



Call Process Steps in the Southeastern Minnesota Synod



➤ **Congregational Council Responsibilities:**

- _____ 1. Pastor announces he/she is leaving or a new position is being created.
- _____ 2. Council Chair calls Synod Office (507-280-9457) to arrange "Exit Interview with Congregational Leaders" for their pastor with Rev. Linda Gunderson, Assistant to the Bishop. Send out Farewell.
(Taken to the Exit Interview by Synod Minister: Pulpit Supply List; Salary Guidelines; Call Process-Steps 3 & 4.)
- _____ 3. Council Chair receives by email: Step 1: A Time of Farewell & Step 2: A Time of Interim Ministry packets of the Call Process for Council; also the following forms: "End of Call" & "Change of Call" for pastor.
- _____ 4. Council Chair receives Interim Candidate to review and interview provided by the Synod.
- _____ 5. Once Interim candidate is selected, Chair calls synod to have 604.20-Background Check started and proceed to complete **Letter of Agreement for Interim Pastoral Ministry (Step 2-Addendum)**-
Forward to Synod.

➤ **Call Committee Preparation: (Suggested Time Frame -2 Months)**

- _____ 1. After Call Committee is formed, **Call Chair notifies Synod to set date to meet Call Committee and discuss the Call Process Notebook.**
- _____ 2. Call Committee sets up a plan for regular communication with the congregation.
- _____ 3. **\$604.20 Form: (Step 4-Addendum)**-Completed by Congregational Chair - ***Forward to Synod***.
- _____ 4. **Call Committee Sign-Up Form (Step 4-Addendum)**-Completed by Call Chair - ***Forward to Synod***.
- _____ 5. Ministry Site Profile completed by Call Committee- (**Step 3-Addendum**)
(Website: <http://www.elca.org/Growing-In-Faith/Vocation/Rostered-Leadership/Call-Process/Call-Process-Forms.aspx>).
***** Login information should be put in a secure place for future use.*****

➤ **Call Committee Interviews: (Suggested Time Frame -3 Months)**

- _____ 1. **Pastoral Candidate Nomination Form (Step 5-Addendum)** Call Chair elicits names of possible candidates from the Congregation - ***Forward to Synod***.
- _____ 2. **Synod checks on Nominated Candidates to see if they are available for call. If OK'ed, Synod will be in contact with Call Chair to discuss Rostered Leader Profiles(RLP) of Nominated Candidates and other Candidates to review and interview.**
- _____ 3. **Call Committee interview process:**
 - A. **Rev. Linda Gunderson, Assistant to the Bishop, will be in contact with the Call Chair/Committee in person or by phone to review each Candidate's RLP!**
 - B. **The Call Committee is to interview each candidate that is given to them for consideration. Be in contact with each Candidate to interview. Please notify Cheryse at Synod Office with Interview Dates!**
 - C. **Call Committee interviews Candidate(s). (Interviewing a Pastor - Step 5)**
 - D. **Report of Interview Form (Step 5-Addendum)**- Make extra copies-
Complete report for each candidate interviewed - ***Forward to Synod***.
 - E. Reimburse candidate for travel, meal and lodging expenses.
 - F. **Send follow-up letter to each Candidate (Sample letters- Step 5-Addendum)**
Make copy - ***Forward to Synod***.

➤ **Call Committee Interviews: (Continues...)**

_____ 4. **Second Interview(s) Scheduled:** Compensation needs to be discussed and completed with Candidate(s).

- ✱ **“Definition of Compensation, Benefits and Responsibilities of the Pastor”**
(Step 6- Addendum –SAMPLE-Def. of Compensation Sheets)
- ✱ **Minimum Compensation and Benefits Guidelines** (In back pocket)

➤ **Final Selection and Congregational Vote: (Suggested Time Frame -1 Month)**

_____ 1. Call Committee selects final Candidate. Check your Constitution for procedure for Congregational Vote.

- A. **Call Chair notifies Candidate he/she has been selected.**
- B. **Schedule Congregational Meeting for a Vote according to Constitution.**
Immediately-Notify Synod Office-Cheryse- of the selected Candidate and Date of Congregational Vote.
---§604.20 Background Check on Candidate needs to be completed before Bishop signs Letter of Call!---

➤ **Date of Congregational Vote:**

_____ 1. **Council Chair and Secretary:** After the vote has been taken at the Congregational Meeting- Sign the Letter of Call, Definition of Compensation, Benefits and Responsibilities of the Pastor, and Vote Results Form. Send all of these forms to the Synod Office in the enclosed envelope provided in the packet for the Bishop’s Signature. -***Forward to Synod.**

_____ 2. **Call Chair** calls candidate about vote and synod office with results.

➤ **Council Chair:**

_____ 1. Arranges “Congregation Exit Interview with Interim Pastor” (**Call Process-Step 2-Page10**)

_____ 2. Completes “Review of Interim Pastorate” (**Call Process Step 2- Addendum**)

Final Steps: (Once Letter of Call is received by the Bishop)

1. The Bishop will call the Candidate and review Letter of Call and Compensation. The original documents will be sent to the Candidate and a copy to the Congregation(s).
2. Candidate receives Letter of Call and has 30 days to respond. Candidate sends letter to congregation/s and Synod Office accepting or refusing the call.
3. **First Call Candidates** being called need to contact SEMN Synod Office to set up an Ordination date with the Bishop immediately and be Ordained before the candidate can start their call at the congregation(s).
4. If Candidate accepts Call, Council arranges with the Candidate a start date and Installation Date and notifies Synod Office immediately to get date on the Assistant to the Bishop’s calendar!
5. If Candidate refuses the Call, Call Process begins all over with new Candidate(s) names.

The Synod will be in contact by phone or email with the Call Chair(s) to keep apprised of Call Committee activities for your Call Process Record Update.

Forward to Synod :

(email, fax, or mail)

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