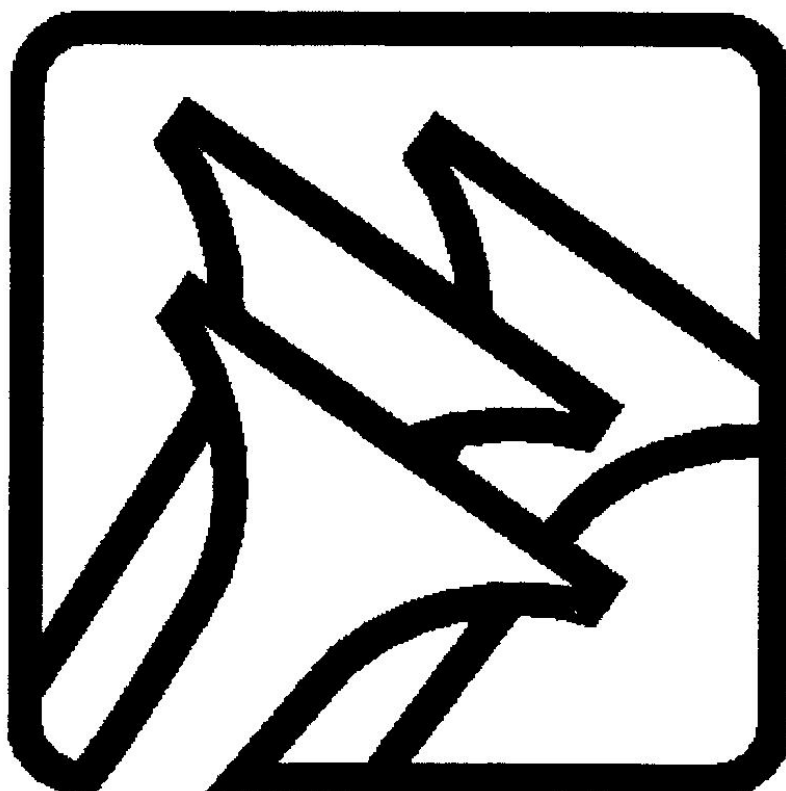


# **Southwest California Synod CALL PROCESS HANDBOOK**



**FOR CONGREGATIONAL  
COUNCILS**



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*The Lutheran Church* understands the Office of Pastor as one ordained by Christ and given to the Church. It is the office of ordained ministry through which the means of grace, Word and Sacraments, are proclaimed and given. Its purpose is to build up the body of Christ, enabling it to witness faithfully to the good news of Jesus Christ.

The church's relationship with its pastors, therefore, is not the same as one between employer and employee. It is instead one of mutual servanthood. Pastors are not "hired". Instead, pastors are recommended by the Synod and are called by a congregation through a process that involves prayer, consultation, visitation, deliberation, decision and response, as led by the Holy Spirit.

The relationship between pastor and congregation is one that involves the recognition that we are servants of Christ and partners in ministry.

**+Bishop Dean Nelson**

# THE CALL PROCESS TIMELINE

While it is difficult to predict how long the call process will take, this timeline attempts to illustrate the phases of the process. It is important to realize that there are many variables which need to be factored into each congregation's situation.

<b>4-6 weeks</b>	<b>4-6 weeks</b>	<b>2-3 months</b>	<b>30 days</b>	<b>30-60 days</b>
<b>Ministry Site Profile &amp; call committee selection</b>	<b>Receive and process candidates</b>	<b>Candidate interviews</b>	<b>Pastor considers call</b>	<b>Pastor accepts/moves</b>

**1 month - 6 weeks** Ministry Site Profile and Leadership Needs Profile prepared for submission to the bishop's office. This phase lays the foundation for the entire process and should not be hurried. Adequate time must be allowed to hear from the entire membership of the congregation.

**1 month - 6 weeks** The bishop's office reviews possible candidates (those forwarded by the congregation as well as pastors asked by the bishop to consider interviewing with the congregation), decides which candidates will be recommended to the call committee, and processes each candidate's Mobility Profile for submission to the call committee.

**2 - 3 months** The call committee contacts candidate and arranges and conducts interviews. The logistics of inviting a candidate for a visit may take time since several calendars are involved.

**1 month - 6 weeks** The congregation council receives the call committee's recommendation and schedules a special congregational meeting to vote on issuing the call. Most congregation constitutions require a two week notice to its members before such a meeting to call can take place.

**30 days** Constitutionally, pastors are usually allowed 30 days to respond to a call.

**30 - 60 days** Most congregation constitutions provide for a 30 day period between the time a pastor resigns and concludes his or her ministry. This time allows for a proper and orderly transition.

# The Work of a Call Committee

Jesus came to Galilee, proclaiming the good news of God, and saying, "The time is fulfilled, and the kingdom of God has come near; repent and believe in the good news."

As Jesus passed along the Sea of Galilee, he saw Simon and his brother Andrew casting a net into the sea, for they were fishermen. And Jesus said to them, "Follow me and I will make you fish for people."

And immediately they left their nets and followed him. As he went a little further, he saw James, son of Zebedee, and his brother John, who were in their boat mending the nets. Immediately he called them and they left their father Zebedee in the boat with the hired men and followed him.

They went to Capernaum; and when the Sabbath came, he entered the synagogue and taught. They were astounded at his teaching, for he taught them as one having authority.

*Mark 1:14-22*



**The work of a Call Committee that culminates in a Congregational vote to call a Rostered Leader is a Holy Calling in and of itself. A Call Committee is entrusted with an incredibly important responsibility. This manual offers assistance to that call process so that it can be executed faithfully and effectively. Our prayer is that it will prove helpful to you.**

# What is a Call?



While there are aspects of your task that look much like “hiring an employee,” rostered leaders in the Church are not “hired” but “Called” after prayerful deliberation.

This distinction is more the simple semantics. Those called to leadership positions in the Church are gifted with a relationship with the people of God that allows them to be a part of people’s lives at the most sacred and precious events of life. Lutherans understand leadership to be a call to proclaim both Law and Gospel. Leaders are called to comfort and console, support and care for God’s people.

They are also called to proclaim and live a corrective and challenging Word from God that may at times cause discomfort. If the relationship between leader and congregation is seen simply as an employer-employee arrangement, the later responsibility would be hard to carry out.



# Glossary of Terms

## **Rostered Leader—**

Although the majority of Call Committees are formed to call a pastor to their church, this manual uses the term “Rostered Leader” rather than “pastor”. In the ELCA, rostered leader status is granted to Pastors ordained to Word and Sacrament Ministry, to Associates in Ministry; and to Diaconal Ministers. The Call process for each of these is the same.

## **Ministry Site Profile —**

In short, the resume of the Congregation that shares congregational history, current structures and staffing patterns, hopes for future mission directions, demographic data about the community, as well as the gifts for leadership being sought by the congregation.

## **Compensation Package —**

The actual financial impact on the Church’s budget to support the leader called to your congregation. This includes salary and housing allowance, pension and health benefits, car allowance, continuing education and professional expenses, Social Security assistance (if offered) and the like. It is helpful to candidates when there is clarity as to what is actually available to them to cover the day-to-day living expenses, and what are benefits that the leader would not receive directly, such as Pension and Health benefits.

## **Letter of Call —**

The official letter and supporting documents extending the congregation’s Call to the Rostered Leader. This form will be provided to the congregation by the Office of the bishop once a Call is voted by the congregation.

## **Mobility Papers —**

The Church-word for resume. This form, completed by the candidates, includes responses to a number of questions about their theology, their understandings of their gifts for ministry, personal information, employment and educational history, and references.

## **Steps in the Call Process**

- Contact Synod Office
- Form Call Committee
- Prepare Ministry Site Profile
- Identify Potential Candidates
- Interview Candidates
- Recommend Candidate
- Hold Congregational Meeting

# Prayers for a Shepherd



Almighty God, you alone are the great Shepherd of the sheep, and we turn to you to lead and guide us in all things. Our trust and our hope is in you.

**You are the way, the truth, and the life.**

As you have raised up faithful servants of your holy word to tend your flock in each time and place, send us now, we pray, a faithful shepherd to lead our flock.

**Send us a shepherd, loving God.**

Send us a shepherd of goodness and grace, of strength and faith, of righteousness in your sight.

**Send us a shepherd, loving God.**

Send us a shepherd to comfort and care for us, to preach your word, to teach our children, to baptize and commune, to marry and counsel, to visit the sick and lay to rest, to guide us and pray for us.

**Send us a shepherd, loving God.**

Give us a holy patience in this time of our seeking a patience that trust in you for our present care, knowing that you will bring our good work to fulfillment in your time.

**Lead us and guide us, gracious God.**

Keep us faithful in mission, regular in worship, responsible in stewardship, mindful of the needy, and diligent in prayer.

**Lead us and guide us, gracious God.**

Fill us all with your Holy Spirit and magnify our gifts of discernment, that we might follow your will and leading into a future yet unknown.

**Lead us and guide us, gracious God.**

Bless the work and ministry of this Call Committee. Give us the gifts we need to seek and find the pastor of your own nurturing, the shepherd of your own choosing, that we might be fed by your holy word and sacraments and grow in faith and love and ministry.

**Lead us and guide us, gracious God.**

All these things we ask, O God, with whatever else we need, in the name of him who is the Good Shepherd, Jesus Christ our Lord.

**Amen.**

*adapted from prayers  
by The Rev. Thomas L. Weitzel  
Evangelical Lutheran Church in America*

# INTRODUCTION

The congregation, with its council and call committee, works closely with the Bishop and Synod Staff in working through the call process. The Synod Constitution and the Model Constitution for congregations state:

**Synod 13.11:** “when a pastor or an associate in ministry resigns, the Congregation Council shall receive the letter of resignation, report it to the congregation, and at once notify the bishop of the synod.”

**Congregation Model 9.01:** “Authority to call a pastor shall be in this congregation by at least a two-thirds majority ballot vote of members present and voting at a meeting regularly called for that purpose. Before a call is issued, the officers, or a committee elected by (this congregation—or—the Congregation Council) to recommend the call shall seek the advice and help of the bishop of the synod.”

There are two handbooks to assist the congregation with the call process--the Congregational Council’s Role and the Call Committee’s Role. Both include a checklist, guidelines, sample copies, and exhibits. In the initial visit to the congregation/council, the Bishop or synod staff will provide copies of both handbooks. Any and all parts of these handbooks may be reprinted.

**This document is a resource for the Church Council.**



## COUNCIL CHECKLIST

- \_\_\_1. Receive the written resignation and notify the congregation and synod office. Arrange for a meeting with the Bishop to introduce the Call Process. The Bishop will:
  - \_\_\_a. Discuss Interim plans and appointment of Interim Pastor.  
(see Guidelines for Service in Interim Ministry Handbook)
  - \_\_\_b. Share the name of the synod staff contact for Ministry Site Profile process and follow-up.
  - \_\_\_c. Describe the Ministry Site Profile development process.  
(See Ministry Site Profile and Exhibit I-1)
  - \_\_\_d. Discuss the budget for interviews and moving expenses.
  - \_\_\_e. Share compensation guidelines and current pension and health costs.  
(See current Synod Compensation Guidelines)
  - \_\_\_f. Share information about the ELCA Compensation Manual and housing information. (See Synod Housing Supplement to the Compensation Guidelines)
  - \_\_\_g. Review the sample Call Form and Statement. (See Exhibit I-2)
  - \_\_\_h. Review the Call Committee selection process and relevant constitution sections. (see Exhibit I-3)
  - \_\_\_i. Review of the theology of the “call”.
  - \_\_\_j. Describe the process for nominations of candidates from the congregation to be researched by Synod Staff. (see Exhibit I-4)
  - \_\_\_k. If relevant, discuss issues regarding continuing staff and/or calling additional staff, full or part time. (see Exhibit I-5)
  - \_\_\_l. Discuss the exit and continuing relationships with the departing pastor and the various adjustments necessary in transition. (See Exhibit I-6)

## **COUNCIL CHECKLIST (continued)**

- \_\_\_2. Arrange for Exit Interview with pastor. (see Exhibit I-7)
- \_\_\_3. Arrange for planning farewell events, gifts and rituals. (see Exhibit I-8)
- \_\_\_4. Ensure that parochial records are in order. (see Exhibit I-9)
- \_\_\_5. Ensure mutual financial obligations are settled. (see Exhibit I-10)
- \_\_\_6. Arrange for ongoing administrative responsibilities. (see Exhibit I-11)
- \_\_\_7. See to the selection of the Call Committee and arrange for the chair to contact the assigned synod staff for initial meeting. (See Exhibit I-12)
- \_\_\_8. Support the Call Committee in its task of completing the Ministry Site Profile:
  - \_\_\_a. provide information regarding compensation (salary range, housing allowance, benefits, professional expenses)
  - \_\_\_b. participate in the Ministry Site Profile Workshop
- \_\_\_9. Support the ongoing work of the Call Committee with:
  - \_\_\_a. regular prayer
  - \_\_\_b. budget for interviews and moving expenses
  - \_\_\_c. respect for confidentiality about candidates
  - \_\_\_d. provision of means for the Call Committee to communicate to the congregation
- \_\_\_10. Upon receiving the recommendation of the Call Committee regarding the final candidate, complete steps outlined regarding calling and conducting the congregational meeting. (See Exhibit I-13)
- \_\_\_11. When a Call is voted, ensure that the officers (usually president and secretary) sign the completed Official Call Form. It is sent to the Bishop for his signature and forwarded on to the candidate.
- \_\_\_12. Plan with Call Committee for moving, welcoming events, and installation. (See Exhibit I-14)
- \_\_\_13. Plan for Ministry Review, Staff Support Committee, and related start-up matters: stationery, sign changes, office set up, first meeting with new pastor, getting acquainted with the congregation activities, and etc. (See Exhibit I-15)

## EXHIBIT I-1

### MINISTRY SITE PROFILE PROCESS DESCRIBED

A Ministry Site Profile is an instrument which summarizes the identity and direction of the congregation. It is especially useful to the Call Committee as it interviews prospective candidates. Candidates find it useful as they prepare to come to the interview. The Synod Staff finds it useful as they attempt to best match candidates and congregation. While not everything in the Profile is essential, care should be taken to provide the basic information. Some congregations have added even more information.

The Ministry Site Profile will need the review of the Council when it is completed. Of special concern is the information regarding compensation. The Call Committee and Bishop's Office need that information before candidates are nominated and interviewed.

Much of the information is available from current church records. Information regarding the community can be drawn from several sources, including the school district, the chamber of commerce, census records, etc.

It is based on information generated at a Ministry Site Profile Workshop conducted by the Synod. Two to three hours are needed for the workshop, usually on a Sunday afternoon after the worship service. Dates are arranged through the Synod Staff person related to your call process. While the entire congregation is welcome, the Call Committee, Council and other key leaders are especially urged to be present. Continuing Paid Staff are also particularly welcome here.

When the Ministry Site Profile is completed, with whatever attachments the Call Committee desires, it is submitted to the Synod Office. Copies are made to send to prospective candidates, and for use by members of the Call Committee. It is recommended that Council members also receive copies, and that it be made available, by request, to members of the congregation.



LETTER OF CALL:  
STEPS IN COMPLETING THE CALL FORM

A Letter of Call is an important document. It is based on the standards established for ordained ministers of the Evangelical Lutheran Church in America. It signifies the mutual relationship and commitment established for the pastor and congregation through the Letter of Call. It also sets forth the provisions that pertain to the service of an ordained minister under a particular call.

For these reasons, a Letter of Call should be prepared with great care and issued with prayer and due discussion, after necessary consultation with the synodical bishop or member of the bishop's staff.



LETTER OF CALL

TO AN ORDAINED MINISTER OF THE EVANGELICAL LUTHERAN CHURCH IN AMERICA

IN THE NAME OF THE FATHER,  
AND OF THE SON, AND OF THE HOLY SPIRIT. AMEN.

*Pastor John Doe*

With prayer for the guidance of the Holy Spirit to do God's will,

*First Lutheran Church*

a congregation of the  
*Southwest California Synod*

of the Evangelical Lutheran Church in America  
meeting on

*January 24, 2007*

extends to you this call to serve as

*Pastor, Associate Pastor, Assistant Pastor, Associate in Ministry, Diaconal Minister*

We call you to exercise among us the ministry of Word and Sacrament which God has established and which the Holy Spirit empowers: To preach and teach the Word of God in accordance with the Holy Scriptures and the Lutheran Confessions; to administer Holy Baptism and Holy Communion; to lead us in worship; to proclaim the forgiveness of sins; to provide pastoral care; to speak for justice in behalf of the poor and oppressed; to encourage persons to prepare for the ministry of the Gospel; to impart knowledge of the Evangelical Lutheran Church in America and its wider ministry; to endeavor to increase support given by our congregation to the work of our whole church; to equip us for witness and service; and guide us in proclaiming God's love through word and deed.

In accepting this call, you hereby promise to fulfill this pastoral ministry in accord with the standards and policies for ordained ministers of the Evangelical Lutheran Church in America. Therefore, be diligent in the study of Holy Scripture, in use of the means of grace, in prayer, in faithful service, and in holy living.

With this call, we pledge our prayers, love, esteem, and personal support for the sake of the ministry entrusted to you by God and for our ministry together in Christ's name. Specific responsibilities, compensation, benefits, and conditions of this call are contained in a document related to this call.

In testimony of this call, we have subscribed our names on behalf of the congregation on this **24th** day of **January**, A.D. **2007?**

*President's Name (signature)*

\_\_\_\_\_  
President

*Secretary's Name (signature)*

\_\_\_\_\_  
Secretary

Attested by *Bishop Dean W. Nelson (signature)*

Bishop of the *Southwest California Synod*

Date of bishop's signing \_\_\_\_\_ **month, day, year** \_\_\_\_\_

A letter of Call from a congregation signifies an ecclesiastical action. The call of a congregation, when accepted by an ordained minister, constitutes a continuing mutual relationship and commitment, as defined by +S14.13. in the Constitution for Synods of the Evangelical Lutheran Church in America and in \*C9.05. of the Model Constitution for Congregations.

As specified in churchwide constitutional provision 7.41.: “Letters of call to pastors as ordained ministers of this church or properly approved candidates for this church’s roster of ordained ministers shall be issued in keeping with this church’s constitutions, bylaws, and continuing resolutions as well as policies regarding such calls...” To serve under call in the Evangelical Lutheran Church in America, an ordained minister must possess a properly issued and attested letter of call.

If a call is issued for a term, that condition must be stated on the call form, as provided by churchwide bylaw 7.41.11. and S14.18. in the Constitution for Synods. List this condition in the Letter of Call in relation to the position for which the call is being issued.

+ + +

**Completion of a Related Form:**  
**“DEFINITION OF COMPENSATION, BENEFITS, AND RESPONSIBILITIES OF THE PASTOR”**

First Line: Prepare by (Type name and address of congregation)

Second Line: for the Reverend (type name of pastor)

Third Line: Type duration — beginning and end)

**A. COMPENSATION**

Line A.1: List salary (including cash housing allowance, if any)

›Designation of the percentage of salary devoted to housing allowance must be done in an annual resolution of the congregation council, recorded in the council’s minutes. The individual pastor is finally responsible for any tax implications of the housing allowance.

›Compensation does not include every expense or benefit connected with a particular ministry.

Line A.2.: List dollar amount of any payment allowance (if provided) for “Self-employed Social Security.”

Line A.3.: If parsonage is provided, consider costs of a utilities allowance (if any) or the other allowances (if any).



**B. PENSION AND OTHER BENEFITS**

The Pension and Other Benefits Program of the Evangelical Lutheran Church in America has been established to provide the pastor with retirement, disability, survivor, and medical-dental coverage.

- Line B.1.: ELCA Pension at (fill in percentage based on current requirements of the plan and the policy of the synod for call)%
- Line B.2.: Sponsorship will include medical-dental coverage (where applicable) for the pastor's spouse and children unless they have other employer-provided group medical insurance and the pastor consents to waiving medical-dental coverage for them under the ELCA Pension and Other Benefits Program.
- Line B.3.: List amounts of any other insurance or benefits.

**C. AGREEMENT**

- Line C.1.: Enter vacation time: Normally four weeks per year encompassing four Sundays is provided.
- Line C.2.: Enter time for continuing education: Normally recommended are two weeks per year, including Sunday, coordinated with funding for it. This may be accumulated up to three years.
- Line C.3.: Disability leave provisions are coordinated with the ELCA Pension and Other Benefits Program.
  - To be provided is up to two months of continued salary, housing, and contributions to the pension program in a 12-month period.
  - Provision may be made for further unpaid time for disability recovery as agreed by the congregation, but with the stipulation that unused accumulated sick leave will not be compensated at the end of the call.
- Line C.4.: Where applicable, parental leave is noted.

**D. EXPENSES**

Expenses are not part of the pastor's compensation. Rather, the items represent payment of costs related to the carrying out of this ministry.

- Line D.1.: Automobile expenses may be covered by a specified total annual amount or on an actual recorded mileage basis.

Other travel allowance provisions would be noted here as well.
- Line D.2.: Indicate amount (if any) to be provided for other professional expenses, such as a theological books and periodicals allowance.
- Line D.3.: Coverage of expenses for official meetings of the synod is required.
- Line D.4.: Indicate amount provided for continuing education.

Line D.5.: List other items and amount to be provided for them.

Line D.6.: Define arrangements and reimbursements for moving expenses. Moving expenses normally are paid in full by the calling congregation.

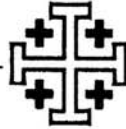
**E. OTHER PROVISIONS**

A description of the particular responsibilities of the position may be attached or a list may be included here indicating the areas to which the pastor will give special attention and the ways in which the congregation will offer encouragement.

**SIGNATURES**

Normally, the president or vice president of the congregation and the secretary of the congregation sign the document.

When accepting the agreement, the pastor signs the document.



LETTER OF CALL

TO AN ORDAINED MINISTER OF THE EVANGELICAL LUTHERAN CHURCH IN AMERICA

IN THE NAME OF THE FATHER,  
AND OF THE SON, AND OF THE HOLY SPIRIT. AMEN.

*Type here the name of the pastor who is being called*

With prayer for the guidance of the Holy Spirit to do God's will,

*Type here the name of the calling congregation*

a congregation of the

*Southwest California Synod*

of the Evangelical Lutheran Church in America

meeting on

*Type here the date of the congregation's meeting to extend the call*

extends to you this call to serve as

*Type here position (such as Pastor, Associate Pastor, Assistant Pastor, Associate in Ministry, Deaconess or Diaconal Minister)  
and ending date, if this call is for a defined term*

We call you to exercise among us the ministry of Word and Sacrament which God has established and which the Holy Spirit empowers: To preach and teach the Word of God in accordance with the Holy Scriptures and the Lutheran Confessions; to administer Holy Baptism and Holy Communion; to lead us in worship; to proclaim the forgiveness of sins; to provide pastoral care; to speak for justice in behalf of the poor and oppressed; to encourage persons to prepare for the ministry of the Gospel; to impart knowledge of the Evangelical Lutheran Church in America and its wider ministry; to endeavor to increase support given by our congregation to the work of our whole church; to equip us for witness and service; and guide us in proclaiming God's love through word and deed.

In accepting this call, you hereby promise to fulfill this pastoral ministry in accord with the standards and policies for ordained ministers of the Evangelical Lutheran Church in America. Therefore, be diligent in the study of Holy Scripture, in use of the means of grace, in prayer, in faithful service, and in holy living.

With this call, we pledge our prayers, love, esteem, and personal support for the sake of the ministry entrusted to you by God and for our ministry together in Christ's name. Specific responsibilities, compensation, benefits, and conditions of this call are contained in a document related to this call.

In testimony of this call, we have subscribed our names on behalf of the congregation on this *Date* day  
of *Month*, A.D. *Year*

*President's signature*

\_\_\_\_\_  
President

*Secretary's signature*

\_\_\_\_\_  
Secretary

*Bishop's signature*

Attested by \_\_\_\_\_

Bishop of the *Southwest California Synod*

Date of bishop's signing *Month, Date, Year*

**DEFINITION OF COMPENSATION, BENEFITS,  
AND RESPONSIBILITIES OF THE PASTOR**

Prepared by \_\_\_\_\_

for the Reverend \_\_\_\_\_

for the period \_\_\_\_\_ to \_\_\_\_\_

**A. COMPENSATION**

The congregation will provide the following annual compensation:

- 1. Base Salary \$ \_\_\_\_\_
- 2. Housing Allowance (if provided) \$ \_\_\_\_\_
- 3. Self-employed Social Security payment allowance (if provided) \$ \_\_\_\_\_
- 4. If parsonage is provided:
  - a. Utilities allowance \$ \_\_\_\_\_
  - b. Furnishings allowance \$ \_\_\_\_\_
  - c. Housing equity allowance \$ \_\_\_\_\_

**B. PENSION AND OTHER BENEFITS**

The congregation will sponsor the pastor in the Pension and Other Benefits Program of the Evangelical Lutheran Church in America, which provides retirement, disability, survivor, and medical-dental coverage. (Sponsorship will include medical-dental coverage for the pastor's spouse and children unless they have other employer-provided group medical insurance coverage and the pastor consents to waiving medical-dental coverage for them under the ELCA Pension and Other Benefits Program.)

- 1. ELCA Pension at \_\_\_\_% of defined compensation
- 2. ELCA Medical-and-Dental Insurance (check one below):
  - a. Member only
  - b. Member and spouse
  - c. Member and children
  - d. Member, spouse, and children
  - e. Coverage waived
- 3. Other insurance or benefits: \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_

**C. EXPENSES**

The congregation will provide for the following expenses related to this pastor's ministry.

- 1. Automobile and travel allowance \$ \_\_\_\_\_
- 2. Other professional expenses \$ \_\_\_\_\_
- 3. Expenses for official meetings of the synod, as reimbursed
- 4. Continuing education (\$1,000 recommended; minimum \$700 from calling source) \$ \_\_\_\_\_
- 5. Other ( \_\_\_\_\_ ) \$ \_\_\_\_\_
- 6. Pay the moving expenses to this field of service as follows: \_\_\_\_\_  
 \_\_\_\_\_

**D. AGREEMENT**

- 1. Vacation time of \_\_\_\_\_ weeks per year, including \_\_\_\_\_ Sundays;
- 2. Continuing education time of \_\_\_\_\_ weeks per year (recommended minimum of two weeks per year that may be accumulated up to three years, as reflected in a continuing-education agreement developed by the pastor and congregation council);
- 3. Participation in a First-Call Theological Education Program, where applicable;
- 4. Ongoing care through a Mutual Ministry Committee;
- 5. Up to two months of continued salary, housing, and contributions to the ELCA Pension and Other Benefits Program in a 12-month period in the event that the pastor is physically or mentally disabled\*;  
and
- 6. Where applicable, parental leave up to six weeks with full salary, housing, and benefits.
- 7. Provide a Sabbatical according to congregation policies.

\*provision may be made for further unpaid time for disability recovery as agreed by the congregation, but with the stipulation that unused accumulated sick leave will not be compensated at the end of this call.

**EXHIBIT I-2**  
**(page 7 of 7)**

*A description of the particular responsibilities of this position may be attached to this "Definition of Compensation, benefits and Responsibilities."*

OR THE FOLLOWING MAY BE COMPLETED

**E. OTHER PROVISIONS**

Special emphases of the pastor and special encouragement by the congregation:

1. During this time period, the pastor will give special attention in ministry to the following:

- (a) \_\_\_\_\_
- (b) \_\_\_\_\_
- (c) \_\_\_\_\_
- (d) \_\_\_\_\_
- (e) \_\_\_\_\_

2. The congregation will encourage this pastor's ministry in the following ways:

- (a) \_\_\_\_\_
- (b) \_\_\_\_\_
- (c) \_\_\_\_\_
- (d) \_\_\_\_\_
- (e) \_\_\_\_\_

**F. OTHER MATTERS**

(Such as accountabilities, service on synodical or churchwide boards and committees, work in church-camp programs, or other such details) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

We, the undersigned, certify that the necessary approvals of the congregation and congregational council have been granted for the provisions set forth above.

\_\_\_\_\_  
Congregation President

\_\_\_\_\_  
Council Secretary

Date: \_\_\_\_\_

I certify that I accept the above statement:

The Reverend \_\_\_\_\_ Date of signature: \_\_\_\_\_

NOTE: Retain original in records of the congregation. Make a copy for the pastor. As a matter of information, send a copy to the synodical office. A description of the particular responsibilities of this position may be attached to this "Definition of Compensation, Benefits, and Responsibilities."

## EXHIBIT I-3

### THE CALL COMMITTEE: GENERAL CONSIDERATIONS

The committee which guides the selection process is called the “Call Committee”. Normally consisting of six to nine members, it may be elected by the congregation or council, depending on your Constitution. (If the constitution does not stipulate, it is recommended that the Council elect by 2/3 vote from among nominees provided by the congregation.) Prayerful care should be taken in the choice. Members of the Call Committee should reflect all aspects of the congregation’s life: worship, music, stewardship, youth, evangelism, social ministry, education; of particular concern is a balance which includes both genders, and a broad age distribution which includes recent members and long time members.

Once chosen, the committee is given the authority to act in the best interests of the congregation.

**PRAYER is an integral part of the call process. It is helpful to have a group of members “on call” to pray for the committee whenever it is in session. Never underestimate the power of the Holy Spirit.**

Interim Pastors are normally not involved in the Call Process at all, except on those rare occasions when requested by the Bishop. **It is not recommended for an Interim to be considered as a possibility for the call process at your congregation.**

Continuing Staff (paid) are normally not involved in the interviews. However, most candidates will want to meet them, and staff will want to know at least the finalist. Arrangements can be made for candidates to meet with staff as appropriate in each situation. It is important that staff attend the Ministry Site Profile Workshop.



## EXHIBIT I-4

# PROSPECTIVE PASTORAL CANDIDATES SUGGESTED BY THE CONGREGATION

After receiving the Ministry Site Profile, the synod will recommend pastoral candidates who represent a good match to the needs of the congregation. Review of candidates' resumes and interviews will be conducted by the Call Committee. The entire congregation has the final decision of election.

In some instances, names of possible pastoral candidates surface in the congregation. These names should be directed to the Call Committee Chairperson and must be persons on the ELCA clergy roster or approved seminary graduates. The names will then be submitted to the Synod Office to be considered along with other potential candidates. If the candidate is on the clergy roster of another Synod, our Synod Staff will obtain clearance from the Bishop of that Synod.

**Under NO circumstances is it appropriate for a member of the Call Committee to make direct contact with a prospective candidate until the Synod Staff has brought the name and Rostered Leader Profile to the Call Committee. If a possible candidate contacts the congregation directly, please refer them to the Call Committee Chairperson and Synod Staff representative.**

If the Congregation/Call committee would like to submit names of possible candidates, please provide the pastor's full name, address and telephone number.



**EXHIBIT I-5**  
(page 1 of 4)

**A SAMPLE CONGREGATION POLICY ON CANDIDACY AND  
CO-TERMINATION OF STAFF**

1. Staff members are not automatically candidates for the vacated position of Senior Pastor.
2. Staff members, if considered as a candidate will be reviewed by the Bishop's Office for recommendation, and after completion of the Ministry Site Profile process, be interviewed by the Call Committee prior to consideration of other candidates.
3. In the event of the departure of the Senior Pastor, other ordained staff may be designated by the Church Council to carry out functions previously accomplished by the Senior Pastor. One pastor (either on staff or from outside) will be designated by the "Interim Pastor" and carry primary responsibility for those functions. Additional staff may be engaged during the interim to carry out some responsibilities. Compensation of present Staff may be adjusted upward to reflect any additional responsibility level during the interim, after which it reverts to the original level.

**OPTIONAL:**

- A. Staff members will announce their intention to resign at the time of the resignation/ departure of the Senior Pastor, but will continue to serve until otherwise reasonable time for interviews. Compensation will be terminated no sooner than six months after the arrival of a new Senior Pastor or upon new employment, whichever comes first.
- B. There shall be a Staff Review Committee which will evaluate all continuing staff six to nine months after the new Senior Pastor has arrived. Adjustments in staff responsibilities and terminations may be recommended by the church council at that time.



**EXHIBIT I-5**  
**(page 2 of 4)**

## **GUIDELINES FOR SHARED-TIME OR PART-TIME CALLS**

To qualify as a congregationally-based call, such call must require that the person engage in at least 20 hours per week of work in the congregation. Compensation for this service must be provided commensurate with normal salary guidelines for pastors on call to congregations of the synod.

Calls for part-time, dual-role ministries, or shared ministries may offer a helpful approach to provision for ministry of Word and Sacraments in congregations and in special circumstances.

**PURPOSE:** While part-time calls provide for creative use of personnel, there is also potential for abuse. Such calls are to be extended for the strengthening of the church's ministry and outreach rather than in response to the wishes of individual ordained pastors.

**APPROPRIATE EMPLOYMENT:** The synodical bishop, or a representative of that office, should counsel with candidates interested in part-time calls, encouraging only those with the necessary commitment and gifts to be open to these unique situations. It should also be ascertained that the contemplated part-time employment is appropriate for an ordained minister and that it provides adequate compensation and benefits.

**ANNUAL REVIEW:** The executive committee of the synodical council should designate itself or a synodical pastoral leadership committee to annually evaluate the status of such calls.

**MAXIMUM OF THREE YEARS:** These calls should normally be for a term, not to exceed three years. Arrangements for pastoral care in the congregation should be made in case of schedule conflicts with other employment. Expectation of involvement in synodical activities should be stated.



**EXHIBIT I-5**  
**(page 3 of 4)**

## **CONSIDERATIONS IN ADDING MINISTRY STAFF**

1. What are the ministry staff needs of this congregation for the next two to five years?
2. What areas of emphasis are needed to complement what our existing ministry staff does?
3. What is the leadership style of our present senior pastor, and what expectations do we have of how the staff will function together?
4. What will the task division be among the staff?
5. To whom will the new staff person be accountable and how?
6. What will the policy be regarding co-termination and/or candidacy should the senior pastor leave?
7. What are the compensation parameters?
8. What are the office space and secretarial support needs?
9. What will the role of the senior pastor be in the interviewing process?
10. Are we seeking an experienced pastor (retired or not), a new seminary graduate, an Associate in Ministry (experienced or newly certified), an Intern, or a competent lay person?
11. Are we extending a full-time or shared-time call or appointment, or contracting for services?



## **STUDY ON ADDING STAFF**

### **ISSUES**

Who are we?

What is our community like?

Where are we going?

How are we doing?

What leadership needs are being met now?

What leadership needs do we have for the future?

What options do we have?

Costs of each?

What resources are available?

How will the new leader function?

What process do we use?

### **INSTRUMENTS**

Sizing up the congregation

Mission Values

Ministry Site Profile,  
Demographics, Trends, etc.

Mission Statement/Goals

Accomplishments vs. Gaps  
Basic parish functions

Expectations of the Pastor

Expectations of the Pastor  
Pastor's Expectations  
Qualifications

List: full-time, part-time,  
pastor, intern, AIM, Lay

Compensation Guidelines

Financial Statement  
Logistical Support

Job Description  
Relational Descriptions  
Time Sheet

Ministry Site Profile

### **PRODUCTS**

Context for leaders  
Type of leader needed  
Context for leaders

Picture of community  
Needs to be addressed

Direction of context

Strengths/needs to be  
addressed

Top needs being met

Top needs to be met  
Role definitions  
New staff skills/style

Hours/day  
Type of candidate

Budget items

Budget  
Office, desk, secretarial

Duties  
Organizational chart with  
who does what/when

Candidate selection and  
interview guide

## **EXIT AND CONTINUING RELATIONSHIPS WITH THE CONGREGATION**

One of the realities of departures is the need to “adjust.” Just as we need to adjust to children leaving home or relationships severing, we go through emotional cycles when a pastor leaves. Two things are particularly helpful in addition to the farewell events and assistance outlined in Exhibit I-8.

First, it is important that everyone understand that the “official” pastoral relationship concludes. The sample newsletter article on Page 3 of this exhibit is one way to inform the congregation about the understanding.

Second, we use rituals. The Church has a long history of using rituals to mark transitions. Covenants are part of Biblical tradition. Therefore, it is recommended that a representative of the Bishop’s Office be invited to be present for the final service(s) conducted by the departing pastor. At some appropriate point in the service(s), the Bishop’s Representative would make brief remarks of appreciation and affirmation, and conduct the Covenant of Godspeed outlined below. It is helpful if this covenant could be printed in the bulletin, or it can be read to the congregation with a litany response such as “Hear us, Good Lord.” The Bishop’s Representative will usually offer words of appreciation and partnership in this transition. If a representative of the congregation wishes, it would be appropriate to present a plaque or gift during this ritual, if it has not been done separately. Often, special music is offered, and/or presentations by children of the congregation. If the pastor has a family, flowers (corsage or boutonniere) are appropriate.

**EXHIBIT I-6**  
**(page 2 of 3)**

**A SAMPLE “COVENANT OF GODSPEED”**

*Greetings from the Bishop’s Representative.*

*The Pastor (and family) present themselves at the altar.*

Bishop’s Representative: Pastor \_\_\_\_\_, you were called to serve this congregation: to proclaim God’s Word, to baptize new members into the Church of Jesus Christ, to announce God’s forgiveness, to preside at celebrations of the Lord’s Supper. With the Gospel, you have comforted in times of sickness and trouble, and at the death of loved ones. You (and your family) have shared the joys and sorrows of these people, and have been an important part of the life of this congregation and community.

We thank God for the life you have shared together, and pray God’s blessing as you move from here.

Congregation stands

I invite you to covenant together now at this time of transition:

**CONGREGATION:** WE WILL DO EVERYTHING POSSIBLE TO UPHOLD THE MISSION OF THE CHURCH, AND THE POSITIVE QUALITY OF LIFE IN THIS CONGREGATION;

WE THANK GOD FOR THE MINISTRY WE HAVE SHARED TOGETHER, AND ASK GOD’S BLESSING ON OUR SEPARATE MINISTRIES IN THE FUTURE;

WE RECOGNIZE THE END OF OUR OFFICIAL RELATIONSHIP AS PASTOR AND CONGREGATION, YET AFFIRM OUR CONTINUING SUPPORT AND RESPECT AS MEMBERS OF CHRIST’S BODY;

WE REJOICE IN GOD’S SUSTAINING POWER DURING TRANSITIONS, AND COMMIT OURSELVES TO THE NEW THINGS GOD WILL DO WITH US ALL;

WE WISH ONE ANOTHER GODSPEED - GOD’S PEACE - GOD’S CARE. AMEN.

**EXHIBIT I-6**  
(page 3 of 3)

**SAMPLE NEWSLETTER ARTICLE**

RELATIONSHIP BETWEEN CONGREGATION  
AND DEPARTING PASTOR

Because we want everyone to be aware of some important issues related to the transition between pastors, we ask you to read this carefully.

The Church Council, Pastor and Bishop have agreed to the following, and seek your cooperation, regarding the positive future relationships among us:

**We will** do everything possible to uphold the mission of the Church and the positive quality of life in this congregation.

**We will** recognize the need for time to adjust to the new relationships, and will reach out in care and compassion to one another.

**We will** honor the departure of the present pastor so duties may be relinquished; and will honor the arrival of the new pastor by seeking her/his counsel and ministry. We are aware that conducting pastoral acts (such as baptism, weddings, funerals, confirmations, communions) and defining ministry programs and leadership styles are no longer the prerogative of the departing pastor, but belong to the arriving pastor with the Council and congregation.

While we recognize that the departing pastor (and family) will continue to be our friends, **we will not seek**, nor will the pastor accept, official roles in the congregation for "pastoral acts." They may be included in the invitation list to attend as friends, if schedules and logistics permit.

Experience across the Church has shown that continuing relationships with former pastors is very positive when the above things are kept in mind.

**EXHIBIT I-7**  
(page 1 of 2)

## **THE EXIT INTERVIEW**

When a person resigns an important position, what takes place? At a critical time like this, an assessment of the position itself and the needs for improvement, as seen by the organization, become very significant. The more attention that is given to looking at the past, and the study of future needs, the easier the selection of the person to fill the position becomes.

A vital source of information is the person who has just resigned. The pastor's opinions should provide a very useful guide in studying the present situation. He/she has been close to the organization's operations and is in a good position to speak very candidly. Without any responsibility for the carrying out of the suggestions, the pastor can speak freely about the directions of the future for the organization. He/she can relate areas of accomplishment and also of disappointment. He/she, no doubt, will have much to say about what might be done. This information can be shared in a meeting known as an EXIT INTERVIEW.

The Exit Interview should be relaxed conversation between the pastor and key lay people. (ie: The Staff Support Committee or officers of the congregation.) It is held after the pastor's resignation has been accepted but before he/she leaves the community. Its purpose is for the benefit of the congregation in its search for a new minister.)

This interview is a time for the practice of "active listening." The role of the laity in this interview is not to argue points of view, but rather to seek the pastor's view and impressions. Right or wrong, the pastor has personal points of view, and it is to the benefit of the parish to learn what these are. There should be opportunity to discuss these with the church council at a later date.

Objectivity is most important and should be maintained to the best of the pastor's ability. He/she may not wish to tell all, but should not withhold any information that might aid the congregation in fulfilling its mission.

## **SUGGESTED QUESTIONS FOR THE EXIT INTERVIEW**

1. What were your expectations when you considered and accepted this call?
2. In your ministry here, did you feel that you found what you expected?
3. What five things have given you the greatest sense of fulfillment? What five have given you the greatest frustration?
4. Do you sense that there was a climax of your ministry here? When was this?
5. What elements are present in the new call that caused you to make the change?
6. How do you view our strengths and our weaknesses as you leave us?
7. In the light of what you have said, what type of ministry do you feel we need? Where should we place our emphasis toward the future and what areas do you feel we must be careful to maintain?
8. What do you think the laity might do to strengthen the ministry of the incoming pastor? Where do you think we should take a look at ourselves in order that we might break through some of our barriers?
9. If there were no restraints, could you picture our parish 10 years from now?
10. What are the restraints, as you see them, that would keep us from reaching these goals?
11. Is there anything we can do to assist you and your family in your transition?



## **EXHIBIT I-8**

### **FAREWELL EVENTS / ASSISTANCE**

Feelings run deep at times like these. In addition to the clarity and covenant outlined in Exhibit I-6, other activities are important to assist in adjustment.

The congregation and pastor need opportunities to gather and to remember. Farewell “celebrations” mark the end of an era and are deserving of recollections and expressions of appreciation. Plan significant events to honor and thank the departing pastor and family. A farewell gift under the direction of the Council is appropriate.

Offer practical assistance to the departing pastor and family too. Meal preparation, child care, a place to sleep if the furniture is gone, etc. would all be helpful.

## EXHIBIT I-9

# PAROCHIAL RECORDS

The constitution of the synods provide for the following:

**Chapter 14.15:** “The parochial records of each congregation shall be kept in a separate book which shall remain it’s property. The secretary of the congregation shall attest to the bishop of this synod that such records have been placed in his/her hands in good order by a departing pastor before:

- a. installation in another field of labor, or*
- b. the issuance of a certificate of dismissal or transfer”*

The Secretary of the congregation (the elected officer—not the office secretary) should write to the Bishop prior to the pastor’s leaving, indicating that the parochial records are up to date and in order, ready to be turned over to the Interim Pastor. Likewise, when the Interim Pastor leaves, such a letter should be sent indicating the records are accurate and ready to be turned over to the new pastor.

As indicated in the next Exhibit (I-10), it is also recommended that this letter be jointly signed by the pastor and include the fact that all mutual financial obligations between the pastor and congregation are settled.

Some congregations have volunteers or other paid staff who actually keep the records up to date. However, the pastor is responsible for their accuracy, and the secretary of the congregation is responsible for so testifying.



## EXHIBIT I-10

# FINANCIAL OBLIGATION SETTLEMENT

The constitution of the synods provide for the following:

**Chapter 13.12:** *“A congregation under financial obligation to its former pastor or associate in ministry shall make satisfactory settlement of the obligation before calling a successor.”*

**Chapter 14.16:** *“The pastor shall make satisfactory settlement of all financial obligations to a former congregation before:*

- a. installation in another field of labor, or*
- b. the issuance of a certificate of dismissal or transfer.”*

Thus, it is important that the congregation and pastor discuss and agree that all financial obligations are settled before the departure. While it is not required by the constitution that this agreement be in writing, it is recommended that the pastor and congregational secretary send a joint letter to the Bishop, along with the information about parochial records.



## **EXHIBIT I-11**

### **PARISH RESPONSIBILITIES DURING A TIME OF TRANSITION**

1. Invite supply pastors to preach for any Sunday that the interim pastor is not able to preach.
2. Get information to guest preachers prior to the service concerning worship procedures.
3. Weekly assignments for worship: acolytes, readers, counters, altar care, etc.
4. Selection of hymns.
5. Printing of bulletin and announcements: memorials, flower calendar, attendance and offering summaries.
6. Sunday Church School matters.
7. Any publicity required, either on-going or special events.
8. Receiving and answering correspondence.
9. Acknowledgement of memorial donations.
10. Agenda for Council meetings.
11. Writing and/or editing and mailing of parish newsletter.
12. Location of Parish register for recording of pastoral acts, form audit committee, submit summary report at annual meeting.
13. Routine inspection of parsonage (if any), holding the keys, responsibility for security and maintenance.
14. Signatures required for check signing/safe deposit box.
15. Providing care, visitation of the sick, etc., as needed.

**EXHIBIT I-12**  
**(page 1 of 4)**

**RECOMMENDATION OF CANDIDATE TO THE COUNCIL**

This Exhibit is the same as II-9, in which the Call Committee is instructed to do the following:

Prepare materials regarding the recommended candidate and present them to the council.

- A. Notify your synod staff representative regarding recommended candidate, and probable time of congregational meeting. At this time, discuss details of the compensation statement, questions about the process, and constitutional issues, if any.
- B. Determine if your constitution requires council approval of the call committee's recommendation. Council review is highly desirable, even if approval is not required. Normally, this review would occur after the Call Committee's decision and before the candidate is introduced to the whole congregation.
- C. Prepare materials to describe to the Council the recommended candidate:
  1. Background information, such as:
    - a. a brief resume of the candidate's past ministries and ministry skills, personal and pastoral "style", and vision for the church.
    - b. an audio-taped message of introduction and greeting from the candidate. If available, a quality video-taped message could be presented.
  2. Rationale for this candidate, including:
    - a. how this candidate's pastoral/personal style, vision, and ministry skills will meet the needs of the congregation.
    - b. how the congregation will fulfill the candidate's needs; and
    - c. why the committee believes the Holy Spirit is calling the candidate and congregation to join their ministries.
- D. Present a proposed Letter of Call including the Statement Form outlining the probable compensation (as previously discussed with the candidate and the Finance Committee.) Assuming favorable council review, information about the candidate and the Letter of Call Statement Form (compensation and support) are prepared for presentation to the congregation. You are urged to discuss the details regarding salary, housing, pension, health, and other allowances with the Assistant to the Bishop for Rostered Mission Leadership before meeting with the Council.

**EXHIBIT I-12**  
**(page 2 of 4)**

## **NOTIFYING THE CONGREGATION, MEETING THE CANDIDATE**

Notify the congregation that a candidate has been selected.

- A. As soon as a candidate is selected and reviewed by the council, a congregation meeting is scheduled. (Consult the constitution regarding procedures for official notice about the “Call Meeting.” Most required two announcements at worship and/or ten days written notice. Sometimes, the council must vote to call the meeting.)

Possible forums for the announcement are:

1. Sunday worship services
2. Newsletter article
3. A letter to each household

Any of these should include background information and the rationale for the candidate. Usually, compensation is not shared in advance so that the focus is on ministry rather than finances at this stage.

- B. Arrange for ways for the congregation and candidate to meet one another. Most congregations want to meet the pastor about whom they will be voting on later. Pastors and their families are often eager to meet the congregation and other staff, if any. Several possibilities include:

1. An informal potluck for socializing.
2. Attending a worship service and the refreshment time.
3. Attending Sunday School classes or other group meetings.

Sometimes, the recommended candidate preaches or conducts a brief devotional service during this visit. Care will be taken not to make this a “trial sermon” and/or “congregational interview”, since the Call Committee has already made its recommendation. This visit is essentially for getting acquainted.

**EXHIBIT I-12**  
**(page 3 of 4)**

## **THE CONGREGATIONAL MEETING**

The congregational meeting to “call” the candidate is the culmination of months of hard work by the Call Committee and patient waiting by the congregation. Because of the significance of this meeting, careful preparation and agenda planning are very important. A sample agenda includes:

1. Take attendance and make sure a quorum is present. (Check your constitution for the quorum required.)
2. Open with devotions (if held immediately after a worship service, a brief scripture reading and prayer are adequate) by the Council president or Synod representative.
3. The candidate should be described along with the rationale for the recommendation. Involve as many people in the presentation as possible. Include such things as:
  - a. A review of the Ministry Site Profile describing the congregation, its vision, values and priorities, and the resulting qualities sought in a pastor.
  - b. A forthright description of the candidate, along with individual statements of why each believes this pastor to best fit for the future needs of the congregation.
  - c. A description of the process used to arrive at the recommendation.
  - d. A review of the proposed compensation statement (presented in writing)
4. Invite questions from the floor.
5. Read the motion and second from the Call Committee to call the candidate with the recommended compensation package. Distribute written ballots and pencils in advance, with tellers prepared to collect, count and report. A 2/3 majority is required to pass the motion.
6. The tellers report will be made by the Council president. If the motion passes, you will proceed to agenda item #8 (ministry review vote).

**EXHIBIT I-12**  
**(page 4 of 4)**

7. If the motion fails, a time of discussion is in order (before adjourning with prayer). During that time, it would be helpful to hear:
  - a. Why people think the vote failed
  - b. Explanation of the process to be followed. (The Call Committee will meet with the synod representative to discuss the reasons for the vote, potential candidates, including any already interviewed, and the time frame for another congregational vote on a candidate.)
8. If the motion passes, the motion and second are made regarding the six to nine month mutual ministry review, with a voice vote. A simple majority is required to pass the motion.
9. The meeting is adjourned with prayer. The Call Committee chair should telephone the candidate immediately about the results. If a call has been extended, the Council president should see to the completion of the Letter of Call Form, including appropriate signatures, and send it to the Bishop immediately.



## **AFTER THE CALL IS ISSUED**

### **A. WHAT IF WE ARE TURNED DOWN?**

Call the Bishop's office whenever you have received an answer, positive or negative. If you are turned down, you will want to discuss what happened and begin the process again at the most appropriate point. That may mean a new candidate or two. It may mean returning to an earlier candidate, though that requires some careful consideration. Feelings need to be honored, and action needs to await a time of calm and clear thinking. Remember, as people of God, there is always an open future.

### **B. WHAT IF THE PASTOR WANTS TO DELAY COMING?**

Sometimes local considerations make it difficult for a candidate to leave within the normal 30-60 days after accepting the new call. Arrival times are negotiable, with many factors to be considered. A few weeks one way or the other are not critical when you look forward to many years together.

### **C. HOUSE HUNTING, MOVING AND SETTLING IN**

Normally, candidates will have had a chance to preview the parsonage, if there is one, or available houses if there is not. That often happens as part of the "Meet the Congregation" visit or during an interview. If not, it is important to assist the candidate (and family, if any) in that search. You may be able to indicate where there are good schools, shopping, and housing values. Congregations specify moving expense reimbursement in the call. There are some companies which will give a discount to Lutheran clergy, but they are not automatically the best

Congregations often ask whether there is an official moving company for the ELCA. While the ELCA endorses no moving company, its Department for Human Resources has arranged for a cost-effective, quality moving package that is available to congregations. For staff of ELCA congregations, synods, seminaries and agencies, this package offers substantial discounts, computerized tracking, 24-hour toll-free hotline and centralized claims assistance.

This opportunity is not meant to draw congregations away from companies owned and operated by ELCA members, but to serve congregations without access to such companies. To find out about the ELCA Advantage Program contact:

- 1) ELCA/GRABEL Customer Service Coordinator at 800-373-6401 or available on line at: <http://www.grabel.com/public/elca.htm>
- 1) Clergy Move Center Counselors at 800-248-8313 or on line at: [www.Stevensworldwide.com/elca](http://www.Stevensworldwide.com/elca)
- 3) ELCA Home Benefit (Moving Mortgage & Real Estate Service Counselor) 800-823-0646 or on line at: [www.http://elca.org/mybenefits.com/](http://www.elca.org/mybenefits.com/)

## **EXHIBIT I-13** **(page 2 of 3)**

### **MOVING AND SETTLING IN** (continued)

While it is tempting to save money by “doing it yourself,” that is usually not a good practice. Prorating the moving costs over the years make it cost effective for most congregations to authorize the candidate to choose a professional moving company. Special offerings during the vacancy period can be received to cover the moving costs if a reserve fund has not been included in prior budgets. While these transitions are happening it is important for your new pastor to feel welcomed and wanted. Notes and cards of greeting are appropriate.

Assure the candidate of time to move and settle in. Effectiveness will be enhanced in the long run, and attitudes will be positive. Usually a full week is necessary to unpack, get utilities hooked up, find the stores, doctors, dentists, hospital, schools, etc. You can help by offering lists of addresses for each of these whom you feel to be reliable and worthwhile. You may also offer to prepare meals, baby-sit, house the pastor/ family until furniture and utilities are in place, etc. depending on the needs.

Be sure the pastor’s office has been cleaned, and that all signs have been updated with appropriate name changes. Often, stationery and calling cards can be ordered and in place if discussed in advance with the candidate.

### **D. INSTALLATION AND WELCOME**

A date and time for the installation can be set up in advance. **CONTACT THE BISHOP’S OFFICE TO CLEAR DATES FOR INSTALLATION**; then call the Conference Dean. It is usually the new pastor’s prerogative as to invitation of a preacher. Your new pastor may also want to designate the offering at installation for a special cause. A few pastors prefer not to conduct worship until they are installed, so plans need to be made for this.

Welcome events take many forms: a canned and paper goods shower, dinner invitations for the first week, potluck luncheon and introductions after the first service, refreshments and reception after the installation, a series of “cottage meetings” in members’ homes over the first several months, etc.

Introductions should be arranged for the pastor to area clergy (Councils or churches, Clergy Associations, Conference/Coalition, neighborhood churches, etc.) and to community leaders as soon as possible.

Take time at the first Council meeting to “get better acquainted”, likewise at committee meetings. Name tags and repeating names at the door on Sunday for several months will help too.

**EXHIBIT I-13**  
**(page 3 of 3)**

**E. STAFF SUPPORT**

Caring for care-givers is a ministry that congregations can provide their pastor (s). The ELCA suggests that each congregation have a staff support committee through which care and support of the pastors can take place.

**F. EVALUATION OF OUR MINISTRY**

Evaluation is a normal process and is scheduled for 6 to 9 months after the installation and annually thereafter. The focus should be on the ministry of the congregation and pastor. Conflicts are reduced and effective ministry enhanced when mutual expectations are clearly discussed. (See Exhibit I-14)

**G. CONTINUING EDUCATION AND SABATTICAL**

1. The Continuing education is an important time of renewal and learning for a pastor. The ELCA recommends two weeks annually for this purpose. Information about continuing education is found in The Staff Support Committee.
2. More and more congregations are encouraged by mutual benefits of a specified period of time "away" periodically. One suggestion is an extra three months (often in the summer) for each 7 years of continuous service. The sabbatical is used for renewal through travel, study, or engaging in some new and different activity in addition to normal vacation and continuing education time. Sabbatical guidelines are listed on the Southwest California Synod website: [www.socalsynod.org](http://www.socalsynod.org). Go to Synod Documents to Download.



## EXHIBIT I-13

# 6 - 9 MONTH MINISTRY REVIEW

(To be completed by Council and/or Mutual Ministry Committee. A copy may be sent to the Synod Office.)

Congregation: \_\_\_\_\_ Pastor: \_\_\_\_\_ Date: \_\_\_\_\_

### **Reflections on our ministry:**

1. A time of joy was...
2. The most difficult aspect of the start-up has been...
3. A specific instance in which the Council supported the Pastor...
4. A time when the Council could have been more supportive of the Pastor...
5. A time when the Pastor could have provided stronger support for the Council or a committee...

### **Checking the vital signs:**

1. How are we doing in:
  - a) Worship attendance
  - b) Programs
  - c) Care of members
2. How is our stewardship looking?
3. What is the congregational climate?

### **Looking ahead to next year:**

1. Are there changes or adjustments that need to be made? What are they? By whom?
2. Two specific steps we can take to strengthen our mutual ministry as Pastor and Council: