
DISTRICT CHURCH COUNCIL

1. NAME

The name of the Council shall be the District Church Council (hereafter called 'DCC').

2. MEMBERSHIP

The membership of DCC shall consist of:

- The District President, the Chairman of Pastors' Conference, two (2) pastors, and six (6) lay persons, all of whom shall be elected by Convention;
- a representative of the Council for Ministry Support; and
- a representative of the Council for Lutheran Education South Eastern Region.

2.2 If as a result of the Synodical election process, one or more of the major zones be not represented on District Church Council, the District Church Council shall at the first available meeting appoint a representative from such zone(s). The appointed representative(s) shall have full voting rights, serve for the full synodical term, and shall, in every respect, fulfil the role and duties expected of District Church Council membership.

2.3 All executive officers shall have the right to participate fully in discussions and to vote on all matters except those relating to their particular Department, or on other matters in which they may have a personal conflict of interest.

2.4 The term of office for all elected members, except the District President, shall be for one synodical term. Retiring members shall be eligible for re-election but they would not normally serve for more than twelve years.

3. OFFICERS and APPOINTMENTS

3.1 The chairperson of DCC shall be elected for the synodical term at the first meeting following a Convention of the Synod.

3.2 The election of chairperson shall be conducted by the District President who shall determine whether voting be by ballot or show of hands.

3.3 Directors departments shall be ineligible for the office of chairperson.

3.4 Should a pastor hold the office of chairperson, the position shall fall vacant immediately upon acceptance by that pastor of a call to another District of the Church. In the event of a vacancy, DCC must elect a replacement at its next meeting.

4. MEETINGS

4.1 MEETINGS OF DCC AND DCC INTERNAL ELECTIONS SHALL BE CONDUCTED IN ACCORDANCE WITH THE BY-LAWS OF THE CHURCH.

4.2 THE DCC SHALL MEET AT LEAST EIGHT TIMES EACH CALENDAR YEAR. THE DISTRICT PRESIDENT, OR THE CHAIRPERSON OF DCC SHALL CALL MEETINGS, OR WHEN THREE OR MORE MEMBERS OF DCC DEMAND A MEETING. IN THE EVENT OF THREE MEMBERS OF DCC DEMANDING A MEETING, SUCH MEETING SHALL BE HELD WITHIN A PERIOD OF THREE WEEKS FROM THE DATE THE DEMAND WAS MADE.

5. DUTIES

THE DUTIES OF DCC SHALL BE:

- 5.1 to act as Synod between Conventions of the Synod as determined by the constitution and by-laws of the District, and appropriate terms of reference;
- 5.2 to appoint immediately after a Convention of the Synod, in accordance with Rules governing Councils and Committees, members of the Administrative Support Committee. The primary function of the Administrative Support Committee shall be to advise the DCC on District financial administration and policy, and when necessary, strategic financial issues. The Administrative Support, when directed by DCC may also report on, or investigate, matters of fiduciary or fiscal interest or concern and may appoint, with DCC concurrence, external advisers or consultants to assist in such tasks;
- 5.3 to appoint when required, individuals, ad-hoc committees, advisory bodies or task force to provide specialist reports, feasibility studies or specific advice. Terms of reference for the above must be agreed to prior to any appointment being made. All reports or advice shall be provided to each member of DCC upon receipt of it by the chairperson;
- 5.4 to ensure that the program of the Church and its policies are carried out and that Lutheran dogma and theological practice are strictly adhered to;
- 5.5 to receive yearly, the annual reports of each Departmental Council, each congregation and parish and any other auxiliary of the District, taking such action deemed appropriate in terms of direction, advice, recommendation, assistance or counselling;
- 5.6 to take whatever steps believed necessary to enhance efficiency in the administration of the District, District office, and promotion of the objects of the District and Church;
- 5.7 to attend to the work of synod through the Departments;
- 5.8 to submit to a Convention of the Synod for adoption a proposed budget for the next synodical term making necessary recommendations for the ministry of the Church and the administration of the District;
- 5.9 to specifically recommend to a Convention of the Synod for adoption, any major new financial initiative or capital expenditure;
- 5.10 to provide to a Convention of the Synod, a detailed report of its immediate past synodical term actions, decisions and matters of relevance to the Convention;
- 5.11 to provide to a Convention of the Synod for adoption, a comprehensive report of strategic plans for the ensuing synodical term;
- 5.12 to be responsible for the employment by contract of the directors/coordinator of the departments of Mission and Ministry and Lutheran Education, responsibility for the employment of general office staff being delegated to the District Administrator in consultation with the District President;
- 5.13 to appoint a District Administrator who shall act as financial adviser to each Council of the District;
- 5.14 to make appointments, where prescribed by the By-laws, to any standing committees and advisory committees and councils of the District within eight (8) weeks following a regular Convention of the Synod after having considered a report, where appropriate, from the Council, and the Electoral Committee;
- 5.15 to fill, at its discretion, a vacancy on a standing committee or advisory committee when a casual vacancy occurs.

6. PROVISIONS

- 6.1 DCC has authority to call to attendance at its meetings, any office bearer or official representative of any committee, auxiliary, congregation, parish, pastor, school or individual member of the Church, whether in the employ or otherwise of the Church, whenever deemed necessary.

7. ADVISORY and OTHER COMMITTEES

7.1 Reporting to DCC shall be the following advisory and other committees:

- Constitutions Committee;
- Electoral Committee;
- Finance & Audit Sub-Committee
- Risk & Compliance Sub-Committee
- Human Resources Sub-Committee

SECTION IV.C (a) DISTRICT CHURCH COUNCIL - CHAIRPERSON

1. TERMS OF REFERENCE

1.1 The chairperson shall preside at all meetings of the DCC in accordance with the by-laws of the District and the Church. In the event of a ballot of the DCC resulting in a tied vote, the chairperson shall exercise a casting vote. In the absence of the chairperson from a particular meeting, the meeting shall elect an acting chairperson from among those in attendance.

1.2 The chairperson shall, in conjunction with the District President, if the chairperson is not the District President, and District Administrator, ensure that appropriate agenda and minutes are prepared and maintained for all meetings of DCC and its various sub-committees.

1.3 The chairperson shall ensure the director or co-ordinator of Departments of the District report, as required, to meetings of DCC.

1.4 The chairperson is responsible to the DCC in all matters.

1.5 In close liaison with the District Administrator, the chairperson together with the District President shall have interest in all matters of District administration (while neither the chairperson nor the District President has direct responsibility for same) and the employment of District office staff and their accommodation.

1.6 Representing the DCC, the chairperson shall ensure all elected and appointed office bearers execute their duties and responsibilities in a timely and Christ centred manner and in accordance with appropriate Terms of Reference or duties as determined from time to time.

1.7 On behalf of the DCC the chairperson, if not the District President, shall have concern for the physical and material well being of the District President and his family.

2. GENERAL PROVISIONS

The chairperson shall:

2.1 Attend to other such representative duties as may from time to time be required by the DCC or District President;

2.2 Be the DCC reporting liaison for the:

- Constitutions Committee,
- Electoral Committee
- Finance & Audit Sub-Committee
- Risk & Compliance Sub-Committee
- Human Resources Sub-Committee