



Call Process

STEP 6: CALLING YOUR NEW PASTOR

- The Congregational Meeting
- Preparing the Letter of Call
- Sample Definition of Compensation, Benefits, and Responsibilities of the Pastor
- Minimum Compensation and Benefits Guidelines

Addendums:

- ▶ Letter of Call
- ▶ Definition of Compensation, Benefits, and Responsibilities of the Pastor

Call Process - Step 6

CALLING YOUR NEW PASTOR - THE CONGREGATIONAL MEETING

Be sure to notify the synod office as soon as your candidate is identified for call. The 604.20 Administrator will begin the 604.20 Background Check process. If this background check is not completed by the time the Letter of Call is received by the bishop, the Letter of Call will be held in the synod office until the background check is finished.

The Letter of Call forms and instructions will be sent to the congregation when you have notified the synod office that you have identified a final candidate.

The congregation council will set a date for a special congregational call meeting. Once the date has been established, the officers should follow the congregational constitution in notifying all eligible voting members of the special meeting. The mailing to notify members may include a brief statement from the call committee and information about the recommended candidate's experience and qualifications.

In preparation for the congregational call meeting, the officers should review and have at hand portions of the congregation constitution relative to the calling of a pastor, including the number of voters required for a quorum and the definition of a voting member.

The special meeting of the congregation to consider the calling of a pastor should open with a devotional time. The chair may then establish that a quorum of members is present and ask that this number be recorded in the minutes. Information concerning the proposed candidate should then be presented to the congregation. The congregation should then be invited to address questions about the proposed candidate to representatives of the congregation council and call committee.

The vote to call a pastor will be by secret ballot.

Tellers should be appointed by the council president to distribute, collect and count the ballots. The chief teller should then report the vote outcome to the chair of the congregation council who announces the results to the congregation. Careful minutes must be taken.

At the conclusion of the meeting, the congregation council chair should express gratitude to the call committee for its work and assistance in the call process. If an approval to call takes place, the congregation should be informed that the candidate has **30** days to consider the Call and will normally notify the Congregation of his/her decision within that time.

If the required two-thirds majority vote to call is not met, the chair of the congregation council declares that the candidate has not been called. When possible, the congregation council chair and chair of the call committee are advised to meet with the bishop or bishop's representative to discuss the failure to elect and to initiate a renewal of the search process. Other congregation council members and call committee members may be included in this meeting, if desired.

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PREPARING THE LETTER OF CALL

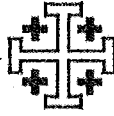
1. If congregation votes affirmatively, Council prepares Letter of Call and forwards the Letter of Call to the Bishop.
2. Pastor is notified that Call is forthcoming, and Pastor has **30** days to decide beginning from the time the Letter actually arrives in his/her hands.
3. Begin preparation for welcome of new pastor.
4. If Pastor accepts the Call, establish time line for arrival.
5. Make arrangements for moving with Pastor/family.
6. Arrange, with Pastor, date for Installation with Bishop's Office.

When completed, the Letter of Call, Definition of Benefits and Vote Result forms must be sent to the bishop for review and signature. After the bishop signs the forms, they are mailed to the pastor.

The candidate's decision to accept or decline the call will be sent to the congregation via the congregation council chair and the Synod Bishop. In accepting, the pastor should be asked to indicate the starting date, usually within one or two months. Any variance will need to be negotiated between the calling congregation and the candidate. Acceptance of the call should be conveyed promptly to the bishop.

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NOTE: This is a sample Letter of Call for your information. When you are ready to extend a call, please call the synod office at 507-280-9457 or (800) 426-6376. We will send you the proper form.



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.

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

a congregation of the

of the Evangelical Lutheran Church in America
meeting on

extends to you this call to serve as

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 _____ day
of _____, A.D.

President

Secretary

Attested by _____

Bishop of the _____

Date of bishop's signing _____

*****The Original (Green Form) will be sent to you after you contact us with the Congregational Vote Date for your candidate. The Original Form needs to be completed and discussed with the candidate before the Congregational Vote!*****

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 a parsonage or other housing 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):

<input type="checkbox"/> a. Member only	<input type="checkbox"/> c. Member and children	<input type="checkbox"/> e. Coverage waived
<input type="checkbox"/> b. Member and spouse	<input type="checkbox"/> d. Member, spouse, and children	

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: _____ | |

SAMPLE

D. AGREEMENT

1. Vacation time of 4 weeks per year, including 4 Sundays with the cost of pulpit supply to be borne by the congregation;
2. Continuing education time of 2 weeks per year (recommended minimum of 2 weeks per year that may be accumulated up to 6 weeks, as reflected in a continuing-education agreement developed by the pastor and congregation council), including 2 Sundays with the cost of pulpit supply to be borne by the congregation; unused accumulated continuing education will not be compensated at the end of this call;
3. Participation in a First-Call Theological Education Program, where applicable;
4. Ongoing care through a Mutual Ministry Committee;
5. Up to 2 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 6 weeks with full salary, housing, and benefits.

* 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.

A description of the particular responsibilities of this position may be attached to this 'Definition of Compensation, Benefits, and Responsibilities' document.

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) _____

SAMPLE

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:** _____