwelcome conduct, whether verbal, physical or visual. This includes sexual harassment, which is defined as unwelcome sexual advances, requests for sexual favors, or unwelcome visual, verbal, or physical conduct of a sexual nature. No form of harassment or intimidation on the part of global personnel will be tolerated.

Global personnel who feel that they have experienced or witnessed harassment should notify the Area Program Desk, ~~the Global Service section or the Executive Director for~~

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~~the ELCA/GM or another executive in the ELCA/GM or the ELCA Human Resources team.~~ Allegations will be fully and confidentially investigated ~~and appropriately handled.~~ The Executive Director of the Global Mission unit will be notified of any violations/accusations of sexual misconduct.

The privacy of the person issuing the complaint and of the person accused and the steps taken in the investigation will be kept confidential to the extent consistent with the need to conduct a thorough investigate.

6.8 Slander or Defamation of Character

Slander or defamation of character is not tolerated.

6.9 Involvement in Local Political, Social, and Advocacy Activities

It may be detrimental to the mission of the church and even endanger personal well-being for global personnel to participate in local political and social processes or in advocacy activities. Global personnel should first discuss possible involvement with the companion church or agency and the Area Program Desk.

6.10 Government Intelligence Activities

Global personnel shall not cooperate with any form of government intelligence activity or become involved with or report to any intelligence agency of the U.S. or of any other country or political group. Such activity compromises and endangers all other global personnel as well as the companion church or agency with which they work.

7.0 GIFTS AND PROJECTS

7.1 Gifts for Mission

Gifts intended for mission purposes, which result from direct inquiries or relationships that have developed in the course of mission service (e.g. through newsletters, home assignment visits, events or ELCA

publications), are to be directed and made payable to the ELCA Global Church Sponsorship office. This is for the protection of both the ELCA and global personnel, for tax reasons and as part of overall accountability to donors. The ELCA Global Church Sponsorship office will work with the Area Program Desk and global personnel in identifying appropriate projects in the country of service and will be responsible for acknowledging gifts.

Gifts or personal resources are not to be used by global personnel for direct funding of projects in their country of service. Global personnel who have access to independent funds assume a role as 'grantor' that is inconsistent with servant leadership.

7.2 Personal Gifts

Personal gifts should not be solicited. A personal gift is a gift intended for the use of the global personnel or their family, not for mission purposes.

Global personnel employed by the ELCA/GM may not receive a personal gift from non-family members that is valued (in cash or in-kind) in excess of the amount stated in supplemental provisions and procedures of support.

8.0 PERSONAL ISSUES

Global personnel need to balance the demands of work with responsibilities to personal care and family. The ELCA/GM's responsibilities and financial support commitments to global personnel may be affected by changes in personal life situations.

8.1 Marital Status

If global personnel plan a change in marital status, conversation must occur with the Area Program Desk prior to the change. This conversation is important for many reasons, including legal and financial issues. A change in marital status initiates a review of the call to service.

8.2 Adoption

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If global personnel plan to adopt a child or children, consultation must occur with the Area Program Desk prior to beginning the process.

8.3 Health

If global personnel or a family member develops a serious health concern, consultation with the Area Program Desk is required.

8.3 Immigration Status

Any U.S. visa or immigration status processes and/or fees for global personnel, spouses and/or dependents are a personal responsibility.

9.0 PERSONAL SAFETY / RISK MANAGEMENT

Global personnel acknowledge that global mission service involves potential risk to their safety and well-being. Global personnel assume personal responsibility for engaging in appropriate risk management in such matters as health, personal security, and safety, both at their location of service

and when traveling.

The ELCA/GM takes seriously the risk to which global personnel are exposed in the course of their service and seeks to support global personnel in preventing and responding to risk management issues.

Knowing the local community and becoming involved in its activities are a normal expectation and hope of all global personnel. Being received as a member of the community has the added benefit of providing the support and security that a community can offer.

Should changes in conditions suggest the necessity for a higher degree of risk management, the ELCA/GM should be informed as quickly as possible.

The *Security Policies and Crisis Response Plan* provided under separate cover, outline provisions for security planning and crisis management for global personnel and the ELCA/GM.

ELCA GLOBAL MISSION UNIT (ELCA/GM)**PERSONNEL POLICIES
AND
EXPECTATIONS****PREFACE**

A. “The Church is a people created by God in Christ, empowered by the Holy Spirit, called and sent to bear witness to God’s creative, redeeming, and sanctifying activity in the world. (ELCA Constitution 4.01 [2011]).

B. “The Global Mission unit shall provide integrated support of this church’s work in other countries and be the means through which churches in other countries engage in mission to this church and society..” (ELCA Constitution 16.12.B10 [2011]). In fulfilling this mandate, the ELCA recruits, appoints, prepares, and supports global personnel to carry out its mission.

C. The ELCA Constitution provides that the ELCA/GM will develop personnel policies for global personnel in consultation with the Human Resources team of the Office of the Presiding Bishop, and administer such policies after their approval by the Church Council. Any revisions to the personnel policies as approved by the Church Council revoke and supercede any and all previous versions of the policies.

D. ELCA/GM global personnel are subject to the *ELCA/GM Personnel Policies and Expectations*. A copy of this document and any amendments are provided to global personnel. It is the responsibility of each global personnel to read and comply with the personnel policies and any revisions made to them.

E. The ELCA/GM staff has the responsibility of developing and administering supplemental provisions and procedures of support for all global personnel.

F. These personnel policies and any supplemental provisions and procedures of support do not create, imply, or express a promise of continued appointment or employment of any person. ELCA global personnel are at-will employees.

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Personal use of alcohol or tobacco should be in moderation and respectful of local norms and customs. Use of illegal substances is prohibited.

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Married global personnel are expected to live in fidelity to their spouse, giving expression to sexual intimacy exclusively within the marriage relationship.

Global personnel in a publicly accountable lifelong, monogamous same-gender relationship are expected to live in fidelity to their partner, giving expression to sexual intimacy exclusively within the publicly accountable relationship.

Single global personnel should seek guidance from the Area Program Desk and local persons familiar with cultural expectations before entering into a relationship. Courtship should be conducted with full respect for and attention to local customs.

6.5 Disclosure of Sexual Orientation

In many cultures, disclosure of one’s own or another’s sexual orientation can jeopardize both ministry and personal safety. Questions regarding disclosure will be addressed only to the Area Program Desk.

6.6 Sexual Conduct

Global personnel are expected to reject sexual promiscuity, the manipulation of others for purposes of sexual gratification, and sexual harassment, including taking physical or emotional advantage of others.

6.7 Harassment

It is the policy of the ELCA/GM to maintain a working and living environment free of any form of harassment. Harassment consists of unwelcome conduct, whether verbal, physical or visual. This includes sexual harassment, which is defined as unwelcome sexual advances, requests for sexual favors, or unwelcome visual, verbal, or physical conduct of a sexual nature. No form of harassment or intimidation on the part of global personnel will be tolerated.

Global personnel who feel that they have experienced or witnessed harassment should notify the Area Program Desk, an executive in the ELCA/GM or ELCA Human Resources. Allegations will be fully and confidentially investigated. The Executive Director of the Global Mission unit will be notified of any violations/accusations of sexual misconduct.

The privacy of the person issuing the complaint and of the person accused and the steps taken in the investigation will be kept confidential to the extent consistent with the need to conduct a thorough investigate.

6.8 Slander or Defamation of Character

Slander or defamation of character is not tolerated.

6.9 Involvement in Local Political, Social, and Advocacy Activities

It may be detrimental to the mission of the church and even endanger personal well-being for global personnel to participate in local political and social processes or in advocacy activities. Global personnel should first discuss possible involvement with the companion church or agency and the Area Program Desk.

6.10 Government Intelligence Activities

Global personnel shall not cooperate with any form of government intelligence activity or become involved with or report to any intelligence agency of the U.S. or of any other country or political group. Such activity compromises and endangers all other global personnel as well as the companion church or agency with which they work.

7.0 GIFTS AND PROJECTS**7.1 Gifts for Mission**

Gifts intended for mission purposes, which result from direct inquiries or relationships that have developed in the course of mission service (e.g. through newsletters, home assignment visits, events or ELCA publications), are to be directed and made payable to the ELCA Global Church Sponsorship office. This is for the protection of both the ELCA and global personnel, for tax reasons and as part of overall accountability to donors. The ELCA Global Church Sponsorship office will work with the Area Program Desk and global personnel in identifying appropriate projects in the country of service and will be responsible for acknowledging gifts.

Gifts or personal resources are not to be used by global personnel for direct funding of projects in their country of service.

Global personnel who have access to independent funds assume a role as ‘grantor’ that is inconsistent with servant leadership.

7.2 Personal Gifts

Personal gifts should not be solicited. A personal gift is a gift intended for the use of the global personnel or their family, not for mission purposes.

Global personnel employed by the ELCA/GM may not receive a personal gift from non-family members that is valued (in cash or in-kind) in excess of the amount stated in supplemental provisions and procedures of support.

8.0 PERSONAL ISSUES

Global personnel need to balance the demands of work with responsibilities to personal care and family. The ELCA/GM’s responsibilities and financial support commitments to global personnel may be affected by changes in personal life situations.

8.1 Marital Status

If global personnel plan a change in marital status, conversation must occur with the Area Program Desk prior to the change. This conversation is important for many reasons, including legal and financial issues. A change in marital status initiates a review of the call to service.

8.2 Adoption

If global personnel plan to adopt a child or children, consultation must occur with the Area Program Desk prior to beginning the process.

8.3 Health

If global personnel or a family member develops a serious health concern, consultation with the Area Program Desk is required.

8.3 Immigration Status

Any U.S. visa or immigration status processes and/or fees for global personnel, spouses and/or dependents are a personal

responsibility.

9.0 PERSONAL SAFETY / RISK MANAGEMENT

Global personnel acknowledge that global mission service involves potential risk to their safety and well-being. Global personnel assume personal responsibility for engaging in appropriate risk management in such matters as health, personal security, and safety, both at their location of service and when traveling.

The ELCA/GM takes seriously the risk to which global personnel are exposed in the course of their service and seeks to support global personnel in preventing and responding to risk management issues.

Knowing the local community and becoming involved in its activities are a normal expectation and hope of all global personnel. Being received as a member of the community has the added benefit of providing the support and security that a community can offer.

Should changes in conditions suggest the necessity for a higher degree of risk management, the ELCA/GM should be informed as quickly as possible.

The *Security Policies and Crisis Response Plan* provided under separate cover, outline provisions for security planning and crisis management for global personnel and the ELCA/GM.