



An Unofficial Guide to Affiliation Procedure for Mission Starts and House Churches

- Step 1:** Contact Missions Office with initial inquiry (available resources will be provided).
- Step 2:** Contact Jenny Brockman to arrange for an initial consultation.
- Step 3:** Schedule a meeting with your local Mission District Dean.
- Step 4:** Schedule a follow-up call with Missions Office.
- Step 5:** Join the NALC as an official mission congregation or house church.
(No need to rush this step—it allows time to grow, decide if the mission is viable, then to celebrate as you officially join the NALC.)
- A. As a branch of an existing NALC congregation:
 - 1) Letter sent to Missions Office
 - a. Contact Information
 - b. Web Information
 - c. Summary of how the mission functions (Word and Sacrament Ministry, Bible studies, service projects, how often you meet with church leadership, etc.)
 - 2) Endorsement Letter from parent congregation pastor and church council president sent to Missions Office
 - B. New mission congregation or house church (adapted from information available on the NALC's website):
 - 1) A congregational meeting is held according to the provisions of the congregation's constitution. The resolutions shall include the congregation's acceptance of the constitution of the North American

Lutheran Church and the decision to become a congregation of the NALC. The resolutions to join the NALC will hopefully carry the support and endorsement of the church council of the congregation. The vote required is whatever is specified in the congregation's governing documents; normally, a majority vote of those members present is sufficient for adoption of the resolution.

- 2) Following favorable action on the resolutions, a letter is sent on church letterhead by the congregation to the NALC's Office (for the Bishop & General Secretary) and the Missions Office. This letter shall include the date and the results of the voting on the resolutions described in (1) above and request that the NALC Executive Council receive the congregation into the NALC. The letter should be signed by the pastor(s) and the congregational president/vice president. If the congregation is without a pastor, two congregational officers should sign the letter.
- 3) If they have not done so already, the pastor(s) under the call of the congregation will write a letter to the General Secretary requesting certification as an ordained minister within the North American Lutheran Church, or otherwise requesting authorization from the NALC to serve the congregation. The General Secretary will proceed with the process for certification or authorization. Other ordained ministers who may be members of the congregation (retired, on leave, in special ministry), as well as individuals serving in commissioned lay ministries, may also communicate with the General Secretary if they have not done so already, requesting certification within the NALC. The General Secretary will proceed with the process for certification for them. (The availability of a rostered leader/pastor for new mission congregations or house churches will be discussed with the Director of Missions during one of the consultations.)
- 4) The congregation will take those actions that may be required in revising the congregation's constitution, articles of incorporation, and other official documents, so that these documents will reflect the congregation's membership within the North American Lutheran Church. The NALC Model Constitution for Congregations may be used as the congregation revises its constitution. (A Model Constitution for House Churches is also available as a template.)
- 5) When the Executive Council approves the congregation's request to become a member congregation and approves the request of the pastor(s) and other ordained and commissioned lay ministers in the congregation to become ordained and commissioned lay ministers of

the NALC, appropriate certificates of welcome will be sent to the congregation, pastors and commissioned lay ministers.

Contact Information:

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